



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



The Lifeline of Delhi

ADVT No. DMRC/PERS/22/HR/2019(06) Dated: 20/03/2019

**REQUIREMENT OF TECHNICAL ASSISTANT (CS SECRETARIAT) 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, Lucknow 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 filling up the post of Technical Assistant (CS Secretariat) in DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant work experience, to be filled on Deputation basis -

S.No	Post (Post Code)	No. of Vacancy	Pay Scale (IDA)	Maximum Age Limit as on 01/01/2019	Mode of Induction
1	Technical Assistant (CS Secretariat) Post Code: TACS	01 (One)	Rs. 40,000-1,25,000	45 Years	Deputation

1. EDUCATIONAL QUALIFICATION: -

Essential: The candidate should be a qualified CS, with working knowledge of handling Company Secretariat matters of large projects / organizations.

Desirable: CA / CMA / Degree in Law

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

Employees of PSUs in IDA Pay Scale of Rs. 16,000-30,770 (pre-revised) or Rs. 40,000-1,25,000/- or equivalent; with a minimum of 2 years' service.

3. JOB DESCRIPTION:

The incumbent of the post shall be responsible for assisting in all Company Secretariat matters pertaining to Delhi Metro.

4. PAY AND EMOLUMENTS:

The selected candidate on deputation will continue to draw parent department pay plus deputation allowance, as applicable under Govt. of India rules.

5. SCHEDULE OF SELECTION:

- i. Last date of receipt of **duly filled in application** (along with relevant documents), **necessarily forwarded by the current organization OR along with No Objection certificate**, through Speed post is **10/04/2019**. Incomplete applications or applications not duly forwarded by current organization / without NOC or applications received after the due date will be summarily rejected. DMRC shall not be responsible for loss / delay in post.
- ii. **The list of shortlisted candidates shall be uploaded on DMRC website on 23/04/2019 (tentatively) and interview will be held in the first week of May, 2019 at Metro Bhawan, Barakhamba Road, New Delhi (tentatively)** (Complete details will be displayed on DMRC website).
- iii. 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.
- iv. **The final result will be declared by second week of May, 2019. (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 and pay scale.

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 applications received after due date will be summarily rejected.

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 10/04/2019, by Speed Post at the following address:**

**Chief 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)

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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	Technical Assistant (CS Secretariat)				
B	POST CODE	TACS				
2	APPLICANT's NAME (Sh./Smt./Ms.)					
3	FATHER's / HUSBAND's NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2019	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE 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	PROFESSIONAL	COMPANY SECRETARY				
C	POST GRADUATION / OTHERS					

12	WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN)				
I	TOTAL WORK EXPERIENCE		YEARS	MONTHS	DAYS
A	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YYYY)				
B	DATE OF JOINING FIRST REGULAR JOB (DD/MM/YYYY)				
IF YES, DETAILS OF EXPERIENCE					
II	FOR APPLICANT in IDA SCALE (Complete details of service / position held since joining) (separate sheet may be attached, if necessary)				
	Post Held	Organization Name	Pay Scale (IDA)	Period(To – From) dd/mm/yy – dd/mm/yy	Job Profile
A					
B					
C					
III	BREIF DESCRIPTION OF THE WORK EXPERIENCE				
13	WHETHER ANY PUNISHMENT / PENALTY WAS AWARDED TO APPLICANT IN LAST 10 YEARS			YES / NO	
	IF YES, DETAILS OF CASE				
14	WHETHER ANY ACTION OR ENQUIRY IS GOING ON AGAINST APPLICANT			YES / NO	
	IF YES, DETAILS OF ENQUIRY				
15	NOC FROM CURRENT EMPLOYER ENCLOSED			YES / NO	
16	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED			YES / NO	
17	WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS OF THE INTERVIEW)				

18	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)
19	HOBBIES/INTERESTS

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, Professional, Post-Graduation & Others)
2. Work Experience Certificate
3. NOC from Employer along with D&AR & Vigilance clearance (in case of Govt. / PSU employee).
4. APAR Last 5 years (in case of Govt. / PSU employee)