



ADVT No. DMRC/PERS/19/HR/2019 (07) Dated: 08/05/2019

**REQUIREMENT OF RETIRED PERSONAL ASSISTANT / PERSONAL SECRETARIES,
ON CONTRACT BASIS, AS CONSULTANT FOR DMRC PROJECTS**

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 14,500 employees with MRTS activities spread over Delhi NCR, Jaipur, Kochi, Mumbai, Lucknow etc., carry about 3 million passengers per day in Delhi & NCR. In addition to the above, DMRC is involved in providing consultancy services to number of cities within India and abroad.

To meet with the immediate requirement of experienced personnel for DMRC and its allied projects, applications are invited from retired, dynamic and motivated persons having secretarial work experience for the **posts of Consultant PAs in DMRC to be filled on Contract basis on a fixed tenure basis: -**

S.No	Post (Post Code)	No. of Posts ***	Consolidated Pay	Eligibility Criterion *	Posting Location	Mode of Induction	Age Limit on 01/01/19
1	Consultant PA Post Code : CPA 01	30	As indicated below	Experience of working as Personal Secretary / Personal Assistant (Stenographer Cadre) for a minimum of 15 years in Govt. Organizations / PSUs	Delhi / NCR	Consultant on Contract Basis	58 – 62 years

* Essential - Candidate should have experience of working on various computer applications like MS Office etc.

Important:

S.No.	Scale of Superannuation CDA / IDA	Consolidated Pay (Rs) p.m.**
1	Officer superannuated in CDA grade of Rs. 15600-39100 (GP 6600) or equivalent IDA grade Rs. 60000-180000 IDA	35700/- #
2	Officer superannuated in CDA grade Rs. 15600-39100 (GP 5400) or Rs. 9300 - 34800 (GP 5400) or equivalent IDA grade Rs. 50000-160000 IDA	27700/-
3	Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4800) or equivalent IDA grade Rs. 50000-160000 IDA	26800/-
4	Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4600) or equivalent IDA grade Rs. 46000-145000 IDA	24200/-
5	Supervisors superannuated in CDA grade of Rs. 9300 -34800 (GP 4200) or equivalent pre revised (Rs.5000-8000) equivalent IDA grade Rs. 37000-115000 IDA	18400/-

Candidates retired above the level of Sr. PPS and above levels shall be engaged as consultant PAs and will get a maximum of this fee only.

The candidates superannuating by 31st October 2019 can also apply.

** - The consolidated pay will be fixed on substantive pay.

*** - All vacancies are provisional and subject to increase/decrease.

Selection process:

The selection methodology will comprise of Personal Interview and Skill Test. The selection process would judge different facets of knowledge, skills, experience, expertise and aptitude. The candidates will be shortlisted for screening, based on their eligibility / experience in the relevant field, in the ratio of 1:5 subject to availability of suitable candidates.

Note: The candidates found suitable, for the post after the screening process, will be empanelled. *The empanelled candidates will be inducted, as per requirement on merit basis.*

No reimbursement, on account of travel shall be made to the candidates appearing for the INTERVIEW.

Schedule of Selection Process:

1. Last date of receipt of filled in application through Speed post is **31/05/2019**.
2. Names of pre-qualified candidates in the ratio of 1:5 will be displayed on DMRC website by **12/06/2019 (Tentatively)** along with other details like venue, time, etc.
3. **The interview will be held by the Fourth week of June, 2019 at Metro Bhawan, Barakhamba Road, New Delhi (tentatively) (Complete details will be displayed on DMRC website). The selection process will consist of Skill Test / Interview.**
4. No separate communication by post will be sent to candidates individually. Candidates are advised to regularly check the DMRC website and appear for screening as per the schedule of selection displayed on DMRC website and appear for the interview accordingly along with original copies of testimonials.
5. **The final results will be declared by First week of July, 2019. (Tentatively).**

Eligible and willing candidates for the aforesaid post may apply as per the application format at (**Annexure-I**). The candidates 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 send their application through proper channel along with the copies of APARs for the last five years, Vigilance and D&AR clearance, so as to reach the under mentioned address by the stipulated date. The applications received after the stipulated date, will be summarily rejected.

The duly filled in application form should be sent in an envelope super scribing on the cover prominently - **Name of Post, latest by 31/05/2019, by Speed Post at the following address-**

**Chief 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)

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ANNEXURE I

DMRC APPLICATION FORMAT

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT IN HIS/HER OWN HANDWRITING)

S.No.	DETAILS	PARTICULARS				
1 A	POST NAME	Consultant PA				
B	POST CODE	CPA 01				
C	PREFERRED PLACE OF POSTING					
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/01/2019 (Min 58 years - Max 62 years)	YEARS	MONTHS	DAYS		
6	CORRESPONDENCE ADDRESS					
		STATE:	PINCODE:			
7	CONTACT NUMBER WITH STD CODE					
8	MOBILE NUMBER					
9	EMAIL ID					
10	CATEGORY (SC/ST/OBC/GENERAL)					
11	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars	Specialization	Institute / University	% or CGPA	Passing Year
A	GRADUATION					
B	OTHER					
12	WORK EXPERIENCE (AS ON LAST DATE OF RECEIPT OF APPLICATION) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL EXPERIENCE	YEARS	MONTHS	DAYS		
DETAILS OF EXPERIENCE						
II	CURRENTLY EMPLOYED / SUPERANNUATED					
III A	CURRENT ORGANIZATION (if currently employed)					

III B	LAST ORGANIZATION			
IV	DATE OF SUPERANNUATION (dd/mm/yyyy)			
V	FOR APPLICANT in <u>CDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name	Pay Scale (CDA)	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
VI	FOR APPLICANT in <u>IDA</u> SCALE (Complete details of service / position held since joining) (separate sheet may be attached)			
	Post Held	Organization Name	Pay Scale (IDA)	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
VII	ESSENTIAL WORK EXPERIENCE			
	WORKING EXPERIENCE OF VARIOUS COMPUTER APPLICATIONS LIKE MS OFFICE ETC.		YES / NO	
VIII	BRIEF DESCRIPTION OF THE WORK EXPERIENCE (Separate sheet may be attached)			
13	WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10 YEARS		YES / NO	
	IF YES, DETAILS OF CASE			
14	WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT		YES / NO	
	IF YES, DETAILS OF INQUIRY			
15	NOC FROM CURRENT EMPLOYER ENCLOSED (IF CURRENTLY SERVING)		YES / NO	

16	ANNUAL PERFORMANCE APPRAISAL REPORTS FOR LAST 5 YEARS ENCLOSED (IF CURRENTLY SERVING)	
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I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if any information is found to be incorrect or false at any point in time.

Date: _____

Place: _____

Signature of Candidate

Name: _____
Mobile No. : _____
Email ID: _____

Documents to be enclosed (whichever applicable)

1. Educational Certificates (Graduation, Post - Graduation & Others)
2. Work Experience Certificate
3. NOC from Employer (In Case of Serving Employee)
4. APAR Last 5 years