

 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-5), Dated: 15/05/2018**

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 12000 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 Vigilance Wing, there is an urgent requirement of filling up of posts by Junior Scale level executives at Delhi. Applications are invited from experienced, dynamic and motivated officers of **Indian Railways**, having relevant work experience, for the posts mentioned below to be filled on deputation basis.

S.N	Nomenclature of the post	Assistant Manager (HR/Finance)			
1.	No. of vacancies/Scale of post/ Eligibility criteria	Junior Scale-01 post Scale of Pay: Rs. 15600-39100 (Grade pay Rs.5400/-)(PB-3 as per 6 <sup>th</sup> CPC) (Level-10 in Pay Matrix as per 7 <sup>th</sup> CPC). Officer should be working in Junior Scale level (Group B Officers are also eligible to apply). The officer should have varied experience of working in Railway Personnel/Finance department and should be conversant with functioning in computerized environment. Hands on knowledge on various computer applications, relating to the job is desirable. Officer should be free from D&AR and Vigilance cases.			
2.	Location and tenure	S.No	No. of vacancy	Company & Location	Specialization
		1	01	Delhi	<b>Personnel/Finance</b>
3	Term of Appointment	Deputation			
4	Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post.	3 years as per GOI's rule, extendable upto 5 years			
5	Service	IRPS/IRAS (Group B officers can also apply).			
6	Age	Not more than 55 years			
7	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 HoDs 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:

