



ADVT No. DMRC/PERS/22/HR/2019 (02) Dated: 12/02/2019

REQUIREMENT OF DY. GENERAL MANAGER (HINDI) 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 13000 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 is involved in providing consultancy services to number of cities within Indian and abroad.

To meet with the immediate requirement of experienced personnel for Hindi Department of DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant work experience, for the post of Dy. General Manager (Hindi) to be filled on Deputation / Direct Recruitment basis.

S. No	Post (Post Code)	No. of Vacancy	Pay scale (IDA)	Maximum Age Limit on 01/01/19	Mode of Induction
1	Dy. General Manager (Hindi) Post Code – DGM/Hindi	01 (one)	Rs.70000-200000 (IDA)	45 Years for Direct Recruitment Basis / 50 Years for Deputation Basis	Deputation / Direct Recruitment

1. EDUCATIONAL QUALIFICATION: -

Essential: -

- (1) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized university in any subject other than Hindi or English, with Hindi Medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized university in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;

OR

Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

(2) Ten Years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.

OR

Ten Years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.

Desirable: -

Studied one of the languages other than Hindi included in the 8th schedule of the constitution at 10th level from a recognized board.

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

For employees serving in Government organisation/PSU in CDA/IDA pay scales.

1. Executive of Government Organization/PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.7600) (pre-revised) or Level 12 of Pay Matrix (revised) with a total of 9 years' service at Gazetted / Executive level in any Govt. Organization or PSU.

Or

2. Executive of Government Organization/PSUs with IDA pay scale of Rs. 29100-54500/- (pre-revised) or Rs. 70000-200000/- with a total of 9 years' service at Gazetted / Executive level in any Govt. Organization or PSU.

Or

3. Executive of Government Organization/PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.6600) or Level 11 of Pay Matrix (revised) with a total of 9 years' service at Gazetted/ Executive level in any Govt. Organization or PSU with minimum 4 years' service at Sr. Scale (Rs.15600-39100 (Grade pay Rs.6600) (pre-revised) or Level 11 of Pay Matrix (revised).

Or

4. Executive of Government Organization/PSUs in IDA pay scale of Rs. 24900-50500/- (pre-revised) or Rs. 70000-200000/- with a total of 9 years' service at Gazetted / Executive level in any Govt. Organization or PSU with minimum 4 years' service in IDA E-2 level (Rs. 24900-50500/-) (pre-revised) or Rs. 70000-200000/-.

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

Essential:

Minimum 09 years of experience of working as Hindi Officer / Executive in any Govt. / PSU organisation.

Desirable:

Preference shall be given to officers handling implementation work of Hindi, organize trainings for employees to educate employees for using Hindi language in Official work etc.

4. JOB DESCRIPTION:

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

5. CHARACTER & ANTECEDENTS:

The success in the selection process 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 (For Direct Recruitment Candidate):

The candidates selected for post will have to execute a surety bond of **Rs. 4,00,000/- 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 **one year** (including period of training).

8. PAY AND EMOLUMENTS:

For Direct Recruitment Candidate:

The pay & emoluments for the candidate 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 DGM/Hindi 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 based on the number of shortlisted candidates –

- (i) Interview
- (ii) Group Discussion

Candidates shall be called for GD and/or 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 regularly check the website.**

10. SELECTION DETAILS:

1. Last date of receipt of duly filled in application (along with relevant documents) through Speed post is **08/03/2019**. Incomplete applications or applications received after the due date will be summarily rejected. DMRC shall not be responsible for loss / delay in post.
2. **The list of shortlisted candidates shall be uploaded on DMRC website on 19/03/2019 (tentatively) and interview will be held in the last week of March, 2019 at Metro Bhawan, Barakhamba Road, New Delhi (tentatively) (Complete details will be displayed on DMRC website).**
3. 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.
4. **The final result will be declared by first week of April, 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 scale/gross salary.

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 candidates shortlisted for Screening Process will be advised through DMRC website only and will be eligible for re-imbursement 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 08/03/2019, 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

DMRC APPLICATION FORMAT

AFFIX A
RECENT
PASSPORT
SIZE SELF
ATTESTED
PHOTOGRAPH

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

S.No.	DETAILS	PARTICULARS				
1 A	POST NAME	Deputy General Manager / Hindi				
B	POST CODE	DGM/Hindi				
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 01/01/2019	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					
C	Ph. D					
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 executive 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					
D					
E					
F					
G					
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					
F					
G					
V	ESSENTIAL WORK EXPERIENCE				
	09 YEARS WORK EXPERIENCE AS HINDI OFFICER / EXECUTIVE IN ANY GOVT. / PSU ORGANISATION			YES / NO	
VI	DESIRABLE WORK EXPERIENCE			YES / NO	
VII	BRIEF 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
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, Post-Graduation & Others)
2. Work Experience Certificate
3. NOC from Employer
4. APAR Last 5 years