

Ref: i) DMRC's Advertisement No.DMRC/OM/HR/I/2016, online registration start date 16th Sept, 2016. Closing date for online registration date 15th Oct, 2016.

ii) The written test result notification dated 05.06.2017.

NOTICE (Dated : 03rd Aug' 2017)

- Result for Medical Test for the post of **Assistant Manager (Operations-E04)** - [Click here](#)
- Result for Medical Test for the post of **Assistant Manager (HR - E05)** - [Click here](#)
- Result for Medical Test for the post of **Assistant Manager (Finance - E06)** - [Click here](#)

All shortlisted candidates will be called for next stage of recruitment i.e. Medical Examination & Document Verification to be held later on. Candidates will be called for medical examination & document verification later on as per requirement for which candidates will be informed separately. Candidates are advised to remain in constant touch with DMRC website, viz. www.delhimetrorail.com for any further updates.

[Click here for Instructions for Medical Examination/ Joining](#)

Delhi Metro Rail Corporation Limited

(A Joint venture of Govt. of India and Govt. of Delhi)

Ref:1. No. DMRC's Advertisement No.DMRC/OM/HR/I/2016, published in Employment News dated 24th Sept, 2016. Closing date for online registration date 15th Oct, 2016.

1. Written Test Result notification 05.06.2017.

NOTICE (Dated : 03rd Aug' 2017)

05nos. of Candidates bearing following Roll Nos. (arranged in merit order) have been short listed provisionally for the post of Assistant Manager/Operations(E04), the CBT of which was held by DMRC on 18.02.2017, Interview/GD held on 21.06.2017 in response to its vacancy notification No. DMRC's Advertisement No. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Closing date for online registration 15th Oct, 2016.

Post Name & Code :	Assistant Manager/Operations(E04)
Number of candidates called :	05 (including Reserved communities)

Merit wise detailed Result –

SN	Roll No.	Name of the candidate	DoB
1	16011401102	YAGWALKAYA VASHISHTH	24/03/93
2	16011400596	SHASHANK SHEKHAR	15/03/94
3	16021401316	SUMESH	15/09/93
4	11061400389	HARENDRA PRADEEP SHARMA	30/12/91
5	11031400258	PRATIBHA MINZ	06/05/90

* The medical examination of the candidates will be completed in upto 4 working days. If any difficulty arises during medical examination, candidates may immediately report to Recruitment Cell.

Medical Re-examination: It is informed that ordinarily, there is no right of appeal against the findings of an examining medical authority, but if Corporation is satisfied, based on the evidence produced before it by the candidate concerned, of the possibility of error of judgment in the decision of the examining medical authority, it will be open to it, to allow re-examination. Such evidence should be submitted within 5 working days of the date of communication in which the decision of the first medical authority is communicated to the candidate. The candidates must adhere to it.

All shortlisted candidates will be called for next stage of recruitment i.e. Medical Examination & Document Verification to be held later on. Candidates will be called for medical examination & document verification later on as per requirement for which candidates will be informed separately. Candidates are advised to remain in constant touch with DMRC website, viz. www.delhimetrorail.com for any further updates.

N.B.: The result of reserved posts will be subject to the final outcome of the CA No.1086/2013 (Sarv Rural & Urban Welfare Vs UOI & others)

Instructions for Medical Examination/Document Verification:

Candidates should bring 10 passport size recent colour photographs with all original documents/certificates. The standards of Medical Examination for **Assistant Manager/Operations(E04) (Executive-Technical)** are available at DMRC website. The process of medical examination may take upto 4 working days. The candidates must come prepared to join training immediately when called for medical examination. Candidates may note that the call for Document Verification & Medical Examination of shortlisted candidates for the post of **Assistant Manager/Operations(E04)** is purely provisional, subject to their fulfillment of the eligibility criteria as mentioned in advertisement notice no. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Candidates must bring with themselves the following documents at the time of document verification/medical examination, without which their medical examination will not be conducted:

1. Proof of Date of Birth (High School/Matriculation)

2. Proof of having passed Requisite Qualification with Provisional or Original Degree certificates by the time of Interview/GD. SC/ST/OBC certificates, if belonging to reserved community and requiring concession/relaxation.
3. All OBC candidates must submit the latest OBC Certificate on Central OBC Format with sub-caste and non-creamy layer clause in Attached Format at the time of Medical Examination & Document verification, failing which they will not be allowed for the Medical Examination. (OBC format is attached - [Click here to download](#))
4. The proforma for character/identification Certificate to be submitted at the time of Document Verification & Medical Examination can be downloaded here ([Click here to download](#)). Candidates must come with the three copies of Character/Identification Certificates, issued by the authority, mentioned therein.

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2. Written Test Result notification 05.06.2017.

NOTICE (Dated : 03rd Aug' 2017)

01no of Candidate bearing following Roll Nos. have been short listed provisionally for the post of Assistant Manager/HR (E05), the written test, of which was held by DMRC on 21.02.2017, Interview/GD held on 23.06.2017 in response to its vacancy notification No. DMRC's Advertisement No. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Closing date for online registration 15th Oct, 2016.

Post Name & Code :	Assistant Manager/HR(E05)
Number of candidates called :	01 (including Reserved communities)

Merit wise detailed Result –

SN	Roll No.	Name of the candidate	DoB
1	11051300017	PRIYANSHA	23/02/90

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Medical Re-examination: It is informed that ordinarily, there is no right of appeal against the findings of an examining medical authority, but if Corporation is satisfied, based on the evidence produced before it by the candidate concerned, of the possibility of error of judgment in the decision of the examining medical authority, it will be open to it, to allow re-examination. Such evidence should be submitted within 5 working days of the date of communication in which the decision of the first medical authority is communicated to the candidate. The candidates must adhere to it.

All shortlisted candidates will be called for next stage of recruitment i.e. Medical Examination & Document Verification to be held later on. Candidates will be called for medical examination & document verification later on as per requirement for which candidates will be informed separately. Candidates are advised to remain in constant touch with DMRC website, viz. www.delhimetrorail.com for any further updates.

N.B.: The result of reserved posts will be subject to the final outcome of the CA No.1086/2013 (Sarv Rural & Urban Welfare Vs UOI & others)

Instructions for Medical Examination/Document Verification:

Candidates should bring 10 passport size recent colour photographs with all original documents/certificates. The standards of Medical Examination for **Assistant Manager/HR (E05) (Executive-NON-Technical)** are available at DMRC website. The process of medical examination may take upto 4 working days. The candidates must come prepared to join training immediately when called for medical examination. Candidates may note that the call for Document Verification & Medical Examination of shortlisted candidates for the post of **Assistant Manager/HR (E05)** is purely provisional, subject to their fulfillment of the eligibility criteria as mentioned in advertisement notice no. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Candidates must bring with themselves the following documents at the time of document verification/medical examination, without which their medical examination will not be conducted:

1. Proof of Date of Birth (High School/Matriculation)
2. Proof of having passed Requisite Qualification with Provisional or Original Degree certificates by the time of Interview/GD. SC/ST/OBC certificates, if belonging to reserved community and requiring concession/relaxation.
3. All OBC candidates must submit the latest OBC Certificate on Central OBC Format with sub-caste and non-creamy layer clause in Attached Format at the time of Medical Examination & Document verification, failing which they will not be allowed for the Medical Examination. (OBC format is attached - [Click here to download](#))
4. The proforma for character/identification Certificate to be submitted at the time of Document Verification & Medical Examination can be downloaded here ([Click here to download](#)). Candidates must come with the three copies of Character/Identification Certificates, issued by the authority, mentioned therein.

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2. Written Test Result notification 05.06.217.

NOTICE (Dated : 03rd Aug' 2017)

08nos. of Candidates bearing following Roll Nos. (arranged in merit order) have been short listed provisionally for the post of Assistant Manager/Finance(E06), the written test, of which was held by DMRC on 18.02.2017, Interview/GD held on 22.06.2017 in response to its vacancy notification No. DMRC's Advertisement No. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Closing date for online registration 15th Oct, 2016.

Post Name & Code :	Assistant Manager/Finance(E06)
Number of candidates called :	08

Merit wise detailed Result -

SN	Roll No.	Name of the candidate	DoB
1	16011200363	JATIN GARG	18/04/90
2	16011200139	NIHARIKA SAREEN	19/04/92
3	16011200356	MANISH GOEL	27/06/89
4	16011200519	VARUN SINGHAL	20/07/90
5	16011200627	RAVI AGGARWAL	04/10/90
6	16011200179	ANSHUL GUPTA	16/02/89
7	16011200486	BHAWNA YADAV	19/10/88
8	16011200070	ADITI JAIN	23/01/90

* The medical examination of the candidates will be completed in upto 4 working days. If any difficulty arises during medical examination, candidates may immediately report to Recruitment Cell.

Medical Re-examination: It is informed that ordinarily, there is no right of appeal against the findings of an examining medical authority, but if Corporation is satisfied, based on the evidence produced before it by the candidate concerned, of the possibility of error of judgment in the decision of the examining medical authority, it will be open to it, to allow re-examination. Such evidence should be submitted within 5 working days of the date of communication in which the decision of the first medical authority is communicated to the candidate. The candidates must adhere to it.

All shortlisted candidates will be called for next stage of recruitment i.e. Medical Examination & Document Verification to be held later on. Candidates will be called for medical examination & document verification later on as per requirement for which candidates will be informed separately. Candidates are advised to remain in constant touch with DMRC website, viz. www.delhimetrorail.com for any further updates.

N.B.: The result of reserved posts will be subject to the final outcome of the CA No.1086/2013 (Sarv Rural & Urban Welfare Vs UOI & others)

Instructions for Medical Examination/Document Verification:

Candidates should bring 10 passport size recent colour photographs with all original documents/certificates. The standards of Medical Examination for **Assistant Manager/Finance (E06) (Executive-Non-Technical)** are available at DMRC website. The process of medical examination may take upto 4 working days. The candidates must come prepared to join training

immediately when called for medical examination. Candidates may note that the call for Document Verification & Medical Examination of shortlisted candidates for the post of **Assistant Manager/Finance (E06)** is purely provisional, subject to their fulfillment of the eligibility criteria as mentioned in advertisement notice no. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Candidates must bring with themselves the following documents at the time of document verification/medical examination, without which their medical examination will not be conducted:

1. Proof of Date of Birth (High School/Matriculation)
2. Proof of having passed Requisite Qualification with Original CA/ICWA certificates by the time of Interview/GD with post qualification work experience certificate in relevant field of one year. SC/ST/OBC certificates, if belonging to reserved community and requiring concession/relaxation.
3. All OBC candidates must submit the latest OBC Certificate on Central OBC Format with sub-caste and non-creamy layer clause in Attached Format at the time of Medical Examination & Document verification, failing which they will not be allowed for the Medical Examination. (OBC format is attached - [Click here to download](#))
4. The proforma for character/identification Certificate to be submitted at the time of Document Verification & Medical Examination can be downloaded here ([Click here to download](#)). Candidates must come with the three copies of Character/Identification Certificates, issued by the authority, mentioned therein.

DELHI METRO RAIL CORPORATION LTD
(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT. OF DELHI)

DMRC Training Institute
Shastri Park
Delhi-110053

Dear Candidate,
(Assistant Manager - Group)

Hearty Congratulations! After qualifying the various stages of selection, now you have reached the stage of Medical Examination. Since the time lag between the declaration of result for Medical Examination and your joining is short, this is an illustrative guidance sheet for preparing yourself for joining, in case you are finally selected.

As you are aware, Delhi Metro is a world-class metro. To ensure reliability and safety in train operations, it is equipped with the most modern communication and train control system. It has state-of-art air-conditioned coaches. Ticketing and passenger control are through Automatic Fare Collection System, which is introduced in the country for the first time. Travelling in Delhi Metro is a pleasure with trains available at about three minute's frequency. Entries and exits to metro stations are controlled by flap-doors operated by 'smart-cards' and contact less tokens. For convenience of commuters, adequate numbers of escalators and lift are installed at metro stations. Now it has become a benchmark in society by providing best services to commuters and this has become possible due to untiring efforts, professional competence, sincerity and dedication of our employees. There is an Excellent HR climate in the organization.

Now if you cross the stage of Medical Examination successfully, you are going to be part of Delhi Metro family, and it will be your turn to share the responsibility with pride, perfection and dignity in sync with DMRC's Corporate Mission and Culture. You will be undergoing training at "Training Institute" Shastri park, which is an "ISO-9001-2008" certified Training Institute, having state of art, modern training infrastructure and facilities. Training is imparted in a very professional manner by a dedicated team of experienced trainers. There is an excellent hostel facility with limited seats, which you can avail on first come first serve basis, for the period of training on nominal charges. Training Institute and the new Hostel have mess facility too. You will be availing excellent training facilities. Training is aimed at equipping you with necessary knowledge, skills and attitudes to groom you for your job in DMRC. Here are some important instructions to follow meticulously to maintain proper decorum during the training period in the Training Institute, in case you are finally selected for the post.

Important Instructions:

A. Dress Code: - DMRC provides official uniform to all employees. However the process of delivery may take some time. For maintaining proper decorum in the Training Institute, you (both male & female) must carry two white full sleeves shirts, two Black Trousers, Black leather belt and one pair of Black shoes, when you report for joining. This is mandatory and you will be required to wear this dress, till you are issued official uniform.

B. PAN Card: - You will have to submit the PAN card number at the time of joining. In case, you do not have a PAN card number right now, please apply for the same as soon as possible. It takes about 15 days to procure a PAN card .Without PAN card number; it will not be possible to draw your salary through banks.

C. Leave: - Training is a very important part of your induction, so you may please note that leave will be granted only in exceptional situations during training period. No leave will be granted for shifting of belongings etc., so please come prepared to join immediately with full preparation as per schedule of joining. Not more than one day leave will be granted to you every month, during the training period. This is with a view to ensure training effectiveness.

PTO

Etiquettes:- As a working professional it is expected from you to understand the culture of your workplace and thus, it becomes essential to follow some basic professional etiquette. The basis of professional etiquette stands on the ethics of respecting other individuals in your workplace and displaying courteous behaviors while interactions. Please remember, etiquette can have long lasting and deep impact for career growth and a rising goodwill in the organization. Some basic tips for etiquette which you need to follow, to make a great impact on every one in your organization is listed below.

i. General Etiquettes:

- Always stand up to greet the seniors/Trainers and wish them, when they arrive in class room or wherever you happen to meet them.
- While in Training Institute premises, or at station or at work place, whenever a senior passes by you, wish him “Good Morning/Good Afternoon/Good Evening” as the case may be.
- Punctuality is considered as a “religion” in DMRC. So always be punctual for your training classes or at your work place.
- The reporting time for training at Training Institute is 9:00am sharp. Never get late, as this will count in your overall performance.
- Never be habitual to give excuses for late arrival, because it’s your responsibility to take marginal time to reach in time.
- The classes are up to 5.30 pm. You have to attend all classes daily without fail. In no case you should remain absent from class, without express permission of V. P./ Training Manager.
- Be very respectful and polite to your colleague and seniors, and have care and concern for your junior.
- Always switch off or put your mobile/cell phones in silent mode while in a class room.
- Avoid digging your nose in public.
- Use handkerchiefs when you are coughing/sneezing in public.
- Always keep a comfortable distance while conversing with others.
- Avoid standing too close to the other person. An arm’s length would be ideal to maintain the comfort zone.
- It would be nice if you hold the door for the person who is coming immediately behind you.
- While in Canteen, during wait for your turn, never push or pass comment on any other person in queue.
- Always take care to maintain the cleanliness of class room and furniture/blackboards/projector and PCs etc.
- Never lean on the walls or put your shoes on the walls while standing, as it causes dab marks on the walls.
- During the “Breaks” in class, never converse loudly and make noises. Take tea with proper decorum without causing any disturbance to others.

ii. Dressing Etiquettes :

- Always wear neat and nicely pressed prescribed uniform clothes as per Dress code.
- You should always present a smart turnout.
- Men need to keep their hair (including facial hair) neatly trimmed and set.
- Men must shave daily.
- Always polish your shoes.
- Keep your nails clean.
- Female employees, till they get uniform, should also wear the prescribed uniform as per Dress Code “A”. T shirts/jeans are strictly prohibited.

iii. Conversation Etiquettes

- You should always be cool, calm and composed.
- Always listen to others attentively.
- A good listener is always dear to every person. Speak only when the other person has finished talking instead of interrupting in between.
- Keep a low but clear and calm voice while conversing. Your tone should always be polite.
- While conversing always look into the eyes of the other person and avoid showing your back or looking elsewhere.
- Maintain your sobriety and politeness even if the person speaks something offensive or rude and avoid replying back in harsh tone/words.
- Avoid fidgeting with your dress or putting your hands on the face while in a conversation.
- Never put your hands in pockets of your trousers, while taking with seniors.

NOTE:-This should not be considered as a letter for offer of appointment, nor does this entitle you for success in Medical Examination. *******We wish you all the best for your success** *****

Sumeet Singh
Principal/Trg. Institute
Summet_net@gmail.com

Mahender Kumar
Vice Principal /Trg. Institute
mahender5101@gmail.com