

 **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(Deputation-3), Dated: 05/04/2018**

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 is empowered by about 11500 employees with MRTS activities spread over 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 Monorail Project at Trivandrum and Kozhikode and consultancy work for different cities in India.

To meet with the increased activities of DMRC in HR Wing, there is an urgent requirement of filling up of SAG level posts (GM level) at Delhi. Applications are invited from experienced, dynamic and motivated officers of **Indian Railways**, having relevant work experience, for the post of General Manager (HR) to be filled on deputation basis.

1.	Nomenclature of the post	General Manager/HR			
2.	No. of vacancies	SAG-01 post Scale of Pay: Rs. 37400-67000 (Grade pay Rs.10, 000/-). Officer should be working or empanelled in SAG level (Officers working in Non-Functional SAG may also apply).			
3.	Location and tenure	S.No	No. of vacancy	Company & Location	Specialization
		1	01	Delhi	<b>HR</b>
4.	Scale of pay of the post	As above			
5.	Term of Appointment	Deputation			
6.	Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post.	3 years as per GOI's rule, extendable upto 5 years			
7.	Service	IRPS			
8.	Age	Not more than 55 years			
9.	Qualification/Eligibility criteria	Officer should be working or empanelled in SAG level (officers working in Non-Functional SAG may also apply). Preference will be given to SAG/NFSAG level officers having a minimum of 8 to 10 years service left for superannuation. The officer should have varied			

		experience of working in Railway Personnel department and dealing with important HR works like recruitment and manpower planning etc. The candidate should be conversant with functioning in computerized environment. Hands on knowledge on various computer applications, relating to the job is desirable. The incumbent will be required to deal with all the HR matters and operations/recruitment/training in DMRC. Officer should be free from D&AR and Vigilance enquiry.
10	Closing Date	30 days from date of issue

**Note: Cut off date for age and eligibility would be reckoned as on the closing date of vacancy notice.**

## **2. Selection Process**

The candidate/s/will/would be screened by a Screening Committee consisting of three Directors of DMRC. The candidate's suitability will/would be decided, keeping in view the job requirement. The selection process would comprise of appraisal of different facets of knowledge, skills, comprehension, aptitude, physical fitness, etc. All related information shall be available only on website: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.

## **3. Pay and Allowances**

The officers will be eligible to draw parent department pay plus deputation allowance.

**Note: The applicants may submit simultaneously a copy of the application to their administrative officer (HQ/Board, etc.) for forwarding the application to DMRC indicating No Objection, Vigilance/D&AR clearance/APAR, etc.**

Eligible and interested Railway Officers may apply as per the application format at Annexure-I. The candidates must enclose all relevant proof/documents in support of qualification, experience & pay scales/gross salary.

The duly filled in application form should be sent in an envelope superscribing on the cover prominently- Name of the post, latest by the closing date i.e. 30 days from date of issue by speed post at the following address.

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

**ANNEXURE-I**

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION ON  
DEPUTATION BASIS**

IMPORTANT Please don't leave blanks	Vacancy Notice No (appears on the top of the notification)	
	Post against which application has been submitted	
	Choice of Station (wherever applicable)	

**1. Personal Data**

1	Name	
2	Gender	
3	Service	
4	Department	
5	Category	
6	Date of Birth	
7	DITS (Date of Entry into Time Scale)	
8	Date of entry in Gr.B (wherever applicable)	
9	Present pay band with Grade Pay and basic pay as on date of application	
10	Present Designation & Railway	
11	Contact Details	
	(a) Email ID	
	(b) Telephone (O)	
	(c) Telephone (R)	
	(d) Mobile Number	

**2. Educational Qualifications**

S.N	Qualification/Degree	Year/Division	Institution/University	

**3. Experience Details**

S.N	Designation & Railway with Place of posting/Positions held during Gazetted/Executive service (since date of initial appointment):	Grade (i.e SS/JAG/SG/SAG)	From	To

**4. Details of deputation**

1	Details of previous deputation/Foreign assignment, if any	
2	Whether debarred from deputation? If yes, please furnish details.	
3	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	

**5. Achievements/Relevant Experience.**

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and signature of the applicant)

Place:

Date: