



दिल्ली मेट्रो रेल कॉर्पोरेशन लि०  
DELHI METRO RAIL CORPORATION LTD.  
(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)



**The Lifeline of Delhi**

**ADVT No. DMRC/PERS/22/HR/2020(63) Dated: 03/09/2020**

**REQUIREMENT OF EXPERIENCED CANDIDATE FOR THE POST OF  
NAIB TEHSILDAR, ON POST RETIREMENT CONTRACTUAL ENGAGEMENT BASIS**

The Delhi Metro Rail Corporation (DMRC) Ltd, 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. The Delhi Metro Rail Corporation, 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, Lucknow etc., carry about 3 million passengers per day in Delhi & NCR. In addition to the above, DMRC is involved in providing consultancy services to number of cities within India and abroad.

To meet with the immediate requirement of experienced personnel working / retired; having experience of working with Central Govt. / Govt. of NCT of Delhi, for the **post of Naib Tehsildar, on Post Retirement Contractual Engagement (PRCE) basis, for DMRC:**

S.No	Post (Post Code)	No. of Posts ***	Consolidated Fee (pm)	Eligibility Criteria	Mode of Induction	Age limit as on 01.09.2020
1	Naib Tehsildar Post Code: 01/NT	01	Rs. 47,700/-	Candidates working in / superannuated from Central Govt. / Govt. of NCT of Delhi in the CDA pay scale of Rs, 9300-34800 (GP-4200)	PRCE	Min. 58 years – Max. 61 years

**Important**

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

**Eligibility Criterion:**

**A. Educational Qualification –**

**Essential –** Graduation Degree in any discipline from a recognized University / Institute.

**B. Work Experience –**

**Essential –**

- Should have minimum 10 years' work experience at the level of Kanoongo and must have handled the revenue records and field assignments.
- Should have dealt with and should be well versed in land acquisition cases.

**Screening process:**

The screening methodology will comprise of Personal Interview. The screening process would judge different facets of knowledge, skills, 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 availability of candidates.

**Schedule of selection:**

1. Last date of receipt of duly filled in application (along with relevant documents) through Speed post OR email is **18/09/2020**. Incomplete applications or applications received after the due date will 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 fourth week of September 2020 (tentatively) and interview will be held in the last week of September, 2020 at Metro Bhawan, Barakhamba Road, New Delhi OR through online mode (tentatively) (Complete details will be displayed on DMRC website).**
3. 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.
4. **The final result will be declared by first week of October, 2020. (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 (last drawn, in case of superannuated candidates).

The candidates presently employed in Govt. sector / Public Sector Undertaking (PSUs) 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 18.09.2020**, 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.project.rectt@gmail.com](mailto:dmrc.project.rectt@gmail.com) (mention the name of post and Advt. No. in the subject of email) :

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



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## 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 OWN HANDWRITING)

S.No.	DETAILS	PARTICULARS				
1 A	POST NAME					
B	POST CODE					
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/09/2020 (Min 58 years – Max 61 years)	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	Subjects	Institute / University	% or CGPA	Passing Year
A						
B						
12	WORK EXPERIENCE DETAILS (AS ON 01/09/2020) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS		
A	CURRENTLY EMPLOYED / SUPERANNUATED					
B	CURRENT ORGANIZATION (if currently employed)					
C	LAST ORGANIZATION (if superannuated)					
D	DATE OF SUPERANNUATION (dd/mm/yyyy) (if superannuated)					

<b>II</b>	<b>FOR APPLICANT FROM Govt. organizations 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				
<b>III</b>	<b>FOR APPLICANT FROM Govt. Organizations / PSU 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				
<b>IV</b>	<b>ESSENTIAL WORK EXPERIENCE</b>			
A	MINIMUM 10 YEARS' WORK EXPERIENCE AT THE LEVEL OF KANOONGO AND MUST HAVE HANDLED THE REVENUE RECORDS AND FIELD ASSIGNMENTS			<b>YES / NO</b>
B	DEALT WITH AND WELL VERSED IN LAND ACQUISITION CASES			<b>YES / NO</b>
<b>V</b>	<b>BREIF DESCRIPTION OF THE WORK EXPERIENCE</b>			
<b>13</b>	<b>WHETHER ANY PUNISHMENT / PENALTY WAS AWARDED TO APPLICANT IN LAST 10 YEARS</b>			<b>YES / NO</b>
	IF YES, DETAILS OF CASE			
<b>14</b>	<b>WHETHER ANY ACTION OR ENQUIRY IS GOING ON AGAINST APPLICANT</b>			<b>YES / NO</b>
	IF YES, DETAILS OF ENQUIRY			
<b>15</b>	<b>NOC, VIGILANCE AND D&amp;AR STATUS FROM CURRENT EMPLOYER ENCLOSED (IF CURRENTLY SERVING)</b>			<b>YES / NO</b>
<b>16</b>	<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 (whichever applicable)**

1. Educational Certificates (Matric / Diploma / Graduation & Others)
2. Work Experience Certificate (for all candidates)
3. NOC from Employer (in case of employees still in service)
4. Vigilance / D&AR Clearance (in case of employees still in service)
5. APAR Last 5 years (for all candidates)