



DELHI METRO RAIL CORPORATION LTD
(A Joint venture of Govt. of India and Govt. of Delhi)



The Life line of Delhi.

ADVT No. DMRC/PERS/22/HR/2018 (121) Dated: 17/01/18

**REQUIREMENT OF MANAGER / ASSISTANT MANAGER (HUMAN RESOURCE) IN DMRC
ON DEPUTATION / DIRECT RECRUITMENT 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 11500 employees with MRTS activities spread over Delhi NCR, Jaipur, Kochi, 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 HR Department of DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant work experience, for the post of Manager / Assistant Manager (HR) to be filled on Deputation / Direct Recruitment basis.

S. No	Post (Post Code)	No. of Vacancy	Payscale (IDA)	Maximum Age Limit on 01/01/18	Mode of Induction
1	Manager (HR) (M/HR-01)	03 (Three)	Rs. 24900-50500	45 Years for Direct Recruitment Basis 50 Years for Deputation Basis	Deputation / Direct Recruitment
	Assistant Manager (HR) (AM/HR-01)		Rs 20600 - 46500		

1. EDUCATIONAL QUALIFICATION: -

Essential: The candidate should be **Masters in Human Resource/ MBA / MSW or equivalent with minimum 60% marks/equivalent CGPA** from a Govt recognised University/Institute.

Desirable: A Masters Degree in Law will be desirable.

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

For the post of Manager (HR)

1. Officer of Government Organisation/PSUs in CDA currently working in the pay scale of Rs.15600-39100 (Grade pay Rs.6600).

Or

2. Officer of Government Organisation /PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.5400) with a total of 5 years service at Gazetted/ Executive level.

Or

3. Executive of Government Organisation /PSUs in IDA currently working in pay scale of Rs. 24900-50500/- .

Or

4. Executive of Government Organisation /PSUs in IDA currently working in pay scale of Rs. 20600-46500/- with a total of 5 years service at Gazetted/ Executive level in any Govt. Organisation or PSU.

For the post of Assistant Manager (HR)

1. Officer of Government Organisation /PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.5400) with a minimum of 2 years service at Gazetted/ Executive level.

Or

2. Executive of Government Organisation /PSUs in IDA currently working in pay scale of Rs. 20600-46500/- with a minimum of 2 years service at Gazetted/ Executive level in any Govt. Organisation or PSU.

3. WORK EXPERIENCE CRITERIA :-(AS ON LAST DATE OF RECEIPT OF APPLICATION)

For the post of Manager (HR)

Essential:

Minimum 05 years of Executive / Grade A experience of working in HR Department in any Govt. / PSU organisation.

Desirable:

Knowledge and Working experience of Manpower planning, Policy formulation, Service matters, Labour & Industrial Relation matters Pay fixation, Statutory compliance, Training & Development etc.

For the post of Assistant Manager (HR)

Essential:

Minimum 02 years of Executive / Grade A experience of working in HR Department any Govt. / PSU organisation.

Desirable:

Knowledge and Working experience of Manpower planning, Policy formulation, Service matters, Labour & Industrial Relation matters Pay fixation, Statutory compliance, Training & Development etc.

4. JOB DESCRIPTION:

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

5. CHARACTER & ANTECEDENTS:

The success in the examination does not confer any right to appointment 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 respects for appointment to the service.

6. SURETY BOND (only for Direct Recruitment Candidate):

The candidates selected for post will have to execute a surety bond of **Rs. 3,00,000/- plus applicable service tax & Cost of training plus applicable service tax** to serve the corporation for a minimum period of **three years** (exclusive of the period in which one remained on LWP or EOL) and also a **three months prior notice**, will be required before seeking resignation from the corporation.

7. PROBATION (only for Direct Recruitment Candidate):

The selected candidates on appointment will be placed on Probation for a period of **two years** (including period of training).

8. PAY AND EMOLUMENTS:

For Direct Recruitment Candidate:

The pay & emoluments for shall be as per pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits which include Perks, HRA/Lease, Medical benefit, EPF, Gratuity, and Insurance etc., as per extant rules of the Corporation.

For Deputation Candidate:

The pay & emoluments for the post of Manager/ Assistant Manager (HR) shall be as per pay of Parent Department plus deputation allowance as applicable.

9. SELECTION PROCESS

The selection methodology may comprise a two-stage process –

- (i) Interview
- (ii) Group Discussion

Candidates shall be called for GD/Interview in the ratio of **1:5**, subject to availability of suitable candidates.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. **All related information shall be available only on Website: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.**

10. SELECTION DETAILS:

1. Last date of receipt of filled in application through Speed post is **19/02/2018**.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on our website after 08/03/18 along with other details like venue, time etc.
3. **The interview will be held in Third week of March (tentatively) (Complete details will be displayed on our website). The selection process will consist of Interview / Group Discussion.**
4. No separate communications by post will be sent to candidates individually. 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.
5. **The final results will be declared by first week of April (tentatively).**

Eligible and interested candidates for the aforesaid posts 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 forward their application through proper channel along with the 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 our website only and will be eligible for re-imburement of train fare by ACIII tier.

Application Format: Please see Annexure (I).

The duly filled in application form should be sent in an envelope super scribing on the cover prominently - **Name of Post, latest by 19/02/2018, by speed post at the following address.**

**General Manager (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/2018 (121)

ANNEXURE I

AFFIX A RECENT
PASSPORT SIZE
SELF ATTESTED
PHOTOGRAPH

DMRC APPLICATION FORMAT

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT IN HIS/HER OWN HANDWRITING)

S.No.	DETAILS	PARTICULARS				
1 A	POST NAME (kindly Tick)	Manager /HR		Asst. Manager / HR		
B	POST CODE	M/HR-01		AM/HR-01		
C	RECRUITMENT TYPE DIRECT RECRUITMENT BASIS / DEPUTATION BASIS					
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2018	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 (Name of degree)	Subject	Institute / University	% or CGPA	Passing Year
A	GRADUATION					
B	POST GRADUATION					
D	OTHERS					
12	WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL EXECUTIVE EXPERIENCE	YEARS	MONTHS	DAYS		
A	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YY)					
B	DATE OF JOINING FIRST REGULAR JOB (DD/MM/YY)					

IF YES, DETAILS OF EXPERIENCE					
II	FOR GOVT. SECTOR/PSU APPLICANT in <u>CDA</u> SCALE (Complete details of Grade A service / position held since joining) (separate sheet may be attached)				
	Executive Post Held	Organization Name	Pay Scale (CDA)	Period (To –From) dd/mm/yy – dd/mm/yy	Job Profile
A					
B					
C					
III	FOR GOVT. SECTOR/PSU APPLICANT in <u>IDA</u> SCALE (Complete details of Executive service / position held since joining) (separate sheet may be attached)				
	Executive Post Held	Organization Name	Pay Scale (IDA)	Period(To – From) dd/mm/yy – dd/mm/yy	Job Profile
A					
B					
C					
D					
E					
V	ESSENTIAL WORK EXPERIENCE (KINDLY TICK)				
A	<u>FOR THE POST OF MANAGER/HR</u> 05 YEARS WORK EXPERIENCE AS HUMAN RESOURCE OFFICER / EXECUTIVE IN ANY GOVT. / PSU ORGANIZATION			YES / NO	
B	<u>FOR THE POST OF ASSISTANT MANAGER/HR</u> 02 YEARS WORK EXPERIENCE AS HUMAN RESOURCE OFFICER / EXECUTIVE IN ANY GOVT. / PSU ORGANIZATION			YES / NO	
VI	DESIRABLE WORK EXPERIENCE			YES / NO	
VII	BREIF 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	YES / NO
16	ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED	YES / NO

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
4. APAR Last 5 years
5. Others (in case)