



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

ADVT NO: DMRC / PERS/22/HR/2012(45) Dated: 11/12/12

REQUIREMENT OF ASSISTANT MANAGER (ELECTRICAL/SIGNAL & TELCOM) in DMRC.

ON-LINE REGISTRATION WILL START (www.delhimetrorail.com), career Link	From 11/12/12(20:00 hrs)
APPLICATION FEE TO BE PAID	From 12/12/12 to 31/12/2012
LAST DATE FOR REGISTRATION OF ON-LINE APPLICATIONS :	31/12.2012 (23: 59 hrs.)
LAST DATE FOR RECEIPT OF PRINTED REGISTRATION SLIP WITH REQUISITE DOCUMENTS/PHOTO BY SPEED POST to Address- Executive Director(HR), 3 rd Floor, Metro Bhavan, Barakhamba Road, New Delhi. 110001	10/01/2013
N. B. First, Candidates have to apply online, and then send the registration slip, with ink signature, photograph, thumb impression, declaration etc. by <u>speed post</u>, to reach DMRC latest by 10/01/2013. DMRC will not be responsible for any postal delay.	

The Delhi Metro Rail Corporation (DMRC), the lifeline of Delhi, prides itself on its ability to nurture its employees through its unique work culture. Currently, the DMRC empowered by about 7500 employees with MRTS activities spread over Delhi, NCR & Jaipur etc., carry about two million passengers per day in Delhi and NCR.

Eligibility Criteria:

The DMRC intends to fill up the following vacancies in grade Rs.20600-46500 (IDA)/- on direct recruitment basis through a “**Special Interview Process**” from amongst the candidates who have qualified the written examination for Indian Engineering Services Examination conducted by UPSC during any one of the last three years i.e 2009, 2010 & 2011 and have appeared at interview but either have not been finally selected or have declined the offer of UPSC, after selection.

Post code	Post	Total No of posts	Max Age as on 01/07/12	Pay Scale and remuneration
01	Asst. Manager (Electrical)	14 (UR-09 SC-01 ST-01 OBC-03)	28 years (with relaxation of age of 3 years for OBC and 5 years for SC/ST)	Rs.20600-46500/- Basic Pay + 35 % Perks + prevalent DA in IDA + 30% HRA or lease facility of Rs.13000/- (under revision) Site allowances and Company Vehicle for site movement.
02	Asst. Manager (Signal & Telecom)	09 (UR-05 SC-01 OBC-03)		Life and accident Insurance of Rs10 Lakhs and Rs. 20 Lakhs, Group Savings Linked Insurance, Superannuation Pension Scheme etc

- There is no reservation for physically handicapped candidates in this selection. In-take for physically handicapped in identified categories, wherever applicable, to the extent admissible, will be processed separately.
- 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).
- **The Candidates have to enclose photo copy of the “Interview Call letter” received by them after qualifying the IES examination during the years 2009/ 2010/2011 for appearing at the interview and marks sheet of interview along with Registration slip and Challan, as detailed in Sr. No. 3, below.**

Selection Process:

For the above posts the selection methodology will comprise three stage process – Paragraph Writing on technical/general topics (2 topics), Personal Interview followed by Group Discussion and Medical examination in **Executive/ Technical Category.**

1. **The eligible candidates have to fill in their application online only, in the prescribed format.**
2. **The last date for receipt of application online is 31/12/12. The detailed procedure for online application may kindly be read carefully before filling up the application.**
3. **The candidate after applying online has to send the registration slip, with ink signature, photograph, thumb impression, declaration, copies of marks of written examination and interview issued by UPSC and photo copy of interview call letter, etc. by speed post, to reach the DMRC latest by 10/01/2013.**
4. **Based on the receipt of online applications, the list of pre-qualified candidates for appearing at interview will be uploaded in our website on 22.01.13.**
5. **The short-listing of candidates will be done based on the percentage of marks obtained by them in the written examination and interview in the IES examination put together. In case, a candidate has qualified IES written examination/Interview more than once during the three preceding years (2009, 2010 & 2011) he/she should mention the marks of their best performance, while filling up the application form. The candidates will be called for interview in the ratio of 1:5 (as per the reservation of posts).**
6. **The candidates will be subjected to Interview, Paragraph writing and Group Discussion. The candidates will have to report on the schedule date and time for interview.**
7. **The tentative dates for interview are 5th, 6th, 7th and 8th February’2013. The final date, time and venue will be informed along with the names of the shortlisted candidates. The candidates should remain in constant touch with the website.(No separate communication will be made).**
8. **The names of the candidates who are finally selected will be uploaded in our website on or before 20/02/13.**
9. **The shortlisted candidates will be sent for medical examination for “Executive/Technical” standard, the details of which is available in DMRC website.**

Since the requirement is urgent, the selected candidate will be required to join the DMRC immediately. The selected candidates may be posted at any of DMRC Project offices in Delhi (NCR) or anywhere in India.

Medical Examination: Expenses for the first time medical examination of the candidate will be borne by DMRC. However, in case a candidate seeks extension for joining, then the second time medical examination expenditure for the joining will be borne by the candidate himself/herself.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass through each stage successfully (**including Medical examination**), before being adjudged as suitable for selection. Candidates, who fail in the prescribed medical test, will not be given any alternative employment.

Character & Antecedents: The success in the examination does not confer any right to appointment unless the Corporation is satisfied after such an enquiry, 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.

Surety Bond: The candidates selected for the posts of Assistant Manager will have to execute a surety bond of Rs. 1,50,000/- & Cost of training to serve the corporation for a minimum period of three years and also a three months prior notice, will be required before seeking resignation from the corporation.

Training & Probation: The selected candidates on appointment will be on Probation for a period of **two years** (including period of training), where they will undergo intensive training for prescribed duration. The Corporation has the right to enhance or reduce the training period at its discretion for any or all the trainees. During the probation period, the candidates shall be required to pass various examinations. The service of the candidate during probation period can be terminated by the corporation if the performance of candidate is found to be unsatisfactory, in accordance with the terms & conditions of offer of appointment.

Pay & Emoluments: The pay & emoluments for direct recruits shall be as per pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits which include Perks, HRA, Medical benefit, EPF, Gratuity, and Insurance etc. as per extant rules of the Corporation.

Concessions & Relaxations:

- ◆ Upper age relaxation by 5 years for SC/ST and 3 years for OBC candidates (of Central List) (**Formats are available on DMRC's website**), for reserved posts.
- ◆ The existing DMRC employees who fulfill the eligibility criteria will be given age relaxation to the extent of number of years of service rendered in DMRC subject to a maximum of 5 years as on the date of reckoning of age limit i.e. 1.7.2012. The DMRC employees have to apply online, however, they have to send their applications through proper channel only to HR Department.

Payment of application fee (including postage charges) (non-refundable):

1. UR & OBC candidates who fulfill the eligibility criteria are required to pay a Non-refundable fee of Rs.250/- (inclusive of bank charges of Rs 50/-) and SC/ST are required to pay a non-refundable fee of Rs. 100/- (for processing & postage charge and inclusive of bank charges of Rs 50/-) for each post. .

2. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, time limit etc before paying the application fee.

How to apply

1. Candidates are required to apply online through our website www.delhimetrorail.com. No other means/mode of application will be accepted.
2. Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. Under no circumstances, he/she should share/mention e-mail ID to/of any other person.
3. Candidates are first required to go to the DMRC's website www.delhimetrorail.com and click on the link "**Career**".
4. Thereafter, he/she may open the recruitment notification titled "**DMRC/PERS/22/HR/2012(45)**".
5. Candidates are required to download the CASH CHALLAN (fee payment voucher) for payment of the application fee. The cash voucher is in triplicate.
6. Candidates are required to go to any Branch of State Bank of India and pay the amount of prescribed fees (for fee details see para "**Payment of application fee**") per post. State Bank of India (SBI) has been authorized by DMRC to collect the application fee, in a specially opened DMRC **Account No. 32091518042**. For payment of fees, the candidate has to approach the nearest SBI branch with a challan in triplicate (1st copy-Candidate's copy, 2nd DMRC copy & 3rd Bank's copy) downloaded from DMRC website www.delhimetrorail.com. The challan printed from the **DMRC website should only be used** for depositing the fee for proper crediting amount in the allocated account. On receipt of the money, the bank will issue a unique Journal Number and a Branch code of the bank collecting the money. Candidates are required to collect the "Candidate's Copy" and "DMRC Copy" from the bank. They are also required to ensure that these cash receipts contain i) Journal number ii) Branch Name iii) Branch code No. iv) Date of deposit v) Amount.
7. DMRC will not be responsible in case the candidate deposits the fee in a wrong account. There will not be any other mode of payment of application fee. If selected for Interview, candidate will have to show the original copy of the challan *meant for the candidate*.
8. Application fee is to be paid between **12/12/12 to 31/12/12** only.
9. **Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., will not be accepted, towards application fee.**
10. **Candidates are now ready to apply Online** by re-visiting the career link i.e. "DMRC/PERS/22/HR/2012(45)" on DMRC's website www.delhimetrorail.com and by going to sub link titled "**Apply Online**" and follow the instructions given carefully therein for Online Registration.
11. The Online registration will remain active **from 20.00 hrs of 11/12/12 to 23.59 hrs of 31/12/12 only**. In order to avoid last minute rush, the candidates are advised to apply early enough. DMRC will not be responsible for network problems or any other problem in submission of online application during last days.
12. Please, select the posts applied and fill in the requisite details in the online application format. All the fields in the online application format should be filled up carefully. On the Computer, there will be a pre-view of the applications filled by the candidate before submitting the application, so that it could be edited. After submission of the application, no modification will be permitted.
13. Once you submit your application, the system will generate a **unique Registration No.** and generate a **Registration Slip**, which will have unique Registration number, your basic details like name, category, and post applied for.
14. **Important:** i) **Candidates are advised to take 2 (two) print outs of the Registration slip.**

- ii) Please, Paste his/her recent passport size colored photograph (3.5 cm X 3.5 cm) at appropriate place.
- iii) Put his/her signature at the allocated place and put his/her left thumb impression on the relevant place allocated in the Registration slip. The thumb impression must be clear and complete. Ridges of the thumb impression must be clearly visible.
- iv) Please fill in the **declaration** given on the registration slip in their own handwriting. Handwriting should be in free flow and not in capital letters.
- v) Candidates must ensure that the **photograph** is in **colour** , not more than 03 months old from the date of the publication of this notification and it should be of good quality with fine print. Applications with mutilated or deformed photographs will summarily be rejected by DMRC. **The other copy of the registration slip should be kept with the candidate for future reference.**

15. Documents to be sent with the duly filled registration slip (as explained in para 14) :

- i) Original copy of the payment challan meant for DMRC.
 - ii) Candidates belonging to SC/ST categories must attach an attested copy of their SC/ST certificates with the registration slip. OBC candidates (central list) are also required to attach the attested copy of their certificate.
 - iii) Photocopy of the marks obtained in the Written Examination and Interview of IES.(Mark sheet issued by USPC).
 - iv) Photocopy of the interview call letter received by the candidate.
16. The candidate should send one copy of “**Registration Slip**” duly completed as explained above so as to reach the address given hereunder latest by **10/01/2013**, positively by speed post . Candidates must ensure that their duly filled in applications should reach the under mentioned address by **10/01/2013**. In case of non receipt of applications, the candidature will not be accepted.

Executive Director(HR)
3rd Floor, Metro Bhavan,
Barakhamba Road,
New Delhi-110001

17. The envelope should be properly sealed and super scribed with

- a. Name of the post & post code. And
 - b. Category – UR/OBC/SC/ST(as the case may be).
- Imp: one envelop should carry only one application.***

General: Most Important:-

1. While applying for these posts, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him / her are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. if any of these shortcomings is / are detected even after appointment, his / her services are liable to be terminated.
2. The validity of the Selection Panel is for two years from the date of its operation.
3. The selection of candidate by DMRC does not confer any right to the candidate for appointment.
4. The Interview will be held in Delhi only.
5. The Candidates employed in Govt. Dept./ PSU/ Autonomous Body must produce ‘NOC’ from the present employer on the date of Interview.

6. Attach attested copies of Community/Caste Certificate in Central formats (**SC/ST/OBC**), for seeking age relaxation etc. with the registration slip. (All these formats are available on DMRC's website www.delhimetrorail.com. No other format will be acceptable)
7. A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his claim an attested copy of a certificate in the prescribed form issued by the competent authority specified by the Central Govt. in their O.M. No. 36012/22/93-Estt. (SC) dated 08.09.93. The OBC certificate should be current & issued within one year of the closing date of the application.
8. The Candidates should keep sufficient numbers of same Photograph in reserve for future use, which they are using in the registration slip.
9. The Incomplete applications or applications received after the due date will be summarily rejected.
10. The request for change of mailing address or e-mail address will not be entertained under any circumstances.
11. The Court of jurisdiction for any dispute will be New Delhi.
12. The DMRC reserves the right to fix the minimum standard/qualifying marks for each component of selection for all posts.
13. The DMRC will not be responsible for any postal delay/ loss in transit. No request in this regard will be entertained.
14. The candidates must remain in constant touch with DMRC's website www.delhimetrorail.com for information regarding dates of Interview, standards of Vision for Medical test etc.
15. The DMRC is not responsible for any printing error that might have inadvertently crept in.
16. Canvassing in any form will disqualify the candidate.

N.B.: Candidates should refer to advertisement given in the Employment News or on DMRC's website only for the purpose of applying for the jobs. DMRC has not authorized any other agency/vendor to publish the instant ad and application form. **The only and accepted mode of submission of application is exhaustively been explained from para 1 to 17 under title "How to apply"**. In case of any discrepancy in advertisements published in various newspapers/Employment News etc, the contents as put on DMRC's website i.e. www.delhimetrorail.com, will prevail.
