



**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 (181), Dated: 22/10/2024**

**REQUIREMENT OF GENERAL MANAGER/ CIVIL, IN DMRC,**

**ON ABSORPTION / DEPUTATION 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 experienced personnel for DMRC and allied projects, applications are invited from experienced, dynamic and motivated IRSE/Group –A Officers, working in/retired from the **Indian Railways/ PSUs** and having the relevant experience in Civil Engineering department, for filling up of the following **FOUR (04)** posts, **on Absorption / Deputation basis**:

S. No.	Post (Post Code)	No. of Posts*	Mode of appointment	Pay scale	Educational qualification**	Age Limit as on 01/10/2024
1	<b>General Manager (Civil)</b>  Post Code: 01/GM/C	<b>04 (Four)*</b>	<b>Absorption</b>	120000-280000/- IDA	Bachelor's Degree in Civil Engineering or equivalent	<b>Max. 57 Years</b> (on Absorption basis)
			<b>Deputation</b>	Parent Department pay plus Deputation Allowance		<b>Max. 55 years</b> (on deputation basis)

**Important:**

@The cut-off date for the eligibility criteria shall be reckoned as on 01/10/2024.

\*The Vacancies are provisional and subject to increase/decrease.

\*\*The degree must be from a recognized University/ Institute.

**2. ELIGIBILITY CRITERIA (as on 01/10/2024):**

The Officer should have varied experience of working in Civil/ Construction/ Maintenance Department, in Civil Engineering, in the Indian Railways/ PSUs and conversant with functioning in computerized environment. Hands on knowledge of various computer applications, relating to the job would be desirable. Officer should be free from D&AR and Vigilance angle.

## **2.1 Pay scale eligibility Criteria**

### **A.) For candidates working in CDA pay scale in any Govt. Organization/ Railways/ PSUs:**

Officers working in the CDA Pay scale at Level 14 (144200–218200) as per 7<sup>th</sup> CPC; in any Govt. organization, or, PSUs, on regular basis, including service put in on deputation, in the above pay scale, with a total of 18 (Eighteen) years' service at the Gazetted / Executive level.

**OR,**

### **B. ) For candidates working in IDA Pay Scale in the any Govt. Organization/ PSUs:**

Officers working in the IDA pay scale of Rs. 120000 – 280000/-, in any Govt. Organization, or PSUs, on regular basis, including service put in on deputation basis, in the above pay scale, with a total of 18 (Eighteen) years of service at the Gazetted/ Executive level.

## **3. JOB DESCRIPTION**

The incumbent of the post shall be responsible for managing the civil works related to the DMRC Projects and its operations.

## **4. TERMS OF APPOINTMENT**

- (i) The normal age of retirement in DMRC is 60 years.
- (ii) Normal tenure of Deputation is five (05) years, which may be extended further to seven (07) Years, in special cases, or, till the date of superannuation, whichever is earlier.

## **5. JOB LOCATION/PLACE OF POSTING**

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.

## **6. PAY AND EMOLUMENTS:**

- i) **For candidate selected on Absorption/Direct Recruitment basis–** 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.
- ii) **For candidate selected on Deputation basis–** The selected candidates shall continue to draw parent department pay plus deputation allowance, as applicable, under the relevant rules.

## **7. SCREENING PROCESS:**

The selection methodology for candidates applying on **Deputation basis** shall comprise of **Personal Interview**.

The screening methodology for candidates applying on **Absorption** basis comprise of **Personal Interview and Medical fitness examination**.

(The Medical Examination shall be in **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. Candidates shall have to qualify the **Screening Process** and **Medical examination (wherever applicable)**, before being adjudged as suitable for selection. Candidates, who fail in the prescribed medical test, **shall 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 should regularly check the website for updates.

Additional information for candidates applying for the post, on Direct Recruitment/ Absorption basis (Sr. No. 8,9,10):

**8. CHARACTER & ANTECEDENTS:**

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

**9. SURETY BOND:**

The candidates selected for the post will have to execute a Surety Bond of Rs. 4, 00,000/- to serve the Corporation for a minimum period of three (03) years (exclusive of the period in which one remained on LWP or EOL). Three months prior notice shall be required before seeking resignation from the Corporation.

**10. PROBATION:**

The selected candidate on appointment shall be on probation for a period of one year (including the period of training and exclusive of the period in which one remained on LWP or EOL).

**11. SCHEDULE OF SELECTION:**

- i) The last date of receipt of the duly filled in application (along with relevant documents) through Speed post OR e-mail shall be **13/11/2024**. 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 DMRC website in the **Third Week of November, 2024** (tentatively) and interview will be held in the **Fourth Week of November, 2024 (Tentatively)** through online Mode (tentatively) (Complete details shall be displayed on the DMRC website).
- iii) No separate communication, by post, shall be sent to the candidate individually. Candidates are advised to go through the instructions/schedule for interview displayed on the DMRC website and appear for the interview, accordingly.
- iv) **The final result shall be declared by the First 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 relevant proof/documents in support of qualification, experience, pay and pay scale.

The candidates presently employed in any Govt. organizations, or, PSUs should send their application through proper channel along with the copies of APARs of the last five years and Vigilance and D&AR clearance in the attached pro-forma at **Annexure- 'II'**, so as to reach the under mentioned address / email id, by the stipulated date.

**Applications received through proper channel, i.e., forwarded by the Cadre Controlling Authority of the parent organization, till the last date of the receipt of the application, shall only be entertained. Under no circumstances, shall Advance Copies be entertained.**

**The applications received after the due date shall be summarily rejected.**

The duly filled in application form should be sent in an envelope super scribing the Name of the Post on the cover prominently, **latest by 13/11/2024**, through Speed Post to the following address, OR, by email; of the duly scanned copy of the filled in Application Form, along with the scanned copies of all other documents sought (as stated in the Application Form) to [career@dmrc.org](mailto:career@dmrc.org), by indicating the Advertisement No., in the subject of the email:

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



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## DELHI METRO RAIL CORPORATION LTD.

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

ADVT. No. DMRC/PERS/22/HR/2024 (181)

ANNEXURE-I

DMRC APPLICATION FORMAT

AFFIX  
ARECENTPASS  
PORTSIZE  
SELFATTESTED  
PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

S. No.	DETAILS	PARTICULARS					
1A	POST NAME	General Manager/Civil					
B	POST CODE	01/GM/C					
C	Basis of Application (Please Tick any one)	1. Absorption <input type="checkbox"/> 2. Deputation <input type="checkbox"/>					
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 01/10/2024 (Max. 57 years)– for candidates applying on Absorption basis (Max. 55 years)– for candidates applying on Deputation basis	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/EWS/GENERAL)						
11	Date of Superannuation (if retired)						
12	EDUCATIONAL QUALIFICATIONS (AS ON 01/10/2024) Separate sheet may be attached, if necessary						
	Qualification	Particulars	Whether course (Full time/ Part time)	Subjects	Institute/ University	%or CGPA	Passing Year
A							
B							

C							
13	<b>WORK EXPERIENCE DETAILS (AS ON 01/10/2024)</b> <b>(FILL ONLY THE APPLICABLE COLUMN)</b>						
I	TOTAL WORK EXPERIENCE	YEARS		MONTHS		DAYS	

A	<b>CURRENT ORGANIZATION</b>				
B	<b>LAST ORGANIZATION</b> (If applicable)				
II	<b>FOR APPLICANT FROM the Railways/CPSUs/CPWD/Govt. Organization in <u>CDA SCALE</u></b> (Complete details of service/position held since joining) (separate sheet may be attached)				
	<b>Post Held</b>	<b>Organization Name with place of posting</b>	<b>Pay Scale (CDA)</b>	<b>Period (From – To) dd/mm/yy–dd/mm/yy</b>	
A					
B					
C					
D					
III	<b>FOR APPLICANT FROM Govt. Organizations / CPSUs in <u>IDA SCALE</u></b> (Complete details of service/position held since joining) (separate sheet may be attached)				
	<b>Post Held</b>	<b>Organization Name With place of posting</b>	<b>Pay Scale (IDA)</b>	<b>Period (From–To) dd/mm/yy–dd/mm/yy</b>	
A					
B					
C					
D					
IV	<b>DETAILS OF DEPUTATION DURING SERVICE</b>				
A	DETAILS OF PREVIOUS DEPUTATION/FOREIGN ASSIGNMENT, IF ANY				
B	WHETHER DEBARRED FROM DEPUTATION? IF YES, PLEASE FURNISH DETAILS.				
C	WHETHER COOLING OFF PERIOD COMPLETED? IF YES, DATE OF RETURN FROM PREVIOUS DEPUTATION WITH DETAILS, WHEREVER APPLICABLE.				
V	<b>ESSENTIAL WORK EXPERIENCE</b>				
A	ARE YOU AN IRSE/ GROUP-A OFFICER WORKING IN RAILWAYS / PSUs				
B	HAVING EXPERIENCE OF WORKING IN THE CIVIL/ CONSTRUCTION/ MAINTENANCE, IN CIVIL ENGINEERING DEPARTMENT IN INDIAN RAILWAYS/ PSUs AND SHOULD HAVE CONVERSANT WITH FUNCTIONING IN A COMPUTERIZED ENVIRONMENT			YES/ NO	
C	IRSE /GROUP-A OFFICER, HAVING A TOTAL OF 18 YEARS SERVICE AT GAZETTED/ EXECUTIVE LEVEL			YES/ NO	

D	WORKING IN CDA/IDA PAY SCALE, AS MENTIONED in PARA 2.1 (A/ B) OF THE ADVT. (WHICHEVER IS APPLICABLE)	YES/NO
VI	<b>BRIEF DESCRIPTION OF THE WORK EXPERIENCE</b>	

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 maybe 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 INTER VIEW 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 in correct, 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 Certificates
3. NOC from present Employer
4. Vigilance and D&AR Clearance from the present Employer in the attached proforma "Annexure'II"
5. APARs of the Last 5 years



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

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

1.Name of the Officer (in full) : \_\_\_\_\_

2.Father’sName : \_\_\_\_\_

3.Date of Birth : \_\_\_\_\_

4.Date of Retirement : \_\_\_\_\_

5.Date of Entry into Service : \_\_\_\_\_

6.Servicetowhichtheofficer  
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 CPSUs etc.,)	From	To
1.					
2.					
3.					
4.					
5.					
6.					

Date:

(SIGNATURE)

Name : \_\_\_\_\_  
Designation: \_\_\_\_\_

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

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

Name of the Officer: \_\_\_\_\_

8.	Whether the Officer 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: \_\_\_\_\_