



**ADVT No. DMRC/PERS/22/HR/2020 (45) Dated: 03/02/2020**

**REQUIREMENT OF DY. GENERAL MANAGER (HINDI) IN DMRC,  
ON DEPUTATION 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 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 for Hindi Department of DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant work experience, for the post of Dy. General Manager (Hindi) to be filled on Deputation basis-

S.No	Post (Post Code)	No. of Vacancy	Pay scale (IDA)	Maximum Age Limit on 01/01/20	Mode of Induction
1	Dy. General Manager (Hindi) <u>Post Code – DGM/Hindi</u>	01 (one)	Rs.70000- 200000 (IDA)	50 Years	Deputation basis

**1. EXPERIENCE CRITERIA: - (AS ON 01.01.2020)**

**For employees serving in Government organisation/PSU in CDA/IDA pay scales.**

- a) Executive of Government Organization/PSUs in CDA pay scale of Level 12 of Pay Matrix (revised) with a total of 9 years' service at Gazetted / Executive level in any Govt. Organization or PSU.
- Or
- b) Executive of Government Organization/PSUs with IDA pay scale of Rs. 70000-200000/- with a total of 9 years' service at Gazetted / Executive level in any Govt. Organization or PSU.
- Or
- c) Executive of Government Organization/PSUs in CDA pay scale of Level 11 of Pay Matrix (revised) with a total of 9 years' service at Gazetted / Executive level in any Govt. Organization or PSU with minimum 4 years' service at Sr. Scale (Grade pay Rs.6600) (pre-revised) or Level 11 of Pay Matrix (revised).
- Or
- d) Executive of Government Organization/PSUs in IDA pay scale of Rs. 60000-180000/- with a total of 9 years' service at Gazetted / Executive level in any Govt. Organization or PSU with minimum 4 years' service in the pay scale or Rs. 60000-180000/-.

**NOTE** – The candidates working in CDA pay scale must be in the functional grade on a regular basis. MACP will not be considered.

**2. WORK EXPERIENCE CRITERIA (AS ON 01.01.2020) :-**

**Essential:**

Minimum 09 years of experience of working as Hindi Officer in any Govt. / PSU organisation.

**Desirable:**

Preference shall be given to Officers handling implementation work of Hindi, organize trainings for employees to educate employees for using Hindi language in Official work etc.

### **3. JOB DESCRIPTION:**

The incumbent of the post shall be responsible for all Hindi work pertaining to Delhi Metro and its allied projects.

### **4. PAY AND EMOLUMENTS:**

The pay & emoluments for the post of DGM/Hindi shall be as per pay of Parent Department plus deputation allowance, as applicable.

### **5. SELECTION PROCESS**

The selection methodology will comprise of Personal Interview. 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.

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

### **6. SELECTION DETAILS:**

- a. Last date of receipt of duly filled in application (along with relevant documents) through Speed post is **24/02/2020**. Incomplete applications or applications received after the due date will be summarily rejected. DMRC shall not be responsible for loss / delay in post.
- b. **The list of shortlisted candidates shall be uploaded on DMRC website on 11/03/2020 (tentatively) and interview will be held in the last week of March, 2020 at Metro Bhawan, Barakhamba Road, New Delhi (tentatively) (Complete details will be displayed on DMRC website).**
- c. 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.
- d. **The final result will be declared by first week of April, 2020. (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 proof / documents in support of qualification, experience & pay scale/gross salary.

The candidates presently employed in Govt. or 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 under mentioned address by the stipulated date.

The candidates shortlisted for Screening Process will be advised through DMRC website only and will be eligible for re-imburement of train fare by ACIII tier.

The duly filled in application form should be sent in an envelope super scribing on the cover prominently - **Name of Post, latest by 24/02/2020, by Speed Post at the following address.**

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



# दिल्ली मेट्रो रेल कॉर्पोरेशन लि० DELHI METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)

ADVT. No. DMRC/PERS/22/HR/2020 (45)

## 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	Deputy General Manager / Hindi				
B	POST CODE	DGM/Hindi				
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2020	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE ADDRESS					
		STATE:		PINCODE:		
7	MOBILE NUMBER					
8	EMAIL ID					
9	CATEGORY (SC/ST/OBC/GENERAL)					
10	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars (Name of degree)	Subject	Institute / University	% or CGPA	Passing Year
A	GRADUATION					
B	POST GRADUATION					
C	Ph. D					
D	OTHERS					
12	WORK EXPERIENCE (AS ON 01/01/2020) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL EXECUTIVE EXPERIENCE	YEARS	MONTHS	DAYS		
A	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YY)					

<b>B</b>	<b>DATE OF JOINING FIRST REGULAR JOB (DD/MM/YY)</b>				
<b>IF YES, DETAILS OF EXPERIENCE</b>					
<b>II</b>	<b>FOR GOVT. SECTOR / PSU APPLICANT in <u>CDA</u> SCALE (Complete details of executive service / position held since joining) (separate sheet may be attached)</b>				
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (CDA)</b>	<b>Period (To –From) dd/mm/yy – dd/mm/yy</b>	<b>Job Profile</b>
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>III</b>	<b>FOR GOVT. SECTOR / PSU APPLICANT in <u>IDA</u> SCALE (Complete details of executive service / position held since joining) (separate sheet may be attached)</b>				
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (IDA)</b>	<b>Period (To – From) dd/mm/yy – dd/mm/yy</b>	<b>Job Profile</b>
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>IV</b>	<b>ESSENTIAL WORK EXPERIENCE</b>				
<b>(i)</b>	<b>09 YEARS WORK EXPERIENCE AS HINDI OFFICER / EXECUTIVE IN ANY GOVT. / PSU ORGANISATION</b>			<b>YES / NO</b>	
<b>(ii)</b>	<b>WORK EXPERIENCE IN MENTIONED CDA / IDA SCALE FOR THE SPECIFIED PERIOD, AS at POINT No. 1 OF THE ADVT.</b>			<b>YES / NO</b>	
<b>V</b>	<b>DESIRABLE WORK EXPERIENCE</b>			<b>YES / NO</b>	
<b>VI</b>	<b>BRIEF DESCRIPTION OF THE WORK EXPERIENCE</b>				
<b>13</b>	<b>WHETHER ANY PUNISHMENT 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 INQUIRY IS GOING ON AGAINST APPLICANT</b>			<b>YES / NO</b>	
	<b>IF YES, DETAILS OF INQUIRY</b>				

15	<b>NOC, VIGILANCE, D&amp;AR STATUS FROM CURRENT EMPLOYER ENCLOSED</b>	<b>YES / NO</b>
16	<b>ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED</b>	<b>YES / NO</b>
17	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS OF THE INTERVIEW)</b>	
18	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)</b>	
19	<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. NOC, Vigilance and D&AR clearance from present employer
4. APARs of Last 5 years