



DELHI METRO RAIL CORPORATION LTD.
(A Joint Venture of the Govt. of India and the Govt. of the NCT of Delhi)



The Lifeline of Delhi

ADVT No. DMRC/PERS/22/HR/2023(136) Dated: 22/09/2023

REQUIREMENT OF CONSULTANT (STRATEGIC COMMUNICATION), IN DMRC, ON CONTRACTUAL 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 with the immediate requirement of DMRC and allied projects, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having vast experience/ research work in the field of strategic communications, public relations, etc., and associated with Govt. Organization/ PSUs, for filling up the following post on Contractual basis: –

S.N.	Post (Post Code)	No. of Post*	Consolidated Monthly Remuneration	Educational Qualification	Age Limit (as on 01.09.23)
1	Consultant (Strategic Communication), Post Code: "01/M/CC"	01 (One)*	Rs. 82,320/- p.m.	M.A. in Mass Communication from a Govt. recognized University/Institute	Not more than 35 years

*Vacancy is provisional and subject to increase/decrease.

2. TERM OF ENGAGEMENT:

The engagement shall be on fixed term contractual basis, initially for a period of two years, extendable as per requirement, at the sole discretion of DMRC, subject to mutual consent and satisfactory performance.

3. ELIGIBILITY CRITERIA (AS ON 01/09/2023)

The candidate should have a minimum 3 years of post-qualification experience/ research work in the field of strategic communications, public relations, etc., and associated with Govt. Organization/ PSUs.

4. JOB DESCRIPTION

The incumbent for the post shall be responsible for managing Strategic Communication, Public Relations related work pertaining to the Delhi Metro Rail Corporation Ltd.

5. **REMUNERATION:**

- a. The consolidated remuneration for the post shall be Rs. 82,320/- per month.
- b. The above remuneration as mentioned in 4 (a) above, is inclusive of all other benefits such as Accommodation, Transport, Medical, LTA, canteen, Insurance, etc., No other financial benefits/allowances shall be admissible.
- c. For Medical Coverage, the medical insurance health policy shall be taken by the contractual employees themselves covering COVID-19 and other diseases.
- d. Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted @12% on Rs. 15000/- (currently) i.e., Rs. 1800/- per month (subject to number of days) from the salary and the equivalent contribution will be made by DMRC. Gratuity shall be paid as per the Gratuity Act.
- e. The Consolidated remuneration will remain fixed throughout the period of Fixed Term Appointment and there will be no increase in the remuneration on completion of the fixed term period. The remuneration shall be proportionately reduced in case of absence from work.

6. **SELECTION PROCESS**

The screening methodology for candidates applying on **contractual basis** will comprise of **Personal Interview** and **Medical fitness examination**.

(The Medical Examination shall be in Executive/Non-Technical category. The details of Medical Examination are available on the DMRC website).

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates would have to qualify/pass the **Screening Process** and the **Medical examination**, before being adjudged as suitable for 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 this issue. **All related information shall be available only on Website: <http://www.delhimetrorail.com> and candidates must regularly check the website for updates.**

7. **CHARACTER & ANTECEDENTS:**

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

8. **SURETY BOND:**

The candidate selected for the post will have to execute a Surety Bond of Rs. 3,00,000/- & cost of training to serve the Corporation for a minimum period of three years (exclusive of the period in which one remains on LWP or EOL).

9. **SERVICE CONDITIONS:**

- a. **Travelling allowance/Daily Allowance on Tour:** TA/ DA would be admissible if deputed on outstation duty, for which he/she shall be paid TA/DA as per the entitlement applicable for corresponding level of employees.
- b. **Leave and Holidays:** Shall be entitled for leave at the rate of two days Earned leave and one day casual leave per completed month. Encashment of un-availed leave shall not be permissible during the contract, or, on resignation, or, termination of contract. Fixed term appointees shall not be eligible for any other leave, other than National/ Gazetted Holidays, as declared by DMRC, when the project office remains closed.

- c. **Termination of Fixed Term engagement:** On expiry of the term mentioned in the engagement order, the engagement shall stand terminated automatically. The engagement can be prematurely terminated by either side by giving one month notice period, or, remuneration, in lieu thereof.
- d. The candidate shall have no claim, whatsoever, for continued engagement, or, for any regular employment in the company, under any circumstances.
- e. Candidates on engagement are likely to be posted, anywhere in India.
- f. Fixed term engagement shall be made strictly on the basis of the prescribed norms. In case any particulars/information furnished by the candidate is found to be false, or, incorrect, the fixed term engagement shall be deemed to be void ab initio and the engagement shall be terminated forthwith.

10. SCHEDULE OF SELECTION:

- i. Last date of receipt of **duly filled in application** (along with relevant documents), through Speed post, OR, e-mail shall be **09/10/2023**. Incomplete applications, or, applications received after the due date, shall 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 Second week of October, 2023 (tentatively) and screening shall be held in the Third week of October, 2023 (tentatively) at Metro Bhawan, Barakhamba Road, New Delhi OR through online mode** (Complete details shall be displayed on DMRC website).
- iii. No separate communication, by post, shall be sent to the candidates individually. Candidates are advised 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 the Fourth week of October, 2023 (tentatively).**

11. IMPORTANT INSTRUCTIONS:

- i. Eligible and willing candidates for the aforesaid post may apply as per the application format at Annexure-I. The candidate must enclose all relevant proof / documents in support of qualification, experience and pay scale.
- ii. While applying for the post, the applicant should ensure that he/she fulfills the eligibility criteria and other norms/criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her services are liable to be terminated.
- iii. The validity of the panel shall be two years from the date of its approval.
- iv. The selection of candidate by DMRC does not confer any right to the candidate for engagement.
- v. The candidates presently employed in Govt. Sector/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.
- vi. Candidates should keep sufficient numbers of Photographs in reserve for future use, which they use in the application form.
- vii. Request for change of mailing address / e-mail address and Mobile Number will not be entertained under any circumstances.
- viii. Court of jurisdiction for any dispute will be at Delhi only.
- ix. DMRC reserves the right to fix the minimum standard/qualifying marks for each component of selection for the post.
- x. No TA/DA shall be paid for attending interview/Medical Examination/joining duty on selection.
- xi. Candidates must remain in constant touch with DMRC's website www.delhimetrorail.com for information regarding dates of interview, schedule of medical examination, etc.

xii. Canvassing in any form will disqualify the candidate.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post & Advt. No.** on the cover prominently, **latest by 09.10.2023**, through Speed Post to the following address, OR, e-mail the scanned copy of duly filled in Application Form, along with scanned copies of all other sought supporting documents (as stated in the Application Form) to dmrc.rectt@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	POST NAME	Consultant (Strategic Communication),				
2	Post Code	"01/M /CC"				
3	APPLICANT NAME(Sh./Smt./Ms.)					
4	FATHER/ HUSBAND NAME (Sh.)					
5	DATE OF BIRTH (dd/mm/yyyy)					
6	AGE as on 01/09/2023	YEARS	MONTHS	DAYS		
7	CORRESPONDENCE ADDRESS					
		STATE:	PINCODE:			
8	CONTACT NUMBER WITH STD CODE					
9	MOBILE NUMBER					
10	EMAIL ID					
11	CATEGORY (SC/ST/OBC/GENERAL)					
12	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars	Subjects	Institute / University	% or CGPA	Passing Year
A						
B						
C						

13	WORK EXPERIENCE DETAILS (AS ON 01/09/2023)(FILL ONLY THE APPLICABLE COLUMN)			
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS
A	CURRENT ORGANIZATION			
B	LAST ORGANIZATION			
II	FOR APPLICANT FROM GOVERNMENT/PRIVATE SECTOR (Complete details of service/position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name with place of posting	Pay scale (CDA/IDA) / Consolidated Salary/ Remuneration	Period (From – To) dd/mm/yy–dd/mm/yy
A				
B				
C				
D				
III	ESSENTIAL WORK EXPERIENCE			
A	HAVING ESSENTIAL WORK EXPERIENCE AS MENTIONED IN PARA (3) OF THE ADVT.			<u>YES/NO</u>
B	HAVING MINIMUM THREE (03) YEAR'S POST QUALIFICATION EXPERIENCE/ RESEARCH WORK IN THE FIELD OF STRATEGIC COMMUNICATIONS, PUBLIC RELATIONS, ETC., AND ASSOCIATED WITH GOVT. ORGANIZATION/ PSUs			<u>YES/NO</u>
IV	BREIF DESCRIPTION OF THE WORK EXPERIENCE			
14	WHETHER ANY CONVICTION (by court of Law) / PUNISHMENT /PENALTY (due to disciplinary action by employer)WAS AWARDED TO APPLICANT IN LAST 10 YEARS			<u>YES/NO</u>
	IF YES, DETAILS THEREOF			Separate sheet may beenclosed
15	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW OR ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST APPLICANT			<u>YES/NO</u>

	IF YES, DETAILS THEREOF	Separate sheet may be enclosed
16	NOC, VIGILANCE AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED (If working in any Govt. organization/PSUs, CPSEs, Autonomous bodies, etc.,)	YES/NO
17	WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF)	
18	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)	
19	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 (Matriculation, Graduation, Post-Graduation & Others)
2. Work Experience Certificates
3. NOC from present employer along with D&AR & Vigilance clearance (in case of Govt. or PSUs applicant).
4. APARs of Last 5 years (in case of Govt. or PSUs applicant).