



**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/2017 (119) Dated: 15/12/2017**

**REQUIREMENT OF GENERAL MANAGER / LEGAL IN DMRC .**

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 11000 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 and its allied projects, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant experience and working, in Legal Department on 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 01/01/18</b>
1	<b>General Manager (Legal</b>	<b>01 (one)</b>	<b>Rs. 51300-73000</b>	55Years

**Required Qualification:**

The candidate should be **Bachelor of Law or LLB with minimum 55% marks/equivalent CGPA** from a Govt recognised University/Institute. A Masters Degree in Law will be desirable.

**Experience Criteria:-**

**For employees serving in Government organisation**

1. Executive of Government Organisation/ PSUs in CDA pay Scale of Rs. 37400-67000 (Gr.Pay-Rs.10000).

Or

2. Executive of Government Organisation/ PSUs in IDA pay scale of Rs. 513000-73000 (IDA).

Or

3. Executive of Government Organisation/ PSU in CDA pay scale of Rs.37400-67000 (Grade pay Rs.8700) with minimum 4 years in CDA pay scale of Rs.37400-67000(Grade pay of Rs.8700) – SG level.

Or

4. Executive of Government Organisation/ PSU in IDA pay scale of Rs. 43200-66000 with a minimum of 4 years in IDA - E-7 level (Rs.43200-66000).

### **For Serving Judicial officers/Legal Practitioner:**

Serving Judicial Officers working as District & Session Judge for a minimum of 5 years period with total experience of 23 years are eligible for consideration for the Post of GM/Legal

### **For Private Candidates**

Executives working in Private Sector with Post Qualification experience of 23 years are eligible for consideration for the Post of GM/Legal

### **JOB DESCRIPTION:**

**The incumbent of the post shall be responsible for overseeing all the legal matters of the Corporation, will also look after the arbitration matters and other matters of conciliation, adjudication etc before different authorities.**

### **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/Non-Technical category.

Candidates shall be called for GD/Interview in the ratio of **1:5**.

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 examination 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 the post of GM/Legal will have to execute a surety bond of **Rs. 4,00,000/- 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.

### **PROBATION:**

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

## **PAY AND EMOLUMENTS:**

The pay & emoluments for shall be as per pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits which include Perks, HRA, 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 **10/01/2018**.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on our website after 24/01/2018 along with other details like venue, time etc.
3. **The interview will be held in First week of February (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 last week of February (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 though our website only and will be eligible for re-imburement 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 10/01/18, by speed post at the following address.**

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

**ADVTT. No. DMRC/PERS/HR/22/HR/2017 (119)**

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

**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 (Strike out Non Applicable)	GM/Legal				
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2018 (max 55 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	Bachelor of Law				
B	POST GRADUATION	LLM				
C	OTHER					

<b>12</b>	<b>WORK EXPERIENCE (FILL ONLY THE APPLICABLE COLUMN)</b>			
<b>I</b>	<b>TOTAL EXECUTIVE 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 executive 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 executive 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>FOR JUDICIAL OFFICER / LEGAL PRACTITIONER APPLICANT</b> (separate sheet may be attached)				
<b>V</b>	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Gross Salary / CTC/CDA/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>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 for Govt./PSU Sector Employees
4. APAR Last 5 years for Govt./PSU Sector Employees
5. Any other relevant documents.