

 DELHI METRO RAIL CORPORATION LTD  
(A Joint venture of Govt. of India and Govt. of Delhi)

**ADVT No. DMRC/PERS/22/HR/2011 (19), Dated: 23/08/11**

**Requirement of Company Secretary for DMRC**

The Delhi Metro Rail Corporation Limited (DMRC), a Joint Venture Company with equity participation from Govt of India and Govt of National Capital Territory of Delhi, has been entrusted with the responsibility of implementation of the rail based Mass Rapid transit System for Delhi.

Applications are invited from dynamic, experienced and highly motivated professionals having experience of working in Govt/PSU organizations preferably having experience in major construction projects for one post of Company Secretary at Dy. General Manager level. The appointment shall be on **direct recruitment basis as** per details mentioned below.

Post	No. Of. Posts	Eligibility/Educational Qualification	Experience	Max Age as on 01.09.11	Pay scale for which advertised
Company Secretary	1	PSU Executives with qualifications of ACS / FCS and having secretarial and managerial experience at a middle management.  <b>Preference will be given to candidates with additional qualification of CA / ICWA / degree of law.</b>	Officers working in JAG level in CDA grade ₹ 15600-39100 (Grade Pay ₹ 7600) or PSU Officers in DGM level (E4) in IDA pay scale ₹ 29100-54500 with 13 years of executive experience are eligible to apply.  <b><u>OR</u></b>  The PSU Officers with 13 years of Executive service in PSU's and working in Manager level (E3) in IDA pay scale ₹ 24900-50500 for 4 years are also eligible to apply.	45 years for DGM & 50 years for JGM	₹ 29100-54500 (IDA) (E-4)

\* The Government & PSU officers with longer length of service/experience may be inducted at JGM level (E6) in IDA pay scale ₹ 36600-62000 as per DMRC Policy (17 years Gazetted/ PSU service with 3 years service in E4/JAG level)

**JOB DESCRIPTION AND RESPONSIBILITIES:** (i) Ensure compliance of various provisions of the Companies Act, 1956, guidelines on Corporate Governance and other Corporate Laws like SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI etc, relating to the company. (ii) Convene Board meeting, Audit committee meeting, other Committee meetings, Annual General Meeting etc., including preparation of agenda, minutes, co-ordination etc. iii) Maintain books, registers, records etc. as per the applicable laws including filling of forms, returns etc, with MCA, RBI, DPE etc. iv) Advise management on the implications of various legislations in formulating its long term plans and take action for implementing the company's corporate policies and procedures affecting business operations v) Liaise/follow-up with various Government Departments to ensure statutory compliance.

Eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along with their particulars in the following format, to **Executive Director(HR)/Metro Bhawan/Fire Brigade Lane/Barakhamba Road/New Delhi** by 12.09.2011 positively by speed post.

**Mode of Selection:** Names of short listed candidates will be put up on our website by 21/09/11. We intend calling about 5 times the number of candidates than the number of vacancies for interview based on the suitability of the candidate for the job. The interview will be held tentatively on 28/09/11 at Metro Bhawan/Fire Brigade Lane/Barakhamba Road/New Delhi. No separate communications by post will be sent to the candidates individually. Candidates are required to go through the instructions for interview displayed on our website and appear for the interview accordingly along with original copies of testimonials. Court of jurisdiction for any dispute will be New Delhi. The NOC for attending the interview from the present employer, copies of last five years ACRs and Vigilance report will be required at the time of interview.

Application Format: Please see Annexure (I).

The duly filled in application form should be sent in an envelope super scribing on the cover prominently - Name of Post/Category latest by 12.09.2011 by speed post at the following address. Separate CVs can also be attached with the application.

**Executive Director (HR)**  
**Metro Bhawan**  
**Fire Brigade Lane**  
**Barakhamba Road**  
**New Delhi**

Recent Passport  
size self attested  
photograph to  
be pasted here

**APPLICATION FORMAT**

**(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS OWN HANDWRITING)**

1	Name of the post				
2	Name of the Candidate				
3	Father/Husband's name				
4	Date of Birth				
5	Permanent Address				
6	Age as on 01/09/11	Years -	Months -	Days-	
6	Address for correspondence				
7	Contract No. with Fax & Email				
8	Category (SC/ST/OBC/Genl)				
9	Details of educational qualification from matriculation onwards	10 <sup>th</sup> (Matric)	12 <sup>th</sup> (Inter)	ACS/FCS	CA /ICWA/Degree of law
	a). Examination passed				
	b). Year of passing				
	c) Name of the Institute/ University/Board				
	d). Subjects				
	e). Percentage in aggregate				
	f). Division				

10	Details of experience along with pay scale/pay package  (In chronological orders)	
11	Details of service  a. Parent Organization  b. Dt. Of appointment  c. Grade at the time of appointment.  d. Total length of service  e. Dt. of appointment to executive service  f. Present Grade  g. Dt. from which in present grade.	

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if the information found to be false or incorrect.

Date.....

Place.....

**Signature of the candidate**

**Phone No: .....**

**Email id .....**