



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 (159) Dated: 11/07/2024

REQUIREMENT OF DY. HOD / LEGAL, IN DMRC, ON POST RETIREMENT CONTRACTUAL ENGAGEMENT 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 14,000 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 several cities, within India and abroad.

To meet with the requirement of experienced personnel for filling up of the **ONE (01)** post of **Dy. HoD (Legal) at AGM/JGM level** in DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, on Post Retirement Contractual Engagement (PRCE) basis –

S. No.	Post (Post Code)	No. of Post	Consolidated Salary (in Rs) per month#	Educational Qualification**	Age Limit ***
1	Additional General Manager (AGM)/ (Legal) Post Code: 02/AGM/Legal	01 (One)*	Rs. 1,42,300/-	Essential: Bachelor of Law, from Govt. recognized University /Institute.	For PRCE basis: Min. 55 years and Max. 62 years
	Joint General Manager (JGM)/ (Legal) Post Code: 01/JGM/Legal		Rs. 1,27,400/-	Desirable: Master's Degree in Law	

Important

* The vacancy is provisional and subject to increase or decrease.

** The educational qualification should be a full-time regular course from Govt. recognized University/Institute.

***Date of Reckoning eligibility criterion shall be: 01/07/2024.

Candidates selected on Post retirement Contractual Engagement Basis shall be paid consolidated fee, as indicated above. The remuneration shall be based on their last substantive grade. Candidates must be working in / retired from, a substantive grade, on regular basis. MACP benefit, etc., would not be considered.

2. JOB DESCRIPTION:

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

3. ELIGIBILITY CRITERIA (AS ON 01/07/2024):

The officer should have varied experience of working in legal profession in Government organization, CPSE, PSUs & Central/State Govt. Autonomous Bodies & Government Companies. The officer should be free from D&AR and vigilance angle. The candidates who are in regular service in any Govt. Organization/ PSUs/ CPSEs, etc., at present, shall also be considered eligible provided they opt for retirement from the service through VRS, or otherwise, before joining DMRC.

(i) For the post of Additional General Manager

Officer working in/ retired from the CDA pay scale of Level 13A (Rs. 1,31,100-2,16,600), in the pay matrix (pre-revised GP-8900), OR, in the IDA pay scale of Rs. 1,00,000 – 2,60,000/-, in any Govt. Organization, or, PSUs, or, CPSEs, including services put in on deputation basis, in the above pay scale, with a total of 18 (eighteen) years' service at the Gazetted/ Executive level in any Govt. organization/PSUs/CPSEs.

(ii) For the post of Joint General Manager

Officer working in/ retired from the CDA pay scale of Level 13 (Rs. 1,23,100-2,15,900) in the pay matrix (GP- 8700), OR, in the IDA pay scale of Rs.90,000 – 2,40,000/-, in any Govt. Organization, or, PSUs, or CPSEs, including services put in on deputation basis, in the above pay scale, with a total of 15 (fifteen) years' service at the Gazetted/ Executive level in any Govt. organization/PSUs/CPSEs.

4.PAY AND EMOLUMENTS:

The selected candidate shall be eligible for the consolidated fee of:

- (a) Rs. 1,27,400/- per month for the post of JGM.
- (b) Rs. 1,42,300/- per month for the post of AGM.

The emoluments are in terms of the extant rules of DMRC. The substantive status of the candidate shall be considered. The consolidated fee for candidates working / retired, at higher Grade, will be restricted to the emoluments, as mentioned above.

5.SCREENING PROCESS:

The selection methodology shall comprise of **Personal Interview and Medical Fitness Examination.**

(The Medical Examination will be in Executive (Non-Technical) category. The details of medical Examination are available on DMRC website).

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidate will have to qualify the screening process and medical Examination, as applicable, before being adjudged as suitable for selection. Candidates who fail in the prescribed medical test will 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 Website: <http://www.delhimetrorail.com> and candidates must regularly check the website for updates.**

6. SCHEDULE OF SELECTION:

1. Last date of receipt of duly filled in application (along with relevant documents) through Speed Post, OR, email shall be **02/08/2024**. Incomplete applications or applications received after the due date shall 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 in the **Second week of August, 2024 (Tentatively)** and interview shall be held in the **Third week of August, 2024** at Metro Bhawan, Barakhamba Road, New Delhi OR through on-line mode (tentatively) (Complete details shall be displayed on DMRC website).
3. No separate communication, by post, shall be sent to candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on the DMRC website and appear for the interview accordingly.
4. **The final result will be declared by Fourth week of August, 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. sector / Public Sector Undertaking (PSUs)/ CPSEs should send their application through proper channel along with Vigilance and D&AR clearance in the attached proforma at **Annexure-II**, 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.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post** on the cover prominently, **latest by 02/08/2024**, through Speed Post to the following address, OR, email the duly scanned copy of the filled in Application Form along with scanned copies of all other documents sought (as stated in the Application Form) to career@dmrc.org, by indicating the Advertisement No., in the subject of the email:

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



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

Advt. No. DMRC/PERS/22/HR/2024 (159)

ANNEXURE-I

DMRC APPLICATION FORMAT

AFFIX A
RECENT
PASSPORT
SIZE SELF
ATTESTED
PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

S. No.	DETAILS	PARTICULARS				
1. A	POSTNAME					
B	POSTCODE					
C	BASIS OF THE APPLICATION	Post Retirement Contractual Engagement				
2	APPLICANT NAME(Sh./Smt./Ms.)					
3	FATHER /HUSBAND NAME(Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE (As on 01/07/2024)	YEARS	MONTHS	DAYS		
6	CORRESPONDENCEADDRESS					
		STATE:		PINCODE:		
7	CONTACTNUMBERWITHSTDCODE					
8	MOBILENUMBER					
9	EMAILID					
10	CATEGORY(SC/ST/OBC/GENERAL)					
11	DATE OF SUPERANNUATION (IF APPLICABLE)					
12	EDUCATIONALQUALIFICATIONS					
	Qualification	Particulars /Whether course is part time/ Full-time (Please mentioned)	Subjects	Institute /University	% orCGPA	Passing Year
A						
B						
C						

13 WORK EXPERIENCE DETAILS (AS ON 01/07/2024) (FILL ONLY THE APPLICABLE COLUMN)				
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS
A	CURRENT ORGANIZATION			
B	LAST ORGANIZATION (if applicable)			
II	FOR APPLICANT FROM Central Govt./Govt. organizations 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) Mention the substantive Pay Scale with GP (MACP not to be mentioned)	Period (From – To) dd/mm/yy–dd/mm/yy
A				
B				
C				
D				
III	FOR APPLICANT FROM Govt. Organizations in <u>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 (IDA)	Period (From –To) dd/mm/yy–dd/mm/yy
A				
B				
C				
D				
IV	ESSENTIAL WORK EXPERIENCE			
A	HAVING MINIMUM OF 18/15 YEARS' SERVICES ON GAZETTED/ EXECUTIVE LEVEL			YES/NO
B	WORKING IN/ RETIRED FROM CDA/ IDA PAY SCALE, AS MENTIONED AT POINT No. (3) (i)/(ii) OF THE ADVT. (whichever is applicable)			YES/NO
V	BRIEF DESCRIPTION OF THE WORK EXPERIENCE			
14	WHETHER ANY CONVICTION (by court of Law) / PUNISHMENT/PENALTY (due to disciplinary action by employer) WAS AWARDED TO APPLICANT IN LAST 10 YEARS			YES/NO
	IF YES, DETAILS THERE OF			Separate sheet may be closed
15	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW OR ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST APPLICANT			YES/NO
	IF YES, DETAILS THERE OF			Separate sheet may be enclosed

16	NOC, VIGILANCE, AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED	YES/NO
17	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED	YES/NO
18	WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THERE OF)	
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 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

**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's Name : _____
3. Date of Birth : _____
4. Date of Retirement : _____
5. Date of Entry into Service : _____
6. Service to which the officer 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 PSUs 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 : _____