



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/2026 (220) Dated: 06/01/2026

**REQUIREMENT OF MANAGER (LEGAL & FINANCE), IN DMRC, FOR MUMBAI
METRO LINE-3 (MML-3), ON FIXED TERM CONTRACTUAL ENGAGEMENT (FTCE)
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 Life line 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 a number of cities within India and abroad.

To meet with the immediate requirement of experienced personnel for Operation and Maintenance work of Mumbai Metro Line-3 (Aqua Line), applications are, hereby, invited from experienced, dynamic and motivated persons of Indian nationality, preferably having worked in MRTS or in any transportation field, for filling up the following categories of post for DMRC O&M work of Mumbai Metro Line-3, on **FIXED TERM CONTRACTUAL ENGAGEMENT (FTCE) Basis**:

SN	Post Name (Post Code)	Essential Qualification / Experience	No. of Posts*	Location
01.	Manager (Legal & Finance) Post Code:01/M/L&F	Bachelor's Degree in LAW (LLB) from recognized university. Experience: Overall 8 years experience with 5 years minimum relevant experience in contract management. Two years service in MRTS or in any transportation field will be treated as preferable eligibility.	01 (UR)	Mumbai

Important:

*Vacancies are provisional and subject to increase/decrease.

2. ELIGIBILITY CRITERIA (as on 01/01/2026):

- A) **Age Limit:** The age limit of the candidates applying on Contract Basis, should be of maximum 40 years, as on 01/01/2026.
- B) The candidate should have the required post qualification experience in the field of Legal and contract management and should be working in Govt. Organization/PSUs/Metro/ Private Organization.

C) Overall 8 years experience with 5 years minimum relevant experience in contract management. Two years service in MRTS or in any transportation field will be treated as preferable eligibility. The candidate should have an annual CTC of Rs. 8 Lac or above.

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D) Reservation: Reservation shall be applicable as per GOI rules for engagement on Fixed term Contractual basis.

E) Experience (Desired):

- (i) Working knowledge of Labour Law, contract labour regulation and statutory compliance requirements.
- (ii) Familiarity with contract structures for EPC/OMC projects including financial structure.
- (iii) Excellent written and verbal communication skills in English.

3. JOB DESCRIPTION:

The incumbent of the post shall be responsible for Legal, Finance and contract management works related to Delhi Metro Rail Corporation for Mumbai Metro Line-3, in Mumbai.

4. JOB LOCATION / PLACE OF POSTING

The incumbent for the post shall initially be posted at Mumbai. However, 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.

5. TERMS OF ENGAGEMENT:

The engagement on Fixed Term Contractual Engagement (FTCE) basis shall be for a period of 03 (three) years, which can be extended further, subject to the requirement of the corporation, on the basis of satisfactory performance.

6. PAY AND EMOLUMENTS:

S.No.	Post Name	Consolidated monthly Salary (in Rs.)
1	Manager / Legal & Finance	1,13,030/-

- a. The selected candidates shall be engaged on contractual basis, and shall have no claim of regularization in the future. The above remuneration shall be inclusive of all other benefits such as Accommodation, Transport, Medical, LTA, Canteen, etc., and statutory compliances. No other financial benefits/allowances shall be admissible.
- b. For Medical Coverage, the medical health insurance policy shall be taken by the contractual employees themselves covering COVID-19 and other diseases.
- c. Minimum PF as prescribed under the EPF & MP Act 1952 shall be deducted @12% on Rs.15000/- (currently), i.e., Rs.1800/-per month (subject to number of working days) from the salary and the equivalent contribution shall be made by DMRC. Gratuity shall be paid as per the Gratuity Act, taking 65% of the consolidated remuneration as the basic pay and treating the component of DA, as 'NIL'.

7. SERVICE CONDITIONS:

- a. 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. The contract engagee shall be entitled for 08 days Casual Leaves (CL) on pro-rata basis and 18 Earned Leave (EL) (i.e. 1.5 EL for each completed month of service).
- c. 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. 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.
- f. The Consolidated remuneration shall remain fixed throughout the period of Fixed Term Appointment and there shall 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.

8. CHARACTER AND ANTECEDENTS:

The selection of the candidate shall not confer any right to engagement unless the Corporation is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respect for contractual engagement.

9. SURETY BOND:

The candidate selected for the post will have to execute a Surety Bond of Rs.1,00,000/-and cost of Training and shall have to serve the Corporation for a minimum period of two years (exclusive of the period in which one remains on Leave without Pay). One-month prior notice shall be required before seeking resignation from the corporation.

10. SELECTION PROCESS:

The selection methodology shall comprise of **two stage process i.e., Personal Interview and Medical Fitness Examination.**

(The Medical Examination will 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. Candidate will have to qualify the screening process and 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 the Website: <http://www.delhimetrorail.com> and candidates must regularly check the website for the updates.

11. MPORTANT INSTRUCTIONS:

- a) Last date of receipt of duly filled in application (along with relevant documents) through Speed Post OR email shall be **27/01/2026**. Incomplete applications or applications received after the due date shall be summarily rejected. DMRC shall not be responsible for loss/delay in post.
- b) 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, etc.,

- c) While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above on the specified dates and that the particulars furnished by him/her are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility 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.
- d) The validity of the panel shall be two years from the date of its approval.
- e) The selection of candidate by DMRC does not confer any right to the candidate for engagement.
- f) 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 in the attached pro-forma at **Annexure-II**, so as to reach the below mentioned address within the stipulated time.
- g) Candidates should keep sufficient numbers of same Photographs in reserve for future use, which they use in the application form.
- h) Request for change of mailing address /e-mail address and Mobile Number will not be entertained under any circumstances.
- i) Court of jurisdiction for any dispute will be at Delhi only.
- j) DMRC reserves the right to fix the minimum standard/qualifying marks for each component of selection for the post.
- k) No TA/DA shall be paid for attending written test/Medical examination/ joining duty on selection.
- l) Candidates must remain in constant touch with DMRC's website www.delhimetrorail.com for information regarding dates of Written Examination, result of Written Examination, schedule for Medical test, etc.,
- m) Canvassing in any form will disqualify the candidate.

N.B.: Candidates should refer to the advertisement given in the Employment News, or, on DMRC's website only, for the purpose of applying for the jobs. DMRC has not authorized any other agency/vendor/website to publish the instant advertisement and application form, or, issue of admit cards online. In case of any discrepancy in advertisements published in various newspapers/Employment News, etc., the contents as available on the DMRC's website, i.e., www.delhimetrorail.com, will prevail. Any update, corrigendum, etc., of this advertisement will be posted in the DMRC's website only. Hence, candidates are requested to keep in regular touch with the website, i.e., www.delhimetrorail.com

The duly filled in application form should be sent in an envelope superscribing the Name of Post on the cover prominently, **latest by 27/01/2026**, through Speed Post to the following address, OR, email 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 rectt.mml3mmrcl@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 – 110001



ADVT. No. DMRC/PERS/22/HR/2026/ 220

ANNEXURE-I

DMRC APPLICATION FORMAT

**AFFIX A
RECENT
PASSPORTSIZE
SELFATTESTED
PHOTOGRAPH**

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

SN	DETAILS	PARTICULARS		
1A	POST NAME	MANAGER/LEGAL & FINANCE		
B	POST CODE	01/M/L&F		
2	APPLICANT'S NAME (Sh./Smt./Ms.)			
3	FATHER'S /HUSBAND'S NAM (Sh.)			
4	DATE OF BIRTH (dd/mm/yyyy)			
5	Service			
6	Department			
7	AGE AS ON 01/01/2026	YEARS	MONTHS	DAYS
8	CORRESPONDENCE ADDRESS			
		STATE:		PIN CODE:
9	CONTACT NUMBER WITH STD CODE			
10	MOBILE NUMBER			
11	EMAIL ID			
12	CATEGORY (SC/ST/OBC/GENERAL)			
13	DATE OF SUPERANNUATION, IF APPLICABLE			
14	EDUCATIONAL QUALIFICATION			
	Qualification	Particulars (name of degree)	Subjects	Institute/ University
A	GRADUATION			% or CGPA
B	POST-GRADUATION			Passing Year
C	OTHERS			

15	WORK EXPERIENCE DETAILS (AS ON 01/01/2026) (FILL ONLY THE APPLICABLE COLUMN)			
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS
A	CURRENT ORGANIZATION			
B	LAST ORGANIZATION (if applicable)			
II	For applicant from the Railways/Govt. organizations/PSUs/Metro's in <u>CDA 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 as applicable (MACP not to Be mentioned)	Period)From-To dd/mm/yy–dd/mm/yy
A				
B				
C				
D				
III	For applicant from the Railways/Govt. Organizations/PSUs/Metro's in <u>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 (IDA)	Period (From–To) dd/mm/yy–dd/mm/yy
A				
B				
C				
D				
IV	For applicant from the Private Organization (Complete details of service/position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name with place of posting	Annual CTC	Period (From–To) dd/mm/yy– dd/mm/yy
A				
B				
C				
D				
V	ESSENTIAL WORK EXPERIENCE			
A	HAVING EXPERIENCE OF LEGAL AND FINANCE AS DESIRED IN PARA (2.1) & (2.2) THE ADVERTISEMENT			YES/NO
B	WORKING IN / RETIRED FROM CDA/ IDA PAY SCALE.			YES/NO
C	HAVING AN ANNUAL CTC, IF WORKING IN PRIVATE ORGANIZATION, AS MENTIONED AT PARA 2 (C) OF THE ADVT. (WHEREVER IS APPLICABLE)			YES/NO

VI	BRIEF DESCRIPTION OF THE WORK EXPERIENCE	
16	WHETHER ANY CONVICTION (by court of Law)/PUNISHMENT/PENALTY (due to disciplinary action by employer) AS AWARDED TO THE APPLICANT IN THE LAST 10 YEARS	YES/NO
	IF YES, DETAILS THERE OF	Separate sheet may be enclosed
17	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW OR ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST THE APPLICANT	YES/NO
	IF YES, DETAILS THERE OF	Separate sheet may be enclosed
18	NOC FROM CURRENT EMPLOYER ENCLOSED	YES/NO
19	VIGILANCE AND D&AR STATUS FROM THE CURRENT EMPLOYER ENCLOSED	YES/NO
20	COPIES OF THE ANNUAL PERFORMANCE APPRAISAL REPORT OF THE LAST 5 YEARS ENCLOSED (IF APPLICABLE)	YES/NO
21	WHETHER APPEARED FOR INTERVIEW IN DMRC IN THE PAST (IF YES, DETAILS THERE OF)	
22	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.,)	
23	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 in time.

Date: _____

Place: _____

Signature of candidate

Name: _____
Mobile No.: _____
Email ID: _____

Documents to be enclosed (which ever applicable)

1. Educational Certificates(Matriculation/ Graduation/Post Graduation & Others)
2. Work Experience Certificate/Service certificate.
3. CTC proof and Last three months' payslip
4. Last promotion order in support of substantive grade.
5. Copy of PPO, in case of working in Govt/PSUs/Metro.
6. NOC from present Employer, if presently working in Govt./PSUs/Metro.
7. D&AR and Vigilance clearance in attached pro-forma at Annexure-II, in case of working in Govt/PSUs/Metro
8. APARs of the Last 5 years, in case of working in Govt/PSUs/Metro.

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

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

1. Name of Official (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 official : _____
Belongs including batch/year cadre- etc wherever applicable.

**7. Positions held including whether the:
 Officer has functioned as a CVO in Part
 time or additional charge capacity
 (During the ten preceding years)**

SN	Organization (Name in Full)	Designation & place of posting	Administrative/Nodal Ministry/Dept. Concerned (in case of officers of PSUs etc.,)	From	To
1.					
2.					
3.					
4.					
5.					
6.					

Date:

(SIGNATURE)

Name: _____
 Designation: _____

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

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

Name of the Official: _____

8.	Whether the Official 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: _____