



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/2014 (66) Dated: 05/03/2015

Requirement of Legal Officers in DMRC at General Manager/Addl.General Manager/Jt.General Manager level.

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 8000 employees with MRTS activities spread over Delhi NCR, Jaipur, Kochi etc. carry more than 2.5 million passengers every 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 like Lucknow, Ahmadabad and abroad too like Jakarta, Dhaka etc.

To meet with the immediate requirement of experienced personnel for Legal Department of DMRC and its allied projects, applications are invited from experienced, dynamic and motivated persons of Indian nationality, having relevant experience and working, in Legal Department on Direct Recruitment basis.

There is an urgent need to fill up one post to head the Legal Department of DMRC at General Manager Level. However, in case of unavailability of suitable candidates at GM level, DMRC can also operate the post at Addl.General Manager /Jt. General Manager level as per the following:-

S. No	Post (Post Code)	No. of Vacancy	Payscale (IDA)	Maximum Age Limit on 01/01/15
1	General Manager (Legal) / Addl.General Manager (Legal)/ Jt.General Manager (Legal)	01 (one)	Rs. 51300-73000 for GM Rs. 43200-66000 for AGM Rs.36600-62000 for JGM	55Years

Required Qualification:

The candidate should be **Bachelor of Law or LLB with minimum 55% marks/equivalent CGPA** from a Govt recognised University/Institute. A Masters Degree in Law will be desirable.

Experience Criteria:-

For employees serving in Government organisation

For General Manager (Legal)-

Executive of Government Organisation/PSUs in CDA pay Scale of Rs. 37400-67000 (Gr.Pay-Rs.10000)/ IDA pay scale of Rs. 513000-73000 (IDA) with minimum of 23 years service at Gazetted/Executive level in any Govt. Organisation or PSU.

or

Executive of Government Organisation/PSU in CDA pay scale of Rs.37400-67000 (Grade pay Rs.8700) with minimum of 23 years service at Gazetted/Executive level in any Govt. Organisation or PSU of which 8 years should be in CDA pay scale of Rs.37400-67000(Grade pay of Rs.8700) – SG level.

or

Executive of Government Organisation/PSU in IDA pay scale of Rs. 43200-66000 with minimum of 23 years service at Gazetted/Executive level in any Govt. Organisation or PSU of which 5 years should be in IDA - E-7 level (Rs.43200-66000).

For Addl. General Manager (Legal)-

Executive of Government Organisation/PSUs in IDA pay scale of Rs. 43200-66000 with a total of 18 years service at Gazetted/Executive level in any Govt. Organisation or PSU.

Or

Executive of Government Organisation/PSUs in CDA pay Scale of Rs. 37400-67000 (Gr.Pay-Rs.8700) /IDA pay scale of Rs. Rs.36600-62000/- with minimum 3 years service in the same grade with a total of 18 years service at Gazetted/Executive level in any Govt. Organisation or PSU.

For Joint. General Manager (Legal)-

Executive of Government Organisation/PSUs in CDA pay scale of Rs.37400-67000 (Grade pay Rs.8700)/ IDA pay scale of Rs. 36600-62000 with a total of 15 years service at Gazetted/Executive level in any Govt. Organisation or PSU.

Or

Executive of Government Organisation/PSUs in IDA pay scale of Rs.32900-58000/- with minimum 3 years service in the same grade with a total 15 years service at Gazetted/Executive level in any Govt. Organisation or PSU.

For Serving Judicial officers/Legal Practitioner:

- a. **Serving Judicial Officers working as District & Session Judge for a minimum of 5 years period with total experience of 23 years of executive service/legal practice are eligible for consideration for the Post of GM/Legal**
- b. **Qualified Legal Practitioner working as Advocate/Pleader/Attorney of High Court with total experience of 18 years of legal practice are eligible for consideration for the Post of Addl. General Manager /Legal**
- c. **Qualified Legal Practitioner working as Advocate/Pleader/Attorney of High Court with total experience of 15 years of legal practice are eligible for consideration for the Post of Jt. General Manager /Legal**

For Private Candidates

- d. **Executives working in Private Sector with Post Qualification experience of 23 years of proven track record are eligible for consideration for the Post of GM/Legal**
- e. **Executives working in Private Sector with Post Qualification experience of 18 years of proven track record are eligible for consideration for the Post of Addl.General Manager/Legal.**
- f. **Executives working in Private Sector with Post Qualification experience of 15 years of proven track record are eligible for consideration for the Post of Jt. General Manager /Legal.**

JOB DESCRIPTION:

The incumbent of the post shall be responsible for overseeing all the legal matters of the Corporation will also look after the arbitration matters and other matters of conciliation, adjudication etc before different authorities.

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/Non-Technical category.

Candidates shall be called for GD/Interview in the ratio of **1:5**.

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 Web site: <http://www.delhimetrorail.com> and candidates must remain in constant touch with it.**

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 will have to execute a surety bond of Rs. 2,00,000/- plus applicable service tax & Cost of training plus 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.

PROBATION:

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

PAY AND EMOLUMENTS:

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

SELECTION DETAILS

1. Last date of receipt of filled in application through Speed post is **01/04/2015**.
2. Names of pre qualified candidates in the ratio of 1:5 will be displayed on our website tentatively on 15/04/15 by 6 pm along with other details like venue, time etc.
3. **The interview will be held on 22nd and 23rd April '2015 (tentatively) (Complete details will be displayed on our website). The selection process will consist of Interview and Group Discussions.** 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.

The final results will be declared by 30th April'2015 (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-imbusement 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 01/04/2015, by speed post at the following address.**

**General Manager (HR)
Delhi Metro Rail Corporation Ltd
Metro Bhawan Fire Brigade Lane,
Barakhamba Road
New Delhi.**

ADVT No.DMRC/PERS/22/HR/2015(66)

Recent
Passport size
self attested
photograph to
be pasted here

DMRC-APPLICATION FORMAT

(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE IN HIS OWN HANDWRITING)

1	Name of the post			
2	Name of the Candidate			
3	Father/Husband's name			
4	Date of Birth			
5	Permanent Address			
6	Age as on 01/01/15	Years -	Months -	Days-
6	Address for correspondence			
7	Contract No. with Fax & Email			
8	Category (SC/ST/OBC/Genl)			

9	Details of educational qualification	LLB Name of the Institute and percentage of marks /CGPA	LLM	Any other qualification
10	Presently employed (a) Name of the Govt Org/PSU (b)Serving Judicial Member/Legal Practioner (c) Name of the Private Organisation	(a)..... (b)..... (c)..... .		
11	Present pay scale (CDA/IDA)/others			
12	Complete details of executive service/ positions held since joining with pay scale and period for Government/PSU employees <u>(separate sheet may be attached for qualification, experience and service details along with relevant documents)</u>	Name of the Executive post and organisation	Pay Scale	Period
13	Complete details of executive service since joining with gross salary (pm) for Private Candidates <u>(separate sheet may be attached for qualification, experience and service details</u>	Name of the Executive post and organisation	Gross Salary (per month)	Period

	<u>along with relevant documents)</u>			
14	Whether any punishment awarded to the applicant during the last 10 years	Yes	No	
		(if yes, details of the case)		
15	Whether any action of inquiry is going on against him/her	Yes	No	
16	NOC from Present Employer to be enclosed(in case of candidates employed with Govt/PSUs)	Enclosed	Not enclosed	
17	Annual Performance Appraisal Report for 5 years	Enclosed	Not enclosed	

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if the information found to be false or incorrect.

Date.....

Place.....

Signature of the candidate

Phone No.....

Email id.....

