



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



The Lifeline of Delhi

ADVT No. DMRC/PERS/22/HR/2019 (33) Dated: 04/12/2019

REQUIREMENT OF GENERAL MANAGER (HR) AND DY. GENERAL MANAGER (HR)
IN DMRC, ON DEPUTATION BASIS

The Delhi Metro Rail Corporation (DMRC) Ltd, a Joint Venture company with equity participation from the Govt. of India and the 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, etc., carry about 3 million passengers per day in Delhi & NCR. 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 experienced personnel for filling up the posts of General Manager (HR) & Dy. General Manager (HR) 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 01/07/2019	Mode of Induction
1	General Manager (HR) Post Code: 01/GM/HR	01 (One)	Rs. 1,20,000- 2,80,000	55 Years	Deputation
2	Dy. General Manager (HR) Post Code: 02/DGM/HR	02 (Two)	Rs. 70,000- 2,00,000		

1. EXPERIENCE CRITERIA (AS ON 01/07/2019): -

A. General Manager (HR)

(i) For employees serving in Central Government organization / CPSU in CDA pay scales

Officer of Central Government Organization / CPSU in CDA pay scale of Level 14 - Rs. 37400-67000 (GP-10000) #, working in the HR department.

(ii) For employees serving in Central Government organization / CPSU in IDA pay scales

Officer of Central Government Organization / CPSU in IDA pay scale of E 8 - Rs. 51,300-73,000 (pre-revised) or Rs. 1,20,000-2,80,000 (revised), working in the HR department.

B. Dy. General Manager (HR)

(iii) For employees serving in Central Government organization / CPSU in CDA pay scales

Officer of Central Government Organization / CPSU in CDA pay scale of Level 12 - Rs. 15600-39100 (GP-7600) # with a total of 9 years' service at Gazetted / Executive level in any Central Govt. Organization or CPSU, working in the HR department.

(iv) For employees serving in Central Government organization / CPSU in IDA pay scales

Officer of Central Government Organization / CPSU in IDA pay scale of E 4 - Rs. 29100-54500 (pre-revised) or Rs. 70000-200000 (revised) with a total of 9 years' service at Executive level in any Central Govt. Organization or CPSU, working in the HR department.

Candidates must be working in the functional grade, on regular basis and MACP will not be considered.

2. JOB DESCRIPTION:

The incumbent of the post shall be responsible for all HR functions and matters, as, part thereof, pertaining to Delhi Metro Rail Corporation Ltd.

3. PAY AND EMOLUMENTS:

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

4. 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 **19/12/2019**. 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 in the first week of January, 2020 (tentatively) and interview will be held in the third week of January, 2020 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 the 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 the fourth week of January, 2020. (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 Central Govt. or Central Public-Sector Undertaking (CPSUs) 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 the due date will be summarily rejected.

The candidates shortlisted for the 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 the Post, latest by 19/12/2019, by Speed Post at the following address:**

**Executive Director (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)

ADVT. No. DMRC/PERS/22/HR/2019(33)

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					
B	POST CODE					
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 01/07/2019	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					
C	POST GRADUATION / OTHERS					

12	WORK EXPERIENCE (AS ON 01/07/2019) (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 CDA / IDA SCALE (Complete details of service / position held since joining) (separate sheet may be attached, if necessary)				
	Post Held	Organization Name	Pay Scale (IDA / CDA)	Period (From – To) dd/mm/yy – dd/mm/yy	Job Profile
A					
B					
C					
D					
III	WORKING IN CDA / IDA PAY SCALE, AS MENTIONED AT POINT No. 1 A / 1 B of Advt. (whichever is applicable)			YES / NO	
IV	WORKING IN THE HR DEPARTMENT			YES / NO	
V	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 Central Govt. / CPSU employee).
4. APARs of Last 5 years (in case of Central Govt. / CPSU employee)
5. Documents in support of functional grade, on regular basis (for candidates working in CDA pay scale).