

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

ADVT No.DMRC/PERS/22/HR/2012 (29) Dated: 11/04/12

Requirement of officers and staff for Finance Department of DMRC

The Delhi Metro Rail Corporation (DMRC), 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.

Applications are invited from dynamic, experienced and highly motivated Finance Officers/staff having experience of working in Govt/PSU organizations preferably having experience in major construction projects. The appointment shall be on **deputation / direct recruitment/ Contract/ re-employment basis** as per details mentioned below.

Post (1)	No.of posts	Eligibility/Educational qualification	Experience	Max. Age as on 01-01-12	Pay scale in DMRC
Dy. General Manager (Finance) To be filled up on direct recruitment/ deputation/ contract basis/ re-employment basis for retired officers	4	Officers of Central Group-A services viz IRAS etc OR Central Government Promotee officers of JA grade level already approved for Group-A OR PSU Executives with qualification of CA/ICWA and having experience of 13 years at executive level for DGM level	1. <u>Central "Gp-A "Officers</u> Should have a minimum of 6 years Gazetted service in Finance cadre And Should be in the DGM level (E 4) or pay band PB-3 with grade pay Rs.7600/- (including officers officiating in JAG) <u>OR</u> Working in Manager level /Sr. scale for 4 years (PB-3, with grade pay Rs.6600) or in IDA E3 level. 2. <u>Central Govt. Promotee Officers and PSU officers</u> Should have a minimum of 13 years executive service. And Should be working in PB-3, with grade pay Rs.7600 or DGM level in E4 grade (Rs.29100-54500). <u>OR</u> Should be working in PB-3, with grade pay Rs.6600 or Manager level in E3 (grade Rs.24900-50500) for a minimum of 4 years.	52 years for candidate applying on deputation basis. 50 years for candidate applying on direct recruitment /contract basis. 60 to 64 years for retired officers applying on re-employment basis	Rs.29100-50500 (IDA) on direct recruitment /contract basis/ re-employment basis or PB –3 with grade pay Rs.7600 in CDA on deputation basis.

Post (2)	No.of posts	Eligibility/Educational qualification	Experience	Max. Age as on 01-01-12	Pay scale in DMRC
Manager (Finance) To be filled up on direct recruitment/ deputation/contract basis	2	CA/ICWA	Officers in CDA pay scale of Rs.15600-39100 (Gr. Pay Rs.5400) /IDA pay scale of Rs.20600-46500 with 5 years executive service in the same grade Or Officers working in CDA pay scale of Rs. CDA pay scale of Rs.15600-39100 (Gr. Pay Rs.6600) /IDA pay scale of Rs.24900-50500 with minimum 3 years service.	52 years for candidates applying on deputation basis. 45 years for candidate applying on direct recruitment /contract basis	Rs. 24900-50500 (IDA) on direct recruitment /contract basis Or Rs. 15600-39100 (Gr. Pay Rs.6600)

Post (3)	No.of posts	Eligibility/Educational qualification	Experience	Max. Age as on 01-01-12	Pay scale in DMRC
Sr.Section Officer to be filled up on direct recruitment/ deputation/ contract basis	2	CA Inter/ICWA Inter Or B.Com with minimum 60% marks	Section officers working in Govt/PSUs in pay scale Rs.9300-34800 (Gr. Pay Rs.4600) or in equivalent IDA pay scale (not less than Rs.16000-30770- IDA) with 5 years service in the present scale or candidates working in Govt/ PSUs in pay scale Rs.9300-34800 (Gr. Pay Rs.4800) or in equivalent IDA pay scale (not less than Rs.18500-35670- IDA)	52 years for candidates applying on deputation basis. 45 years for candidate applying on direct recruitment /contract basis	Rs.18500 -35600 (IDA) on direct recruitment /contract basis or Rs.9300-34800 (Gr. Pay Rs.4600) for deputationists in CDA grade

Post (4)	No.of posts	Eligibility/Educational qualification	Experience	Max. Age as on 01-01-12	Pay scale in DMRC
Account Assistant to be filled up on contract basis for a period of three years	31 UR-15 SC-5 ST-2 OBC-9	B.Com with minimum 60% marks	Working experience of 2 years is preferable.	40 years (with relaxation of age of 3 years for OBC and 5 years for SC/ST)	Rs.10170-18500 (IDA)

The number of vacancies shown above is tentative and may undergo change.

Eligible and willing candidates who fulfill the above mentioned eligibility criteria may apply along with their particulars in the following format, to **Executive Director (HR)/Metro Bhawan/Fire Brigade Lane/Barakhamba Road/New Delhi** by **02.05.12** positively by speed post.

Mode of Selection: Names of short listed candidates will be put up on our website by **15.05.12** We intend calling about 5 times the number of candidates than the number of vacancies for interview based on the suitability of the candidate for the job. The interview will be held tentatively from 21st to 25th May'2012 at Metro Bhawan/Fire Brigade Lane/Barakhamba Road/New Delhi. The candidates will be subjected to Interview, Group Discussion, Medical etc (for posts at item No. 1 & 2 and only interview and Medical for posts at Srl. No. 3 & 4. The selected candidates can be posted at any of DMRC Project offices in Delhi, NCR, Jaipur, Kochi, etc.

Fees (Applicable for candidates applying on direct recruitment/contract basis):

Eligible and interested candidates may apply as per the application format at Annexure-I enclosing a non-refundable crossed **Demand Draft** for Rs.100/- for General & OBC candidates and for Rs.50/- for SC & ST candidates (for processing cost only) drawn in favour of **DELHI METRO RAIL CORPORATION LIMITED**, payable at New Delhi indicating on the reverse of the DD, their name & address, telephone no. if any. Demand Drafts payable at locations other than Delhi / New Delhi will **not** be accepted. MO/PO or any other mode of payment is not acceptable. **Candidates are advised to check the details of Demand Draft carefully before enclosing it with the application Form.** Candidates should retain a photocopy of their demand draft and application form for future reference. They should also keep sufficient numbers of copies of the same Photograph in reserve for future use, which they are using in the application form. The photograph should not be more than three months old. Incomplete applications or applications received without demand draft or received after the due date will be summarily rejected. DMRC will not be responsible for any postal delay/ loss in transit. No request in this regard will be entertained

No separate communications by post will be sent to the 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

Court of jurisdiction for any dispute will be New Delhi. The NOC for attending the interview from the present employer, copies of last five years ACRs and Vigilance report will be required at the time of interview from candidates employed in Govt sector..

Application Format : Please see Annexure (I).

Note: The result for the reserved category post will be provisional and subject to the final outcome of the WRIT Petition No. 7878/2010 (Sarv Rural & Urban Welfare Vs UOI & others).

The duly filled in application form should be sent in an envelope super scribing on the cover prominently - **Name of Post/Category latest by 02.05.12 by speed post at the following address. Separate CVs can also be attached with the application.**

Executive Director (HR)
Metro Bhawan
Fire Brigade Lane
Barakhamba Road
New Delhi

ADVT No.DMRC/PERS/22/HR/2012 (29)

Recent
Passport size
self attested
photograph to
be pasted here

APPLICATION FORMAT
**(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE
CANDIDATE IN HIS OWN HANDWRITING)**

1	Name of the post			
2	Name of the Candidate			
3	Father/Husband's name			
4	Date of Birth			
5	Permanent Address			
6	Age as on 01/01/12	Years -	Months -	Days-
7	Address for correspondence			
8	Contact No. with Fax & Email			
9	Category (SC/ST/OBC/Genl)			
10	Details of educational qualification from matriculation onwards	B.Com	CA/ICWA	Others
	a). Examination passed			
	b). Year of passing			
	c) Name of the Institute/ University/Board			
	d). Subjects			
	e). Percentage in aggregate			
f). Division				

11	Presently employed in Govt/Private Sector	
12	Details of experience (In chronological orders)	
13	<p>Details to be provided by candidates employed in Govt/PSU departments</p> <ul style="list-style-type: none"> a. Parent Organization b. Dt. Of appointment c. Grade at the time of appointment. d. Total length of service e. Dt. of appointment to executive service f. Present Grade g. Dt. from which in present grade. 	
14	Details of DD (Name of Bank, date and DD No.)	

(Copies of relevant orders are enclosed below as required under item 13.)

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if the information found to be false or incorrect.

Date.....

Place.....

Signature of the candidate