



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/2025 (208) Dated: 01/08/2025

**REQUIREMENT OF ADVISOR (PROPERTY DEVELOPMENT), FOR
DMRC, ON POST RETIREMENT CONTRACTUAL ENGAGEMENT 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. DMRC is empowered by about 14,000 employees, with MRTS activities spread over Delhi-NCR, and other cities in India and abroad. The average passenger journey per day in Delhi/NCR is about 61 Lakhs. In addition to the above, DMRC is involved in providing consultancy services to several cities, within India and abroad.

To meet with the immediate requirement of DMRC and its allied projects, applications are invited from experienced, dynamic and motivated Officers, from amongst those working in/ retired from any Govt. organizations, PSUs or private sector and having relevant experience, for filling up of 01 (one) HOD level position in Property Development department in DMRC, on Post Retirement Contractual Engagement basis:

S. No.	Post (Post Code)	No. of Post/ Location	Consolidated Salary	Educational Qualification	Age Limit (as on 01.08.2025)
1	ADVISOR/ PROPERTY DEVELOPMENT Post Code: 01/HOD/PD	*01 (ONE)/ Delhi	Rs. 1,65,900/- per month	Graduate in any field from a Govt. recognized university/ institute	Min. 55 Years & Max. 62 Years

Important:

@ The cut-off date for eligibility criteria shall be reckoned as on 01/08/2025

*The vacancy is provisional and subject to increase/decrease.

2. ELIGIBILITY CRITERIA (AS ON 01/08/2025):

A. The candidates should have/had experience of handling in the government/ private sector at senior level and also have experience and expertise in handling Business Development projects, Real estate sector and coordination with various statutory & advisory / regulatory bodies and experience of contract management and also conversant with functioning in a computerized environment. Candidates who have worked in the Government Organization should be free from D&AR and Vigilance angle.

The candidates, who are in regular service in the Govt. Organizations / PSUs at present, will also be considered eligible provided they opt for retirement from the service through VRS or otherwise before joining DMRC.

B. Pay scale/ Pay eligibility criteria:

i) For Candidates of Govt. organization/ PSUs in CDA pay scale:

Officers working in / retired from the CDA pay scale at Level 14 (Rs. 144200-218200), or, above, in the pay matrix as per the 7th CPC, in any Govt. Organization, or, PSUs, including services put in on deputation, in the above pay scale, with a total of 20 (twenty) years' service at the Gazetted/ Executive level in the relevant field in any Govt. Organization, or, the PSUs.

ii) For Candidates of Govt. organization/PSUs in IDA pay scale:

Officers working in / retired from the IDA pay scale of Rs. 120000—280000/-, or, above, in any Govt. Organization, or, PSUs, including services put in on deputation, in the above pay scale, with a total of 20 (twenty) years' service at the Gazetted / Executive Level in the relevant field in any Govt. Organization or, the PSUs.

iii) For Candidates of the Private Sector:

Officers working in /having worked with the Government/ private sector organization with a total of 25 (Twenty-Five) years' service at the Executive level and having experience in the relevant field and having/ had an annual CTC of Rs. 40 Lakhs and above, shall be eligible for the above position.

3. JOB DESCRIPTION:

The incumbent of the post shall be responsible for augmenting the non-fare box revenue by executing Property Development/ Business development activities, evaluation of Rail based Mass urban transport projects, preparing/ finalizing property development tenders, etc., related to DMRC projects and their operations.

4. TERMS OF APPOINTMENT

The initial engagement shall be for a period of Six months. The term of contract may be extended further, subject to the requirement of the Corporation, on the basis of satisfactory performance.

5. PLACE OF POSTING

The selected candidates shall be liable to be posted/ transferred to any of the offices/ Project sites under the control of the Corporation in India, or, abroad.

6. PAY AND EMOLUMENTS:

The selected candidate shall be eligible for a consolidated emolument of Rs. 1,65,900/- plus applicable HRA/ Lease facility and others benefits, as per the company policy.

The emoluments are in terms of the extant rules of DMRC. The remuneration shall be based on their last substantive grade (in case of working/ retired from Govt. PSUs), subject to a maximum amount, as indicated above.

7. SCREENING PROCESS:

The selection methodology for candidates applying on Post Retirement Contractual Engagement basis will comprise of Personal Interview and Medical Examination.

(The Medical Examination shall be in Executive/ Technical category. The details of Medical Examination are available on the DMRC website).

The selection process would judge the 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.

All related information shall be available only on Website: <http://www.delhimetrorail.com> and candidates must regularly check the website for updates.

8. SCHEDULE OF SELECTION:

- i. Last date of receipt of duly filled in application (along with relevant documents) through Speed Post OR email shall be **22/08/2025**. 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 **Fifth week of August, 2025** (tentatively) and interview shall be held in the **First week of September, 2025** (tentatively) at Metro Bhawan, Barakhamba Road, New Delhi OR through on-line mode (tentatively) (Complete details shall be displayed on DMRC website).
- iii. No separate communication, by post, shall be sent to candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on the DMRC website and appear for the interview accordingly.
- iv. The final result will be declared by **Second week of September, 2025** (Tentatively).

Eligible and willing candidates for the aforesaid post may apply as per the application format at **Annexure-I**. The candidate must enclose all relevant documents in support of their qualification, work experience, pay & pay scale.

The candidates presently employed in any Govt. sector /public Sector Undertaking (PSUs) should send their application through proper channel along with Vigilance and D&AR clearance in the attached pro-forma at **Annexure-II**, so as to reach the below mentioned address within the stipulated time. All candidates working in Govt sector are required to submit copies of their APARs of the last five years.

The duly filled in application form should be sent in an envelope super scribbling the **Name of Post** on the cover prominently, **latest by 22/08/2025**, through Speed Post to the following address OR email the scanned copy of duly filled in Application Form along with scanned copies of all other documents sought (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**):

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



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DELHI METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT OF DELHI)

ADVT. No. DMRC/PERS/22/HR/2025(208)

ANNEXURE I

DMRC APPLICATION FORMAT

AFFIX A
RECENT
PASSPORT
SIZESELF
ATTESTED
PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

S. No	DETAILS	PARTICULARS			
1A	POST NAME	Advisor (Property Development)			
B	POST CODE	01/HOD/PD			
C	BASIS FOR APPLYING THE POST (Please tick one option)	Post Retirement Contractual Engagement basis			
2	APPLICANT's NAME (Sh./Smt./Ms.)	n			
3	FATHER's / HUSBAND's NAME (Sh.)				
4	DATE OF BIRTH (dd/mm/yyyy)				
5	AGE as on 01/08/2025	YEARS	MONTHS	DAYS	
6	SERVICE				
7	DEPARTMENT				
8	CORRESPONDENCE ADDRESS				
		STATE:	PINCODE:		
9	CONTACT NUMBER WITH STD CODE				
10	MOBILE NUMBER				
11	EMAIL ID				
12	CATEGORY (SC/ST/OBC/GENERAL)				
13	EDUCATIONAL QUALIFICATIONS				

	Qualification	Particulars (Name of degree)/ Please mentioned whether course (Full-Time/ Part-time/Correspondence)	Subject	Institute / University	% or CGPA	Passing Year
A	GRADUATION					
B	POST GRADUATION					
C	OTHERS					

14	WORK EXPERIENCE (AS ON 01/08/2025) (FILL ONLY THE APPLICABLE COLUMN)			
I	TOTAL WORK EXPERIENCE		YEARS	MONTHS
A	CURRENT ORGANIZATION			
B	LAST ORGANIZATION (if applicable)			
II	FOR APPLICANT from Govt. organization, or, PSUs, in CDA/ IDA PAY SCALE (Complete details of service / position held since joining) (separate sheet may be attached, if necessary) (Tick the applicable pay scale type – CDA/IDA and mention the full pay scale below)			
	Designation/ Post Held during Gazetted/ Executive service (since date of initial appointment)	Organization Name/ Place of posting	Pay Scale (CDA IDA) and Grade (i.e., JAG/SG/SAG, etc.,)	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
III	FOR APPLICANT from private sector with Annual CTC (Complete details of position held since joining) (separate sheet may be attached, if necessary)			
	Post Held	Organization Name/ Place of posting	Annual CTC	Period (From – To) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
IV	ESSENTIAL WORK EXPERIENCE			
A	Having/ had experience of handling in the government/ private sector at senior level and also having experience with expertise in handling Business development projects, and coordination with various statutory & advisory / regulatory bodies and experience of contract management as mentioned in para 2 (A) of the Advt.		YES / NO	
B	Having a total of 20/ 25 Years' service at the Gazetted/ Executive level in the relevant field in a Govt. Organization/ PSUs/ private sector		YES / NO	
C	Working in / retired from CDA / IDA pay scale, as mentioned in the eligibility criteria, in para 2 B (i), (ii) of the Advt.		YES / NO	

D	In case working / having worked with the government / private sector, having / had annual CTC of Rs. 40 Lakh and above, as mentioned in para 2 B (iii) of the Advt.	YES / NO
V	BREIF DESCRIPTION OF THE WORK EXPERIENCE	
15	WHETHER ANY CONVICTION (by court of Law) / PUNISHMENT/PENALTY (due to disciplinary action by employer) WAS AWARDED TO APPLICANT IN LAST 10 YEARS	YES / NO
	IF YES, DETAILS THEREOF	Enclose Separate sheet
16	WHETHER ANY CASE IS PENDING IN THE COURT OF LAW OR ANY DISCIPLINARY ENQUIRY IS GOING ON, AGAINST APPLICANT	YES / NO
	IF YES, DETAILS OF ENQUIRY	Enclose Separate sheet
17	NOC FROM CURRENT EMPLOYER ENCLOSED	YES / NO
18	VIGILANCE & D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED	YES / NO
19	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED	YES / NO
20	WHETHER APPEARED FOR INTERVIEW IN DMRC IN THE PAST (IF YES, DETAILS THEREOF)	
21	ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE etc.)	
22	HOBBIES/ INTERESTS	

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 (Graduation, Post-Graduation & Others)
2. Total Work Experience Certificate
3. Relieving letter / service certificate from last Organization.
4. Last 3 months Pay slip indicating required pay scale/CTC proof.
5. NOC from Employer along with D&AR & Vigilance clearance (in case of Govt. Organization / PSUs employee).
6. APARs of Last 5 years (in case of Govt. Organizations / PSUs employee)
7. Documents in support of substantive grade, on regular basis (for candidates working in CDA pay scale).

PARTICULARS OF THE OFFICER/EXECUTIVE FOR WHOM VIGILANCE COMMENTS/ CLEARANCE BEING SOUGHT

(To be furnished and signed by the CVO or HoD)

1. Name of the Officer (in full) : _____

2. Father's Name : _____

3. Date of Birth : _____

4. Date of Retirement : _____

5. Date of Entry into Service : _____

6. Service to which the official belongs Including batch/ year cadre etc. wherever applicable. : _____

7. Positions held including whether the officer has functioned as a CVO in Part time or additional charge capacity:
(During the ten preceding years)

S. No	Organization (Name in Full)	Designation & place of posting	Administrative/Nodal Ministry/Dept. Concerned (in case of officers of PSUs etc.,)	From	To
1.					
2.					
3.					
4.					
5.					
6.					

Date:

(SIGNATURE)

Name : _____
 Designation: _____

VIGILANCE PROFILE OF THE OFFICER/ EXECUTIVE FOR WHOM VIGILANCE
COMMENTS/CLEARANCE BEING SOUGHT

(To be furnished and signed by the CVO or HoD)

Name of the Officer: _____

8.	Whether the Officer has been placed in the "Agreed List" or "List of Officers of Doubtful Integrity" (If yes, details to be given)	
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 Years and if so, with what result	
10.	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty	
11.	Is any disciplinary/criminal proceedings or charge sheet pending against the officer, as on date	
12.	Is any action contemplated against the officer as on date (If so, details to be furnished)	
13.	Whether any complaint with vigilance angle is pending against the officer (If so, details to be furnished)	

Date:

(SIGNATURE)

Name : _____
Designation: _____