



ADVT No. DMRC/PERS/22/HR/2023 (118) Dated: 24/03/2023

**REQUIREMENT OF EXECUTIVE DIRECTOR (CORPORATE COORDINATION)
IN DMRC ON DIRECT RECRUITMENT 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. Today, DMRC empowered by about 14,500 employees, with MRTS activities spread over Delhi-NCR, Mumbai, Patna, etc., carry about 3 million passengers per day in Delhi and 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 requirement of DMRC and its allied projects, applications are invited from experienced, dynamic and motivated candidates of Indian nationality, from the Govt. Organization /CPSUs, having relevant experience, for filling up the following post, on Direct Recruitment basis:

| S. No | Post (Post Code) | No. of Post | Pay Scale (IDA) | Educational qualification** |
|-------|--------------------------------------------------------------------------------|-------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Executive Director (Corporate Coordination) Post Code: 01/ED/CC | 01 (One)* | Rs. 1,50,000 – 3,00,000/- | Bachelor's degree in Civil/ Electrical/ Mechanical, or, Electronics and Communications Engineering from a Govt. recognized University/Institute. Master's in Business Administration, or, Master's in the relevant discipline, shall be a desirable qualification |

Important:

* Vacancy is provisional and subject to increase/decrease.

** The degree must be a full-time regular course.

All the eligibility criteria shall be reckoned as on 01.03.2023

2. ELIGIBILITY CRITERIA (AS ON 01/03/2023):

The candidate should have 25 (twenty-five) years' Experience at Executive/ Gazetted level in any Govt. Organization, or, CPSUs, have experience of co-ordination work at an apex level in the Govt. of India/ CPSUs. The candidate should also be conversant with the functioning in a computerized environment. Hands on knowledge of various computer applications, related to the job, would be desirable.

A. For candidates working in Govt. Organizations/ CPSUs in the CDA Pay Scale:

Officers working in Level 15 (Rs. 1,82,200–2,24,100) as per the 7th CPC in the pay matrix, on regular basis, in any Govt. Organization, or, CPSUs, including services put in on deputation basis, in the above pay scale, with a minimum of 02 years' service in the aforementioned grade (including services put in on non-functional basis), with a total of 25 (twenty-five) years' service at Gazetted/ Executive level.

B. For candidates working in Govt. Organizations/ CPSUs in the IDA Pay Scale:

Officers working in the pay scale of Rs. 1,50,000-3,00,000, on regular basis, in any Govt. Organization, or, CPSUs, including services put in on deputation basis, in the above pay scale, with a minimum of 02 years' service in the aforementioned grade (including services put in on non-functional basis), with a total of 25 (twenty-five) years' service at Gazetted / Executive level.

3. JOB DESCRIPTION:

The incumbent of the post shall be responsible for coordinating all the functions of the office of the MD/DMRC and aid and assist the MD, for a wholesome discharge of the role and responsibilities. The incumbent shall directly report to the MD/DMRC.

4. RETIREMENT AGE

The normal age of retirement in DMRC is 60 years. The Management may, thereafter, consider engagement on re-employment basis, subject to rendering satisfactory service, till the incumbent attaining the age of 62 years.

5. PAY AND EMOLUMENTS:

The pay and emoluments shall be as per the pay scales under the IDA (Industrial DA), as applicable from time to time and other benefits which include Perks, Lease/HRA, Medical benefits, EPF, Gratuity and Insurance, etc., as per the extant rules of the Corporation.

6. SCREENING PROCESS:

- a. The screening methodology for candidates applying **on Direct Recruitment basis** shall comprise of **Personal Interview and Medical fitness examination** (the Medical Examination will be in the Executive (Technical category). The details of Medical Examination are available on the DMRC website).
- b. The selection process would judge the different facets of knowledge, skills, comprehension, aptitude and physical fitness. A candidate would have to qualify the Screening Process and Medical examination, before being adjudged as suitable for the selection. The candidate, who fails in the prescribed medical test, *would not* be given any alternative employment and the decision of the Corporation shall be final on this issue. All related information shall be available only on the Website: <http://www.delhimetrorail.com> and candidates must regularly check the website, for updates.

7. CHARACTER & ANTECEDENTS:

The success in the screening process shall not confer any right of appointment unless the Corporation is satisfied after such an enquiry, as may be considered necessary, that the candidate having regard to his / her character and antecedents is suitable in all respect for appointment to the service.

8. SURETY BOND:

The candidate selected for the post would have to execute a Surety Bond of Rs. 4,00,000/- and cost of training, to serve the Corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL), or, till the age of superannuation, whichever is earlier. Three months' prior notice shall be required before an incumbent could seek resignation from the Corporation.

9. PROBATION:

The selected candidate on appointment will be on probation for a period of one year, or, till the age of 60 years, whichever is earlier.

10. SCHEDULE OF SELECTION:

- I. The last date of receipt of duly filled in application (along with relevant documents) through Speed Post, OR, email shall be **17/04/2023**. Incomplete applications, or, applications received after the due date shall be summarily rejected. DMRC shall not be responsible for any loss / delay in post.
 - II. **The list of shortlisted candidates shall be uploaded on the DMRC website in the last week of April, 2023 (tentatively) and interview will be held in the First week of May, 2023, at Metro Bhawan, Barakhamba Road, New Delhi, OR, through online mode (tentatively) (Complete details will be displayed on the DMRC website).**
 - III. No separate communication, by post, shall be sent to the candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on the DMRC website and appear for the interview, accordingly.
 - IV. **The final result will be declared by the Second week of May, 2023 (tentatively).**
11. Eligible and willing candidates for the aforesaid post may apply as per the application format at **Annexure-I**. The candidates must enclose all the relevant documents in support of their Date of Birth, qualification, work experience, pay and pay scale.
 12. The candidates should send their application through proper channel along with Vigilance and D&AR clearance, so as to reach the below mentioned address within the stipulated time. All candidates are required to submit copies of their APARs of the last five years.
 13. The duly filled in application form should be sent in an envelope superscribing the Name of the Post on the cover prominently, **latest by 17/04/2023**, through Speed Post to the following address, OR, e-mail the scanned copy of the duly filled in Application Form, along with the scanned copies of all other documents sought (as stated in the Application Form) to dmrc.project.rectt@gmail.com (mention the name of post and Advt. No. in the subject of email):

**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/2023/118

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 | | | | |
|------|---------------------------------------------------------------------------------|---------------------------------------------|----------|------------------------|-------------|--------------|
| 1A | NAME OF THE POST | Executive Director (Corporate Coordination) | | | | |
| B | POST CODE | 01/ED/CC | | | | |
| C | BASIS FOR APPLYING THE POST (Please tick one option) | Direct Recruitment | | | | |
| 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 01/03/2023 | 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 QUALIFICATION | | | | | |
| | Qualification | Particulars | Subjects | Institute / University | %, or, CGPA | Passing Year |
| A | Graduation | | | | | |
| B | Post Graduation | | | | | |
| C | Others | | | | | |
| 12 | WORK EXPERIENCE DETAILS (AS ON 01/03/2023) (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) | | | |
| II | FOR APPLICANT FROM Govt. organizations/ CPSUs 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) | Period (From – To) dd/mm/yy – dd/mm/yy |
| A | | | | |
| B | | | | |
| C | | | | |
| D | | | | |
| III | FOR APPLICANT FROM Govt. Organizations/ CPSUs in IDA SCALE (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. A | WORKING IN CDA / IDA PAY SCALE, AS MENTIONED IN THE ELIGIBILITY CRITERIA, AT POINT No. 2 A / 2 B of the Advt. (whichever is applicable) | | | YES / NO |
| B | HAVING 25 YEARS EXPERIENCE AT EXECUTIVE/ GAZETTED LEVEL IN ANY GOVT. ORGANIZATION/ CPSUs AND HAVE EXPERIENCE OF COORDINATION WORK AT AN APEX LEVEL IN THE GOVT. OF INDIA/ CPSUs | | | YES / NO |
| V | BRIEF DESCRIPTION OF THE WORK EXPERIENCE (separate sheet may be enclosed) | | | |
| | | | | |
| 13 | WHETHER ANY CONVICTION (by court of Law)/ PUNISHMENT/PENALTY (due to disciplinary action by employer) METED OUT/ AWARDED TO THE APPLICANT IN THE LAST 10 YEARS | | | YES / NO |
| | IF YES, DETAILS THEREOF | | | Separate sheet may be enclosed |
| 14 | 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 |
| 15 | NOC FROM CURRENT EMPLOYER ENCLOSED | | | YES / NO |
| 16 | VIGILANCE AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED | | | YES / NO |

| | | |
|----|---------------------------------------------------------------------------------------|-----------------|
| 17 | COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR THE LAST 5 YEARS IS ENCLOSED | YES / NO |
| 18 | WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF) | |
| | | |
| 19 | ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.) | |
| | | |
| 20 | 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 / false, at any point in time.

Date: _____

Place: _____

Signature of Candidate

Name: _____
Mobile No.: _____
Email ID: _____

Documents to be enclosed:

1. Educational Certificates (Matriculation / Graduation/Post Graduation and Others)
2. Work Experience Certificate
3. NOC from Present Employer along with Vigilance and D&AR Clearance.
4. APARs of the Last 05 (five) years
5. Documents in support of substantive grade, on regular basis (for candidates working in CDA pay scales).