



**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/2017 (112) Dated: 06/10/2017**

**REQUIREMENT OF DY. GENERAL MANAGER (DGM) /FINANCE ON DIRECT  
RECRUITMENT FOR DMRC PROJECT**

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 11000 employees with MRTS activities spread over Delhi NCR, Jaipur, Kochi, Vijaywada, 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 Finance Department of DMRC and its allied projects, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant experience and working with Indian Railways on Direct Recruitment basis as per the following:

<b>S. No</b>	<b>Post (Post Code)</b>	<b>No. of Vacancy</b>	<b>Payscale (IDA)</b>	<b>Maximum Age Limit on 01/07/17</b>	<b>Place of Posting</b>
1	<b>Dy. General Manager (Finance) DGM/F/Kochi</b>	<b>01 (One)</b>	<b>Rs. 29100-54500</b>	<b>58 Years</b>	<b>Kochi</b>

**Required Qualification:**

**Essential:** The candidate should be **B.Com with working knowledge of handling financial matters of large projects.**

**Desirable:** i) A Masters Degree in Commerce / ICWA/ CA will be preferred.  
ii) **SAP Financial Module**

**Experience Criteria:-**

**For employees serving in Indian Railways**

Executive of Government Organisation/PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.7600) with a total of 9 years service at Gazetted / Executive level in any Govt. Organisation or PSU.

Or

Executive of Government Organisation /PSUs in CDA pay scale of Rs.15600-39100 (Grade pay Rs.6600) with a total of 9 years service at Gazetted/ Executive level in any Govt. Organisation or PSU with minimum 4 years service at Sr. Scale (Rs.15600-39100 (Grade pay Rs.6600)).

### **3. JOB DESCRIPTION:**

**The incumbent of the post shall be responsible for managing all the financial matters pertaining to Delhi Metro Kochi project.**

### **4. SELECTION PROCESS**

The selection methodology will comprise a three-stage process –

- (i) Interview
- (ii) Group Discussion
- (iii) Medical Examination

(The Medical Examination will be in Executive /Technical category. The details of Medical Examination are available on DMRC website.)

Candidates shall be called for GD/Interview in the ratio of 1:5, subject to availability of suitable candidates.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass through the Screening Process and **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 decision of the Corporation is final on this issue. **All related information shall be available only on Website: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.**

### **5. CHARACTER & ANTECEDENTS:**

The success in the examination does not confer any right to appointment unless the corporation is satisfied after such an inquiry, 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.

### **6. SURETY BOND:**

The candidates selected for post of Deputy General Manager (Finance) will have to execute a surety bond of **Rs. 4,00,000/- & Cost of training along with applicable service tax to serve the corporation for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL) and also a three months prior notice**, will be required before seeking resignation from the corporation.

### **7. PROBATION:**

The selected candidates on appointment will be on Probation for a period of two years (including period of training).

### **8. PAY AND EMOLUMENTS:**

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

### **9. SELECTION DETAILS:**

1. Last date of receipt of filled in application through Speed post is 27/10/2017.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on our website tentatively on 10/11/2017 by 6 pm along with other details like venue, time etc.

3. The interview will be held in **Third week of November** (tentatively) (Complete details will be displayed on our website). The selection process will consist of Interview and Group Discussion.
4. 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.
5. The final results will be declared by **Last week of November** (tentatively).

Eligible and interested candidates for the aforesaid posts 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 forward their application through proper channel along with the APARs for the last five years, so as to reach the under mentioned address by the stipulated date.

The candidates shortlisted for Screening Process will be advised through our website only and will be eligible for re-imburement of train fare by ACIII tier.

**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 27/10/17, by speed post at the following address.

**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/2017 (112)

## 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				
1 A	POST NAME	Deputy General Manager / Finance				
B	POST CODE	DGM/F/Kochi				
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/07/2017 (max 58 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.Com				
B	POST GRADUATION					
C	OTHER					

12	<b>WORK EXPERIENCE (AS ON LAST DATE OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN)</b>			
I	<b>TOTAL EXECUTIVE EXPERIENCE (MINIMUM 09 YEARS)</b>	<b>YEARS</b>	<b>MONTHS</b>	<b>DAYS</b>
	<b>DETAILS OF EXPERIENCE</b>			
II	<b>FOR INDIAN RAILWAY APPLICANT (Complete details of executive service / position held since joining) (separate sheet may be attached)</b>			
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (CDA)</b>	<b>Period (To – From) Dd/mm/yy – dd/mm/yy</b>
A				
B				
C				
D				
E				
F				
III	<b>BRIEF DESCRIPTION OF THE WORK EXPERIENCE</b>			
13	<b>WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10 YEARS</b>	<b>YES / NO</b>		
	<b>IF YES, DETAILS OF CASE</b>			
14	<b>WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT</b>	<b>YES / NO</b>		
	<b>IF YES, DETAILS OF INQUIRY</b>			
15	<b>NOC FROM CURRENT EMPLOYER ENCLOSED</b>	<b>YES / NO</b>		

<b>16</b>	<b>ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (IN CASE OF GOVT. OR PSU APPLICANT)</b>	
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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:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature of Candidate**

**Documents to be enclosed (whichever applicable)**

1. Educational Certificates (Graduation, Post Graduation & Others)
2. Work Experience Certificate
3. NOC from Employer along with D&AR & Vigilance Clearance (In Case Of Govt. Or PSU Applicant)
4. APAR Last 5 years (In Case Of Govt. Or PSU Applicant)
5. Others (in case)