



DELHI METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF THE GOVT. OF INDIA AND THE GOVT. OF NCT DELHI)

ADVT. NO.: DMRC/HR/RECTT./I/2019

Dated: 14.12.2019

IMPORTANT DATES TO REMEMBER

ON-LINE REGISTRATION AT: www.delhimetrorail.com/career.aspx	From 14.12.2019 (10:00 A.M.)
ONLINE Application Fee to be paid between:	From 14.12.2019 to 13.01.2020
LAST DATE FOR REGISTRATION OF ON-LINE APPLICATIONS	13.01.2020 (11:59 P.M.)
Availability of Call Letters on DMRC website for CBT	Shall be intimated by email/SMS on registered email/phone number

The Delhi Metro Rail Corporation (DMRC) Ltd, a Joint Venture company with equal equity participation of 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-NCR. 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, carry about 3 million passengers per day. In addition to the above, DMRC is involved in providing consultancy services to a number of cities, within India and abroad.

Applications are, hereby, invited from young and dynamic persons of Indian nationality for the following category of Executive & Non-Executive posts in DMRC.

SECTION – ‘A’ – Regular -Executive Category Posts

Age between (as on 01.12.2019), **18 to 30 Years**, i.e., born not earlier than 02.12.1989 and not later than 01.12.2001, for all the posts.

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category / backlog vacancies							Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief detail of medical standards are available at DMRC's Web site)
			SC	ST	OBC	EWS	UR	PwBD*	TOTAL		
RE01	Asstt. Manager/ Electrical	50000 - 160000	02	01	05	01	07	-	16	Minimum of 60% marks/equivalent CGPA in BE/B.Tech. (Electrical) from a Govt. recognized University/Institute with minimum two years post qualification work experience.	Executive/ Technical
RE02	Asstt. Manager/ S&T	50000 - 160000	02	01	-	-	06	-	09	Minimum of 60% marks/equivalent CGPA in BE/B.Tech. in Electronics Engg., Electronics & Communication Engg., IT, Computer Science, Computer Science & Engg., Electrical & Electronics Engg., Electrical Engg., Electronics & Telecommunication Engg., Electronics Instrumentation and Control, Instrumentation & Control, Instrumentation Engg. from a Govt. recognized University/Institute with minimum two years post qualification work experience.	Executive/ Technical
RE03	Asstt. Manager/ Civil	50000 - 160000	02	01	03	01	05	-	12	Minimum of 60% marks/equivalent CGPA in B.E./B.Tech. (Civil), from a Govt. recognized University/Institute with minimum two years post qualification work experience.	Executive/ Technical
RE04	Asstt. Manager/ Operations	50000 - 160000	01	02	01	-	05	-	09	Minimum of 60% marks/equivalent CGPA in BE/B.Tech. in Electrical/Electronics/ Mechanical /Civil or in equivalent trade from a Govt. recognized University/Institute or 02 (Two) years full time MBA with 60% marks/equivalent CGPA having specialization in Marketing/International Business Operations / Logistics from a Govt. recognized University / Institute with minimum two years post qualification work experience	Executive/ Technical
RE05	Asstt. Manager/ Architect	50000 - 160000	-	-	01	-	02	-	03	Minimum of 60% marks/equivalent CGPA in Degree in Bachelor of Architecture from a Govt. recognized University and registration with Council of Architecture with minimum two years post qualification work experience.	Executive/ Technical
RE06	Asstt. Manager/ Traffic	50000 - 160000	-	-	-	-	01	-	01	Minimum of 60% marks/equivalent CGPA in B.E./B.Tech. in Civil Engineering or Post-Graduate in Mathematics/Statistics/Economics or Masters in Transport Planning with minimum two years post qualification work experience.	Executive/ Technical
RE07	Asstt. Manager/ Stores	50000 - 160000	-	-	01	-	03	-	04	Minimum of 60% marks/equivalent CGPA in B.Tech./B.E. in Mechanical/Electrical/ Electronics discipline from a Govt. recognized University/Institute with minimum two years post qualification work experience.	Executive/Non - Technical
RE08	Asstt. Manager/ Finance	50000 - 160000	-	02	-	-	01	-	03	CA/ICWA with minimum two years' post - qualification work experience. Knowledge of SAP/ERP will be preferred.	Executive/Non - Technical

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category / backlog vacancies							Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief detail of medical standards are available at DMRC's Web site)	
			SC	ST	OBC	EWS	UR	PwBD*	TOTAL			
RE09	Asstt. Manager/ Legal	50000 - 160000	-	-	01	-	02			03	Full time LL.B with a minimum of 60% marks/equivalent CGPA from a Govt. recognized Institute/University with minimum two years post qualification work experience.	Executive/Non – Technical

TOTAL REGULAR EXECUTIVE CATEGORY POSTS 60

SECTION – 'B' – Regular -Non-Executive Category Posts

Age between (as on 01.12.2019), **18 to 28 Years**, i.e., born not earlier than 02.12.1991 and not later than 01.12.2001, for post codes RNE01 to RNE07, RNE09, RNE10, RNE13, RNE16 to RNE18;

Age between (as on 01.12.2019), **18 to 30 Years**, i.e., born not earlier than 02.12.1989 and not later than 01.12.2001, for post codes RNE08, RNE11, RNE12, RNE14 and RNE15.

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category / backlog vacancies							Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief detail of medical standards are available at DMRC's Web site)	
			SC	ST	OBC	EWS	UR	ExS*	PwBD*			TOTAL
RNE01	Jr. Engineer/ Electrical [#]	37000 - 115000	11	02	-	02	11	03	-	26	Three years Engineering Diploma [#] in Electrical / equivalent trade from a Govt. recognized University / Institute.	Aye-one (A-1) category, not below Aye-three (A-3)
RNE02	Jr. Engineer/ Electronics [#]	37000 - 115000	11	13	09	06	27	09	-	66	Three years Engineering Diploma [#] in Electronics, Computer Engg., Information Technology, Electronics & Communications, Electronics & Communications Industry Integrated, Electrical & Electronics, Electronics / Microprocessor, Electronics & Telecommunications, Instrumentation Technology, Electronics and Instrumentation Engg. from a Govt. recognized University/Institute.	Aye-one (A-1) category, not below Aye-three (A-3)
RNE03	Jr. Engineer/ Civil [#]	37000 - 115000	07	07	15	05	25	08	-	59	Three years Engineering Diploma [#] in Civil/equivalent trade from a Govt. recognized University/Institute.	Aye-one (A-1) category, not below Aye-three (A-3)
RNE04	Jr. Engineer/ Environment [#]	37000 - 115000	01	-	02	-	05	01	-	08	Three years Engineering Diploma [#] in Civil/ Environmental/ Electrical/ equivalent trade from a Govt. recognized University/Institute.	Aye-one (A-1) category, not below Aye-three (A-3)
RNE05	Jr. Engineer/ Stores [#]	37000 - 115000	-	-	01	-	04	-	-	05	Three years Engineering Diploma [#] in Mechanical/Electrical/Electronics/ Civil/equivalent trade from a Govt. recognized University/Institute.	Aye-three (A-3)
RNE06	Fire Inspector	37000 - 115000	01	01	02	-	03	01	-	07	B.Sc. (three years course) from a Govt. recognized University, with one-year Fire Safety course from a Govt. recognized University/Institute.	Aye-One and Minimum Physical Standards: – Height-167 cms., Weight-51 kg., Chest-81 cms. & 86 cms. expanded
RNE07	Architect Asstt. [#]	37000 - 115000	-	-	01	-	03	-	-	04	Diploma [#] in Architecture from a Govt. recognized University / Institute.	Aye-three (A-3)
RNE08	Asstt. Programmer	37000 - 115000	04	02	04	02	11	03	-	23	Minimum 60% marks in BCA/B.Sc. (Electronics)/B.Sc. (IT)/B.Sc. (Maths) from a Govt. recognized University or Minimum 60% marks in three years Diploma in Computer Science of Application or Minimum 60% marks in 'A' level Diploma in Department of Electronics Accredited Computer Courses with minimum two years post – qualification experience in ERP or Software Development including actual programming or Network Administration. Working experience in ERP, preferably in SAP.	Bee-Two (B-2)
RNE09	Legal Asstt.	37000 - 115000	01	-	-	-	04	-	-	05	LL.B with minimum 50% marks from a Govt. recognized University/ Institute or National Law School.	Cee-One (C-1)
RNE10	Customer Relations Asstt.	35000 – 110000	58	46	57	38	187	55	-	386	Three/Four years Graduation course in any discipline from a Govt. Recognized University, and computer literacy (Certificate in Computer	Aye-One (A-1)

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category / backlog vacancies								Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief detail of medical standards are available at DMRC's Web site)	
			SC	ST	OBC	EWS	UR	ExS*	PwBD*	TOTAL			
												Application Course of a minimum 6 weeks duration).	
RNE11	Accounts Asstt.	35000 – 110000	08	02	13	04	21	06	02	48	B.Com./equivalent from a Govt. recognized University/Institute with minimum two years' post – qualification work experience.	Cee-One (C-1)	
RNE12	Stores Asstt.	35000 – 110000	01	-	02	-	05	01	-	08	Three years Engineering Diploma [@] in Mechanical/Electrical/Electronics/ Civil/equivalent trade from a Govt. recognized University/Institute or B.Sc. [@] with Physics, Chemistry & Maths with minimum two years post – qualification work experience.	Cee-One (C-1)	
RNE13	Asstt./CC	35000 – 110000	-	-	01	-	03	-	-	04	Bachelor degree in Journalism & Mass Communication or similar relevant field from a Govt. recognized University / Institute or PG Diploma in Journalism & Mass Communication or similar relevant field from a Govt. recognized University / Institute.	Cee-One (C-1)	
RNE14	Office Asstt.	35000 – 110000	01	-	03	-	04	01	01	08	B.A./B.Sc./B.Com. from a Govt. recognized University/Institute with minimum two years' post – qualification work experience.	Cee-One (C-1)	
RNE15	Stenographer	35000 – 110000	-	-	03	-	06	01	01	09	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 with minimum two years' post – qualification work experience.	Cee-One (C-1)	
RNE16	Maintainer / Electrician	25000 – 80000	28	-	14	10	49	14	-	101	ITI (NCVT/SCVT) ^{\$} in Electrician Trade, from a Govt. recognized University/Institute.	Bee-One (B-1)	
RNE17	Maintainer / Electronic Mechanic	25000 – 80000	-	44	-	14	86	20	-	144	ITI(NCVT/SCVT) ^{\$} in Electronic Mechanic, Information communication Technology System Maintenance, Information Technology, Mechanic Computer Hardware, Mechanic cum Operator Electronic Communication System, Mechanic Industrial Electronics, Radio & TV Mechanic, Power Electronics System from a Govt. recognized University/Institute.	Bee-One (B-1)	
RNE18	Maintainer / Fitter	25000 – 80000	-	-	-	01	17	02	-	18	ITI (NCVT/SCVT) ^{\$} in Fitter, Lift & Escalator Mechanic from a Govt. recognized University/Institute.	Bee-One (B-1)	

TOTAL REGULAR NON - EXECUTIVE CATEGORY POSTS 929

SECTION – 'C' – Executive posts on Contract basis for 02 years

Age between (as on 01.12.2019), **18 to 30 Years**, i.e., born not earlier than 02.12.1989 and not later than 01.12.2001, for all the posts.

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category vacancies							Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief detail of medical standards are available at DMRC's Web site)
			SC	ST	OBC	EWS	UR	PwBD*	TOTAL		
CE01	Asstt. Manager/ Electrical	50000 - 160000	-	-	-	-	01	-	01	Minimum of 60% marks/equivalent CGPA in BE/B.Tech. (Electrical) from a Govt. recognized University/Institute with minimum two years' post – qualification work experience.	Executive/ Technical
CE02	Asstt. Manager/ S&T	50000 - 160000	02	02	03	01	09	-	17	Minimum of 60% marks/equivalent CGPA in BE/B.Tech. in Electronics Engg., Electronics & Communication Engg., IT, Computer Science, Computer Science & Engg., Electrical & Electronics Engg., Electrical Engg., Electronics & Telecommunication Engg., Electronics Instrumentation and Control, Instrumentation &	Executive/ Technical

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category vacancies							Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief detail of medical standards are available at DMRC's Web site)	
			SC	ST	OBC	EWS	UR	PwBD*	TOTAL			
											Control, Instrumentation Engg. from a Govt. recognized University/Institute with minimum two years' post – qualification work experience.	
CE03	Asstt. Manager/IT	50000 - 160000	01	-	01	-	05	-	07		Minimum of 60% marks/equivalent CGPA in BE/B.Tech. in Computer Engineering / Computer Science / Computer Technology / Information Technology or Minimum of 60% marks/equivalent CGPA in MCA, from a Govt. recognized University/Institute with minimum two years' post – qualification work experience in ERP or Software Development including actual programming or network administration. Working experience in ERP, preferably in SAP, knowledge of Cyber Security covering global best practices, policy & procures and its compliances system audit etc. is desirable.	Executive/ Technical
CE04	Asstt. Manager/Civil	50000 - 160000	09	07	20	07	30	-	73		Minimum of 60% marks/equivalent CGPA in B.E./B.Tech. (Civil), from a Govt. recognized University/Institute with minimum two years' post – qualification work experience.	Executive/ Technical
CE05	Asstt. Manager/Finance	50000 - 160000	01	-	02	-	05	-	08		CA/ICWA with minimum two years' post – qualification work experience in relevant field. Knowledge of SAP/ERP will be preferred.	Executive/Non – Technical

TOTAL EXECUTIVE POSTS ON CONTRACT BASIS FOR 02 YEARS 106

SECTION – 'D' – Non-Executive posts on Contract basis for 02 years

Age between (as on 01.12.2019), **18 to 28 Years**, i.e., born not earlier than 02.12.1991 and not later than 01.12.2001, for post codes CNE01 to CNE03, CNE05 to CNE06;

Age between (as on 01.12.2019), **18 to 30 Years**, i.e., born not earlier than 02.12.1989 and not later than 01.12.2001, for post code CNE04

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category vacancies							Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief details of medical standard are available at DMRC's Web site)	
			SC	ST	OBC	EWS	UR	ExS*	PwBD*			TOTAL
CNE01	Jr. Engineer/ Electrical#	37000 - 115000	17	10	27	12	54	17	-	120	Three years Engineering Diploma# in Electrical / equivalent trade from a Govt. recognized University / Institute.	Aye-one (A-1) category, not below Aye-three (A-3)
CNE02	Jr. Engineer/ Electronics#	37000 - 115000	17	14	24	12	58	18	-	125	Three years Engineering Diploma# in Electronics, Computer Engg., Information Technology, Electronics & Communications, Electronics & Communications Industry Integrated, Electrical & Electronics, Electronics / Microprocessor, Electronics & Telecommunications, Instrumentation Technology, Electronics and Instrumentation Engg. from a Govt. recognized University/Institute.	Aye-one (A-1) category, not below Aye-three (A-3)
CNE03	Jr. Engineer / Civil #	37000 – 115000	19	10	16	13	81	20	-	139	Three years Engineering Diploma# in Civil/equivalent trade from a Govt. recognized University/Institute.	Aye-one (A-1) category, not below Aye-three (A-3)
CNE04	Asstt. Programmer	37000 - 115000	-	-	-	-	01	-	-	01	Minimum 60% marks in BCA/B.Sc. (Electronics)/B.Sc. (IT)/B.Sc. (Maths) from a Govt. recognized University or Minimum 60% marks in three years Diploma in Computer Science of Application or Minimum 60% marks in 'A' level Diploma in Department of Electronics Accredited Computer Courses with minimum two years post – qualification experience in ERP or Software Development including actual programming or Network Administration. Working	Bee-Two (B-2)

Post Code	Name of Post	Pay Scale (IDA) in ₹	No of vacancies** including reserved category vacancies								Essential Qualification Required	Medical Standards as per Indian Rly. Medical Manual. (Brief details of medical standard are available at DMRC's Web site)	
			SC	ST	OBC	EWS	UR	ExS*	PwBD*	TOTAL			
												experience in ERP, preferably in SAP.	
CNE05	Architect Asstt. #	37000 - 115000	01	-	02	01	06	01	-	10		Diploma# in Architecture from a Govt. recognized University / Institute.	Aye-three (A-3)
CNE06	Asstt./CC	35000 - 110000	-	-	-	-	03	-	-	03		Bachelor degree in Journalism & Mass Communication or similar relevant field from a Govt. recognized University / Institute or PG Diploma in Journalism & Mass Communication or similar relevant field from a Govt. recognized University / Institute.	Cee-One (C-1)

TOTAL NON-EXECUTIVE POSTS ON CONTRACT BASIS FOR 02 YEARS 398

For the post of Junior Engineer in all disciplines and Architect Assistant (viz post codes RNE01, RNE02, RNE03, RNE04, RNE05, RNE07, CNE01, CNE02, CNE03, CNE05), candidate must possess Diploma in the relevant field. Candidates with higher qualification viz. B.E./B.Tech./B.Sc. etc. in respective disciplines but not having diploma in the relevant field, shall not be eligible and cannot apply.

@ For the post of Stores Asstt, viz. post code RNE12, candidate must possess Diploma in the relevant field or B.Sc. in Physics, Chemistry & Maths. Candidates with higher / other qualification viz. B.E./B.Tech. etc. but not having diploma/B.Sc. in the relevant field, shall not be eligible and cannot apply.

\$ For the posts of Maintainer (Electrician, Electronic Mechanic, and Fitter), viz., post codes (RNE16, RNE17, RNE18), candidates must have completed ITI in the specified trades. Candidates having higher qualification, viz. B.E./B.Tech./Diploma etc., but not having ITI in the specific trades, shall not be eligible and cannot apply for the posts of Maintainers from post codes RNE16 to RNE18).

*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, anywhere in India.

Qualification: - As prescribed above. Candidates who are appearing at the qualifying exam, qualifying of which would make them educationally eligible for the posts but have not yet been informed of the results, will also be eligible for applying for the 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/Psycho Test/Skill Test by DMRC for Non-executive posts or on date of GD &/or Interview for Executive posts, their candidature is liable to be cancelled. The proof of passing/result shall be declaration in the public domain through newspapers/websites, etc.

Reservation for Persons with Benchmark Disability (PwBD): Reservation for requisite number of PwBD candidates against non-technical posts, is provided in post code RNE11, RNE14 & RNE15. Only such persons would be eligible for reservation in services/posts who have not less than 40% of the relevant disability. Such candidate will be required to submit a Disability Certificate issued by the Medical Board duly constituted by the 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
RNE11	Accounts Asstt.	OL, BL, MW, LV, HH	02
RNE14	Office Asstt.	OA, OL, BL, OAL, B, LV	01
RNE15	Stenographer	OA, OL, BL, OAL, B, LV	01

OA: One arm affected; OL: One leg affected; BL: Both legs affected; MW: Muscular Weakness; OAL: One arm & one leg affected; B: Blind; LV: Low Vision; HH: Hearing Impaired. N.B.: Extant rules regarding relaxation in standards of examination etc. shall be intimated on DMRC's website: - www.delhimetrorail.com

Job Profile indicative:

The job profile of Asstt. Managers (Electrical/S&T/Civil) pertains to management of various Maintenance Systems & processes, in connection with operation & maintenance of Metro Trains/tracks/works etc., and also for installation/ execution of various systems in DMRC Project etc. The job profile of Asstt. Managers/Operations pertains to Station/Train/staff management, Roster preparation, OCC, commuter grievances redressal, safety SoPs, traffic integration & property business etc.

The job profile of Asstt. Manager/Traffic pertains to design, conduct and interpret transport & travel surveys, design research methods and survey techniques for proposed transportation projects, analyzing and interpreting traffic data gathered from transport studies, use mathematical models to forecast the effects of road improvements, policy changes/or public transport schemes, multimodal integration, prepare techno-feasibility report and traffic report, alternate analysis for project, economic analysis of project, other works as allotted by Consultancy Wing.

The job profile of Asstt. Managers/Architect entails responsibility of finalizing the architectural designs and providing design support during construction as well as coordinating with all the agencies involved.

The job profile of Asstt. Managers/Stores involves Material Management & Store related works.

The job profile of Asstt. Managers/Finance involves Financial management, SAP/ESS, pay & allowances etc.

The job profile of Asstt. Managers/ Legal involves 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.

The job profile of Asstt. Managers/IT involves IT system management including programming language, data base concept, IT security, project management, system design & development, ERP system etc.

=> Assistant Managers of all posts shall be required to undergo training in train driving, to obtain competency and should be prepared/required to operate trains from time to time, if required.

The job profile of **Jr. Engineers** include maintenance of various Electrical (Rolling Stock/Lift/Escalators/E&M/Power supply, stores etc), Electronics (Signaling & Telecom, Automatic Fair Collection, Rolling Stock, SCADA, Stores etc), Civil (P.Way & Works) & Mechanical

systems and train maintenance, handling/operating Tower Wagon/Shunting etc. in shift duty including night shift. JEs can also be deputed as SC/TO after due training, passing psychometric test & medical fitness test, as per the requirement of the Corporation.

The job profile of Asstt. Programmers entails looking after diverse works of Signaling/Telecom/Automatic Fare Collection Systems including hardware & software maintenance of various Electronic systems and maintenance etc. in shift duty including night shift.

The job profile of Jr. Engineers/Environment involves assisting in preparation of work/reports for various construction projects, Environment clearance, Land acquisition reports, preparation of documents for ISO IMS including night shifts.

The job profile of Jr. Engineers/Stores entails assistance/supervision in Material Management & Store related works including night shifts

The job profile of Fire Inspector entails supervising & inspection of fire management at DMRC stations/offices/depots etc including night shifts

The job profile of Customer Relations Assistant (CRA) entails interaction with the commuters at Customer Care Centres (CCC) and catering to their needs & problems, looking after the affairs of Metro Stations including operation control centres in shift duty including night shift. Their career progression will be towards Station Controller/Train Operator. 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 standards may only apply.

➤ *The duty hours of Customer Relations Assistant (CRA) may depend on the ridership/footfall of the stations/CCC and may range from 8 to 12 hours daily.*

The job profile of Store Assistant pertains to assisting in Material Management & Store related works including night shifts

The job profile of Legal Assistant is to attend court cases, prepare legal brief, liaise with advocates and legal authorities, attend arbitration and other legal/quasi legal matters in various courts/tribunals, etc.

The job profile of Accounts Assistant comprises looking after establishment, expenditure, budget, salary, bills, reimbursement etc. extensively in SAP/ERP.

The job profile of Architect Asstt. entails responsibility for checking the drawings and details and providing design support on site

The job profile of Asstt./CC entails providing assistance in organization & execution of different events, manage calendars (press visits, events, campaigns, exhibitions), maintain contact databases and mailing lists with updates, create project-specific media lists to support PR team, perform a variety of different administrative tasks.

The job profile of Office Assistants pertains to HR/Administration Department entailing 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.

The job profile of Stenographer entails taking shorthand, providing secretarial assistance, record management, etc.

The job profile of **Maintainers** (Electrician, Electronic Mechanic, and Fitter) pertain 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.

Note: All job profiles may include any duty/duties entrusted, from time to time.

Selection process:

For Executive cadre posts, viz., under SECTION 'A' & 'C' (for post codes RE01 to RE09 and CE01 to CE05), the selection methodology will comprise a three-stage process – CBT (two papers), Group Discussion &/or Personal Interview followed by Medical Examination in Executive(Technical/Non-technical) category, as the case may be.

For Non- Executive posts, viz. under SECTION 'B' & 'D' (for post codes RNE01 to RNE09, RNE11 to 14 and CNE01 to CNE06), the selection methodology will comprise a two-stage process – CBT (two papers), followed by Medical Examination in the prescribed medical standard.

For the posts of Customer Relations Asstt., viz. RNE10, the selection methodology will comprise a three-stage process – CBT (two papers), Psycho test (qualifying only) followed by Medical Examination in the prescribed medical standard.

For the posts of Stenographer, viz. RNE15, the selection methodology will comprise a three-stage process – CBT (two papers), Skill Test (qualifying only) followed by Medical Examination in the prescribed medical standard.

For the Maintainers posts (Electrician, Electronic Mechanic, and Fitter) under, viz., RNE16 to RNE18, the selection methodology will comprise a two-stage process – CBT (One paper), followed by Medical Examination in the 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 examination, result and all recruitment related information shall be available only on Website: <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 Intelligence & Reasoning, Quantitative Aptitude (General English for Maintainer-Electrician, Electronic Mechanic, and Fitter) 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 $\frac{1}{3}$ rd marks will be deducted. The Paper-I shall be of 1.5 hours duration.

Paper-II (Not for Maintainers post, viz., from RNE16 to RNE18) 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 $\frac{1}{3}$ rd 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 shall be called, based on the overall merit of CBT (both Paper-I & Paper-II together), category wise, for Medical Examination/GD &/or Interview, at Delhi/NCR.

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

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

Psycho test for Customer Relations Asstt: 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 the 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 Asstt. Programmer, Legal Asstt., Accounts Asstt., Stores Asstt., Asstt./CC, Office Asstt., Stenographer.**

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. It will be the responsibility of the employee that his/her, character and antecedents, is done in time.

Surety Bond: The candidates selected for post under Executive Cadre/Non Executive Cadre 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 of 90 days, will be required before seeking resignation from the corporation.

Post Codes	Post	Surety Bond
RE01 to RE09 & CE01 to CE05	Executive posts	₹3,00,000/- plus GST & Cost of training (₹83,000/- plus GST)
RNE01, RNE02, RNE04, RNE05, RNE06, RNE07, RNE08, RNE09, CNE01, CNE02, CNE04, CNE05	Jr. Engineer (Electrical, Electronics/ Environment/Stores), Asstt. Programmer & Fire Inspector, Architect Asstt., Legal Asstt.	₹1,50,000/- plus GST & Cost of training (₹30,000/- plus GST)
RNE03, CNE03	Jr. Engineer/Civil	₹1,50,000/- plus GST & Cost of training (₹1,40,000/- plus GST)
RNE10, RNE11, RNE12, RNE13, RNE14, RNE15, CNE06	Customer Relations Asstt., Accounts Asstt., Stores Asstt., Asstt./CC, Office Asstt., Stenographer,	₹1,50,000/- plus GST & Cost of training (₹20,000/- plus GST)
RNE16, RNE17, RNE18	Maintainers - (Electrician, Electronic Mechanic, and Fitter)	₹1,50,000/- plus GST & Cost of training (₹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 and contracts employees shall be as per pay scales under the IDA (Industrial DA as applicable from time to time and other benefits which include Perks, HRA or lease, Medical benefit, EPF, Gratuity, and Insurance etc. as per extant rules of the Corporation as applicable to Direct Recruit employees from time to time.

Concessions & Relaxations:

- ◆ Upper age relaxation by 5 years for SC/ST and 3 years for OBC candidates (of Central List) (**Formats are available on DMRC's website**), for reserved posts.
- ◆ Upper age relaxations by 5 years for candidates belonging to Jammu & Kashmir who had ordinarily been domiciled in that state between 01.01.1980 and 31.12.1989.
- ◆ Upper age for Ex-servicemen will be length of service + 3 years, subject to a maximum age of 40 years. The Ex-servicemen are those who are covered in the definition, as per extant rules of Ministry of Defence/Govt of India.
- ◆ Reservation for Ex-Servicemen, wherever applicable, shall be treated as horizontal reservation, i.e., reservation to Ex-Servicemen belonging to any category (UR/SC/ST/OBC/EWS) will be adjusted within the category to which the selected Ex-Serviceman candidate belongs.
- ◆ Upper age relaxation by 10 years for PwBD Unreserved candidates, 15 years for PwBD SC/ST candidates and 13 years for PwBD OBC candidates (of central list) for posts where reservation for PwBD is admissible.
- ◆ Existing DMRC employees who have completed at least **3 years** continuous service in DMRC as on 01.12.2019, will be given **upper-age relaxation/limit** to the extent, as summarized below:
For Executive posts (post codes RE01 to RE09 and CE01 to CE05), the maximum age relaxation:
 UR – by 5 years, OBC – by 8 years & SC/ST – by 10 years
For Non-Executive posts (post codes RNE01 to RNE18 and CNE01 to CNE06), the upper-age limit of the employee is:
 UR – 40 years, OBC – 43 years & SC/ST – 45 years

Payment of online application fee:

1. UR, EWS & OBC (including Ex-servicemen) candidates are required to pay a Non-refundable fee of ₹500/- (exclusive of transaction processing charges) and SC/ST/PwBD & Women candidates are required to pay a non-refundable fee of ₹250/- (exclusive of transaction processing charges).
2. Recruitment Fee including transaction processing 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 transaction processing 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 "DMRC/HR/RECTT./I/2019".
5. He/she should thoroughly go through the vacancy notification first to know the eligibility, age criteria, etc.
6. On Successful Completion of registration an application sequence No. and password will be generated. (User id & password shall be received on e-mail and mobile number).
7. Candidates should fill up the application form having all the details relating to 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 (OBC/SC/ST/EWS/PwBD)-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 etc. 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 for) will be generated and should be downloaded for any future communication regarding application form.

10. Until the payment is successfully made, the candidate will not be registered for the test.

General: Most Important

1. While applying for the 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/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 appointment, his/her services are liable to be terminated.
 2. The validity of the Panel shall be 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./PSU/ Autonomous Body must produce 'NOC' from the present employer on the date of GD &/or Interview/Psycho Test/Skill Test/Medical Examination.
 5. Caste, EWS & PwBD Certificate should be in prescribed formats, for seeking reservation/relaxation etc.. (All these formats are available on DMRC's website www.delhimetrorail.com). No other format will be acceptable. EWS vacancies are tentative and subject to further directives of the Government of India and outcome of any litigation. The appointment would be provisional and subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format as given on our website shall only be accepted as proof of candidate's claim as belonging to EWS.
 6. Candidates should keep sufficient numbers of same Photographs in reserve for future use, which they use in the application form.
 7. Request for change of mailing address /e-mail address and 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 GD & / or Interview/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 link for accessing the admit card for CBT will also be sent on the registered email of the candidate. A candidate, however, has to download his/her admit card 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/Skill Test/GD &/or Interview/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/GD &/or Interview/Medical fitness test 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 action 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 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 available on DMRC's website i.e. www.delhimetrorail.com, will prevail.
- Any update, corrigendum etc. of this advertisement will be posted in DMRC's website only. Hence, candidates are requested to keep in regular touch with the website, i.e. www.delhimetrorail.com**
