



दिल्ली मेट्रो रेल कॉर्पोरेशन लि०  
DELHI METRO RAIL CORPORATION LTD.  
(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)



**The Lifeline of Delhi**

**ADVT No. DMRC/PERS/22/HR/2020 (73) Dated: 11/12/2020**

**REQUIREMENT OF CLAIMS COMMISSIONER, FOR DMRC**

The Delhi Metro Rail Corporation (DMRC) Ltd., a Joint Venture company with equity participation from the Govt. of India and the 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, 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, Jaipur, Kochi, 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 filling up of, the vacancy of the post of **Claims Commissioner in DMRC**, to be filled on Direct Recruitment (DR) basis, applications are invited from experienced, dynamic and motivated persons, of Indian nationality who have the relevant work experience and meet the below mentioned eligibility criteria –

S.No	Post (Post Code)	No. of Post	Pay Scale	Age limit as on 01.12.2020
1.	Claims Commissioner Post Code: 01/CC	01	Rs. 1,20,000-2,80,000 /-	Minimum 55 years – Maximum 63 years

**2. Eligibility Criterion:**

- Is or has been, or is qualified to be, a Judge of a High Court; or
- Has been a Member of the Indian Legal Service and has held a post in Grade I of that Service;  
or
- Has, for at least three years, held a Civil judicial post carrying a scale of pay which is not less than that of a Joint Secretary to the Government of India.

**3. Job Description**

The incumbent of the post shall be responsible for adjudicating upon claims for compensation in respect of accidents involving death of, or bodily injury to person, or damages to any property arising out of the working of the Delhi Metro Projects and its operations.

**4. Term of office**

The term of office of the Claims Commissioner would be for a period of five years, or, upto the age of 65 years, whichever is earlier.

**5. Screening process:**

The screening methodology for candidates will comprise of Personal Interview and Medical examination (Executive Non-Technical category). Candidates will have to qualify 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 will be final, on this issue.

The screening process would judge different facets of knowledge, skills, experience, expertise, aptitude and physical ability. The candidates will be shortlisted for interview, based on their eligibility / relevant work experience, in the ratio of 1:5, subject to the availability of the candidates.

## **6. Schedule of selection:**

- i. The last date of receipt of **duly filled in application** (along with relevant documents), **necessarily forwarded by the current organization, OR, along with the No Objection Certificate**, through Speed post OR Email is **01/01/2021**. Incomplete applications or applications not duly forwarded by current organization / without NOC, or, applications received after the due date, will 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 second week of January, 2021 (tentatively) and screening will be held in the third week of January 2021 (tentatively) at Metro Bhawan, Barakhamba Road, New Delhi, OR, through online mode** (Complete details will be displayed on the DMRC website).
- iii. No separate communication, by post, will be sent to the candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on the DMRC website and appear for the interview, accordingly, along with the original copies of testimonials.
- iv. **The final result will be declared by the last week of January, 2021 (tentatively).**

## **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 respect for appointment to the service.

## **8. Surety Bond:**

The selected candidate will have to execute a Surety Bond of Rs. 4,00,000/- 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) or upto the age of 65 years, whichever is earlier. A three months prior notice, will be required before seeking resignation from the Corporation.

## **9. Probation:**

The selected candidate on appointment will be on Probation for a period of one year.

## **10. Pay and emoluments:**

The pay and emoluments shall be as per the pay scales under 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 the extant rules of the Corporation.

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 the qualification, experience, pay and pay scale.

The candidates presently employed in the Central Govt. or a Central Public-Sector Undertaking (CPSUs), should send their application through proper channel along with the copies of APARs for the last five years, latest Vigilance and D&AR clearance, so as to reach the under mentioned address or email, by the stipulated date. The applications received after the due date (through Speed Post and email), will be summarily rejected.

The duly filled in application form should be sent in an envelope superscribing the **Name of Post & Advt. No.** on the cover prominently, **latest by 01.01.2021**, through Speed Post to the following address, OR, email the scanned copy of the duly filled in Application Form, along with scanned copies of all other sought / supporting documents (as stated in the Application Form) to [dmrc.project.rectt@gmail.com](mailto:dmrc.project.rectt@gmail.com) (mention the name of post and Advt. No. in the subject of email) :

**Executive Director (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/2020(73)

## 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 A	POST NAME	CLAIMS COMMISSIONER				
B	POST CODE	01/CC				
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER / HUSBAND NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/12/2020 (Min 55 years – Max 63 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	Subjects	Institute / University	% or CGPA	Passing Year
A						
B						
12	WORK EXPERIENCE DETAILS (AS ON 01/12/2020) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL WORK EXPERIENCE	YEARS	MONTHS	DAYS		
A	CURRENTLY EMPLOYED	YES / NO				
B	CURRENT ORGANIZATION					
C	LAST ORGANIZATION					
D	DATE OF SUPERANNUATION / LEAVING OF SERVICE (dd/mm/yyyy)					

<b>II</b>	<b>FOR APPLICANT FROM Govt. organizations in <u>CDA SCALE</u></b> (Complete details of service / position held since joining) (separate sheet may be attached)			
	<b>Post Held</b>	<b>Organization Name with place of posting</b>	<b>Pay Scale (CDA)</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>
A				
B				
C				
<b>III</b>	<b>FOR APPLICANT FROM Govt. Organizations / PSU in <u>IDA SCALE</u></b> (Complete details of service / position held since joining) (separate sheet may be attached)			
	<b>Post Held</b>	<b>Organization Name with place of posting</b>	<b>Pay Scale (IDA)</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>
A				
B				
C				
<b>IV</b>	<b>ESSENTIAL ELIGIBILITY CRITERIA</b>			
	Meeting the eligibility criteria as mentioned at Clause No. 2 of the Advt.			<b>YES / NO</b>
	Tick the eligibility criteria option of Clause 2 (fulfilled by the applicant)			<b>(i) / (ii) / (iii)</b>
<b>V</b>	<b>BREIF DESCRIPTION OF THE WORK EXPERIENCE</b>			
<b>13</b>	<b>WHETHER ANY PUNISHMENT / PENALTY WAS AWARDED TO APPLICANT IN LAST 10 YEARS</b>			<b>YES / NO</b>
	IF YES, DETAILS OF CASE			
<b>14</b>	<b>WHETHER ANY ACTION OR ENQUIRY IS GOING ON AGAINST APPLICANT</b>			<b>YES / NO</b>
	IF YES, DETAILS OF ENQUIRY			
<b>15</b>	<b>NOC, VIGILANCE AND D&amp;AR STATUS FROM CURRENT EMPLOYER ENCLOSED</b>			<b>YES / NO</b>
<b>16</b>	<b>COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED</b>			<b>YES / NO</b>
<b>17</b>	<b>WHETHER APPEARED FOR INTERVIEW IN DMRC IN PAST (IF YES, DETAILS OF THE INTERVIEW)</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 in time.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Candidate**

**Name:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Documents to be enclosed (whichever applicable)**

1. Educational Qualification Certificates (Marks card & Degree) (Matric / Engineering / Others)
2. Work Experience Certificate (for all candidates)
3. NOC, Vigilance and D&AR Clearance from present Employer (in case of candidates still in service)
4. APARs of Last 5 years (for all candidates)
5. PPO Order (in case of superannuated candidates)
6. Documents in support of meeting the eligibility criteria as per Clause No. 2 of Advt.