



DELHI METRO RAIL CORPORATION LTD

**(A Joint Venture of the Govt. of India and the Govt. of the NCT
Of Delhi)**



The Lifeline of Delhi

ADVT No. DMRC/PERS/22/HR/2024 (182) Dated: 12/11/2024

**REQUIREMENT OF ASSISTANT MANAGER / MANAGER (LAND), IN DMRC, ON POST
RETIREMENT CONTRACTUAL ENGAGEMENT BASIS**

The Delhi Metro Rail Corporation (DMRC) Ltd., a Joint Venture company with equal equity participation from the Govt. of India and the Govt. of the 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, the Lifeline of Delhi, prides itself on its ability to nurture its employees through its unique work culture. DMRC is empowered by about 14,000 employees, with MRTS activities spread over Delhi/NCR, and other cities in India and abroad. The average passenger journey per day in Delhi/NCR is about 61 Lakhs. In addition to the above, DMRC is involved in providing consultancy services to a number of cities within India and abroad.

To meet with the immediate requirement of DMRC and its allied projects, applications are invited from experienced, dynamic and motivated persons, with Indian nationality, working in, or, retired from any Govt. organization like CPSUs, CPWD, DDA and **having relevant experience in the land department**, for filling up the following posts of Assistant Manager/ Manager on **Post Retirement Contractual Engagement (PRCE) basis**:

S. No	Posts (Post Code)	No. of Posts*	Educational qualification**	Consolidated salary (in Rs.)#	Age (as on 01.11.2024)
1.	Manager (Land) Post Code: 01/M/L	03 (Three)*	B. E. / B. Tech (Civil), or, equivalent with minimum 60% marks or equivalent CGPA	87800/- per month	Min: 55Years Max:62Years
	Assistant Manager (Land) Post Code: 02/AM/L			68,300/- per month	

Important:

*Vacancies are provisional and subject to increase/decrease.

** Degree must be from a Govt. recognized University/ Institute.

Candidates selected on Post Retirement Contractual Engagement basis shall be paid consolidated fee as indicated above. The emoluments are in terms of the extant rules of DMRC. Candidates must be working in/retired from the functional grade, on regular basis. MACP will not be considered.

2. ELIGIBILITY CRITERIA (as on 01/11/2024):

The candidate should have varied experience of working in the Land department, dealing with cases of land acquisition of Govt. / Private land and working in, or retired from any govt. organization like CPWD/ CPSUs/ DDA and should be conversant with functioning in a computerized environment.

The candidates, who are in regular service in any other Govt. organizations at present, will also be considered eligible provided they opt for retirement from the service through VRS or otherwise before joining DMRC. Candidate should be free from D&AR and Vigilance angle.

2.1 Pay Scale Eligibility Criteria (as on 01/11/2024):

i) For the post of Manager

Officers working in, or, retired from CDA pay scale at Pay Level 11 (67700– 208700) as per the 7th CPC, or IDA Pay scale of Rs. 60,000 – 1,80,000/-, on regular basis, in any Govt. Organization/ CPWD/ CPSUs/ DDA, including services put in on deputation, in the above pay scale, with a total of 05 (five) years' service at Gazetted/ Executive level in any Govt. organization/ CPSUs/ CPWD/ DDA.

ii) For the post of Assistant Manager

Officers working in, or retired from CDA pay scale at Pay Level-8 (47600-151100)/ Level-9 (53100-167800) / Level-10 (56100-177500) as per the 7th CPC, or, IDA Pay scale of Rs. 50,000 –1,60,000/-, on regular basis, in any Govt. Organization/ CPWD/ CPSUs/ DDA, including services put in on deputation, in the above pay scale, with a total of 05 (five) years' service at Gazetted/ Executive level in any Govt. organization/ CPSUs/ CPWD/DDA.

3. JOB DESCRIPTION:

The incumbent of the post shall be responsible for managing Land works related to DMRC projects and their operations.

4. JOB LOCATION/ PLACE OF POSTING

The initial place of posting of the incumbent shall be Delhi/NCR. The selected candidates shall be liable to be posted/transferred to any of the offices/Project sites under the control of the corporation in India, or, abroad.

5. TERM OF ENGAGEMENT:

The engagement shall be on Post Retirement contractual basis, initially for a period of one year, extendable as per requirement, at the sole discretion of DMRC, subject to mutual consent and satisfactory performance

6. PAY AND EMOLUMENTS:

The selected candidate on Post Retirement Contractual Engagement basis shall be eligible for the consolidated remuneration as mentioned below, including HRA/Lease facility and other benefits as per the company policy:

- a) Rs. 87,800/- per month for the post of Manager.
- b) Rs. 68,300/- per month for the post of Assistant Manager.

The emoluments are in terms of the extant rules of DMRC. The remuneration shall be based on their last substantive grade, subject to a maximum amount as indicated above.

7. SCREENING PROCESS:

The selection methodology shall comprise of **Personal Interview**.

For the purpose of grant of medical benefits, as applicable, the engagee shall have to undergo a Medical Fitness Examination. (The Medical Examination shall be Executive/Technical category. The details of Medical Examination are available on the DMRC website).

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidate will have to qualify the screening process and medical Examination, as applicable, before being adjudged as suitable for selection. All related information shall be available only on the Website: <http://www.delhimetrorail.com> and candidates must regularly check the website for the updates.

10. SCHEDULE OF SELECTION:

- i. The Last date of receipt of duly filled in application (along with the relevant documents) through Speed Post OR email is **03/12/2024**. Incomplete applications or applications received after the due date shall be summarily rejected. DMRC shall not be responsible for loss / delay in post.
- ii. The list of shortlisted candidates shall be uploaded on the DMRC website in the **Second week of December, 2024** (tentatively) and interview shall be held in the **Third week of December, 2024** through offline/ Online mode (tentatively) (Complete details shall be displayed on the DMRC website).
- iii. No separate communication, by post, shall be sent to the candidates individually. Candidates are advised to go through the instructions /schedule for interview displayed on the DMRC website and appear for the interview accordingly, along with the original copies of testimonials.

iv. The final result shall be declared by the Fourth week of December, 2024(Tentatively).

Eligible and willing candidates for the aforesaid post may apply as per the application format at **Annexure-I**. The candidate must enclose all the relevant documents in support of their qualification, experience, pay & pay scale.

The candidates presently employed in the govt. organization, or, the Central Public-sector Undertakings (CPSUs) or CPWD or DDA, should send their application through proper channel along with the Copies of APARs of the last five years, Vigilance and D&AR clearance at the attached pro-forma in **Annexure-II**, so as to reach the under mentioned address/ e-mail id, by the stipulated date. The applications received after the due date shall be summarily rejected.

The duly filled in application forms should be sent in an envelope super scribing the Name of Post on the cover prominently, **latest by 03/12/2024**, through Speed Post to the following address OR email the scanned copy of duly filled in Application Form along with the scanned copies of all other documents sought (as stated in the Application Form) to: career@dmrc.org, by indicating the advt. No. in the subject of e-mail:

**General Manager/Project (HR)
Delhi Metro Rail Corporation Ltd.
Metro Bhawan, Fire Brigade Lane,
Barakhamba Road, New Delhi**



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(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)

ADVT.No. DMRC/PERS/22/HR/2024/182

ANNEXURE

DMRC APPLICATION FORMAT

AFFIX A RECENT
PASSPORT SIZE
SELF ATTESTED
PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

S.No.	DETAILS	PARTICULARS				
1 A	POST NAME					
B	POST CODE					
C	Basis of Application	Post Retirement Contractual Engagement (PRCE)				
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 (01/11/2024) (Min: 55Years and Max:62Years)	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	DATE OF SUPERANNUATION, IF APPLICABLE					
12	EDUCATIONAL QUALIFICATION					
	Qualification	Particulars (Part Time/Full Time)	Subjects	Institute / University	% or CGPA	Passing Year
A						
B						
C						
13	WORK EXPERIENCE DETAILS (AS ON 01/11/2024)(FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS		

A	CURRENT ORGANIZATION			
B	LAST ORGANIZATION (if applicable)			
II	FOR APPLICANT FROM the CPWD/CPSUs/DDA/Govt. Organizations in <u>CDA SCALE</u> (Complete details of service / position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name with place of posting	Pay Scale (CDA) Mention the substantive Pay Scale with GP as applicable (MACP not to be mentioned)	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
III	FOR APPLICANT FROM the CPWD/CPSUs/DDA/Govt. Organizations in <u>IDA SCALE</u> (Complete details of service / position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name with place of posting	Pay Scale (IDA)	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
IV	ESSENTIAL WORK EXPERIENCE			
A	HAVING EXPERIENCE OF WORKING IN LAND DEPARTMENT IN CPWD/CPSUs/DDA/ OTHER GOVT. ORGANIZATION AS DESIRED IN PARA (2) OF THE ADVERTISEMENT			YES / NO
B	WORKING IN / RETIRED FROM CDA / IDA PAY SCALE FROM GOVT.ORGANIZATION/ CPWD//CPSUs/DDA, AS MENTIONED AT POINT No. 2.1 OF THE ADVT. (whichever is applicable)			YES / NO
C	HAVING A MINIMUM OF 05 (FIVE) YEARS OF EXPERIENCE/ SERVICE AT GAZETTED/EXECUTIVE LEVEL			YES / NO
V	BREIF DESCRIPTION OF THE WORK EXPERIENCE			
14	WHETHER ANY CONVICTION (by court of Law) / PUNISHMENT/PENALTY (due to disciplinary action by employer) WAS AWARDED TO THE APPLICANT IN THE LAST 10 YEARS			YES / NO
	IF YES, DETAILS THEREOF			Separate sheet may be enclosed

15	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW OR ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST THE APPLICANT	YES / NO
	IF YES, DETAILS THEREOF	Separate sheet may be enclosed
16	NOC FROM THE CURRENT EMPLOYER ENCLOSED	YES / NO
17	VIGILANCE AND D&AR STATUS FROM THE CURRENT EMPLOYER ENCLOSED	YES / NO
18	COPIES OF THE ANNUAL PERFORMANCE APPRAISAL REPORT OF THE LAST 5 YEARS ENCLOSED	YES / NO
19	WHETHER APPEARED FOR INTERVIEW IN DMRC IN THE PAST (IF YES, DETAILS THEREOF)	
20	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.,)	
21	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 (Matriculation/ Graduation/Post Graduation & Others)
2. Work Experience Certificate/ Service certificate
3. Last promotion order in support of substantive grade
4. Copy of PPO
5. NOC from present Employer, if presently working in Govt./ CPSUs/CPWD/DDA
6. D&AR and Vigilance clearance in attached pro-forma at Annexure-II
7. APARs of the Last 5 years

**PARTICULARS OF THE OFFICIAL/EXECUTIVE FOR WHOM VIGILANCE COMMENTS/ CLEARANCE
BEING SOUGHT**

(To be furnished and signed by the CVO or HoD)

1. Name of Official (in full) : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Date of Retirement : _____
5. Date of Entry into service : _____
6. Service to which the official : _____

Belongs including batch/year cadre-
etc wherever applicable.

7. Positions held : _____
(During the ten preceding years)

S. No	Organization (Name in Full)	Designation & place of posting	Administrative/Nodal Ministry/Deptt. Concerned (in case of officers of PSUsetc.,)	From	To
1.					
2.					
3.					
4.					
5.					
6.					

Date:

(SIGNATURE)

Name: _____

Designation : _____

**VIGILANCE PROFILE OF THE OFFICIAL/EXECUTIVE FOR WHOM VIGILANCE
COMMENTS/CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HoD)

Name of the Official: _____

8.	Whether the Official has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity" (If yes, details to be given)	
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result	
10.	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty	
11.	Is any disciplinary/ criminal proceedings or charge sheet pending against the officer, as on date	
12.	Is any action contemplated against the officer as on date(If so, details to be furnished)	
13.	Whether any complaint with vigilance angle is pending against the officer (If so, details to be furnished)	

Date:

(SIGNATURE)

Name: _____
Designation: _____