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|  <p>DELHI METRO RAIL CORPORATION LTD (A Joint venture of Govt. of India and Govt. of Delhi)</p> |  <p><u>The Life line of Delhi.</u></p> |
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ADVT No. DMRC/PERS/22/HR/2016 (87) Dated: 03/08/16

REQUIREMENT OF RETIRED PERSONAL ASSISTANT / PERSONAL SECRETARIES ON CONTRACT BASIS AS CONSULTANT FOR DMRC PROJECTS

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 8500 employees with MRTS activities spread over Delhi NCR, Jaipur, Kochi, Vijaywada, Mumbai, Lucknow etc. carry about 2.8 million passengers per day in Delhi & NCR. In addition to the above, DMRC has also been entrusted with the work of preparation of DPR for the High Speed Rail Link Project of Indian Railways at Trivandrum and the Monorail Project at Trivandrum and Kozhikode and consultancy work for different cities in India.

To meet with the immediate requirement of experienced personnel for DMRC and its allied projects, applications are invited from retired, dynamic and motivated persons having secretarial work experience for the **posts of Consultant PAs in DMRC to be filled on Contract basis on a fixed tenure basis: -**

| S.No. | Post (Post Code) | No. of Posts *** | Consolidated Pay | Eligibility Criterion * | Posting Location | Mode of Induction | Age Limit on 01/07/16 |
|-------|-------------------------------------|------------------|---------------------|---|------------------|------------------------------|-----------------------|
| 1 | Consultant PA Post Code : CPA 01 | 15 | As indicated below# | Retired as Personal Secretary / Personal Assistant (Stenographer Cadre) | Delhi / NCR | Consultant on Contract Basis | 58 – 62 years |

* Essential - Candidate should have experience of working on various computer applications like MS Office etc.

Important:

Consolidated pay

| S.No. | Scale of Superannuation CDA / IDA | Consolidated Pay (Rs) pm |
|-------|--|--------------------------|
| 1 | Officer superannuated in CDA grade of Rs. 15600-39100 (GP 6600) or equivalent IDA | 26400/- |
| 2 | Officer superannuated in CDA grade Rs. 15600-39100 (GP 5400) or Rs. 9300 - 34800 (GP 5400) or equivalent IDA | 20500/- |
| 3 | Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4800) or equivalent IDA | 19800/- |
| 4 | Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4600) or equivalent IDA | 17900/- |
| 5 | Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4200) or equivalent IDA | 15400/- |

The candidates superannuating by December 2016 can also apply.

*** - All vacancies are provisional and subject to increase/decrease.

Selection process:

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

Note: The candidates found suitable for the post after the selection process will be empanelled. The *empanelled candidates will be inducted as per requirement on merit basis.*

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

How to apply:

Eligible and interested candidates may apply as per the application format at Annexure-I. All relevant documents should be attached with the application.

Schedule of Selection Process:

1. The complete filled in application form should reach this office latest by **25/08/2016**.
2. Names of shortlisted candidates will tentatively be put up on our website on **15/09/2016 (6 pm)**.
The shortlisted candidates will have to appear for interview on the scheduled dates and time with all original documents /testimonials and experience certificates.

The interview will tentatively start from **first week of October, at Metro Bhawan, Barakhamba Road, New Delhi**. No separate communications by post will be sent to the candidates individually. The candidates are required to go through the instructions for interview displayed on our website and appear for the interview accordingly along with original copies of testimonials. The candidates should be in constant touch with DMRC website **www.delhimetrorail.com** for updated information.

3. The names of the candidates, who qualify the selection process, will be uploaded in our website tentatively by **last week of October (6pm)**.
4. The detailed form to be filled up is enclosed. The candidates shall submit the filled in format and all the relevant documents and testimonials.
5. Incomplete Applications or applications received after the due date will be summarily rejected. DMRC is not responsible for Loss/delay in post.
6. DMRC is not responsible for any printing error that might have inadvertently crept in.

In case a candidate is already employed in a Govt. / PSU organization, the **NOC for attending the interview** from the present employer will be required at the time of interview.

The eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along with their detailed particulars in the enclosed format by 25/08/2016, positively by speed post to:

THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPER SCRIBED WITH

Name of the post _____, Post Code _____

To,

**General Manager (HR)
IIIrd Floor, Metro Bhawan
Fire Brigade Lane
Barakhamba Road
New Delhi-110001**



दिल्ली मेट्रो रेल कॉर्पोरेशन लि०
DELHI METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)

ADVTT. No. DMRC/PERS/HR/22/HR/2016 (87)

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 | Consultant PA | | | | |
| B | POST CODE | CPA 01 | | | | |
| C | PREFERRED PLACE OF POSTING | | | | | |
| 2 | APPLICANT NAME (Sh./Smt./Ms.) | | | | | |
| 3 | FATHER / HUSBAND NAME (Sh.) | | | | | |
| 4 | DATE OF BIRTH (dd/mm/yyyy) | | | | | |
| 5 | AGE as on 01/07/2016 (Min 58 years - Max 62 years) | YEARS | MONTHS | DAYS | | |
| 6 | CORROSPONDENCE 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 | Specialization | Institute / University | % or CGPA | Passing Year |
| A | GRADUATION | | | | | |
| B | OTHER | | | | | |

| | | | | |
|--------------|---|--------------------------|------------------------|---|
| 12 | WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN) | | | |
| I | TOTAL EXPERIENCE | YEARS | MONTHS | DAYS |
| | DETAILS OF EXPERIENCE | | | |
| II | CURRENTLY EMPLOYED / SUPERANNUATED | | | |
| III A | CURRENT ORGANIZATION (if currently employed) | | | |
| B | LAST ORGANIZATION (if superannuated) | | | |
| IV | DATE OF SUPERANNUATION (dd/mm/yyyy) (if superannuated) | | | |
| V | FOR APPLICANT in <u>CDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached) | | | |
| | Post Held | Organization Name | Pay Scale (CDA) | Period (To – From) Dd/mm/yy – dd/mm/yy |
| A | | | | |
| B | | | | |
| C | | | | |
| D | | | | |
| VI | FOR APPLICANT in <u>IDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached) | | | |
| | Post Held | Organization Name | Pay Scale (IDA) | Period (To – From) Dd/mm/yy – dd/mm/yy |
| A | | | | |
| B | | | | |
| C | | | | |
| D | | | | |
| VII | ESSENTIAL WORK EXPERIENCE | | | |
| | WORKING EXPERIENCE OF VARIOUS COMPUTER APPLICATIONS LIKE MS OFFICE ETC. | YES / NO | | |
| VIII | BRIEF DESCRIPTION OF THE WORK EXPERIENCE | | | |
| | | | | |

| | | |
|-----------|---|-----------------|
| 13 | WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10 YEARS | YES / NO |
| | IF YES, DETAILS OF CASE | |
| 14 | WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT | YES / NO |
| | IF YES, DETAILS OF INQUIRY | |
| 15 | NOC FROM CURRENT EMPLOYER ENCLOSED (IF CURRENTLY SERVING) | YES / NO |
| 16 | ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (only for currently employed applicants) | |

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 from Employer (In Case Of Serving Employee)
4. APAR Last 5 years
5. Others (in case)