

**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/2020 (57) Dated: 22/06/2020****REQUIREMENT OF Dy. HoD's (HR) IN DMRC, ON DEPUTATION / 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, 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 requirement of experienced personnel for filling up the post of Dy. HoD's (HR) in DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, working in the Govt. organizations / PSUs and having relevant work experience, to be filled on Deputation / Direct Recruitment basis –

S.No	Post (Post Code)	No. of Post(s)	Educational Qualification	Eligibility criteria CDA scale #	Eligibility criteria IDA scale	Pay Scale for DR basis
1.	DGM / HR Post Code: 01/DGM/HR;	02	<b>Essential:</b> Masters in Human Resource / MBA (HR) / MSW or equivalent from a Govt. recognized Institute / University, with minimum 60% marks or equivalent CGPA**  <b>Desirable:</b> Degree in Law would be desirable.	Candidates working in the Level 12 Pay Scale (for DGM & Sr. DGM level) OR working in the immediate next below scale, for at least 5 years	Candidates working in the Pay Scale of Rs. 70000-200000 / Rs. 80000-220000 (for DGM / Sr. DGM level) OR working in the immediate next below scale, as applicable in DMRC, for at least 5 years	Rs. 70000-200000 for DGM / Rs. 80000-220000 for Sr. DGM
	JGM / HR Post Code: 03/JGM/HR			Candidates working in the Level 13 Pay Scale (for JGM level) OR working in the immediate next below scale, for at least 5 years	Candidates working in the Pay Scale of Rs.90000-240000 (for DGM level) OR working in the immediate next below scale, as applicable in DMRC, for at least 5 years	Rs. 90000-240000
	AGM / HR Post Code: 04/AGM/HR			Candidates working in the Level 13 A Pay Scale (for AGM level) OR working in the immediate next below scale, for at least 5 years	Candidates working in the Pay Scale of Rs.100000 -260000 (for AGM level) OR working in the immediate next below scale, as applicable in DMRC, for at least 5 years	Rs. 100000-260000

**NOTE-**

- Maximum age limit for candidates shall be 55 years as on 01.06.2020.
- Degree must be a full-time regular course\*\*
- Candidates working in the immediate next below scale, as applicable in DMRC, must have completed minimum 5 years in that scale as on 01.06.2020.
- Candidates must be working in the functional grade, on regular basis. Financial upgradation / MACP will not be considered #.

**1. EXPERIENCE CRITERIA (AS ON 01/06/2020): -**

The candidate should be working in the prescribed Pay Scale and should have vast experience of working in HR deptt., with working knowledge of handling all Human Resource Management matters, in large projects / organizations, in the Govt. organizations / PSUs.

**2. JOB DESCRIPTION:**

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

**3. PAY AND EMOLUMENTS:**

The pay and emoluments of the candidates selected on Direct Recruitment basis shall be as per pay scale under IDA (Industrial DA), as applicable, from time to time and other benefits which include Perks, HRA, Medical benefit, EPF, Gratuity and Insurance, etc., as per the extant rules of the Corporation.

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

**4. SCREENING PROCESS:**

The screening methodology for candidates applying on Direct recruitment basis will comprise of Personal Interview and Medical examination (Executive Non-Technical category). Candidates will have to pass the Screening process and Medical examination, before being adjudged as suitable for selection. Candidates who fail in the prescribed medical test, will not be given any alternative employment and decision of the Corporation will be final on this issue.

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

The screening process would adjudge the various facets of knowledge, skill, experience, expertise, aptitude and physical ability. The candidates will be shortlisted for interview, based on their eligibility / relevant work experience, in the ratio of 1:5, subject to the availability of candidates.

**5. SCHEDULE OF SELECTION:**

- i. Last date of receipt of duly filled in application (along with the relevant documents) through Speed Post shall be **13/07/2020**. 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 the DMRC website in the last week of July' 2020 (tentatively) and interview shall be held in the second week of August, 2020 at Metro Bhawan, Barakhamba Road, New Delhi (tentatively) (Complete details will be displayed on the 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 the DMRC website and appear for the interview, accordingly along with the original copies of testimonials.
- iv. **The final result will be declared by third week of August, 2020 (Tentatively).**

**Additional information for candidates applying, on direct recruitment basis:**

**6. CHARACTER & ANTECEDENTS:**

The success in the screening process does 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.

**7. SURETY BOND:**

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

**8. PROBATION:**

The candidate selected on Direct Recruitment basis, on appointment, will be on a Probation for a period of one year (including the period of training).

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 the Govt. organizations or Public-Sector Undertakings (PSUs) 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.

The duly filled in application form should be sent in an envelope super-scribing on the cover prominently - **Name of the Post, latest by 13/07/2020, by Speed Post at 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.project.rectt@gmail.com](mailto:dmrc.project.rectt@gmail.com):

**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/2020 (57)

## 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 01/06/2020	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	<b>WORK EXPERIENCE (AS ON 01/06/2020) (FILL ONLY THE APPLICABLE COLUMN)</b>				
I	<b>TOTAL WORK EXPERIENCE</b>		<b>YEARS</b>	<b>MONTHS</b>	<b>DAYS</b>
A	<b>DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YYYY)</b>				
B	<b>DATE OF JOINING FIRST REGULAR JOB (DD/MM/YYYY)</b>				
<b>IF YES, DETAILS OF EXPERIENCE</b>					
II	<b>FOR APPLICANT in CDA / IDA SCALE (Complete details of service / position held since joining) (separate sheet may be attached, if necessary)</b>				
	<b>Post Held</b>	<b>Organization Name</b>	<b>Basic Pay and Pay Scale (mention the complete IDA / CDA pay-scale with GP)</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>	<b>Job Profile</b>
A					
B					
C					
D					
III	<b>WORKING IN CDA / IDA PAY SCALE, AS MENTIONED in the Advt. (for the minimum period, if applicable, as on 01.06.2020)</b>			<b>YES / NO</b>	
IV	<b>RELEVANT EXPERIENCE OF WORKING IN HR DEPTT.</b>			<b>YES / NO</b>	
V	<b>BREIF DESCRIPTION OF THE WORK EXPERIENCE (separate sheet may be attached)</b>				
13	<b>WHETHER ANY PUNISHMENT / PENALTY WAS AWARDED TO APPLICANT IN LAST 10 YEARS</b>			<b>YES / NO</b>	
	<b>IF YES, DETAILS OF CASE</b>				
14	<b>WHETHER ANY ACTION OR ENQUIRY IS GOING ON AGAINST APPLICANT</b>			<b>YES / NO</b>	
	<b>IF YES, DETAILS OF ENQUIRY</b>				
15	<b>NOC, VIGILANCE CLEARANCE, D&amp;AR STATUS FROM CURRENT EMPLOYER ENCLOSED</b>			<b>YES / NO</b>	
16	<b>COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED</b>			<b>YES / NO</b>	

<b>17</b>	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS OF THE INTERVIEW)</b>
<b>18</b>	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)</b>
<b>19</b>	<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 in time.

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

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

**Signature of Candidate**

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

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

**Email ID:** \_\_\_\_\_

**Documents to be enclosed -**

1. Educational Certificates (Graduation, Professional, Post-Graduation & Others – Marks card and Degree certificate) – for all candidates
2. Work Experience Certificate(s) – for all candidates
3. NOC from Employer along with latest D&AR & Vigilance clearance – for all candidates
4. APARs of Last 5 years – for all candidates
5. Documents in support of functional grade, on regular basis - for candidates working in CDA pay scale.