



**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/2024 (154) Dated: 08/03/2024**

**REQUIREMENT OF ASSISTANT MANAGER (CONSULTANCY SERVICES), IN DMRC,  
ON CONTRACTUAL 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 14,000 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 a number of cities, within India and abroad.

To meet with the immediate requirement of DMRC and allied projects, applications are invited from experienced, dynamic and motivated persons of Indian nationality, working in Govt./PSUs/Private sector, having experience in consultancy works and tendering works, for filling up the following post on Contractual basis: –

S.N.	Post (Post Code)	No. of Post*	Consolidated Monthly Remuneration	Educational Qualification	Age Limit (as on 01.03.24)
1	<b>Assistant Manager (Consultancy Services), Post Code: “CE01/AM/C”</b>	01 (One)*	Rs. 68,600/- p.m.	Full time B.E./ B. Tech (Civil) with Min. 60% marks or equivalent CGPA and MBA (Marketing) from a Govt. recognized University/Institute	<b>Not more than 35 years</b>

\*Vacancy is provisional and subject to increase/decrease.

**2. TERM OF ENGAGEMENT:**

The engagement shall be on fixed term contractual basis, initially for a period of one year, extendable as per requirement, at the sole discretion of DMRC, subject to mutual consent and satisfactory performance.

**3. ELIGIBILITY CRITERIA (AS ON 01/03/2024)**

The candidate should have a minimum 3 years of post-qualification experience in Govt. / PSUs/ Private sector, in consultancy works and tendering works.

**4. JOB DESCRIPTION**

The incumbent for the post shall be responsible for preparation of MoUs with various stakeholders, preparation of bid documents including the technical and financial proposal, tender opening process and contract management thereafter, preparation of DPR and feasibility reports for MRTS, pertaining to the Delhi Metro Rail Corporation Ltd.

## 5. **REMUNERATION:**

- a. The consolidated remuneration for the post shall be Rs. 68,600/- per month.
- b. The above remuneration is inclusive of all other benefits such as Accommodation, Transport, Medical, LTA, canteen etc., No other financial benefits/ allowances shall be admissible.
- c. For Medical Coverage, the medical insurance health policy shall be taken by the contractual employees themselves covering COVID-19 and other diseases.
- d. Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted @12% on Rs. 15000/- (currently) i.e., Rs. 1800/- per month (subject to number of days) from the salary and the equivalent contribution will be made by DMRC. Gratuity shall be paid as per the Gratuity Act, taking 65% of the consolidated remuneration as the basic pay and treating the component of DA, as 'NIL'.
- e. The Consolidated remuneration will remain fixed throughout the period of Fixed Term Appointment and there will be no increase in the remuneration on completion of the fixed term period. The remuneration shall be proportionately reduced in case of absence from work.

## 6. **SELECTION PROCESS**

The screening methodology for candidates applying on **contractual 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).

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 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.**

## 7. **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.

## 8. **SURETY BOND:**

The candidate selected for the post will have to execute a Surety Bond of Rs. 3,00,000/- & cost of training, to serve the Corporation for a minimum period of three years or till sanctioned tenure in DMRC, whichever is earlier (exclusive of the period in which one remains on LWP).

## 9. **SERVICE CONDITIONS:**

- a. **Travelling allowance/Daily Allowance on Tour:** TA/ DA would be admissible if deputed on outstation duty, for which he/she shall be paid TA/DA as per the entitlement applicable for corresponding level of employees.
- b. **Leave and Holidays:** Shall be entitled for leave at the rate of two days Earned leave and one day casual leave per completed month. Encashment of un-availed leave shall not be permissible during the contract, or, on resignation, or, termination of contract. Fixed term appointees shall not be eligible for any other leave, other than National/ Gazetted Holidays, as declared by DMRC, when the project office remains closed.

- c. **Termination of Fixed Term engagement:** On expiry of the term mentioned in the engagement order, the engagement shall stand terminated automatically. The engagement can be prematurely terminated by either side by giving one month notice period, or, remuneration, in lieu thereof.
- d. The candidate shall have no claim, whatsoever, for continued engagement, or, for any regular employment in the company, under any circumstances.
- e. Candidates on engagement are likely to be posted, anywhere in India.
- f. Fixed term engagement shall be made strictly on the basis of the prescribed norms. In case any particulars/information furnished by the candidate is found to be false, or, incorrect, the fixed term engagement shall be deemed to be void ab initio and the engagement shall be terminated forthwith.

#### **10. SCHEDULE OF SELECTION:**

- i. Last date of receipt of **duly filled in application** (along with relevant documents), through Speed post, OR, e-mail shall be **29/03/2024**. Incomplete applications, or, applications received after the due date, shall be summarily rejected. DMRC shall not be responsible for loss / delay in post.
- ii. **The list of shortlisted candidates shall be uploaded on DMRC website in the First week of April, 2024 (tentatively) and screening shall be held in the Third week of April, 2024 (tentatively) at Metro Bhawan, Barakhamba Road, New Delhi OR through online mode** (Complete details shall be displayed on DMRC website).
- iii. No separate communication, by post, shall be sent to the candidates individually. Candidates are advised to go through the instructions / schedule for interview displayed on DMRC website and appear for the interview, accordingly, along with original copies of testimonials.
- iv. **The final result shall be declared by the fourth week of April, 2024 (tentatively).**

#### **11. IMPORTANT INSTRUCTIONS:**

- i. Eligible and willing candidates for the aforesaid post may apply as per the application format at Annexure-I. The candidate must enclose all relevant proof / documents in support of qualification, experience and pay scale.
- ii. While applying for the post, the applicant should ensure that he/she fulfills the eligibility criteria and other norms/criteria 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 engagement, his/her services are liable to be terminated.
- iii. The validity of the panel shall be two years from the date of its approval.
- iv. The selection of candidate by DMRC does not confer any right to the candidate for engagement.
- v. The candidates presently employed in Govt. Sector/CPSUs 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.
- vi. Candidates should keep sufficient numbers of Photographs in reserve for future use, which they use in the application form.
- vii. Request for change of mailing address / e-mail address and Mobile Number will not be entertained under any circumstances.
- viii. Court of jurisdiction for any dispute will be at Delhi only.
- ix. DMRC reserves the right to fix the minimum standard/qualifying marks for each component of selection for the post.
- x. No TA/DA shall be paid for attending interview/Medical Examination/joining duty on selection.
- xi. Candidates must remain in constant touch with DMRC's website [www.delhimetrorail.com](http://www.delhimetrorail.com) for information regarding dates of interview, schedule of medical examination, etc.

xii. Canvassing in any form will disqualify the candidate.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post & Advt. No.** on the cover prominently, **latest by 29.03.2024**, through Speed Post to the following address, OR, e-mail the scanned copy of duly filled in Application Form, along with scanned copies of all other sought supporting documents (as stated in the Application Form) to [career@dmrc.org](mailto:career@dmrc.org) (**mention the name of post and Advt. No. in the subject of email**):

**Joint 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)

ADVT. NO. DMRC/PERS/22/HR/2024 (154)

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	POST NAME	Assistant Manager (CS)					
2	Post Code	CE01/AM/C					
3	APPLICANT NAME(Sh./Smt./Ms.)						
4	FATHER/ HUSBAND NAME (Sh.)						
5	DATE OF BIRTH (dd/mm/yyyy)						
6	AGE as on 01/03/2024	YEARS	MONTHS	DAYS			
7	CORRESPONDENCE ADDRESS						
		STATE:			PINCODE:		
8	CONTACT NUMBER WITH STD CODE						
9	MOBILE NUMBER						
10	EMAIL ID						
11	CATEGORY (SC/ST/OBC/GENERAL)						
12	EDUCATIONAL QUALIFICATIONS						
	Qualification	Particulars (Name of the Course)	Nature of Course (Full Time/ Part Time/ Correspondence)	Subjects	Institute / University	% or CGPA	Passing Year
A	DIPLOMA						
B	GRADUATION						
C	OTHERS						

13	<b>WORK EXPERIENCE DETAILS (AS ON 01/03/2024) (FILL ONLY THE APPLICABLE COLUMN)</b>			
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS
A	CURRENT ORGANIZATION			
B	LAST ORGANIZATION			
II	<b>FOR APPLICANT FROM GOVERNMENT/PRIVATE SECTOR</b> (Complete details of service/position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name with place of posting	Pay Scale (IDA/CDA) / Monthly salary/ Annual CTC	Period (From – To) dd/mm/yy–dd/mm/yy
A				
B				
C				
D				
III	<b>ESSENTIAL WORK EXPERIENCE</b>			
A	HAVING 3 YEAR'S POST QUALIFICATION EXPERIENCE IN CONSULTANCY WORKS AND TENDERING WORKS AS MENTIONED IN POINT NO. 3 OF THE ADVT.			<u><b>YES/NO</b></u>
IV	<b>BREIF DESCRIPTION OF THE WORK EXPERIENCE</b>			
14	WHETHER ANY CONVICTION (by court of Law) / PUNISHMENT /PENALTY (due to disciplinary action by employer)WAS AWARDED TO APPLICANT IN LAST 10 YEARS			<u><b>YES/NO</b></u>
	IF YES, DETAILS THEREOF			Separate sheet may beenclosed
15	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW OR ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST APPLICANT			<u><b>YES/NO</b></u>
	IF YES, DETAILS THEREOF			Separate sheet may beenclosed
16	NOC, VIGILANCE AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED (If working in any Govt. organization/PSUs, CPSEs, Autonomous bodies, etc.,)			<b>YES/NO</b>

<b>17</b>	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS THEREOF)</b>
<b>18</b>	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)</b>
<b>19</b>	<b>HOBBIES/INTERESTS</b>

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 Qualification Certificates (Marksheet & Degree) (Diploma, Graduation, Post-Graduation and Others)
2. Work Experience Certificate
3. NOC from Employer (in case of working in Govt./ PSUs).
4. D&AR and Vigilance clearance (in case of working in Govt./ PSUs).
5. APARs of Last 5 years (in case of working in Govt./ PSUs).