



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



**The Life line of Delhi.**

**ADVT No. DMRC/PERS/22/HR/2018 (134) Dated: 07/09/2018**

**REQUIREMENT OF MANAGER (LEGAL) IN DMRC ON DEPUTATION / 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 11500 employees with MRTS activities spread over Delhi NCR, Jaipur, Kochi, Mumbai, Lucknow etc., carry about 2.8 million passengers per day in Delhi & NCR. In addition to the above, DMRC has also been entrusted with the work of preparation of DPR for the High Speed Rail Link Project of Indian Railways at Trivandrum and the Monorail Project at Trivandrum and Kozhikode and consultancy work for different cities in India.

To meet with the immediate requirement of experienced personnel for Legal Department of DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant work experience, for the post of Manager (Legal) to be filled on Deputation / Direct Recruitment basis.

<b>S. No</b>	<b>Post (Post Code)</b>	<b>No. of Vacancy</b>	<b>Payscale (IDA)</b>	<b>Maximum Age Limit on 01/07/18</b>	<b>Mode of Induction</b>
1	<b>Manager (Legal) (ML-01)</b>	<b>01 (one)</b>	<b>Rs. 24900-50500 (Pre-revised)</b>	<b>45 Years for Direct Recruitment Basis 50 Years for Deputation Basis</b>	<b>Deputation / Direct Recruitment</b>

**1. EDUCATIONAL QUALIFICATION: -**

**Essential:** The candidate should be **Bachelor of Law (LLB) with minimum 55% marks/equivalent CGPA** from a Govt recognised University/Institute.

**Desirable:** A Masters Degree in Law will be desirable.

**2. EXPERIENCE CRITERIA: - (AS ON LAST DATE OF RECEIPT OF APPLICATION)**

1. Officer of Government Organisation/PSUs in CDA currently working in the pay scale of Rs.15600-39100 (Grade pay Rs.6600) (pre-revised).

Or

2. Officer of Government Organisation /PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.5400) (pre-revised) with a total of 5 years service in the same scale at Gazetted/ Executive level.

Or

3. Executive of Government Organisation /PSUs in IDA currently working in pay scale of Rs. 24900-50500/- (pre-revised).

Or

4. Executive of Government Organisation /PSUs in IDA currently working in pay scale of Rs. 20600-46500/- (pre-revised) with a total of 5 years service in the same scale in any Govt. Organisation or PSU.

### **3. WORK EXPERIENCE CRITERIA:- (AS ON LAST DATE OF RECEIPT OF APPLICATION)**

#### **Essential:**

Minimum 05 years of Executive / Gazetted experience of working in Legal Department in any Govt. / PSU organisation.

#### **Desirable:**

Experience of handling Court Cases at National, State & District Levels, Arbitrations, Litigations, Claims Settlements etc.

### **4. JOB DESCRIPTION:**

**The incumbent of the post shall be responsible for all Legal work pertaining to Delhi Metro and its allied projects which shall include cases at Supreme Court of India, High Courts, District Courts, Different Tribunals/Forums, Arbitration cases etc.**

### **5. CHARACTER & ANTECEDENTS:**

The success in the selection process does not confer any right to appointment unless the corporation is satisfied after such an inquiry, as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respects for appointment to the service.

### **6. SURETY BOND (For Direct Recruitment Candidate):**

The candidates selected for post will have to execute a surety bond of **Rs. 3,00,000/- 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) and also a **three months prior notice**, will be required before seeking resignation from the corporation.

### **7. PROBATION (only for Direct Recruitment Candidate):**

The selected candidates on appointment will be placed on Probation for a period of **two years** (including period of training).

### **8. PAY AND EMOLUMENTS:**

#### **For Direct Recruitment Candidate:**

The pay & emoluments for the candidate shall be as per pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits which include Perks, HRA/Lease, Medical benefit, EPF, Gratuity, and Insurance etc., as per extant rules of the Corporation.

#### **For Deputation Candidate:**

The pay & emoluments for the post of Manager/Legal shall be as per pay of Parent Department plus deputation allowance, as applicable.

### **9. SELECTION PROCESS**

The selection methodology may comprise a two-stage process based on the number of shortlisted candidates –

- (i) Interview
- (ii) Group Discussion

Candidates shall be called for GD and/or Interview in the ratio of **1:5**, subject to availability of suitable candidates.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. **All related information shall be available only on Website: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.**

## **10. SELECTION DETAILS:**

1. Last date of receipt of filled in application through Speed post is **05/10/2018**.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on DMRC website after 31/10/2018 along with other details like venue, time, etc.
3. **The interview will be held by the Third week of November, 2018 at Metro Bhawan, Barakhamba Road, New Delhi (tentatively) (Complete details will be displayed on DMRC website). The selection process will consist of Interview / Group Discussion.**
4. No separate communication by post will be sent to candidates individually. Candidates are required to go through the instructions for interview displayed on DMRC website and appear for the interview accordingly along with original copies of testimonials.
5. **The final results will be declared by First week of December, 2018. (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 proof /documents in support of qualification, experience & pay scale/gross salary.

The candidates presently employed in Govt. or Public Sector Undertaking (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 due date will be summarily rejected

The candidates shortlisted for Screening Process will be advised through DMRC website only and will be eligible for re-imbursement of train fare by ACIII tier.

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, latest by 05/10/2018, by speed post at the following address.**

**Chief General Manager (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/2018 (134)

## 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	Manager / Legal				
B	POST CODE	ML-01				
C	RECRUITMENT TYPE DIRECT RECRUITMENT BASIS / DEPUTATION BASIS					
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/07/2018	YEARS	MONTHS	DAYS		
6	CORROSPONDENCE 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	POST GRADUATION					
C	OTHERS					
12	WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL EXECUTIVE EXPERIENCE	YEARS	MONTHS	DAYS		
A	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YY)					

<b>B</b>	<b>DATE OF JOINING FIRST REGULAR JOB (DD/MM/YY)</b>				
<b>IF YES, DETAILS OF EXPERIENCE</b>					
<b>II</b>	<b>FOR GOVT. SECTOR/PSU APPLICANT in <u>CDA</u> SCALE (Complete details of Grade A service / position held since joining) (separate sheet may be attached, if necessary)</b>				
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (CDA)</b>	<b>Period (To –From) dd/mm/yy – dd/mm/yy</b>	<b>Job Profile</b>
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>III</b>	<b>FOR GOVT. SECTOR/PSU APPLICANT in <u>IDA</u> SCALE (Complete details of Executive service / position held since joining) (separate sheet may be attached, if necessary)</b>				
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (IDA)</b>	<b>Period(To – From) dd/mm/yy – dd/mm/yy</b>	<b>Job Profile</b>
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>IV</b>	<b>ESSENTIAL WORK EXPERIENCE</b>				
	<b>05 YEARS WORK EXPERIENCE AS LEGAL OFFICER / EXECUTIVE IN ANY GOVT. / PSU ORGANISATION</b>			<b>YES / NO</b>	
<b>V</b>	<b>DESIRABLE WORK EXPERIENCE</b>			<b>YES / NO</b>	
<b>VI</b>	<b>BREIF DESCRIPTION OF THE WORK EXPERIENCE</b>				
<b>13</b>	<b>WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10 YEARS</b>			<b>YES / NO</b>	
	<b>IF YES, DETAILS OF CASE</b>				
<b>14</b>	<b>WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT</b>			<b>YES / NO</b>	
	<b>IF YES, DETAILS OF INQUIRY</b>				
<b>15</b>	<b>NOC FROM CURRENT EMPLOYER ENCLOSED</b>			<b>YES / NO</b>	

16	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 (Graduation, Post Graduation & Others)
2. Work Experience Certificate
3. NOC from Employer
4. APAR Last 5 years
5. Others (in case)