



DELHI METRO RAIL CORPORATION LTD.
(A Joint Venture of the Govt. of India and the Govt. of the NCT of Delhi)



The Lifeline of Delhi

ADVT No. DMRC/PERS/22/HR/2023(113) Dated: 30/01/2023

REQUIREMENT OF DY. HOD / LEGAL, IN DMRC, ON DIRECT RECRUITMENT / DEPUTATION / POST RETIREMENT CONTRACTUAL ENGAGEMENT 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 & NCR. In addition to the above, DMRC is involved in providing consultancy services to several cities, within India and abroad.

To meet with the requirement of experienced personnel for filling up the **ONE (01)** post of **Dy. HoD (Legal)** in DMRC, applications are invited from experienced, dynamic and motivated persons of Indian nationality, on Direct Recruitment/Deputation/ Post Retirement Contractual Engagement (PRCE) basis –

S. No.	Post (Post Code)	No. of Post*	Pay Scale (IDA) (In case of Direct Recruitment) (in Rs.)	Educational Qualification**	Age Limit (as on 01.01.23)
1	Deputy General Manager (Legal)/ Post Code: 01/DGM/Legal /	01 (One)*	70000-200000/-	Essential: Bachelor of Law, or, L.L.B with minimum 55% marks/equivalent CGPA, from Govt. recognized University / Institute. Desirable: Master's Degree in Law	For Deputation basis: Min. 45 Years and Max. up to 56 years For Direct Recruitment basis: Min. 45 Years and Max. up to 57 years For PRCE basis: Min. 55 years and Max.61 years
	Sr. Deputy General Manager (Legal) Post Code: 01/Sr. DGM/Legal		80000-220000/-		
	Joint General Manager (Legal) / Post Code: 03/JGM/Legal		90000-240000/-		
	Additional General Manager (Legal) / Post Code: 04/AGM/Legal		100000-260000 /-		

Important

* Vacancy is provisional and subject to increase or decrease.

** The educational qualification should be a full-time regular course from Govt. recognized University/Institute.

Date of Reckoning eligibility criterion shall be: 01/01/2023.

2. JOB DESCRIPTION:

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

3. ELIGIBILITY CRITERIA (AS ON 01/01/2023):

(1) For the post of Deputy General Manager (Legal)

- (a) Officer working in, or, retired (in case of PRCE only) from the CDA pay scale of Level 12 (Rs. 78,800-2,09,200) in the pay matrix (GP- 7600), OR, in the IDA pay scale of Rs. 70,000 – 2,00,000/-, in any Govt. Organization, or, PSUs, including services put in on deputation, in the above pay scale, with a total of 09 (nine) years' service at the Gazetted/ Executive level. (For Direct Recruitment/Deputation/PRCE basis)

OR

- (b) Officer working in the CDA pay scale of Level 11 (Rs. 67,700-2,08,700) in the pay matrix (GP- 6600), OR, in the IDA pay scale of Rs. 60,000 – 1,80,000/-, with a minimum of 4 years' service in the same grade, with a total of 09 (nine) years' service at the Gazetted / Executive Level, in any Govt. Organization, or, PSUs, including services put in on deputation. (For Direct Recruitment basis)

(2) For the post of Sr. Deputy General Manager (Legal)

- (a) Officer working in, or, retired (in case of PRCE only) from the IDA pay scale of Rs. 80,000 – 2,20,000/- in any Govt. Organization, or, PSUs, including services put in on deputation, in the above pay scale, with a total of 12 (twelve) years' service at the Gazetted/ Executive level. (For Direct Recruitment/Deputation/PRCE basis)

OR

- (b) Officer working in the CDA pay scale of Level 12 (Rs. 78,800-2,09,200) in the pay matrix (GP- 7600), OR, in the IDA pay scale of Rs. 70,000 – 2,00,000/-, with a minimum of 3 years' service in the same grade, with a total of 12 (twelve) years' service at the Gazetted / Executive Level, in any Govt. Organization, or, PSUs, including services put in on deputation. (For Direct Recruitment basis)

(3) For the post of Joint General Manager (Legal)

- (a) Officer working in, or, retired (in case of PRCE only) from the CDA pay scale of Level 13 (Rs. 1,23,100-2,15,900) in the pay matrix (GP- 8700), OR, in the IDA pay scale of Rs. 90,000 – 2,40,000/- in any Govt. Organization, or, PSUs, including services put in on deputation, in the above pay scale, with a total of 15 (fifteen) years' service at the Gazetted/ Executive level. (For Direct Recruitment/Deputation/PRCE basis)

OR

- (b) Officer working in IDA pay scale of Rs. 80,000 – 2,20,000/-, with a minimum of 3 years' service in the same grade, with a total of 15 (Fifteen) years' service at the Gazetted / Executive Level, in any Govt. Organization, or, PSUs, including services put in on deputation. (For Direct Recruitment basis)

(4) For the post of Additional General Manager (Legal)

- (a) Officer working in, or, retired (in case of PRCE only) from the CDA pay scale of Level 13A (Rs. 1,31,100-2,16,600) in the pay matrix (pre-revised GP- 8900), OR, in the IDA pay scale of Rs. 1,00,000 – 2,60,000/- in any Govt. Organization, or, PSUs, including services put in on deputation, in the above pay scale, with a total of 18 (eighteen) years' service at the Gazetted/ Executive level. (For Direct/Recruitment/Deputation/PRCE basis)

OR

- (b) Officer working in the CDA pay scale of Level 13 (Rs. 1,23,100-2,15,900) in the pay matrix (GP- 8700), OR, in the IDA pay scale of Rs. 90,000 – 2,40,000/-, with a minimum of 3 years' service in the same grade, with a total of 18 (eighteen) years' service at the Gazetted / Executive Level, in any Govt. Organization, or, PSUs, including services put in on deputation. (For Direct Recruitment basis)

NOTE- For applications on PRCE basis, the candidates must have worked in the substantive grade, on regular basis. MACP scales granted, shall not be considered.

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.
- iii) **For candidate selected on PRCE basis**–

The selected candidate shall be eligible for the consolidated fee of:

- (a) Rs. 93,200/- per month for the post of DGM/Sr. DGM.
- (b) Rs. 1,19,000/- per month for the post of JGM.
- (c) Rs. 1,32,900/- per month for the post of AGM.

The emoluments are in terms of the extant rules of DMRC. The substantive status of the candidate shall be considered. The consolidated fee for candidates working / retired, at higher Grade, will be restricted to the emoluments, as mentioned above.

5. SCREENING PROCESS:

The selection methodology for candidates applying on Deputation basis and Post Retirement Contractual Engagement basis will comprise of Personal Interview.

The screening methodology for candidates applying on Direct Recruitment basis will comprise of Personal Interview and Medical fitness examination.

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

Candidates shall be called for Interview in the ratio of 1:5, subject to availability of eligible candidates. The decision of the Competent Authority shall, however, be final in the matter.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude, and physical fitness. Candidates would have to qualify/pass **the Screening Process** and, as required, **the 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 the decision of the Corporation shall be final on this issue.

All related information shall be available only on 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 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 & antecedents is suitable in all respects, for appointment to the service.

7. SURETY BOND:

The candidate selected for the post will have to execute a Surety Bond of Rs. 4,00,000/- & cost of training to serve the Corporation for a minimum period of three (03) years or till attaining the age of superannuation, whichever is earlier (exclusive of the period in which one remained on LWP or EOL). Three months prior notice shall be required before seeking resignation from the Corporation.

8. PROBATION:

The selected candidate on appointment shall be on probation for a period of one year (including the period of training).

9.SCHEDULE OF SELECTION:

1. Last date of receipt of duly filled in application (along with relevant documents) through Speed Post, OR, email shall be **21/02/2023**. Incomplete applications or applications received after the due date shall be summarily rejected. DMRC shall not be responsible for loss/delay in post.
2. The list of shortlisted candidates shall be uploaded on DMRC website in the First week of March, 2023 (tentatively) and interview shall be held in the Third week of March, 2023 at Metro Bhawan, Barakhamba Road, New Delhi OR through on-line mode (tentatively) (Complete details shall be displayed on DMRC website).
3. No separate communication, by post, shall be sent to candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on the DMRC website and appear for the interview accordingly.
4. The final result will be declared by Fourth week of March, 2023 (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 documents in support of their qualification, work experience, pay & pay scale.

The candidates presently employed in Govt. sector / Public Sector Undertaking (PSUs) 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.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post** on the cover prominently, **latest by 21/02/2023**, through Speed Post to the following address, OR, email the scanned copy of duly filled in Application Form along with scanned copies of all other documents sought (as stated in the Application Form) to dmrc.project.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)

Advt. No. DMRC/PERS/22/HR/2023 (113)

ANNEXURE I

DMRC APPLICATION FORMAT

AFFIX A
RECENT
PASSPORT
SIZE SELF
ATTESTED
PHOTOGRAPH

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

S. No	DETAILS	PARTICULARS				
1. A	POST NAME					
B	POST CODE					
C	BASIS FOR APPLYING FOR THE POST (Please Tick one option)	Direct Recruitment/Deputation/PRCE				
2	APPLICANT NAME(Sh./Smt./Ms.)					
3	FATHER/ HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2023	YEARS	MONTHS	DAYS		
	For Direct Recruitment-Min.45 years & Max. 57 years For deputation-Min. 45 years & Max. 56 years For PRCE-Min. 55 years & Max. 61 years					
6	CORRESPONDENCE 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	Subjects	Institute / University	% or CGPA	Passing Year
A						
B						
C						

12					WORK EXPERIENCE DETAILS (AS ON 01/01/2023) (FILL ONLY THE APPLICABLE COLUMN)		
I	TOTAL WORK EXPERIENCE			YEARS	MONTHS	DAYS	
A	CURRENT ORGANIZATION						
B	LAST ORGANIZATION (if applicable)						
II							FOR APPLICANT FROM Central Govt./Govt. organizations in <u>CDA SCALE</u> (Complete details of service/position held since joining) (separate sheet may be attached)
	Post Held	Organization Name with place of posting	Pay Scale (CDA) Mention the substantive Pay Scale with GP (MACP not to Be mentioned)	Period (From – To) dd/mm/yy–dd/mm/yy			
A							
B							
C							
D							
III							FOR APPLICANT FROM Govt. Organizations in <u>IDA SCALE</u> (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							ESSENTIAL WORK EXPERIENCE
A	HAVING MINIMUM OF 18/15/12/09 YEARS' SERVICES ON GAZETTED/EXECUTIVE LEVEL			YES/NO			
B	WORKING/ RETIRED (IN CASE OF PRCE ONLY) IN CDA/IDA PAY SCALE, AS MENTIONED AT POINT No. (3) OF THE ADVT. (whichever is applicable)			YES/NO			
V							BREIF DESCRIPTION OF THE WORK EXPERIENCE
13							WHETHER ANY CONVICTION (by court of Law) / PUNISHMENT /PENALTY (due to disciplinary action by employer) WAS AWARDED TO APPLICANT IN LAST 10 YEARS
				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 APPLICANT
				IF YES, DETAILS THEREOF			Separate sheet may be enclosed

15	NOC, VIGILANCE, AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED	YES/NO
16	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED	YES/NO
17	WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF)	
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 of time.

Date: _____

Place: _____

Signature of Candidate

Name: _____

Mobile No.: _____

Email Id.: _____

Documents to be enclosed (which ever applicable)

1. Educational Certificates (Matric/ Diploma/Graduation & Others)
2. Work Experience Certificate
3. NOC from present Employer
4. Vigilance and D&AR Clearance from present Employer
5. APARs of the Last 5 years