

 **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 (133) Dated: 07/09/2018

REQUIREMENT OF RETIRED PERSONAL ASSISTANT / PERSONAL SECRETARIES ON CONTRACT BASIS AS CONSULTANT FOR DMRC PROJECTS

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, 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 retired, dynamic and motivated persons having secretarial work experience for the **posts of Consultant PAs in DMRC to be filled on Contract basis on a fixed tenure basis: -**

| S.No. | Post (Post Code) | No. of Posts *** | Consolidated Pay | Eligibility Criterion * | Posting Location | Mode of Induction | Age Limit on 01/07/18 |
|-------|-------------------------------------|------------------|---------------------|---|------------------|------------------------------|-----------------------|
| 1 | Consultant PA Post Code : CPA 01 | 20 | As indicated below# | Retired as Personal Secretary / Personal Assistant (Stenographer Cadre) | Delhi / NCR | Consultant on Contract Basis | 58 – 62 years |

* Essential - Candidate should have experience of working on various computer applications like MS Office etc.

Important:

Consolidated pay (will be based on the Substantive grade)**

| S.No. | Scale of Superannuation CDA / IDA | Consolidated Pay (Rs) pm |
|-------|--|--------------------------|
| 1 | Officer superannuated in CDA grade of Rs. 15600-39100 (GP 6600) or equivalent IDA | 26400/- |
| 2 | Officer superannuated in CDA grade Rs. 15600-39100 (GP 5400) or Rs. 9300 - 34800 (GP 5400) or equivalent IDA | 20500/- |
| 3 | Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4800) or equivalent IDA | 19800/- |
| 4 | Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4600) or equivalent IDA | 17900/- |
| 5 | Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4200) or equivalent IDA | 13600/- |

The candidates superannuating by December 2018 can also apply.

** - The consolidated pay will be fixed on substantive pay.

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

Selection process:

The selection methodology will comprise only of Personal Interview and Skill Test. The selection process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical fitness. The candidates will be shortlisted for interview, based on their eligibility/ experience in the relevant field, in the ratio of 1:5 subject to availability of suitable candidates.

Note: The candidates found suitable, for the post after the screening process, will be empanelled. *The empanelled candidates will be inducted, as per requirement on merit basis.*

No reimbursement, on account of travel shall be made to the candidates appearing for the INTERVIEW.

How to apply:

Eligible and interested candidates may apply as per the application format at Annexure-I. All relevant documents should be attached with the application.

Schedule of Selection Process:

1. Last date of receipt of filled in application through Speed post is **04/10/2018**.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on DMRC website after 29/10/2018 along with other details like venue, time, etc.
3. **The interview will be held by the Third 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 / 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 Last 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 the stipulated date, will be summarily rejected.

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 04/10/2018, 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 (133)

ANNEXURE I

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 | Consultant PA | | | | |
| B | POST CODE | CPA 01 | | | | |
| C | PREFERRED PLACE OF POSTING | | | | | |
| 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 (Min 58 years - Max 62 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 | OTHER | | | | | |
| 12 | WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN) | | | | | |
| I | TOTAL EXPERIENCE | YEARS | MONTHS | DAYS | | |
| | DETAILS OF EXPERIENCE | | | | | |
| II | CURRENTLY EMPLOYED / SUPERANNUATED | | | | | |
| III A | CURRENT ORGANIZATION (if currently employed) | | | | | |
| B | LAST ORGANIZATION (if superannuated) | | | | | |

| | | | | |
|-------------|---|--------------------------|------------------------|---|
| IV | DATE OF SUPERANNUATION (dd/mm/yyyy) (if superannuated) | | | |
| V | FOR APPLICANT in <u>CDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached) | | | |
| | Post Held | Organization Name | Pay Scale (CDA) | Period (To – From) dd/mm/yy – dd/mm/yy |
| A | | | | |
| B | | | | |
| C | | | | |
| D | | | | |
| VI | FOR APPLICANT in <u>IDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached) | | | |
| | Post Held | Organization Name | Pay Scale (IDA) | Period (To – From) dd/mm/yy – dd/mm/yy |
| A | | | | |
| B | | | | |
| C | | | | |
| D | | | | |
| VII | ESSENTIAL WORK EXPERIENCE | | | |
| | WORKING EXPERIENCE OF VARIOUS COMPUTER APPLICATIONS LIKE MS OFFICE ETC. | | YES / NO | |
| VIII | BRIEF DESCRIPTION OF THE WORK EXPERIENCE (Separate sheet may be allowed) | | | |
| | | | | |
| 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 (IF CURRENTLY SERVING) | | YES / NO | |

| | | |
|-----------|---|--|
| 16 | ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (IF CURRENTLY SERVING) | |
|-----------|---|--|

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)