



**ADVT No. DMRC/PERS/22/HR/2024 (147) Dated: 15/01/2024**

**REQUIREMENT OF EXECUTIVE AND NON – EXECUTIVES FOR DMRC O&M  
WORK OF MUMBAI METRO LINE – 3, ON DEPUTATION / POST RETIREMENT  
CONTRACTUAL ENGAGEMENT (PRCE) 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 & NCR. In addition to the above, DMRC is involved in providing consultancy services to a number of cities within India and abroad.

To meet the immediate requirement of personnel for Operation and Maintenance work of Mumbai Metro Line – 3 (Aqua Line), applications are, hereby, invited from working in, or, retired (in case of Post Retirement contractual engagement basis), experienced, dynamic and motivated persons of Indian nationality, from the Govt. Organizations/Indian Railways/ CPSUs, for filling up the following categories of posts in DMRC, **on Deputation / Post Retirement Contractual Engagement (PRCE) Basis:**

S. No.	Department	Post Name and Post Code	Essential Qualification Required
1	Stores	<b>Manager</b> Post Code: 1/M/S	Must have bachelor's degree in Mechanical/ Electrical/ Electronics/Civil discipline from a Govt. recognized University/Institute, with work experience as indicated in Clause No. 3 below.
2	Finance	<b>Supervisor</b> Post Code: 2/S/F	B. Com or, equivalent from a Govt. recognized University / Institute, with work experience as indicated in Clause No. 3 below.
3	HR	<b>Supervisor</b> Post Code: 3/S/HR	B.A./ B. Sc./ B. Com. from a Govt. recognized University / Institute, with work experience as indicated in Clause No. 3 below.

**2. AGE LIMIT AS ON 01.01.2024**

The age limit for candidates applying on Deputation basis shall be 55 years.

The age limit for candidates applying on PRCE basis shall be 62 years.

**3. WORK EXPERIENCE CRITERIA AS ON 01.01.2024:**

**A. For the Post of Manager**

Candidates presently working, or, having worked in the Stores Department. For the pay-scale criteria, the candidates presently working in, or, retired (in case of application on Post Retirement contractual engagement basis), in the CDA pay scale at Level-11 (Rs. 67700-208700) or higher, **OR**, in IDA pay scale of Rs. 60000-180000/- or higher, with **minimum 08 (Eight) years** of professional experience in their respective field and preferably 2 years in MRTS, or, in any transportation field, in the Govt. Organization/Indian Railways/CPSUs, may apply. The substantive status of the candidate shall be considered.

**B. For the post of Supervisor**

Candidates must have regular experience in the supervisory grade in the relevant discipline in a post in the Govt. Organization/Indian Railways/CPSUs and should be conversant with functioning in a computerized environment. Candidates working in Mumbai / Maharashtra region and having working knowledge of SAP would be preferred. In addition, for Supervisor (HR), person with the law background/knowledge in labour laws will also be preferred.

**i. For candidates working in, or, retired from Govt. Organization/ CPSUs, in CDA Pay Scale:**

Candidates working in, or, retired from the pay matrix in Level - 6 (Rs. 35400-112400), or, Level - 7 (Rs. 44900-142400), as per 7<sup>th</sup> CPC, in any Govt. Organization, or, Indian Railway, or, CPSU, including services put in on deputation in the above pay scale/s.

**ii. For candidates working in, or, retired from Govt. Organization/ CPSUs, in IDA Pay Scale:**

Candidates working in, or, retired from the IDA pay scale of Rs. 37000 – 115000/-, or, Rs. 40000-125000/-, or, Rs. 46000-145000/-, or, Rs. 50000 – 160000/- (Non- Executive grade), in any Govt. Organizations, or, CPSU, including services put in on deputation in the above pay scale/s.

**4. PAY AND EMOLUMENTS:**

i. **For candidates selected on Deputation basis:** The selected candidate shall continue to draw parent department pay plus deputation allowance, as applicable, under the Govt. of India rules, and would also be eligible to draw an Incentive @ 25% of Basic Pay. In addition, he/she shall also be eligible to claim reimbursement of landline telephone bill upto Rs. 700 per month, Mobile Bill upto Rs. 700 per month, or, mobile connection on COCP basis, HRA as applicable, or, Company Leased Accommodation upto Rs. 50,217 per month with monthly maintenance charges upto Rs. 5,000 per month, and Company Vehicle for official use, or, reimbursement of Self-Vehicle facility upto Rs. 20,000 per month.

ii. **For candidates selected on PRCE basis:**

**For the post of Manager**

The selected candidate shall be eligible for the consolidated fee @ **Rs. 96,600/- per month**, for the said post. Apart from the consolidated fee, he/she shall also be eligible to claim reimbursement of landline telephone bill upto Rs. 700 per month, Mobile Bill upto Rs. 700 per month, or, mobile connection on COCP basis, HRA as applicable, or, Company Leased Accommodation upto Rs. 50,217 per month with monthly maintenance charges upto Rs. 5,000 per month, and Company Vehicle for official use, or, reimbursement of Self-Vehicle facility upto Rs. 20,000 per month. The consolidated fee for candidates working in/ retired, at/ from a higher Grade, will be restricted to the emoluments, as mentioned above.

**For the post of Supervisor**

The selected candidate shall be eligible for the consolidated fee as mentioned below: -

<b>Retired from grade/pay – scale</b>	<b>Consolidated Fee (Rs. per month)</b>
If retired from equivalent IDA pay scale of Rs. 37000 – 115000	50,000
If retired from Level - 6 (Rs. 35400-112400), or, equivalent IDA pay scale of Rs. 40000-125000	56,200
If retired from Level - 7 (Rs. 44900-142400), or, equivalent IDA pay scale Rs. 46000-145000	65,700
If retired from equivalent IDA pay scale of Rs. 50000 – 160000	72,600

Apart from the consolidated fee, he/she shall also be eligible to claim reimbursement of landline telephone bill upto Rs. 600 per month, Mobile Bill of Rs. 600 per month, or, mobile connection on COCP basis, HRA, or, Company Leased Accommodation at the rate of 45% of the consolidated fee, per month with monthly maintenance charges upto Rs. 3,000 per month. The consolidated fee for candidates working in/ retired, at/ from a higher Grade, will be restricted to the emoluments, as mentioned above.

## 5. **SCREENING PROCESS:**

The selection methodology for candidates applying on Deputation basis and PRCE basis will comprise of **Personal Interview**.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. **All related information shall be available only on Website: <https://www.delhimetrorail.com> and candidates must regularly check the website for updates.**

## 6. **SCHEDULE OF SELECTION**

- I. Last date of receipt of duly filled in application (along with relevant documents) through Speed Post OR email is **30/01/2024**. Incomplete applications 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 1<sup>st</sup> week of February, 2024 (tentatively) and interview will be held in the 2<sup>nd</sup> week of February, 2024 at Mumbai, OR through on-line mode (tentatively) (Complete details will be displayed on DMRC website).**
- III. 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.
- IV. The final result shall be declared by the 3<sup>rd</sup> week of February, 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 documents in support of their qualification, work experience, pay & pay scale.

The candidates presently employed in Govt. Organizations / Indian Railways/ Central Public Sector Undertaking (CPSUs) 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 for the last five years.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post** on the cover prominently, **latest by 30/01/2024**, through Speed Post to the following address, **OR**, email the scanned copy of duly filled in Application Form along with scanned copies of all other sought documents (as stated in the Application Form) to [dmrc.hrp.recruitment@gmail.com](mailto:dmrc.hrp.recruitment@gmail.com) (mention the name of post and Advertisement No. in the subject of email):

**Executive Director (HR)  
Delhi Metro Rail Corporation Ltd.  
Metro Bhawan, Fire Brigade Lane,  
Barakhamba Road, New Delhi - 110001**



# 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/2024 (147)

## 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 OWNHANDWRITING)

S. No.	DETAILS	PARTICULARS				
1.A	POST NAME (Please tick only one option)	Manager / Supervisor				
B	Department	Stores / Finance / HR				
C	POST CODE (Please mention only one option)					
D	Basis for applying for the post (Please tick only one option)	DEPUTATION or PRCE				
2	APPLICANT NAME(Sh./Smt./Ms.)					
3	FATHER/HUSBAND NAME(Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2024 (Age limit For Deputation basis- 55 years For PRCE basis- upto 62 years)	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE ADDRESS					
		STATE:		PINCODE:		
7	CONTACT NUMBER WITH STD CODE					
08	MOBILE NUMBER					
09	EMAIL ID					
10	CATEGORY (SC/ST/OBC/EWS/GENERAL)					
11	DATE OF SUPERANNUATION (for application on PRCE basis, if applicable)					
12	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars	Subjects	Institute /University	% or CGPA	Passing Year
A						
B						
C						

13	<b>WORK EXPERIENCE DETAILS (AS ON 01/01/2024) (FILL ONLY THE APPLICABLE COLUMN)</b>			
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)			
C	PRESENT PAY BAND WITH GRADE PAY AND BASIC PAY AS ON DATE OF APPLICATION			
II	FOR APPLICANT FROM Central Govt./ Govt. organizations in <u>CDA/ 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 (CDA) Mention the substantive Pay Scale with GP (MACP not to be mentioned)/ equivalent IDA pay scale	Period (From – To) dd/mm/yy–dd/mm/yy
A				
B				
C				
D				
III	<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.			
IV	<b>ESSENTIAL WORK EXPERIENCE</b>			
A	HAVING ESSENTIAL WORK EXPERIENCE IN MRTS, IN RESPECTIVE SYSTEM AS MENTIONED IN CLAUSE NO. 3 OF THE ADVERTISEMENT			<u>YES/NO</u>
B	WORKING IN THE CDA/IDA PAYSACLE AS MENTIONED IN CLAUSE NO. 3 A / B(i)/(ii) OF THE ADVERTISEMENT			<u>YES/NO</u>
V	<b>BRIEF DESCRIPTION OF THE WORK EXPERIENCE</b>			
14	WHETHER ANY CONVICTION (by Court of Law) / PUNISHMENT/PENALTY (due to disciplinary action by employer) METED OUT/ AWARDED TO THE APPLICANT IN 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 PROCEEDINGS PENDING OR DISCIPLINARY ENQUIRY IS GOING ON, AGAINST APPLICANT			YES/NO

	<b>IF YES, DETAILS THEREOF</b>	Separate sheet may be enclosed
16	<b>NOC, VIGILANCE AND D&amp;AR STATUS FROM CURRENT EMPLOYER ENCLOSED</b>	<b>YES/NO</b>
17	<b>COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5YEARS ENCLOSED</b>	<b>YES/NO</b>
18	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF)</b>	
19	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)</b>	
20	<b>HOBBIES/INTERESTS</b>	

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 of time.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Candidate**

**Name:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Email Id.:** \_\_\_\_\_

**Documents to be enclosed (whichever applicable):**

1. Educational Certificates (Matric/Diploma/Graduation & Others)
2. Work Experience Certificate
3. NOC from present Employer
4. Vigilance and D&AR Clearance from present Employer
5. APARs of the Last 5 years