



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/2019(05) Dated: 19/03/2019**

**REQUIREMENT OF COURT CLERK, IN THE OFFICE OF CLAIMS COMMISSIONER,  
ON RE-EMPLOYMENT BASIS**

The Delhi Metro Rail Corporation (DMRC) Ltd, a Joint Venture company with equity participation from Govt. of India and Govt. of 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, 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, Jaipur, Kochi, Mumbai, Lucknow etc., carry about 3 million passengers per day in Delhi & NCR. In addition to the above, DMRC is involved in providing consultancy services to number of cities within India and abroad.

To meet with the immediate requirement of experienced personnel retired from Govt. organizations / PSUs, in office of Claims Commissioner, DMRC, applications are invited from retired / experienced, dynamic and motivated persons meeting the following criteria for the below mentioned **Non-Executive post in DMRC, to be filled on Re-employment basis** :-

S.No	Post (Post Code)	No. of Post	Consolidated fee (pm)	Maximum Age Limit as on 01/01/2019	Mode of Induction
1	Court Clerk (Claims Commissioner Office) Post Code: CC	01 (One)	Rs. 37,600/-	58 - 62 Years	Re-employment basis

**1. EDUCATIONAL QUALIFICATION: -**

**Essential:** The candidate should be a Graduate or equivalent from a recognized university with English Typing speed @ 40 w.p.m and adequate working knowledge of computer.

**2. EXPERIENCE CRITERIA (AS ON LAST DATE OF RECEIPT OF APPLICATION) :-**

Employees working / superannuated from pre-revised CDA pay scale of Rs. 5,200-20,200 (GP-2,800) or equivalent IDA pay scale.

**3. JOB DESCRIPTION:**

The incumbent of the post shall be responsible for recording, maintaining and keeping the proceedings of adjudication(s) upon claims for compensation and smooth functioning of the proceedings and allied matters in the office of Claims Commissioner, Delhi Metro.

#### **4. Selection process:**

The selection methodology will comprise of Personal Interview and Typing Test. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical ability. The candidates will be shortlisted for interview, based on their eligibility / relevant work experience, in the ratio of 1:5, subject to availability of candidates.

**No reimbursement on account of travel shall be made to the candidates appearing for the INTERVIEW.**

#### **5. Schedule of selection:**

- i. Last date of receipt of duly filled in application (along with relevant documents) through Speed post is **15/04/2019**. 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 on 26/04/2019 (tentatively) and interview will be held in the second week of May, 2019 at Metro Bhawan, Barakhamba Road, New Delhi (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 will be declared by third week of May, 2019. (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 qualification, work experience, pay & pay scale (last drawn, in case of superannuated candidates).

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

The duly filled in application form should be sent in an envelope super scribing the **Name of Post** on the cover prominently, **latest by 15/04/2019**, through speed post to the following address:

**Chief General Manager (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					
B	POST CODE					
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2019 (Min 58 years – Max 62 years)	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 QUALIFICATIONS					
	Qualification	Particulars	Subjects	Institute / University	% or CGPA	Passing Year
A						
B						
12	WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS		
A	CURRENTLY EMPLOYED / SUPERANNUATED					
B	CURRENT ORGANIZATION (if currently employed)					
C	LAST ORGANIZATION (if superannuated)					
D	DATE OF SUPERANNUATION (dd/mm/yyyy) (if superannuated)					

<b>II</b>	<b>FOR APPLICANT FROM 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 (To –From) dd/mm/yy – dd/mm/yy</b>
A				
B				
C				
D				
<b>III</b>	<b>FOR APPLICANT FROM Govt. Organizations / PSU 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</b>	<b>Pay Scale (IDA)</b>	<b>Period (To – From) dd/mm/yy – dd/mm/yy</b>
A				
B				
C				
D				
<b>IV</b>	<b>ESSENTIAL EXPERIENCE</b>			
	<b>ADEQUATE WORKING KNOWLEDGE OF COMPUTER</b>			<b>YES / NO</b>
<b>V</b>	<b>BREIF DESCRIPTION OF THE WORK EXPERIENCE</b>			
<b>13</b>	<b>WHETHER ANY PUNISHMENT / PENALTY WAS AWARDED TO APPLICANT IN LAST 10 YEARS</b>			<b>YES / NO</b>
	<b>IF YES, DETAILS OF CASE</b>			
<b>14</b>	<b>WHETHER ANY ACTION OR ENQUIRY IS GOING ON AGAINST APPLICANT</b>			<b>YES / NO</b>
	<b>IF YES, DETAILS OF ENQUIRY</b>			
<b>15</b>	<b>NOC FROM CURRENT EMPLOYER ENCLOSED (IF CURRENTLY SERVING)</b>			<b>YES / NO</b>
<b>16</b>	<b>COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (only for currently employed applicants)</b>			<b>YES / NO</b>
<b>17</b>	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS OF THE INTERVIEW)</b>			
<b>18</b>	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)</b>			

<b>19</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 (Matric / Graduation / Others)
2. Work Experience Certificate
3. NOC from Employer (in case of employees still in service)
4. APAR Last 5 years (in case of employees still in service)