



**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/2024 (174), Dated: 20/09/2024**

**REQUIREMENT OF Dy. HOD (CIVIL), IN DMRC, ON DEPUTATION/ POST RETIREMENT CONTRACTUAL ENGAGEMENT 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. DMRC is empowered by about 14,000 employees, with MRTS activities spread over Delhi-NCR, and other cities in India and abroad. The average passenger journey per day in Delhi/NCR is about 61 Lakhs. In addition to the above, DMRC is involved in providing consultancy services to several cities, within India and abroad.

To meet with the requirement of experienced personnel for filling up **TWO (02) posts** at Dy. HOD level, in the Civil Engineering department for the DMRC project, applications are invited from experienced, dynamic and motivated Officers, working in/ retired from Govt. organizations / Indian Railways/ CPSUs/ CPWD/ Metro Organizations and having relevant experience in the field of Civil Engineering, for filling up of the following posts, on **Deputation/ Post Retirement Contractual Engagement (PRCE) basis**:

S. No.	Level	Consolidated Salary (per month)**	Pay Scale ( in case of deputation)	No. of Post	Educational Qualification #	Age Limit (as on 01.09.2024)
1	Joint General Manager <b>Post Code:</b> 01/JGM/C	Rs. 1,27,400/-	Parent department pay plus deputation allowance applicable as per rules	<b>02 (Two)*</b>	Bachelor's Degree in Civil Engineering, or, equivalent, from a recognized university/ Institute	Max: 55 Years (in case of deputation)
	Deputy General Manager <b>Post Code:</b> 01/DGM/C	Rs. 99,800/-				Min: 55 Years Max: 62 Years (in Case of PRCE)

**Important:**

@The cut-off date for eligibility criteria shall be reckoned as on 01/09/2024

\*Vacancies are provisional and subject to increase/decrease.

#The educational qualification should be from a Govt. recognized/ approved University.

\*\* Candidates selected on Post Retirement Contractual Engagement basis shall be paid consolidated fee as indicated above. Candidates must be working in/ retired from the functional grade, on regular basis and MACP will not be considered.

**2. ELIGIBILITY CRITERIA (AS ON 01/09/2024):**

- A.** The Officer should be working in a PSU/ Govt. Sector, having Minimum 15 years' experience of working as Project Manager of Railway / Metro / Construction Project (s) in the Civil Engineering discipline for the position of 'Joint General Manager' and Minimum 09 Years experience of working as Project Manager of Railway / Metro / Construction Project (s) in the Civil Engineering discipline for the position of 'Deputy General Manager' and should be preferably conversant with Metro/ Railways Projects and also conversant with functioning in a computerized environment. Candidates should be free from the D&AR and Vigilance angle.

## **B. Pay scale eligibility criteria:**

### **a) For application for the post of Joint General Manager**

- i) Officers working in / retired from regular post in the CDA pay scale at Level 13 (Rs. 123100-215900), in the pay matrix as per the 7<sup>th</sup>CPC, in any Govt. Organization, or, CPSUs, including services put in on deputation, in the above pay scale, with a total of 15 (fifteen) years' service at the Gazetted/ Executive level in any Govt. Organization/ CPSUs.

OR,

- ii) Officers working in / retired from regular post in the IDA pay scale of Rs. 90000—240000/-, in any Govt. Organization, or, CPSUs, or, Metro Organizations, including services put in on deputation, in the above pay scale, with a total of 15 (fifteen) years' service at the Gazetted / Executive Level in any Govt. Organization/CPSUs/ Metros

### **b) For application for the post of Deputy General Manager**

- i) Officers working in / retired from a regular post in the CDA pay scale at Level 12 (Rs. 78800-209200), in the pay matrix as per the 7<sup>th</sup> CPC, in any Govt. Organization, or, CPSUs, including services put in on deputation, in the above pay scale, with a total of 09 (Nine) years' service at the Gazetted/ Executive level in any Govt. Organization/CPSUs.

OR,

- ii) Officers working in / retired from a regular post in the IDA pay scale of Rs. 70000—200000/-, in any Govt. Organization, or, CPSUs, or, Metro Organizations, including services put in on deputation, in the above pay scale, with a total of 09 (Nine) years' service at the Gazetted / Executive Level in any Govt. Organization/CPSUs/ Metros.

## **3. JOB DESCRIPTION:**

The incumbent for the post shall be responsible for managing the civil works related to DMRC projects and their operations.

## **4. TERMS OF APPOINTMENT**

- a) The initial engagement on Post Retirement Contractual Engagement basis shall be for a period of one year. The term of contract may be extended further, subject to the requirement of the Corporation, on the basis of satisfactory performance.
- b) For engagement on Deputation basis, normal tenure of Deputation is five (05) years, which may be extended further to seven (07) Years, in special cases, or, till the date of superannuation, whichever is earlier.

## **5. JOB LOCATION/ PLACE OF POSTING**

The selected candidates shall be liable to be posted/ transferred to any of the offices/ Project sites under the control of the Corporation in India, or, abroad.

## **6. PAY AND EMOLUMENTS:**

### **i) For candidate selected on PRCE Basis—**

The selected candidate shall be eligible for consolidated fee as indicated below:

- a) Rs. 127400/- per month for the post of Joint General Manager.
- b) Rs. 99800/- per month for the post of Deputy General Manager.

The selected candidate for the position shall be eligible for a consolidated remuneration as mentioned above, HRA/ Lease facility and others benefits, as per the company policy.

The emoluments are in terms of extant rule of DMRC. The remuneration shall be based on their last substantive grade, subject to a maximum amount as indicated above.

## **ii) For candidate 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.

## **7. SCREENING PROCESS:**

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

For the purpose of grant of medical benefits as applicable, the engagee shall have to undergo a **Medical Fitness Examination, in case of candidate applying on PRCE basis**. (The Medical Examination shall be Executive/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 (whereas applicable)**, 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.**

## **10 SCHEDULE OF SELECTION:**

1. Last date of receipt of duly filled in application (along with relevant documents) through Speed Post OR email shall be **11/10/2024**. Incomplete applications or applications received after the due date shall be summarily rejected. DMRC shall not be responsible for loss/delay in post.
2. The list of shortlisted candidates shall be uploaded on DMRC website in the **Third week of October, 2024** (tentatively) and interview shall be held in the **Fourth week of October, 2024** (tentatively) at Metro Bhawan, Barakhamba Road, New Delhi OR through on-line mode (tentatively) (Complete details shall be displayed on DMRC website).
3. No separate communication, by post, shall be sent to candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on the DMRC website and appear for the interview accordingly.
4. The final result will be declared by **First week of November, 2024** (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 any Govt. sector / Central Public Sector Undertaking (CPSUs) should send their application through proper channel along with Vigilance and D&AR clearance in the attached pro-forma at **Annexure-II**, so as to reach the below mentioned address within the stipulated time. All candidates are required to submit copies of their APARs of 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 11/10/2024**, 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 documents sought (as stated in the Application Form) to [career@dmrc.org](mailto:career@dmrc.org) (**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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(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)

ADVT. No. DMRC/PERS/22/HR/2024(174)

## ANNEXURE-I

### DMRC APPLICATION FORMAT

AFFIX A  
RECENT  
PASSPORT  
SIZE SELF  
ATTESTED  
PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

S. No	DETAILS	PARTICULARS				
1A	POST NAME					
B	POST CODE					
C	BASIS FOR APPLYING THE POST (Please tick one option)	Deputation/ PRCE				
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 01/09/2024	YEARS	MONTHS	DAYS		
6	SERVICE					
7	DEPARTMENT					
8	CORRESPONDENCE ADDRESS					
		STATE:		PINCODE:		
9	CONTACT NUMBER WITH STD CODE					
10	MOBILE NUMBER					
11	E-MAIL ID					
12	CATEGORY (SC/ST/OBC/GENERAL)					
13	DATE OF SUPERANNUATION					
14	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars (Name of degree)/ Please mentioned whether course (Full-Time/ Part-time/ Correspondence)	Subject	Institute /University	% or CGPA	Passing Year
A	GRADUATION					
B	POST-GRADUATION					
C	OTHERS					

15	<b>WORK EXPERIENCE (AS ON 01/09/2024) (FILL ONLY THE APPLICABLE COLUMN)</b>			
I	<b>TOTAL WORK EXPERIENCE</b>		<b>YEARS</b>	<b>MONTHS</b>
A	<b>DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YYYY)</b>			
B	<b>DATE OF JOINING FIRST REGULAR JOB(DD/MM/YYYY)</b>			
C	<b>DITS (DATE OF ENTRY IN TIME SCALE)</b>			
D	<b>PRESENT PAY BAND WITH GRADE PAY AND BASIC PAY AS ON DATE OF APPLICATION</b>			
II	<b>FOR APPLICANT in <u>CDA/IDA SCALE</u> (Complete details of service/position held since joining) (separate sheet may be attached, if necessary) (Tick the applicable pay scale type–CDA/IDA and mention the full pay scale below)</b>			
	<b>Designation/ Post Held during Gazetted/ Executive service (since date of initial appointment)</b>	<b>Organization Name/ Place of posting</b>	<b>Pay Scale (IDA /CDA) and Grade (i.e., JAG/SG/SAG, etc.,)</b>	<b>Period (From– To) dd/mm/yy–dd/mm/yy</b>
A				
B				
C				
D				
III	<b>DETAILS OF DEPUTATION DURING SERVICE</b>			
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	<b>ESSENTIAL WORK EXPERIENCE</b>			
A	Having 09/15 years work experience as Project Manager of Railway/ Metro/ Construction Project (s) in the Civil Engineer Discipline, as mentioned in para 2 (A) of the Advt.		<b>YES/NO</b>	
B	Working in CDA/ IDA pay scale, as mentioned in the eligibility criteria, in para 2B/(a) (b) (i), (ii) of the Advt.		<b>YES/NO</b>	
C	Having a total of 09 years (for DGM) and 15 Years (for JGM) at the Gazetted/ Executive level in any Govt. Organization/Indian Railways/ CPSUs/ CPWD/ Metro's		<b>YES/NO</b>	

<b>V</b>	<b>BREIF DESCRIPTION OF THE WORK EXPERIENCE</b>	
<b>16</b>	<b>WHETHER ANY CONVICTION (by court of Law)/ PUNISHMENT/ PENALTY (due to disciplinary action by employer) WAS AWARDED TO APPLICANT IN LAST 10YEARS</b>	<b>YES/NO</b>
	IF YES, DETAILS THEREOF	Enclose Separate sheet
<b>17</b>	<b>WHETHER ANY CASE IS PENDINGIN THE COURT OF LAW OR ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST APPLICANT</b>	<b>YES/NO</b>
	IF YES, DETAILS OF ENQUIRY	Enclose Separate sheet
<b>18</b>	<b>NOC FROM CURRENT EMPLOYER ENCLOSED</b>	<b>YES/NO</b>
<b>19</b>	<b>VIGILANCE &amp; D&amp;AR STATUS FROM CURRENT EMPLOYER ENCLOSED</b>	<b>YES/NO</b>
<b>20</b>	<b>COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED</b>	<b>YES/NO</b>
<b>21</b>	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN THE PAST (IF YES, DETAILS THEREOF)</b>	
<b>22</b>	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.,)</b>	
<b>23</b>	<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 or false at any point in time.

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

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

**Signature of Candidate**

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

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

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

**Documents to be enclosed (whichever applicable)**

1. Educational Certificates (Graduation, Post-Graduation & Others)
2. Work Experience Certificate
3. Copy of Pension Pay Order
4. NOC from Employer along with D&AR & Vigilance clearance as per attached format at Annexure-II
5. Annual Performance Appraisal report (APARs) of Last 5years
6. Documents in support of substantive grade, on regular basis (for candidates working in CDA pay scale).

**PARTICULARS OF THE OFFICER/EXECUTIVE FOR WHOM VIGILANCE COMMENTS/  
CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HoD)

1. Name of the Officer (in full) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of Retirement : \_\_\_\_\_
5. Date of Entry into Service : \_\_\_\_\_
6. Service to which the officer : : \_\_\_\_\_  
belongs Including batch/ year  
cadre – etc., wherever applicable.

7. Positions held :  
(During the ten preceding years)

S. No	Organization (Name in Full)	Designation & place of posting	Administrative/Nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.,)	From	To
1.					
2.					
3.					
4.					
5.					
6.					

Date:

(SIGNATURE)

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

Designation : \_\_\_\_\_



**VIGILANCE PROFILE OF THE OFFICER/EXECUTIVE FOR WHOM VIGILANCE  
COMMENTS/CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HoD)

Name of the Officer: \_\_\_\_\_

8.	Whether the Officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity" (If yes, details to be given)	
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result	
10.	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty	
11.	Is any disciplinary/ criminal proceedings or charge sheet pending against the officer, as on date	
12.	Is any action contemplated against the officer as on date (If so, details to be furnished)	
13.	Whether any complaint with vigilance angle is pending against the officer (If so, details to be furnished)	

**Date:**

**(SIGNATURE)**

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

**Designation** : \_\_\_\_\_