

**INDIAN METRO RAIL ORGANIZATIONS' SOCIETY****Common platform for all Metros****ADVT No. I-METRO/HR/2020 (01) Dated: 07/08/2020****REQUIREMENT OF COORDINATOR AND ASSISTANT COORDINATOR,  
FOR I-METRO, ON CONTRACT BASIS**

The "Indian Metro Rail Organizations' Society" was registered on 18.07.2019, with the aim to provide, a common platform for all the Metro Rail Companies, Regional Rail Transport System (RRTS) / Mono Rail Organizations, etc. in India for sharing knowledge, experience, information, best practices, innovations in all aspects of urban rail transport and learn from one another, in order to improve the performance of the members.

To meet with the requirement of experienced personnel for Coordinating the work of **I-Metro**, applications are invited from experienced, dynamic and motivated candidates of Indian nationality, having relevant work experience and expertise as mentioned below, for the following posts, on strictly contract basis, initially for a period of one year:

<b>S.No</b>	<b>Post (Post Code)</b>	<b>No. of Vacancy</b>	<b>Educational Qualification</b>	<b>Consolidated Salary (pm)</b>	<b>Maximum Age Limit on 01/08/2020</b>
1	Coordinator Post Code-01/C	01	At least Bachelor's degree in Engineering / Science / Economics / Business Administration etc. from a Govt. recognized University / college.	Rs. 1.2 lacs, with 5 % annual increment	Minimum – 40 years Maximum – 62 years
2	Assistant Coordinator Post Code-02/AC	01	At least Bachelor's degree in Engineering / Science / Commerce / Arts / Economics / Business Administration etc. from a Govt. recognized University / college.	Rs. 90,000, with 5% annual increment	Minimum – 30 years Maximum – 45 years

**II. EXPERIENCE CRITERIA: - (AS ON 01/08/2020)****For the post of Coordinator**

The candidate should have at least 20 – 25 years of working experience in any of technical, administrative, financial and legal functions in the Railways / Metro Rail Company. Retired Railway / Metro Rail employee having above work experience at the level of Deputy HoD and above will be preferred.

**For the post of Asstt. Coordinator**

The candidate should have at least 08 - 10 years of working experience in research-oriented function, data analytics and management, administrative, coordination and financial function in research based / educational institutions / Metro Railways. Candidate should have good command over computer.

### **III. JOB DESCRIPTION:**

#### **Coordinator -**

**The incumbent shall be responsible for the following –**

- (i) Collecting, analyzing, compiling, preparing and publishing KPI (Key Performance Indicator) and other reports from time to time.
- (ii) To manage I-Metro website. To co-ordinate queries and their responses among other metros at web forum. Handle and manage all pages of the web forum.
- (iii) Handling of all technical, administrative, legal functions work including financing (membership fee, annual fee, GST, TDS & other administrative experiences) etc.
- (iv) Conduct and manage workshops on topics selected by I-Metro members.
- (v) Prepare agenda, MoM of Meetings and to assist in Organizing, Conducting the I-Metro meetings.
- (vi) Liaison with other institutions.
- (vii) To coordinate among different metros
- (viii) To procure various study materials
- (ix) To organize and conduct I-Metro meetings
- (x) All other related functions to fulfill the Aims & Objectives of the society
- (xi) Good co-ordination and networking skills
- (xii) Hands on practice in working with MS Office, Excel, internet etc.
- (xiii) Experience in management of Professional Institutions

#### **Assistant Coordinator -**

**The incumbent shall be responsible for the following –**

- (i) Assist in Collecting, analyzing, compiling, preparing and publishing KPI (Key Performance Indicator) and other reports from time to time.
- (ii) Assist in managing I-Metro website.
- (iii) To co-ordinate queries and their responses among other metros at web forum. Handle and manage all pages of the web forum.
- (iv) Handling of all administrative work including assist in financing (membership fee, GST, TDS & other administrative expenses), etc.
- (v) Assist in Conducting and managing workshops on topics selected by I-Metro members.
- (vi) Liaison with other institutions.
- (vii) Coordination among different metros.
- (viii) To assist in procurement of various study materials.
- (ix) Draft agenda of meetings and to assist in organizing, conducting the I-Metro meetings and drafting / preparing minutes of meetings.
- (x) All other related functions to fulfill the Aims & Objectives of the society.
- (xi) Good co-ordination and networking skills.
- (xii) Hands on practice in working with MS Office, Excel, internet etc.

### **IV. SELECTION PROCESS**

The selection methodology shall comprise of Interview / Medical examination.

The Medical Examination will be in Executive / Non-Technical category.

Candidates shall be called for Screening process in the ratio of 1:5, subject to availability of eligible candidates.

The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass the Screening Process / **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 Society shall be final on this issue. **All related information shall be available only on the Website: <http://www.delhimetrorail.com> and candidates must regularly check the website for updates.**

## **V. CHARACTER & ANTECEDENTS:**

The success in the screening process does not confer any right to engagement unless the Society 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.

## **VI. Schedule of selection:**

- a) **Last date of receipt** of duly filled in application format as at Annexure I (along with relevant documents in support of qualification, work experience, pay & pay scale) through Speed post / Email is **28/08/2020**. Incomplete applications or applications received after the due date will be summarily rejected. I-METRO shall not be responsible for loss / delay in post.
- b) **The list of shortlisted candidates shall be uploaded on DMRC website in the second week of September 2020 (tentatively) and interviews will be held in the third week of September, 2020 at Metro Bhawan, Barakhamba Road, New Delhi OR through online mode (tentatively) (Complete details will be displayed on DMRC website).**
- c) No separate communication, by post, will be sent to candidates individually. Candidates are required to go through the instructions / schedule for interview displayed on DMRC website and appear for the interview, accordingly along with original copies of testimonials.
- d) **The final result will be declared by last week of September, 2020. (Tentatively).**

The candidates presently employed in Govt. or Public Sector undertakings (PSUs) should forward their application through proper channel along with the APARs for the last five years, Vigilance and D&AR clearance, so as to reach the below mentioned address by stipulated date. The candidates are advised to check the website regularly and all further information regarding the screening process shall be published on the Career section of DMRC website.

The duly filled in application form should be sent in an envelope super scribing the **Name of Post** on the cover prominently, **latest by 28/98/2020**, 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 sought documents (as stated in the Application Form) to [imetrodacell@gmail.com](mailto:imetrodacell@gmail.com) (mention the name of the post and Advt. no. in the subject of email):

**Sr. DGM / Operations / TO - I  
Delhi Metro Rail Corporation Ltd  
Metro Bhawan, Fire Brigade Lane,  
Barakhamba Road, New Delhi.**

# INDIAN METRO RAIL ORGANIZATIONS' SOCIETY

ADVT No. I-METRO/HR/2020 (01) Dated: 07/08/2020

AFFIX A RECENT  
PASSPORT SIZE  
SELF ATTESTED  
PHOTOGRAPH

## ANNEXURE I

### APPLICATION FORMAT

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

S.No.	DETAILS	PARTICULARS				
1 A	POST NAME					
B	POST CODE					
2	APPLICANT NAME (Sh./Smt./Ms.)					
3	FATHER's / HUSBAND's NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	AGE as on 01/08/2020	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	POST GRADUATION					
C	OTHER					
12	WORK EXPERIENCE (AS ON 01/08/2020) (FILL ONLY THE APPLICABLE COLUMN)					
I	TOTAL EXECUTIVE EXPERIENCE	YEARS	MONTHS	DAYS		
A	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YY)					
B	DATE OF JOINING FIRST REGULAR JOB (DD/MM/YY)					

IF YES, DETAILS OF EXPERIENCE				
<b>II</b>	<b>FOR GOVT. SECTOR / PSU APPLICANT in <u>CDA</u> SCALE (Complete details of executive service / position held since joining) (separate sheet may be attached)</b>			
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (CDA)</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>III</b>	<b>FOR GOVT. SECTOR / PSU APPLICANT in <u>IDA</u> SCALE (Complete details of executive service / position held since joining) (separate sheet may be attached)</b>			
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Pay Scale (IDA)</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>IV</b>	<b>FOR PRIVATE SECTOR APPLICANT (separate sheet may be attached)</b>			
	<b>Executive Post Held</b>	<b>Organization Name</b>	<b>Gross Salary / CTC pm</b>	<b>Period (From – To) dd/mm/yy – dd/mm/yy</b>
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>V</b>	<b>ESSENTIAL WORK EXPERIENCE</b>			
<b>A</b>	<b>EXPERIENCE IN ANY OF TECHNICAL, ADMINISTRATIVE, FINANCIAL AND LEGAL FUNCTIONS IN RAILWAYS / METRO RAIL COMPANY FOR ATLEAST 20 – 25 YEARS (FOR COORDINATOR POST)</b>		<b>YES / NO</b>	
<b>B</b>	<b>EXPERIENCE IN RESEARCH ORIENTED FUNCTION, DATA ANALYTICS AND MANAGEMENT, ADMINISTRATIVE, COORDINATION AND FINANCIAL FUNCTION IN RESEARCH BASED / EDUCATIONAL INSTITUTIONS / METRO RAILWAYS FOR AT LEAST 08 - 10 YEARS (FOR ASSISTANT COORDINATOR POST)</b>		<b>YES / NO</b>	
<b>VI</b>	<b>BREIF DESCRIPTION OF WORK EXPERIENCE</b>			
<b>13</b>	<b>WHETHER ANY PUNISHMENT WAS AWARDED TO APPLICANT IN LAST 10 YEARS</b>		<b>YES / NO</b>	
	<b>IF YES, DETAILS OF CASE</b>			

14	WHETHER ANY ACTION OR INQUIRY IS GOING ON AGAINST APPLICANT	YES / NO
	IF YES, DETAILS OF INQUIRY	
15	NOC, VIGILANCE, D&AR CLEARANCE FROM CURRENT EMPLOYER ENCLOSED (IN CASE OF GOVT. or PSU APPLICANT)	YES / NO
16	ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED (IN CASE OF GOVT. or PSU APPLICANT)	YES / NO

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) (Marks card & Degree)
2. Work Experience Certificate
3. NOC, Vigilance & D&AR clearance from Employer (In Case of Govt. or PSU Applicant)
4. APARs of last 5 years (In Case of Govt. or PSU Applicant)