



दिल्ली मेट्रो रेल कॉर्पोरेशन लि०  
DELHI METRO RAIL CORPORATION LTD.  
(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)



**The Lifeline of Delhi**

**ADVT No. DMRC/PERS/22/HR/2023 (120) Dated: 03/04/2023**

**REQUIREMENT OF DEAN FOR THE DELHI METRO RAIL ACADEMY  
ON DIRECT RECRUITMENT BASIS**

The Delhi Metro Rail Corporation (DMRC) Ltd, a Joint Venture company with equal equity participation from the Govt. of India and the Govt. of the National Capital Territory of Delhi, has been entrusted with the responsibility of implementation of the rail-based Mass Rapid Transit System, for Delhi-NCR. The Delhi Metro Rail Corporation, the Lifeline of Delhi, prides itself on its ability to nurture its employees through its unique work culture. Today, DMRC empowered by about 14,500 employees, with MRTS activities spread over Delhi-NCR, Mumbai, Patna, etc., carry about 3 million passengers per day in Delhi and NCR. In addition to the above, DMRC is involved in providing consultancy services to a number of cities, within India and abroad.

The date of occurrence of the vacancy shall be 01-10-2023, but the selected candidate may be taken on board earlier, for the ease of Knowledge Transfer (KT), for a seamless take-over. Accordingly, applications are invited from amongst the Officers of the Organized Group 'A' services of the Indian Railways, for filling up the following post, on Direct Recruitment basis:

S. No	Post Name	No. of Post	Pay Scale(IDA)	Educational Qualification
1	<b>DEAN, Delhi Metro Rail Academy (at General Manager / Executive Director level)</b> <b>Post code:</b> <b>01/(GM/ED)/D</b>	01	Rs. 1,20,000-2,80,000/- (For General Manager)/ Rs. 1,50,000-3,00,000/- (For Executive Director)	Bachelor's degree in Civil/ Electrical/ Mechanical, or, Electronics and Communications Engineering from a Govt. recognized University/Institute.  Master's in Business Administration, or, Master's in the relevant discipline shall be a desirable qualification

**Important-**

- All the eligibility criteria shall be reckoned as on 01/04/2023
- The degree must be a full-time regular course.
- Vacancy is provisional and subject to increase/decrease.

**2. Eligibility Criteria (as on 01/04/2023):**

**Essential Experience** – Must have worked for at least 20/ 25 years in a Group 'A' service, in the Indian Railways (including the period spent on deputation) and must have worked / must be working currently, in a premier training Institute of the Indian Railways and have had / have, the relevant academic experience, as well as that, of managing a Centralized Training Institute / Academy, like the IRICEN / IRIEEN / IRIMEE / IRITM / NAIR, etc. Officers working in Non-Functional (HAG/SAG) may also apply.

**A) Pay scale eligibility criteria for the post at Executive Director level:**

Officers working in the CDA pay scale at Level 15 (Rs. 1,82,200– 2,24,100) as per the 7<sup>th</sup> CPC in the pay matrix, in the Indian Railways / Govt. Organizations, including services put in on deputation, in the above pay scale, with a minimum of 02 (two) years' service in the aforementioned grade and having 25 (twenty-five) years' service at Gazetted / Executive level.

**OR**

Officers working in the IDA pay scale of Rs. 1,50,000 – 3,00,000 in the Govt. Organization/ PSUs, including services put in on deputation, in the above pay scale, with a minimum of 02 (two) years' service in the aforementioned grade and having 25 (twenty-five) years of service at Gazetted / Executive level.

**B) Pay scale eligibility criteria for the post at General Manager level:**

Officers working in the CDA pay scale at Level 14 (Rs. 1,44,200 – 2,18,200) as per the 7<sup>th</sup> CPC in the pay matrix in the Indian Railways / Govt. Organization, including services put in on deputation, in the above pay scale, with a minimum of 02 (two) years' service in the aforementioned grade and having 20 (Twenty) years' service at Gazetted / Executive level.

**OR**

Executives working in the IDA pay scale of Rs. 1,20,000 – 2,80,000 in the Govt. Organization / PSUs, including services put in on deputation, in the above pay scale, with a minimum of 02 (two) years' service in the aforementioned grade and having 20 (Twenty) years of service at Gazetted / Executive level.

**3. Job Description:**

The incumbent of the post shall head the Delhi Metro Rail Academy and shall be responsible for its overall management, design and conduct of courses (for internal and external clients, including international clients) and all functions, associated with the post. He / she shall be required to re-shape and re-design the Academy as a state-of-the-art training institute, of international stature. The reporting authority for the post shall be the Director/Operations, DMRC.

**4. Pay and Emoluments:**

The pay and emoluments shall be as per the pay scales under the IDA (Industrial DA), as applicable, from time to time and other benefits, which include Perks, Lease/HRA, Medical benefits, EPF, Gratuity and Insurance, etc. as per the extant rules of the Corporation.

**5. Screening Process:**

i. The screening methodology for the candidates will comprise of Personal Interview and Medical fitness examination (the Medical Examination will be in the Executive / Non-Technical category, the details thereof are available on the DMRC website).

ii. The selection process would judge the different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates shall be required to qualify the Screening Process and Medical examination, before being adjudged as suitable in the selection. Candidates, who fail in the prescribed medical test, will not be given any alternative employment and the decision of the Corporation shall be final on the issue. All related information shall be available only on the Website: <http://www.delhimetrorail.com> and candidates must regularly check the website, for the updates.

## **6. Character and Antecedents:**

The success in the screening process shall not confer any right of appointment unless the Corporation is satisfied, after such an enquiry, as may be considered necessary, that the candidate having regard to his / her character and antecedents is suitable in all respect, for appointment to the service.

## **7. Surety Bond:**

The candidate selected for the post will have to execute a Surety Bond of Rs. 4,00,000/- and cost of training, plus applicable service tax, to serve the Corporation for a minimum period of three years, or, till the date of retirement, whichever is earlier (exclusive of the period in which one remained on LWP or EOL). Three months' prior notice will be required for seeking resignation from the Corporation.

## **8. Probation:**

The selected candidate on appointment will be on a probation for a period of one year or till the age of 60 years, whichever is earlier (including the period of training).

## **9. Schedule of Selection:**

- I. The last date of receipt of duly filled in application (along with all the relevant documents) through Speed Post, OR, e-mail shall be 24/04/2023. Incomplete applications, or, applications received after the due date, shall be summarily rejected. DMRC shall not be responsible for any loss / delay in post.
  - II. **The list of the shortlisted candidates shall be uploaded on the DMRC website in the First week of May 2023 (tentatively) and the interview shall be held in the Second week of May 2023 at Metro Bhawan, Barakhamba Road, New Delhi, OR, through on-line mode (tentatively) [complete details will be displayed on the DMRC website].**
  - III. No separate communication, by post, shall be sent to the candidates individually. Candidates are required to go through the instructions / schedule for the interview displayed on the DMRC website and appear for the interview, accordingly.
  - IV. **The final result will be declared by last week of May, 2023 (tentatively).**
10. Eligible and willing candidates for the aforesaid post may apply as per the application format at Annexure - I. The candidate must enclose all the relevant documents in support of their Date of Birth, qualification, work experience, pay and pay scale.
  11. The candidates should send their application through proper channel along with the Vigilance and D&AR clearance, so as to reach the below mentioned address, within the stipulated time. Candidates are also required to submit copies of their APARs of the last five years.
  12. The duly filled in application form should be sent in an envelope superscribing the Name of the Post on the cover prominently, latest by **24/04/2023**, through Speed Post to the following address, OR, e-mail the scanned copy of the duly filled in Application Form, along with the scanned copies of all other documents sought (as stated in the Application Form) to [dmrc.project.rectt@gmail.com](mailto:dmrc.project.rectt@gmail.com) (mention the name of post and Advt. No. in the subject of e-mail):

**Joint General Manager (HR)  
Delhi Metro Rail Corporation Ltd.  
Metro Bhawan, Fire Brigade Lane,  
Barakhamba Road, New Delhi**



# दिल्ली मेट्रो रेल कॉर्पोरेशन लि० DELHI METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)

ADVT. No. DMRC/PERS/22/HR/2023/120

## ANNEXURE I

### DMRC APPLICATION FORMAT

AFFIX A  
RECENT  
PASSPORT  
SIZE SELF  
ATTESTED  
PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT IN HIS/HER OWN HANDWRITING)

S. No	DETAILS	PARTICULARS				
1	NAME OF THE POST	DEAN, DELHI METRO RAIL ACADEMY				
1A	FORWARDING OF THE APPLICATION FOR THE LEVEL (Please tick one)	General Manager/ Executive Director				
B	Mode of Induction	Direct Recruitment				
2	APPLICANT'S NAME (Sh./Smt./Ms.)					
3	FATHER'S / HUSBAND'S NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/04/2023	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE ADDRESS					
		STATE:		PINCODE:		
7	CONTACT NUMBER WITH STD CODE					
8	MOBILE NUMBER					
9	EMAIL ID					
10	CATEGORY (SC/ST/OBC/GENERAL)					
11	EDUCATIONAL QUALIFICATION					
	Qualification	Particulars	Subjects	Institute / University	% or CGPA	Passing Year
A	Graduation					
B	Post-Graduation					
C	Others					
12	WORK EXPERIENCE DETAILS (AS ON 01/04/2023) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS		
A	CURRENT ORGANIZATION					
B	LAST ORGANIZATION (if applicable)					

<b>II</b>	<b>FOR APPLICANT FROM Central Govt. / Govt. organizations in <u>CDA SCALE</u></b> (complete details of service / position held since joining) [separate sheet may be attached]			
	<b>Post Held</b>	<b>Organization Name with place of posting</b>	<b>Pay Scale (CDA)</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>
A				
B				
C				
D				
<b>III</b>	<b>FOR APPLICANT FROM Govt. Organizations in <u>IDA SCALE</u></b> (complete details of service / position held since joining) [separate sheet may be attached]			
	<b>Post Held</b>	<b>Organization Name with Place of posting</b>	<b>Pay Scale (IDA)</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>
A				
B				
C				
D				
<b>IV</b>	<b>ESSENTIAL WORK EXPERIENCE</b>			
A	WORKING AS AN OFFICER OF THE ORGANIZED GROUP 'A' SERVICES OF THE INDIAN RAILWAYS			<b>YES / NO</b>
B	HAVING ESSENTIAL TWENTY (20)/ TWENTY-FIVE (25) YEARS OF WORK EXPERIENCE, whichever applicable (as per Clause 2 of the Advt.)			<b>YES / NO</b>
C	WORKING IN CDA / IDA PAY SCALE, AS MENTIONED AT POINT No. 2 A / 2 B of the Advt. (whichever is applicable)			<b>YES / NO</b>
<b>V</b>	<b>BRIEF DESCRIPTION OF THE WORK EXPERIENCE (separate sheet may be enclosed)</b>			
<b>13</b>	<b>WHETHER EVER CONVICTED (by a Court of Law) /PUNISHMENT / PENALTY (due to disciplinary action by the employer) AWARDED TO THE APPLICANT IN THE LAST 10 YEARS</b>			<b>YES / NO</b>
	<b>IF YES, DETAILS OF THE CASE</b>			Separate sheet may be enclosed
<b>14</b>	<b>WHETHER ANY CASE IS PENDING IN THE COURT OF LAW, OR, ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST THE APPLICANT</b>			<b>YES / NO</b>
	<b>IF YES, DETAILS THERE OF</b>			Separate sheet may be enclosed

15	<b>NOC, VIGILANCE AND D&amp;AR STATUS FROM THE CURRENT EMPLOYER ENCLOSED</b>	<b>YES / NO</b>
16	<b>COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR THE LAST 5 YEARS ENCLOSED</b>	<b>YES / NO</b>
17	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN THE PAST (IF YES, DETAILS THERE OF)</b>	
18	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.)</b>	
19	<b>HOBBIES / INTERESTS</b>	

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled, if, any information is found to be incorrect / false, at any point in time.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Candidate**

**Name:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Documents to be enclosed:**

1. Educational Certificates (Matriculation / Graduation and Others)
2. Work Experience Certificate
3. NOC from Present Employer
4. Vigilance and D&AR Clearance from Present Employer
5. APARs of the Last 05 (five) years