



ADVT No. DMRC/PERS/22/HR/2023 (124) Dated: 26/05/2023

REQUIREMENT OF GENERAL MANAGER (HR) IN DMRC, ON DIRECT RECRUITMENT/ DEPUTATION BASIS

The Delhi Metro Rail Corporation (DMRC) Ltd, a Joint Venture company with equal equity participation from the Govt. of India and the Govt. of the 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, the Lifeline of Delhi, prides itself on its ability to nurture its employees through its unique work culture. Today, DMRC empowered by about 14,500 employees, with MRTS activities spread over Delhi-NCR, Mumbai, Patna, etc., carry about 3 million passengers per day in Delhi and NCR. In addition to the above, DMRC is involved in providing consultancy services to a number of cities within India and abroad.

To meet with the immediate requirement of experienced personnel for the post of General Manager (HR), in DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant work experience, to be filled on Direct Recruitment / Deputation basis:

S. No	Post (Post Code)	No. of Post	Pay Scale (IDA)	Educational Qualification	Maximum Age Limit as on 01/05/2023
1	General Manager (HR) Post Code: 01/GM/HR	01 (One)*	₹ 1,20,000 – 2,80,000 /-	Full time Graduate, preferably MBA/ PG Degree/PG Diploma, or, equivalent in HRM/ HRD/ Personal Management/ Industrial Relations/ Social work/ Labour Welfare	57 years

Important:

* Vacancy is provisional and subject to increase/decrease.

All eligibility criterion shall be reckoned as on 01.05.2023

2. ELIGIBILITY CRITERIA (AS ON 01/05/2023):

The candidate should have 18 (Eighteen) years' experience at Executive/ Gazetted level in any Central Govt. Organization, or, CPSUs in HR/ Personnel department. The candidate should also be conversant with functioning in a computerized environment. Hands on knowledge of various computer applications, related to the job, would be desirable. Officer should be free from D&AR and Vigilance enquiry.

Pay scale eligibility criteria:

A.) For candidates working in the Central Government Organization/ CPSUs in the CDA pay scale:

Officers working in the pay matrix at Level 14 (Rs. 1,44,200 – 2,18,200), or, higher, as per the 7th CPC, on regular basis, in any Central Govt. Organization/ CPSUs, including services put in on deputation, with a total of 18 (Eighteen) years' service at Gazetted / Executive level in any Central Govt. Organization / CPSUs.

B.) For candidate working in the Central Government Organization/ CPSUs in the IDA pay scale:

Officers working in the pay scale of Rs. 1,20,000 – 2,80,000/- IDA, or, higher, on regular basis, in any Central Govt. Organization / CPSUs, including services put in on deputation, with a total of 18 (Eighteen) years' service at Gazetted / Executive level in any Central Govt. Organization / CPSUs.

3. JOB DESCRIPTION:

The incumbent of the post shall be responsible for all HR functions and matters, or, part thereof, pertaining to the Delhi Metro Rail Corporation Ltd.

4. PAY AND EMOLUMENTS:

- i) **For candidate selected on Deputation basis** – The selected candidate shall continue to draw parent department pay plus deputation allowance, as applicable, under the relevant rules.
- ii) **For candidate selected on Direct Recruitment basis** – The pay and emoluments shall be as per the pay scales under the IDA (Industrial DA) as applicable from time to time and other benefits, which include Perks, Lease/HRA, Medical benefits, EPF, Gratuity and Insurance, etc., as per the extant rules of the Corporation.

5. SCREENING PROCESS:

The screening methodology for the candidates applying on deputation basis shall comprise of Personal Interview

The screening methodology for the candidates applying on direct recruitment basis shall comprise of Personal Interview and Medical fitness examination (the Medical Examination will be in the Executive / Non-Technical category, the details thereof are available on the DMRC website).

The selection process would judge the different facets of knowledge, skills, comprehension, aptitude and physical fitness. A candidate would have to qualify the Screening Process and Medical examination (as applicable), before being adjudged as suitable for the selection. The candidate, who fails in the prescribed medical test, *would not* be given any alternative employment and the decision of the Corporation shall be final on this issue. All related information shall be available only on the Website: <http://www.delhimetrorail.com> and candidates must regularly check the website, for updates.

Additional information for candidates applying for the post, on Direct Recruitment basis (Sr. No. 6,7,8):

6. CHARACTER & ANTECEDENTS:

The success in the screening process shall not confer any right of 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 respect for appointment to the service.

7. SURETY BOND:

The candidate selected for the post would have to execute a Surety Bond of Rs. 4,00,000/-, to serve the Corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL), or, till the age of superannuation, whichever is earlier. Three months' prior notice shall be required before an incumbent could seek resignation from the Corporation.

8. PROBATION:

The selected candidate on appointment will be on probation for a period of one year.

9. SCHEDULE OF SELECTION:

- I. The last date of receipt of duly filled in application (along with relevant documents) through Speed Post, OR, email shall be **16/06/2023**. Incomplete applications, or, applications received after the due date shall be summarily rejected. DMRC shall not be responsible for any loss / delay in post.
 - II. **The list of shortlisted candidates shall be uploaded on the DMRC website in the Fifth week of June, 2023 (tentatively) and interview will be held in the First week of July, 2023, at Metro Bhawan, Barakhamba Road, New Delhi, OR, through online mode (tentatively) (Complete details will be displayed on the DMRC website).**
 - III. No separate communication, by post, shall be sent to the candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on the DMRC website and appear for the interview, accordingly.
 - IV. **The final result will be declared by the Second week of July, 2023 (tentatively).**
10. Eligible and willing candidates for the aforesaid post may apply as per the application format at **Annexure-I**. The candidates must enclose all the relevant documents in support of their Date of Birth, qualification, work experience, pay and pay scale.
 11. The candidates should send their application through proper channel along with Vigilance and D&AR clearance, so as to reach the below mentioned address within the stipulated time. All candidates are required to submit copies of their APARs of the last five years.
 12. The duly filled in application form should be sent in an envelope superscribing the Name of the Post on the cover prominently, **latest by 16/06/2023**, through Speed Post to the following address, OR, e-mail the scanned copy of the duly filled in Application Form, along with the scanned copies of all other documents sought (as stated in the Application Form) to dmrc.rectt@gmail.com (mention the name of post and Advt. No. in the subject of email):

**Executive Director (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)

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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				
1A	NAME OF THE POST	General Manager (HR)				
B	POST CODE	01/GM/HR				
C	BASIS FOR APPLYING THE POST (Please tick one option)	Direct Recruitment/ Deputation				
2	APPLICANT'S NAME (Sh./Smt./Ms.)					
3	FATHER'S / HUSBAND'S NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE AS ON 01/05/2023 (Max. 57 years)	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE ADDRESS					
7	CONTACT NUMBER WITH STD CODE					
8	MOBILE NUMBER					
9	EMAIL ID					
10	CATEGORY (SC/ST/OBC/GENERAL)					
11	EDUCATIONAL QUALIFICATION					
	Qualification	Particulars	Subjects	Institute / University	%, or, CGPA	Passing Year
A	Graduation					
B	Post Graduation					
C	Others					
12	WORK EXPERIENCE DETAILS (AS ON 01/05/2023) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS		
A	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YYYY)					

B	DATE OF JOINING FIRST REGULAR JOB (DD/MM/YYYY)			
II	FOR APPLICANT FROM Central Govt. organizations/ CPSUs in CDA SCALE (complete details of service / position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name with place of posting	Pay Scale (CDA)	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
III	FOR APPLICANT FROM Central Govt. Organizations/ CPSUs in IDA SCALE (complete details of service / position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name with place of posting	Pay Scale (IDA)	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
IV. A	WORKING IN CDA / IDA PAY SCALE, AS MENTIONED IN THE ELIGIBILITY CRITERIA, AT PARA 2 (A)/(B) of the Advt. (whichever is applicable)			YES / NO
B	HAVING 18 YEARS EXPERIENCE AT EXECUTIVE/ GAZETTED LEVEL IN ANY CENTRAL GOVT. ORGANIZATION/ CPSUs			YES / NO
C	WORKING/WORKED IN THE HR/PERSONAL DEPARTMENT			YES / NO
V	BRIEF DESCRIPTION OF THE WORK EXPERIENCE (separate sheet may be enclosed)			
13	WHETHER ANY CONVICTION (by court of Law)/ PUNISHMENT/PENALTY (due to disciplinary action by employer) METED OUT/ AWARDED TO THE APPLICANT IN THE LAST 10 YEARS			YES / NO
	IF YES, DETAILS THEREOF			Separate sheet may be enclosed
14	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW, OR, ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST THE APPLICANT			YES / NO
	IF YES, DETAILS THEREOF			Separate sheet may be enclosed
15	NOC FROM CURRENT EMPLOYER ENCLOSED			YES / NO

16	VIGILANCE AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED	YES / NO
17	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR THE LAST 5 YEARS IS ENCLOSED	YES / NO
18	WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF)	
19	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.)	
20	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 / false, at any point in time.

Date: _____

Place: _____

Signature of Candidate

Name: _____
Mobile No.: _____
Email ID: _____

Documents to be enclosed:

1. Educational Certificates (Matriculation / Graduation/Post Graduation and Others)
2. Work Experience Certificate
3. NOC from Present Employer along with Vigilance and D&AR Clearance (in case of Central Govt. / CPSUs employee).
4. APARs of the Last 05 (five) years (in case of Central Govt. / CPSUs employee).
5. Documents in support of substantive/functional grade, on regular basis (for candidates working in CDA/IDA pay scales).