



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(70) Dated: 05/11/2020

REQUIREMENT OF EXPERIENCED CANDIDATES FOR THE POST OF ASSISTANT MANAGER (LAND), ON DIRECT RECRUITMENT 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 requirement of experienced personnel working with Central Govt. / Govt. of NCT of Delhi, for the **post of AM / Land, to be filled on Direct Recruitment basis for DMRC:**

S.No	Post (Post Code)	No. of Posts ***	Pay Scale	Eligibility Criteria	Age limit, as on 01.11.2020
1	Assistant Manager (Land) Post Code: 01/AM/L	02	Rs. 50,000 – 1,60,000/-	Candidates working in Central Govt. / Govt. of NCT of Delhi, in the CDA Pay Scale of Rs. 15600-39100 (GP- 5400) or IDA Pay Scale of Rs. 50,000 – 1,60,000/-; with a total 2 years' service at Gazetted / Executive level in any Govt. Organization / PSU	Max. 35 years

Important

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

Eligibility Criteria:

A. Educational Qualification –

Essential –

- A Graduation Degree, in any discipline, from Govt. recognized University / Institute. The Degree must be a full-time regular course, with minimum 60% marks.
- Completed the course of Patwari / Kanoongo, from an Institute recognized by the State Govt.

B. Work Experience –

Essential –

- (i) Should have minimum five years' work experience in Land Acquisition & Management.
- (ii) Should be well versed with working on Computer / laptop, Auto Cad software and making presentations.

Screening process:

The screening methodology will 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).

Candidates shall be called for Interview in the ratio of 1:5, subject to availability of eligible candidates.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass through 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 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.**

Schedule of selection:

1. Last date of receipt of duly filled in application (along with relevant documents) through Speed Post OR email is **26/11/2020**. 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 third week of December 2020 (tentatively) and interview will be held in the last week of December, 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.
4. **The final result will be declared by first week of January, 2021 (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) 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 26/11/2020**, 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 (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**



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/2020/70

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 NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/11/2020 (Max. 35 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	Graduation					
B	Patwari / Kanoongo					
C	Others					
12	WORK EXPERIENCE DETAILS (AS ON 01/11/2020) (FILL ONLY THE APPLICABLE COLUMN)					
			YEARS	MONTHS	DAYS	
I	TOTAL WORK EXPERIENCE					
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	MINIMUM FIVE YEARS WORK EXPERIENCE IN LAND ACQUISITION & MANAGEMENT			YES / NO
B	WELL VERSED WITH WORKING ON COMPUTER / LAPTOP, AUTO CAD SOFTWARE AND MAKING PRESENTATIONS			YES / NO
C	WORKING IN THE CDA PAY SCALE OF RS. 15600-39100 (GP - 5400) / IDA PAY SCALE OF RS. 50,000 – 1,60,000/- (WHICHEVER IS APPLICABLE)			YES / NO
D	HAVING A TOTAL 2 YEARS' SERVICE AT GAZETTED / EXECUTIVE LEVEL IN ANY GOVT. ORGANIZATION / PSU			YES / NO
V	BREIF DESCRIPTION OF THE WORK EXPERIENCE			
13	WHETHER ANY PUNISHMENT / PENALTY WAS AWARDED TO APPLICANT IN LAST 10 YEARS			YES / NO
	IF YES, DETAILS OF CASE			
14	WHETHER ANY ACTION OR ENQUIRY IS GOING ON AGAINST APPLICANT			YES / NO
	IF YES, DETAILS OF ENQUIRY			

15	NOC, VIGILANCE AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED	YES / NO
16	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED	YES / NO
17	WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS OF THE INTERVIEW)	
18	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)	
19	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 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
3. NOC from present Employer
4. Vigilance and D&AR Clearance from present Employer
5. APARs of the Last 5 years