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|  <p>DELHI METRO RAIL CORPORATION LTD (A joint venture of Govt. of India and Govt. of Delhi)</p> |  <p><u>THE LIFE LINE OF DELHI.</u></p> |
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ADVT No.DMRC/PERS/22/HR/2012 (40) Dated: 10/07/12

REQUIREMENT OF EXECUTIVES FOR OPERATIONS/STORES(MATERIAL MANAGEMENT)/LEGAL & HUMAN RESOURCE DEPARTMENT OF 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.

Applications are invited from dynamic, experienced and highly motivated personnel having experience of working in Govt/PSU/Private organizations preferably having experience in major construction projects for the following opening in Delhi Metro Rail Corporation Ltd. The appointment shall be on **direct recruitment** basis in pay scale of **Rs. 20600-46500 (IDA)**, as per details mentioned below.

| No | Post | No of Posts | Max. Age as on 01-07-12 | Eligibility/Educational Qualification |
|----|--|---------------------------------|--|---|
| 1 | Asst. Manager (Operations) | 7 (UR-05 OBC-01 SC-01) | 28 years with relaxation of age of 3 years for OBC and 5 years for SC/ST | <u>ESSENTIAL</u> Two years Full time MBA with specialization in Marketing/ International Business Operations/ Logistics from a Government recognized reputed Institute with first division. Or Graduate Engineer with 75% marks at BE/B.Tech (Civil/Electrical/Electronics/Mechanical). |
| 2 | Asst. Manager (Stores/ Material Management) | 1 (UR) | | <u>ESSENTIAL</u> Full time B.Tech/B.E in Civil/Mechanical/Electrical /Electronics discipline from a Government. recognized reputed Institute with 75% marks. |

| No | Post | No of Posts | Max. Age as on 01-07-12 | Eligibility/Educational Qualification |
|----|--------------------------------|----------------|--|---|
| 3 | Asst. Manager (Human Resource) | 2 (UR-1 OBC-1) | 28 years with relaxation of age of 3 years for OBC and 5 years for SC/ST | <u>ESSENTIAL</u> Full time MBA(HR) or equivalent from a Government recognized reputed Institute with first division |
| 4 | Asst. Manager (Legal) | 2 UR-1 OBC-1 | | <u>ESSENTIAL</u> Full time LLB with a minimum of 65% marks from a Government recognized reputed Institute/University. |

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

Preferable: Candidates with working experience (of at least 6 months) in the relative field will be preferred over freshers of the same merit without any experience.

- The departmental candidates who meet the above criteria will be granted age relaxation of 5 years over and above the age mentioned in column -4 above.

3. **MODE OF SELECTION:**

1. **WRITTEN EXAMINATION**

Prequalified candidates will be called in the ratio of 1:20 (20 candidates for one vacancy) for written examination in the descending order of merit of percentage of marks in the qualifying examination.

The written test will consist of multiple choice objective type questions pertaining to General Awareness, English, Logical Ability, Quantitative Aptitude and knowledge of the discipline concerned. There will be a total of 120 questions, each carrying equal marks. There will be no negative marking.

2. **INTERVIEW**

The candidates who qualify the WRITTEN EXAMINATION will be called for interview in the ratio of 1:5 in the descending order of merit of the marks obtained in the WRITTEN EXAMINATION.

The Interview will be a three stage process as under:

- Paragraph Writing (on any two topics related to the discipline/general topic).
- Interview
- Group Discussion

3. MEDICAL EXAMINATION

The selected candidates will have to undergo medical fitness examination as per the fixed medical standards of DMRC (Standards are available in our website).

The selected candidate will be governed by a Bond for Rs. 1.5 Lakhs to serve DMRC for a minimum period of 3 years. The candidates will be placed under probation for a period of two years and will have to serve three months notice period for acceptance of resignation.

Eligible and willing candidates meeting the above mentioned eligibility criteria may apply by speed post along with their particulars in the following format, to **Executive Director (HR), Delhi Metro Rail Corporation Ltd, Metro Bhawan, Fire Brigade Lane, Barakhamba Road by 02/08/12 positively.**

SELECTION DETAILS

1. Names of pre qualified candidates for written examination will be displayed on our website on 17/08/12 by 5.pm along with other details like venue, time etc.
2. **Written examination will be conducted on 26/08/12.**
3. Name of candidates who have qualified the written examination and are to attend the interview will be put up on our website on **04/09/12** by 5.pm **Candidates in the ratio of five times the number of vacancies will be called.**
4. **The interview will be held from 12/09/12 onwards (Complete details will be displayed on our website). The selection process will consist of Paragraph writing, 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.

FEES

UR & OBC candidates are required to pay a Non-refundable fee of **Rs.325/-** and SC/ST candidates are required to pay a non-refundable fee of **Rs. 75/-** (for processing & postage charge) **for each post.** Fee once paid will not be refunded under any circumstance.

Eligible and interested candidates for the aforesaid posts may apply as per the application format at Annexure-I enclosing a non-refundable crossed **Demand Draft** 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

Court of jurisdiction for any dispute will be at Delhi.

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

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/Category (Genl/OBC/ST/SC) latest by 02/08/12 by speed post at the following address.**

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

Annexure –I

ADVT No.DMRC/PERS/22/HR/2012(40)

Recent
Passport size
self attested
photograph to
be pasted here

DMRC-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 01/07/12 | Years - | Months - | Days- | |
| 6 | Address for correspondence | | | | |
| 7 | Contract No. with Fax & Email | | | | |
| 8 | Category (SC/ST/OBC/Genl) | | | | |
| 9 | Details of educational qualification from matriculation onwards | 10 th (Matric) | 12 th (Inter) | Graduation | Post Graduation |
| | a). Name of the examination passed | | | | |
| | b). Year of passing | | | | |

| | | | | | |
|----|--|-----|--|----|--|
| | c) Name of the Institute/ University/Board | | | | |
| | d). Subjects | | | | |
| | e). Percentage in aggregate | | | | |
| | f). Division | | | | |
| 11 | Presently employed | Yes | | No | |
| 12 | Name of the organization in which employed | | | | |
| 13 | Present Pay/Salary, if any (Basic Pay , Pay scale etc) | | | | |
| 14 | Details of Demand Draft attached (DD No./Date/Amount in Rs/Name of the issuing Bank) | | | | |

1. Copies of Caste Certificate SC/ST/OBC to be enclosed. OBC Certificate should be in central format and should be issued within one year.
2. Copies of Qualification (Graduation level) to be enclosed.

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

Phone No.....

Email id.....

