

**DELHI METRO RAIL CORPORATION LTD.**

(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF DELHI)

Special Drive for Recruitment of SC & ST Category Candidates

ADVT NO: DMRC / OM / HR / I / 2018

Dated: 27.01.2018

IMPORTANT DATES TO REMEMBER

ON-LINE REGISTRATION WILL START www.delhimetrorail.com/career.aspx	From 27.01.2018 (10.00 hrs)
APPLICATION FEE to be paid between:	From 01.02.2018 to 26.02.2018
LAST DATE FOR REGISTRATION OF ON-LINE APPLICATIONS :	26.02.2018 (23: 59 hrs.)
Availability of Call Letters on DMRC website (for On-Line Examination)	Will be intimated by email/sms on registered email/phone number

Delhi Metro Rail Corporation (DMRC), 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, NCR & other metros.

Applications are invited from young and dynamic persons of Indian nationality belonging to Scheduled Caste (SC) and Scheduled Tribe (ST) category for the following category of Executive & Non-Executive posts in DMRC

SECTION – ‘A’ – Regular-Executive Category posts**Age:- 18 to 33 Years**, between as on 01.01.2018, , i.e. born not earlier than 02.01.1985 and not later than 01.01.2000.

Post Code	Name of Post	Grade (IDA)	No of vacancies**		Essential Qualification Required	Medical Standards as per Indian Railway Medical Manual. (Brief details of medical standard are available at DMRC's Web site)
			SC	ST		
SDE01	Asstt. Manager/Finance	20600-46500/-	-	02	CA/ICWA with a minimum of 50% marks and with post qualification work experience in relevant field of one year. Knowledge of SAP/ERP will be preferred	Executive-Non-Technical
SDE02	Asstt. Manager/Corporate Communication	20600-46500/-	01	-	Masters of Mass Communication and Journalism with minimum 60% marks/equivalent CGPA from a Govt. recognized University/Institute with Post Qualification working experience of minimum of two years.	Executive-Non-Technical
SDE03	Asstt. Manager/Legal	20600-46500/-	01	-	Full time LLB with a minimum of 65% marks/equivalent CGPA from a Govt. recognized Institute/University	Executive-Non-Technical
SDE04	Asstt. Manager/Safety	20600-46500/-	01	-	M.Tech (Safety) with a minimum of 60% marks /equivalent CGPA from a Govt. recognized Institute/University	Executive-Technical

SECTION – ‘B’ – Regular-Non-Executive Category posts**Age:- 18 to 33 Years**, between as on 01.01.2018, , i.e. born not earlier than 02.01.1985 and not later than 01.01.2000.

Post Code	Name of Post	Grade (IDA)	No of vacancies**		Essential Qualification Required	Medical Standards as per Indian Railway Medical Manual. (Brief details of medical standard are available at DMRC's Web site)
			SC	ST		
SDNE01	Station Controller/ Train Operator (SC/TO)	14000-26950/-	-	50 (ExS-07*)	Three years Engineering Diploma# in any discipline or BSC Hons in (Physics/Chemistry/Maths) or BSc (Physics/Chemistry/Maths) from a Govt. recognized University/Institute.	Aye-One (A-1)
SDNE02	Maintainer-Electronic Mechanic	10170-18500/-	-	29	ITI (NCVT/SCVT) in Electronic Mechanic or Information Communication Technology System Maintenance or Information Technology or Machine Computer Hardware or Machine cum Operator Electronic Communication System or Machine Industrial Electronics or Radio & TV Machine or Power Electronics System from a Govt. recognized University/Institute.	Bee-One (B-1)

SECTION – ‘C’ – Non-Executive Category posts on contract basis for 04 years.**Age:- 18 to 33 Years**, between as on 01.01.2018, , i.e. born not earlier than 02.01.1985 and not later than 01.01.2000.

Post Code	Name of Post	Grade (IDA)	No of vacancies**		Essential Qualification Required	Medical Standards as per Indian Railway Medical Manual. (Brief details of medical standard are available at DMRC's Web site)
			SC	ST		
SDCNE01	Stenographer (on contract basis for four (04) years)	Rs.-45,000/- (lumpsum PM)	-	02 (PWD-2*)	Graduate in any discipline from a Govt recognized university with one year course in Office Management and Secretarial Practice/equivalent Shorthand Speed-80 wpm/English Typing Speed-40 wpm/English.desirable – proficiency in shorthand/typing in Hindi	Cee-One (C-1)
SDCNE02	Account Assistant (on contract basis for four (04) years)	Rs.-45,000/- (lumpsum PM)	-	01 (PWD-01*)	B.Com/equivalent from a Govt. Recognized University/Institute	Cee-One (C-1)
SDCNE03	Office Assistant (on contract basis for four (04) years)	Rs.-45,000/- (lumpsum PM)	01	-	B.A./B.Sc./B.Com/Equivalent from a Govt. recognized University/Institute.	Cee-One (C-1)

Candidates with higher qualification in respective disciplines can also apply. However, for the posts of the post of Maintainer-Electronic Mechanic (SDNE02), candidates must have done ITI in specified trade. Candidates having higher qualification, viz.BE/BTech/Diploma etc., but not having done ITI are **not eligible** for the post of Maintainer-Electronic Mechanic (post code SDNE02).

*on horizontal basis, **All vacancies are provisional and subject to increase / decrease.

- Candidates can apply for more than one post as per their qualifications.
- Candidates after selection are likely to be posted at Delhi/NCR or any other projects of DMRC, anywhere in India.
- Reservation for PWDs has been provided in identified posts, wherever applicable, to the extent admissible.
- The result of reserved category posts will be subject to the final outcome of the CA No.1086/2013 (Sarv Rural & Urban Wel.Soc.th Vs UOI & others).

Qualification:- As prescribed above. Candidates who are appearing at the qualifying exam, qualifying of which would make them educationally eligible for these posts but have not yet been informed of the results, will also be eligible for applying for these posts. Such candidates will be admitted to the examination, if otherwise eligible, but their candidature would be provisional. If they do not produce **proof of having passed the essential qualification by/on the date of publication of result of CBT by DMRC for Non-executive posts or on date of GD /Interview for Executive posts, their candidature is liable to be cancelled.** The proof of passing/result should have been declared in public domain through newspapers/websites etc.

Reservation for Persons with Disability (PWD) :The Ministry of Social Justice and Empowerment, Government of India, vide their notification, dated 22.6.2007 published in Extra ordinary Gazette of India has granted the exemption for all technical post which involves requirement of public safety from the purview of Section 33 of the Persons with Disability Act, 1995. As such, reservation for requisite number of PWD candidate against non-technical post is provided in post code SDCNE01 & SDCNE02. *Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability. Such candidate will be required to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government (Format is available on DMRC's website www.delhimetrorail.com).* Candidates falling in the following categories of the disability may apply, viz.:

Post Code	Post	Category of disability	No. of posts reserved
SDCNE01	Stenographer	OA, OL	02
SDCNE02	Account Assistant	OA, OL	01

OA : One arm affected (Right or Left) – (a) impaired reach (b) weakness of grip (c) ataxic, OL : One leg affected (Right or Left) – (a) impaired reach (b) ataxic, N.B.: Extant rules regarding relaxation in standards of examination etc. shall be intimated on DMRC's website www.delhimetrorail.com.

Job Profile indicative:

SDE01:- The Job profile of Asstt.Managers/Finance pertains to Finance management, SAP/ESS, pay & allowances etc.

SDE02:- The Job profile of Asstt.Managers/ Corporate Communication pertains to Monitoring & Media Management, handling project related to PR including event management publication of Company's advertisements, publicity materials, liaisoning with News Papers/Channels/Magazines and other agencies, preparing company's publications and writing press releases etc.

SDE03:- The Job profile of Asstt.Managers/ Legal pertains to drafting contracts, briefs, notices, memoranda, circulars, correspondence, orders, reports, and other legal forms, attending lawsuits at various courts in Delhi or elsewhere, checking documents or papers for compliance and correctness, Conducts arbitration and mediation services, legal advisor to company or any other function assigned.

SDE04:- The Job profile of Asstt.Managers/ Safety pertains to implementing and monitoring safety related instructions, inspecting safety related Manuals/SOPs, Conducting Mock Drills/Night Drills and frequent inspections including night shifts.

SDNE01:- The job profile of Station Controller/Train Operator is inter-changeable in nature as per the requirement of the Corporation and it includes operating the trains, looking after the affairs of Metro Stations including CCC, Depot Control Centres, Operation Control Centres etc. in shift duty including night shift. The job requires highest standard of medical fitness, including naked vision of 6/6, the details of which are also available at DMRC's website www.delhimetrorail.com. The candidates meeting the required medical standard may only apply. SC/TOs with Diploma/degree in relevant fields can also be utilised to work as Jr.Engineers as per requirement of the Corporation.

SDNE02:- The Job profile of Maintainer-Electronic Mechanic pertains to upkeep & maintenance of various Maintenance Systems & processes, in connection with operation & maintenance of Metro Trains, and also for installation/ execution of various systems like Lifts, Escalators, Track, Structure, Traction/OHE, E&M, Signaling, Telecom/Automatic Fare Collection, Train Coaches, P. Way, works, Stores Depots etc., in shift duty including night shift.

SDCNE01:- The job of Stenographer entails taking shorthand, providing secretarial assistance, record management etc.

SDCNE02:- The Job profile of Account Assistant comprise looking after establishment, expenditure, budget, salary, bills, reimbursement etc extensively in SAP/ERP.

SDCNE03:- The job profile of Office Assistants pertains to HR/Administration Department that entails dealing with various HR activities like Recruitment, training, allowances, increments, pay bills, leave rules, medical attendance & treatment rules, PF, IR, maintenance & processing of employees particulars in SAP/ERP etc.

Selection process:

For the posts of Asstt.Managers under Section 'A' (for post codes SDE01 to SDE04), the selection methodology will comprise a three-stage process – CBT (two papers), Group Discussion & Personal Interview followed by Medical Examination in Executive (Technical/Non-technical) category.

For the posts of SC/TO, the selection methodology will comprise a three-stage process – CBT (two papers), Psycho test (qualifying only) followed by Medical Examination in prescribed medical standard.

For the posts of Stenographer, the selection methodology will comprise a three-stage process – CBT (two papers), Skill Test (qualifying only) followed by Medical Examination in prescribed medical standard.

For the posts Accounts Assistant & Office Assistant, the selection methodology will comprise a two-stage process – CBT (two papers), followed by Medical Examination in prescribed medical standard.

For the posts Maintainer- Electronic Mechanic, the selection methodology will comprise a two-stage process – CBT (Paper-I only), followed by Medical Examination in prescribed medical standard.

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 offered any alternative employment and decision of the Corporation shall be final on this issue. **Dates of CBT, result of CBT examination and all recruitment related information shall only be available on DMRC Web site: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.**

Computer Based Test (CBT): The CBT will consist of two papers (Paper-I and Paper-II, to be held on the same day at the same centre). **Paper-I** will consist of multiple-choice objective type questions, bilingual (Hindi/English), on General Awareness, General Ability & Reasoning, Quantitative Aptitude, General English (for Maintainer-Electronic Mechanic) and/ knowledge of the discipline/trade. There will be a total of 120 questions, each carrying equal marks. **There will be negative marking.** For every wrong answer $\frac{1}{3}$ marks will be deducted. The Paper-I shall be of 1.5 hours duration.

Paper-II (Not for Maintainer- Electronic Mechanic (SDNE02) will consist of objective type questions on General English to judge the knowledge of English language. There will be a total of 60 questions, each carrying equal marks. There will be negative marking. For every wrong answer $\frac{1}{3}$ marks will be deducted. The Paper-II shall be of 45 minutes' duration.

Candidates who qualify separately in Paper-I & Paper-II and rank high on the merit list within the zone of consideration in (Both Paper-I & Paper-II separately) as decided by DMRC shall be called, based on the overall merit of CBT(both Paper-I & Paper-II together), category wise, for Medical Examination/GD & Interview, at Delhi/NCR.

Candidates (for all categories of posts) called for GD & Interview, shall be paid to & fro sleeper class Railway fare for journey by the shortest route between Railway Station nearest to hometown & Delhi.

NOTE:- Normalization method will be applicable for evaluating CBT results, where the CBT is held in more than one shift.

Psycho test for SC/TO: The psycho test will be of Qualifying Nature.

Skill Test for Stenographer: The skill test will be of Qualifying Nature. The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m. . The matter will have to be transcribed on computer only. The transcription time will be of 40 minutes (English).

Medical Examination: All candidates shall have to undergo the medical fitness test(s) and meet the medical standards prescribed by DMRC for various posts. Expenses for the first time medical examination of the candidate will be borne by DMRC. However, in case a candidate seeks extension for joining or re-examination, subject to extant rules, then for the second time medical examination/re-examination, if need so arises, the expenditure for the medical test/s will be borne by the candidate himself/herself. **Candidates having undergone lasik surgery are not suitable for any posts except Stenographer, Accounts Asstt. & Office Asstt.**

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.

Surety Bond: The candidates selected for post under Executive Cadre/Non Executive Cadre (Both Regular & Contractual) will have to execute a surety bond 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 prior notice* with GST, will be required before seeking resignation from the corporation. * 03 months prior notice for Regular posts and 01 month notice for Contractual posts.

SN	Post	Surety Bond
1	Executive Category	Rs. 3,00,000/- plus GST & Cost of training (Rs. 83,000/- plus GST)
2	SC/TO	Rs. 3,00,000/- plus GST & Cost of training (Rs. 35,000/- plus GST)
3	Stenographer	Rs. 1,50,000/- plus GST & Cost of training (Rs. 20,000/- plus GST)
4	Accounts Assistant	Rs. 1,50,000/- plus GST & Cost of training (Rs. 20,000/- plus GST)
5	Office Assistant	Rs. 1,50,000/- plus GST & Cost of training (Rs. 20,000/- plus GST)
6	Maintainer Electronic Mechanic	Rs. 1,50,000/- plus GST & Cost of training (Rs. 20,000/- plus GST)

Training: The selected candidates (both Regular & Contract), will undergo intensive training for prescribed duration before posting on the job. The Corporation has the right to enhance or reduce the training period at its discretion for any or all the trainees.

Probation: The selected candidates (on regular posts) on appointment will be on Probation for a period of **two years** (including period of training). During the probation period, 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 & receipt of satisfactory police report. The probation period will exclude LWP or EOL.

Pay & Emoluments: The pay & emoluments for direct recruits employees on regular posts, shall be as per pay scales under the IDA (Industrial DA), except for the posts of Stenographer, Account Assistant & Office Assistant, as applicable from time to time and other benefits which include Perks, HRA or lease, perks as

applicable to TOs, Medical benefit, EPF, Gratuity, and Insurance etc. as per extant rules of the Corporation as applicable to Direct Recruit employees from time to time. However, candidates for the post of Stenographer, Office Assistant & Account Assistant, will be paid a lump sum salary of Rs.45,000/- per month.

Concessions & Relaxations:

- ◆ Upper age relaxation by 10 years for PWD SC/ST candidates.
- ◆ Upper age for Ex-servicemen will be length of service + 3 years, subject to a maximum age of 45 years. The Ex-servicemen are those who are covered in the definition, as per extant rules of Ministry of Defence/Govt of India.
- ◆ Upper age relaxations by 5 years for candidates (SC/ST category candidates only) belonging to Jammu & Kashmir who had ordinarily been domiciled in that state between 01.01.1980 and 31.12.1989.
- ◆ Reservation for Ex-Servicemen/PWD, wherever applicable, shall be treated as horizontal reservation.
- ◆ Existing DMRC employees, belonging to SC/ST categories, who have completed at least **3 years** continuous service in DMRC as on 1.1.2018, will be given **upper-age relaxation/limit** to the extent, as summarized below:
For Executive posts (post codes SDE01 to SDE04), the maximum age relaxation:
SC/ST – by 05 years
For Non-Executive posts (post codes SDNE01 to SDNE02 & SDCNE01 to SDCNE03), the upper-age limit of the employee is:
SC/ST – 40 years

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

1. Candidates are required to pay a non-refundable fee of Rs. 250/- (exclusive of bank transaction charges).
2. Recruitment Fee including Bank transaction charges once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, the closing date for submission of online application before paying the application fee plus bank transaction charges.
3. If a candidate wants to apply for more than one post, he/she will have to pay separately for each post.

How to apply

1. Candidates are required to apply online through website www.delhimetrorail.com only. No other means/mode of application will be accepted and there shall be no need to submit any hard copies of the uploaded documents.
2. Candidates are required to have a valid personal e-mail ID and valid mobile number. 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 "<Title No.>".
5. He/she should thoroughly go through the vacancy notification first to let him/her know the eligibility, age criteria etc.
6. On Successful Completion of registration an application sequence No. and password will be generated. (User id & password received on your e-mail and mobile number).
7. Candidates should fill up the application form having all the details relating to his age, personal details, educational qualification etc. online in the application form. Candidates will have to upload scanned copy of:-
 - a) Recent passport size color photo(maximum of 80 KB Size in JPEG/JPG format)
 - b) Recent scanned signature (maximum of 80 KB Size in JPEG/JPG format)
 - c) Category/Caste certificate (SC/ST/PWD)-maximum 1 MB size, in JPG/JPEG format.
 - d) Date of birth proof document as per guidelines (Maximum 1 MB size, in JPG/JPEG format).
 - e) Qualifying marks certificate/Last Semester marks sheet (maximum 1 MB size, in JPG/JPEG format).
 - f) Credit/Debit Card/Net banking for transaction of exam fee, as only online payment is applicable.
8. Applicant must read declaration and preview application form before submission, also they can take a print out of the application form.
9. Applicant will be redirected to payment gateway post submission of application form. After successful transaction a payment acknowledgment slip (with unique application sequence number, transaction ID, applicant name, category, exam fee and post applied form) will be generated and should be downloaded for any future communication regarding application form.
10. Until the payment is made, the candidate will not be registered for the test.

General: Most Important

1. While applying for these posts, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above 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 approval.
3. The selection of candidate by DMRC does not confer any right to the candidate for appointment.
4. Candidates employed in Govt. Dept./PSU/ Autonomous Body must produce 'NOC' from the present employer on the date of GD & Interview/Psycho Test/Skill Test/Medical Examination.
5. Caste & PWD Certificate should be in prescribed formats, for seeking age relaxation etc.. (All these formats are available on DMRC's website www.delhimetrorail.com). No other format will be acceptable.
6. Candidates should keep sufficient numbers of same Photographs in reserve for future use, which they are using in the application form.
7. Request for change of mailing address /e-mail address & Mobile Number will not be entertained under any circumstances.
8. Court of jurisdiction for any dispute will be at Delhi only.
9. DMRC reserves the right to fix the minimum standard/qualifying marks for each component of selection for any/all posts.
10. Candidates must remain in constant touch with DMRC's website www.delhimetrorail.com for information regarding dates of CBT, result of CBT, schedule of Interview/GD/Psycho Test/Skill Test/Standards of Vision for Medical test etc. The eligible candidates, whose applications are available on the Master list, may download the admit card through DMRC's website www.delhimetrorail.com only, as per schedule & instructions notified on DMRC's website in advance.
11. The admit card for CBT will also be sent on the registered email of the candidate. *It can also be downloaded from DMRC website www.delhimetrorail.com only. DMRC will not be responsible for any information issued/posted on any other website than DMRC's, viz., www.delhimetrorail.com.*
12. The issue of Admit Card to appear in the CBT/Psycho Test/Interview/GD/Skill Test/Medical fitness test or the fact of having passed these tests or having been placed on the final merit list, would not be a proof of candidate's eligibility. The candidature will be purely provisional subject to eligibility and other verification, before, or, after appointment in DMRC. The onus of ensuring that the candidate meets all the eligibility requirements will rest on the candidate himself/herself, all through the recruitment process. Candidates will be allowed to appear in the CBT/Psycho Test /Skill Test/Interview/GD/Medical fitness test will be purely on provisional basis and no candidate has a right to appointment or any compensation, only on the ground of having appeared in, or, having passed the written or any other screening test.
13. DMRC is not responsible for any printing error that might have inadvertently crept in.
14. Canvassing in any form will disqualify the candidate.
15. **Bringing mobile phone/Communication device in the examination Hall will be deemed GUILTY OF MISCONDUCT & suitable actions including immediate expulsion of candidate from the examination hall will be taken.**

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/website to publish the instant advertisement and application form or issue of admit cards through online. ***The only and accepted mode of submission of application has exhaustively been explained from para 1 to 10 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.

Any update, corrigendum etc. of this advertisement will be posted in our website only. Hence, candidates are requested to keep in regular touch with our website, i.e. www.delhimetrorail.com.*****