



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 (132) Dated: 07/09//2018

REQUIREMENT OF VARIOUS EXECUTIVES IN FINANCE DEPARTMENT
ON DIRECT RECRUITMENT BASIS FOR DMRC PROJECT

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, 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 Finance Department of DMRC and its allied projects, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant experience and working with Govt. Sector/PSU on Direct Recruitment basis as per the following:

S. No	Post (Post Code)	No. of Vacancy***	Payscale (IDA)	Maximum Age Limit on 01/07/18	Place of Posting
1	Dy. General Manager (Finance) Post Code: DGM/F/Mumbai	01 (One)	Rs. 29100-54500	45 Years	Mumbai
2	Assistant Manager (Finance) Post Code: AM/F/Mumbai	01 (One)	Rs. 20600 - 46500		

*** - All vacancies are provisional and subject to increase/decrease.

Required Qualification:

Essential: The candidate should be CA/ICWA with working knowledge of handling financial matters of large projects.

Desirable: SAP Financial Module

Experience Criteria:-

I FOR DEPUTY GENERAL MANAGER (FINANCE)

For employees serving in Government organisation/PSU in CDA/IDA pay scales.

1. Executive of Government Organisation/PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.7600) with a total of 9 years service at Gazetted / Executive level in any Govt. Organisation or PSU.

Or

2. Executive of Government Organisation/PSUs with IDA pay scale of Rs. 29100-54500/- with a total of 9 years service at Gazetted / Executive level (E2 level and upward) in any Govt. Organisation or PSU.
Or
3. Executive of Government Organisation /PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.6600) with a total of 9 years service at Gazetted/ Executive level in any Govt. Organisation or PSU with minimum 4 years service at Sr. Scale (Rs.15600-39100 (Grade pay Rs.6600)).
Or
4. Executive of Government Organisation /PSUs in IDA pay scale of Rs. 24900-50500/- with a total of 9 years service at Gazetted/ Executive level in any Govt. Organisation or PSU with minimum 4 years service in IDA E-2 level (Rs. 24900-50500/-)

II FOR ASSISTANT MANAGER (FINANCE)

For employees serving in Government organisation/PSU in CDA/IDA pay scales.

1. Executive of Government Organisation/PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.5400) with a total of 2 years service at Gazetted / Executive level in any Govt. Organisation or PSU.
Or
2. Executive of Government Organisation /PSUs in IDA pay scale of Rs. 20600-46500/- with a total of 2 years service at Gazetted/ Executive level in any Govt. Organisation or PSU in the same payscale.

3. JOB DESCRIPTION:

The incumbent of the post shall be responsible for managing all the financial matters pertaining to Delhi Metro Mumbai project.

4. SELECTION PROCESS

The selection methodology will comprise a three-stage process –

- (i) Interview; and/or
- (ii) Group Discussion
- (iii) Medical Examination

(The Medical Examination will be in Executive /Non Technical category. The details of Medical Examination are available on DMRC website.)

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. 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 Website: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.**

5. 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.

6. SURETY BOND:

The candidates selected for post of Deputy General Manager (Finance) & Assistant Manager (Finance) will have to execute a surety bond of **Rs. 4,00,000/- & Rs. 3,00,000/- respectively along with the cost of training and 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:

The candidates selected for post of Deputy General Manager (Finance) & Assistant Manager (Finance) on appointment will be on Probation for a period of one year and two years (including period of training, if any) respectively.

8. PAY AND EMOLUMENTS:

The pay & emoluments for the post of DGM/Finance 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.

9. SELECTION DETAILS:

1. Last date of receipt of filled in application through Speed post is **03/10/2018**.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on DMRC website after 25/10/2018 along with other details like venue, time, etc.
3. **The interview will be held by the Second 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 and/or 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 Third week of November, 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-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 03/10/2018, 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)

ADVTT. No. DMRC/PERS/HR/22/HR/2018 (132)

ANNEXURE I

AFFIX A RECENT
PASSPORT SIZE
SELF ATTESTED
PHOTOGRAPH

DMRC APPLICATION FORMAT

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

S.No.	DETAILS	PARTICULARS				
1 A	POST NAME (Kindly Tick)	Deputy General Manager (Finance) / Assistant Manager (Finance)				
B	POST CODE	DGM/F/Mumbai AM/F/Mumbai				
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 (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	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars	Specialization	Institute / University	% or CGPA	Passing Year
A	GRADUATION					
B	POST GRADUATION					
C	OTHER					

12	WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN)			
I	TOTAL EXECUTIVE EXPERIENCE	YEARS	MONTHS	DAYS
	DETAILS OF EXPERIENCE			
II	FOR GOVT. SECTOR /PSU APPLICANT IN CDA SCALE (Complete details of executive service / position held since joining) (separate sheet may be attached, if required)			
	Executive Post Held	Organization Name	Pay Scale (CDA)	Period (To – From) Dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
III	FOR GOVT. SECTOR /PSU APPLICANT IN CDA SCALE (Complete details of executive service / position held since joining) (separate sheet may be attached, if required)			
	Executive Post Held	Organization Name	Pay Scale (CDA)	Period (To – From) Dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
IV	BRIEF DESCRIPTION OF THE WORK EXPERIENCE			
13	WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10 YEARS		YES / NO	
	IF YES, DETAILS OF CASE			
14	WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT		YES / NO	
	IF YES, DETAILS OF INQUIRY			

15	NOC FROM CURRENT EMPLOYER ENCLOSED	YES / NO
16	ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (IN CASE OF GOVT. OR PSU APPLICANT)	
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: _____

Name: _____
Signature of Candidate

Documents to be enclosed (whichever applicable)

1. Educational Certificates (Graduation, Post Graduation & Others)
2. Work Experience Certificate
3. NOC from Employer along with D&AR & Vigilance Clearance (In Case Of Govt. Or PSU Applicant)
4. APAR Last 5 years (In Case Of Govt. Or PSU Applicant)
5. Others (in case)