



**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/2016 (94) Dated: 22/09/2016**

**REQUIREMENT OF ASSISTANT MANAGER (AM) / ALIGNMENT DESIGN**  
**ON CONTRACT BASIS FOR FOUR (04) YEARS**

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 8500 employees with MRTS activities spread over Delhi NCR, Jaipur, Kochi, Vijaywada, 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 DMRC and its allied projects, applications are invited from experienced, dynamic and motivated persons of Civil Engineers of Indian nationality to fill up **the post of Assistant Manager –Alignment Design on contract basis for 04 years in DMRC consultancy: -**

S.No.	Post (Post Code)	No. of Vacancy ***	Payscale (IDA) / Level **	Educational Qualification	Essential Work Experience	Mode of Induction	Maximum Age Limit on 01/07/16
1	Assistant Manager / Alignment Design 1/AM/AD	01	Rs.20600-46500/- (Executive)	B.Tech (Civil) / BE (Civil) with minimum 60% or equivalent CGPA from a recognized university / institute  <b>Mandatory :-</b> Working Knowledge of “AutoCAD” or similar software.	Minimum 5 years of working experience on Bentley Rail Track or equivalent  Candidate with Railway Background will be given preference.	Contract (4 years)	45Years

**EXPERIENCE CRITERION**

**For Candidates working in Govt. Sector/PSUs**

Executive of Government Organisation/PSUs in IDA pay scale of Rs. 20600-46500 /- with a total of 02 years service at Gazetted/Executive level in any Govt. Organisation or PSU.

Or

Executive of Government Organisation/PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.5400) with a total of 02 years service at Gazetted/Executive level in any Govt. Organisation or PSU.

## **For Candidates working in Private Sector**

Executives working in private sector should have minimum 05 years of (post qualification) Executive service in an organisation of repute.

### **IMPORTANT:**

\*\* Candidates selected on contract basis will be eligible for DA (prevalent)+45% Perks + 30% HRA/Company lease +other allowances applicable to contract employees as per the extant policy of DMRC.

\*\*\* - Vacancy is provisional and subject to increase/decrease.

### **JOB DESCRIPTION:**

**The incumbent of the post shall be responsible for overseeing all the design related activities of DMRC and its allied projects**

### **SELECTION PROCESS**

The selection methodology will comprise a three-stage process –

- (i) Interview
- (ii) Group Discussion
- (iii) Medical Examination (The Medical Examination will be in Executive/Technical category)

Candidates shall be called for GD/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. 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 is final on this issue. **All related information shall be available only on Web site: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.**

### **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.

### **SURETY BOND:**

**The candidates selected for post will have to execute a surety bond of Rs. 1,50,000/- 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.**

### **PAY AND EMOLUMENTS:**

The pay & emoluments for the post 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.

### **SELECTION DETAILS**

1. Last date of receipt of filled in application through Speed post is **21/10/2016**.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on our website tentatively on **08/11/2016** by 6 pm along with other details like venue, time etc.
3. **The interview will be held on in third week of November (tentatively) (Complete details will be displayed on our website). The selection process will consist of Interview and Group Discussions.** No separate communications by post will be sent to 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.

**The final results will be declared by end of November (tentatively).**

Eligible and interested candidates for the aforesaid posts 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 forward their application through proper channel along with the APARs for the last five years, so as to reach the under mentioned address by the stipulated date.

**The candidates shortlisted for Screening Process will be advised through our website only and will be eligible for re-imbusement 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 21/10/16, by speed post at the following address.**

**THE ENVELOPE SHOULD BE PROPERLY SEALED AND SUPER SCRIBED WITH**

Name of the post \_\_\_\_\_, Post Code \_\_\_\_\_

To,

**General Manager (HR)  
III<sup>rd</sup> Floor, Metro Bhawan  
Fire Brigade Lane  
Barakhamba Road  
New Delhi-110001**

**AFFIX A RECENT  
 PASSPORT SIZE  
 SELF ATTESTED  
 PHOTOGRAPH**

**ADVTT. No. DMRC/PERS/HR/22/HR/2016 (94)**

**ANNEXURE I**

**DMRC APPLICATION FORMAT**

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT IN HIS/HER OWN HANDWRITING)

S.No.	DETAILS	PARTICULARS				
1	POST NAME	ASST. MANAGER (ALIGNMENT DESIGN)				
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/07/2016 (max 45 years)	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	<b>EDUCATIONAL QUALIFICATIONS</b>					
	Qualification	Particulars	Specialization	Institute / University	% or CGPA	Passing Year
A	GRADUATION	B.E./B.Tech				
B	POST GRADUATION	M.Tech				
C	OTHER					

<b>12</b>	<b>WORK EXPERIENCE (FILL ONLY THE APPLICABLE COLUMN)</b>			
<b>I</b>	<b>TOTAL EXPERIENCE</b>	<b>YEARS</b>		
	<b>IF YES, BRIEF OF EXPERIENCE</b>			
<b>II</b>	<b>FOR GOVT. SECTOR/PSU APPLICANT in <u>CDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached)</b>			
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (CDA)</b>	<b>Period (To – From)</b>
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>E</b>				
<b>F</b>				
<b>III</b>	<b>FOR GOVT. SECTOR/PSU APPLICANT in <u>IDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached)</b>			
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (IDA)</b>	<b>Period (To – From)</b>
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>E</b>				
<b>F</b>				
<b>IV</b>	<b>FOR PRIVATE SECTOR APPLICANT (separate sheet may be attached)</b>			
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Gross Salary / CTC</b>	<b>Period (To – From)</b>
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>E</b>				
<b>F</b>				

<b>V</b>	<b>ESSENTIAL WORK EXPERIENCE</b>	
<b>A</b>	MINIMUM 5 YEARS OF EXPERIENCE IN MX RAIL/BENTLEY RAIL TRACK TRAINING	<b>YES / NO</b>
<b>B</b>	WORKING KNOWLEDGE OF "AUTOCAD" OR SIMILAR SOFTWARE.	<b>YES / NO</b>
<b>13</b>	WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10 YEARS	<b>YES / NO</b>
	IF YES, DETAILS OF CASE	
<b>14</b>	WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT	<b>YES / NO</b>
	IF YES, DETAILS OF INQUIRY	
<b>15</b>	NOC FROM CURRENT EMPLOYER ENCLOSED (IN CASE OF GOVT. SECTOR/ PSU CANDIDATES ONLY)	<b>YES / NO</b>
<b>16</b>	ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (IN CASE OF GOVT. SECTOR/ PSU CANDIDATES ONLY)	<b>YES / NO</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 (Graduation, Post Graduation & Others)
2. Work Experience Certificate
3. NOC from Employer (In Case Of Serving Employee)
4. APAR Last 5 years
5. Others (in case)