



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(128) Dated: 13/06/2023

REQUIREMENT OF EXECUTIVES FOR EHS& Q, FINANCE, HR, STORES AND LEGAL, FOR THE DMRC MUMBAI O&M WORK, ON DEPUTATION / POST RETIREMENT CONTRACTUAL ENGAGEMENT (PRCE) 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. 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 & NCR. In addition to the above, DMRC is involved in providing consultancy services to a number of cities within India and abroad.

To meet the immediate requirement of personnel for Operations and Maintenance work of Mumbai Metro Line – 3 (Aqua Line), applications are, hereby, invited from experienced, dynamic and motivated persons of Indian nationality, working in, or, retired (in case of application on Post Retirement contractual engagement basis), from the Govt. Sector/ CPSUs, for filling up the following categories of Executive posts in DMRC, **on Deputation / Post Retirement Contractual Engagement (PRCE) Basis:**

S. No.	Department	Post Name and Post Code	Essential Qualification Required
1	Environment, Health, Safety & Quality (EHS&Q)	Manager Post Code: 1/M/EHSQ	Must have bachelor's degree in Civil/Environment/Safety Engineering discipline, or, M. Tech (Safety) from a Govt. recognized University/Institute, with work experience as indicated at Clause-2 below
2	Finance	Manager Post Code: 2/M/F	CA/ICWA from a Govt. recognized University/Institute, with work experience as indicated at Clause-2 below. Knowledge of SAP/ERP will be preferred.
3	HR	Manager Post Code: 3/M/HR	Two years full time MBA or, equivalent, with specialization in HR from a Govt. recognized University/Institute, with work experience as indicated at Clause-2 below. Knowledge of SAP/ERP will be preferred.
4	Stores	Manager Post Code: 3/M/S	Must have bachelor's degree in Mechanical/ Electrical/ Electronics/Civil discipline from a Govt. recognized University/Institute, with work experience as indicated at Clause-2 below
5	Legal	Manager Post Code: 3/M/L	Full time L.L.B. from a Govt. recognized University/Institute, with work experience as indicated at Clause-2 below

2. WORK EXPERIENCE CRITERIA AS ON 01.06.2023:

- A.) For post at (1) above, candidates presently working in, or, retired (in case of application on Post Retirement contractual engagement basis), in the CDA pay scale at Level-11 (Rs. 67700-208700/-) or higher, OR, in IDA pay scale of Rs. 60000-180000/- or higher, with **minimum 08 (Eight) years** of professional experience in MRTS in EHS&Q, in the Govt. Sector/ CPSUs may apply.

B.) For post at (2), (3), (4) & (5) above, candidates presently working in, or, retired (in case of application on Post Retirement contractual engagement basis), in the CDA pay scale at Level-11 (Rs. 67700-208700/-) or higher, OR, in IDA pay scale of Rs. 60000-180000/- or higher, with **minimum 08 (Eight) years** of professional experience in their respective field and preferably 2 years in MRTS, or, in any transportation field, in the Govt. Sector/ CPSUs, may apply.

3. **CUT OFF DATE AND AGE LIMIT AS ON 01.06.2023:**

The age limit for candidates applying on Deputation basis shall be 55 years.

The age limit for candidates applying on PRCE basis shall be upto 62 years.

4. **PAY AND EMOLUMENTS:**

- i. **For candidates selected on Deputation basis:** The selected candidate shall continue to draw parent department pay plus deputation allowance, as applicable, under the Govt. of India rules.
- ii. **For candidates selected on PRCE basis:** The selected candidate shall be eligible for the consolidated fee @ **Rs. 96,600/- per month**, for the said post. The consolidated fee for candidates working in/ retired, at/ from a higher Grade, will be restricted to the emoluments, as mentioned above. The substantive status of the candidate shall be considered.

5. **SCREENING PROCESS:**

The selection methodology for candidates applying on Deputation basis and PRCE basis will comprise of **Personal Interview**.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. **All related information shall be available only on Website: <https://www.delhimetrorail.com> and candidates must regularly check the website for updates.**

6. **SCHEDULE OF SELECTION**

- I. Last date of receipt of duly filled in application (along with relevant documents) through Speed Post OR email is **28/06/2023**. Incomplete applications or applications received after the due date will be summarily rejected. DMRC shall not be responsible for loss/delay in post.
- II. **The list of shortlisted candidates shall be uploaded on DMRC website in the First week of July, 2023 (tentatively) and interview will be held in the Second week of July, 2023 at Metro Bhawan, Barakhamba Road, New Delhi OR through on-line mode (tentatively) (Complete details will be displayed on DMRC website).**
- III. No separate communication, by post, will be sent to candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on DMRC website and appear for the interview accordingly, along with original copies of testimonials.
- IV. The final result shall be declared by Third week of July'2023. (Tentatively)

Eligible and willing candidates for the aforesaid post may apply as per the application format at **Annexure-I**. The candidate must enclose all relevant documents in support of their qualification, work experience, pay & pay scale.

The candidates presently employed in Govt. sector / Central Public Sector Undertaking (CPSUs) should send their application through proper channel along with Vigilance and D&AR clearance, so as to reach the below mentioned address within the stipulated time. All candidates are required to submit copies of their APARs for the last five years.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post** on the cover prominently, **latest by 28/06/2023**, through Speed Post to the following address OR email the scanned copy of duly filled in Application Form along with scanned copies of all other sought documents (as stated in the Application Form) to dmrc.mmrc@gmail.com ([mention the name of post and Advt.No. in the subject of email](#)):

Executive Director (HR)
Delhi Metro Rail Corporation Ltd.
Metro Bhawan, Fire Brigade Lane,
Barakhamba Road, New Delhi



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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.A	POST NAME (Please tick only one option)	Manager				
B	Department					
C	POST CODE (Please mention only one option)					
D	Basis for applying for the post (Please tick only one option)	DEPUTATION or PRCE				
2	APPLICANT NAME(Sh./Smt./Ms.)					
3	FATHER/HUSBAND NAME(Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/06/2023 (Age limit For Deputation basis- 55 years For PRCE basis- upto 62 years)	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE ADDRESS					
		STATE:		PINCODE:		
7	CONTACT NUMBER WITH STD CODE					
08	MOBILE NUMBER					
09	EMAIL ID					
10	CATEGORY (SC/ST/OBC/EWS/GENERAL)					
11	DATE OF SUPERANNUATION (for application on PRCE basis, if applicable)					
12	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars	Subjects	Institute /University	% or CGPA	Passing Year
A						
B						
C						

13 WORK EXPERIENCE DETAILS (AS ON 01/06/2023) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE		YEARS	MONTHS	DAYS
A	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YYYY)				
B	DATE OF JOINING FIRST REGULAR JOB (DD/MM/YYYY)				
C	PRESENT PAY BAND WITH GRADE PAY AND BASIC PAY AS ON DATE OF APPLICATION				
II	FOR APPLICANT FROM Central Govt./ Govt. organizations in <u>CDA/ IDA SCALE</u> (Complete details of service/position held since joining) (separate sheet may be attached)				
	Post Held	Organization Name with place of posting	Pay Scale (CDA) Mention the substantive Pay Scale with GP (MACP not to be mentioned)/ equivalent IDA pay scale	Period (From – To) dd/mm/yy–dd/mm/yy	
A					
B					
C					
D					
III	DETAILS OF DEPUTATION DURING SERVICE				
A	Details of previous deputation/foreign assignment, if any				
B	Whether debarred from deputation? If yes, please furnish details.				
C	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.				
IV	ESSENTIAL WORK EXPERIENCE				
A	HAVING ESSENTIAL WORK EXPERIENCE IN MRTS, IN EHS&Q, AS MENTIONED IN PARA 2 (A) OF THE ADVERTISEMENT, FOR THE POST NO. (1)			<u>YES/NO</u>	
B.	HAVING ESSENTIAL WORK EXPERIENCE IN RESPECTIVE FIELD, PREFERABLY 2 YEARS IN MRTS, OR, IN ANY TRANSPORTATION FIELD AS MENTIONED IN PARA 2 (B) OF THE ADVERTISEMENT, FOR THE POST NO. (2), (3), (4) & (5)			<u>YES/NO</u>	
C.	WORKING IN THE CDA/ IDA PAY SCALE AS MENTIONED IN CLAUSE NO. 2 OF THE ADVERTISEMENT			<u>YES/NO</u>	
V	BRIEF DESCRIPTION OF THE WORK EXPERIENCE				

14	WHETHER ANY CONVICTION (by Court of Law) / PUNISHMENT/PENALTY (due to disciplinary action by employer) METED OUT/ AWARDED TO THE APPLICANT IN LAST 10 YEARS	YES/NO
	IF YES, DETAILS THEREOF	Separate sheet may be enclosed
15	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW OR ANY DISCIPLINARY PROCEEDINGS PENDING OR DISCIPLINARY ENQUIRY IS GOING ON, AGAINST APPLICANT	YES/NO
	IF YES, DETAILS THEREOF	Separate sheet may be enclosed
16	NOC, VIGILANCE AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED	YES/NO
17	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED	YES/NO
18	WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF)	
19	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)	
20	HOBBIES/INTERESTS	

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 or false at any point of time.

Date: _____

Place: _____

Signature of Candidate

Name: _____

Mobile No.: _____

Email Id.: _____

Documents to be enclosed (whichever applicable):

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

