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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 (215)

ANNEXURE-I

DMRC APPLICATION FORMAT

AFFIX A
RECENT
PASSPORT
SIZE SELF
ATTESTED
PHOTOGRAPH

(TO BE FILLED IN CAPITAL LETTERS BY THE APPLICANT)

S. No.	DETAILS	PARTICULARS				
1A	POST NAME					
B	POST CODE					
C	BASIS FOR APPLYING THE POST (Please tick one option)	Absorption ☐ Deputation ☐ Post Retirement Contractual Engagement ☐				
2	APPLICANT's NAME (Sh./Smt./Ms.)					
3	FATHER's/HUSBAND's NAME (Sh.)					
4	DATE OF BIRTH (dd/mm/yyyy)					
5	SERVICE					
6	DEPARTMENT					
7	AGE as on 01/11/2025 (Max. 57 Years)- for Absorption (Max. 55 Years)- for Deputation (Min. 55 years & Max. 62 Years)- for PRCE	YEARS	MONTHS	DAYS		
8	CORRESPONDENCE ADDRESS					
		STATE:		PINCODE:		
9	CONTACT NUMBER WITH STD CODE					
10	MOBILE NUMBER					
11	E-MAIL ID					
12	CATEGORY (SC/ST/OBC/GENERAL)					
13	DATE OF SUPERANNUATION (for application on PRCE basis, if applicable)					
14	EDUCATIONAL QUALIFICATIONS					
	Qualification	Particulars (Name of degree)/Please Mention (Full Time /Part Time)	Subject	Institute /University	% or CGPA	Passing Year
A	GRADUATION					
B	POST GRADUATION					
C	OTHERS					

15	WORK EXPERIENCE (AS ON 01/11/2025) (FILL ONLY THE APPLICABLE COLUMN)			
I	TOTAL WORK EXPERIENCE		YEARS	MONTHS
A	CURRENT ORGANIZATION			
B	LAST ORGANIZATION (if applicable)			
C	DATE OF LAST PASSED REGULAR EXAMINATION (DD/MM/YYYY)			
D	DATE OF JOINING FIRST REGULAR JOB (DD/MM/YYYY)			
E	DITS (DATE OF ENTRY IN TIME SCALE)			
F	PRESENT PAY BAND WITH GRADE PAY AND BASIC PAY AS ON DATE OF APPLICATION			
II	FOR APPLICANT FROM the Railways/PSUs/Govt. Organization in <u>CDA/ IDA</u> PAY SCALE (complete details of service/position held since joining) (separate sheet may be attached, if necessary) (Tick the applicable PayScale type–CDA/IDA and mention the full Pay Scale below)			
	Designation/ Post Held during Gazetted/ Executive service (since date of initial appointment)	Organization Name With Place of posting	Pay Scale (IDA/CDA) and Grade (i.e., JAG/SG/SAG, etc.,)	Period (from–to) dd/mm/yy – dd/mm/yy
A				
B				
C				
D				
III	DETAILS OF DEPUTATION DURING SERVICE			
A	DETAILS OF PREVIOUS DEPUTATION/FOREIGN ASSIGNMENT, IF ANY			
B	WHETHER DEBARRED FROM DEPUTATION? IF YES, PLEASE FURNISH DETAILS.			
C	WHETHER COOLING OFF PERIOD COMPLETED? IF YES, DATE OF RETURN FROM PREVIOUS DEPUTATION WITH DETAILS, WHEREVER APPLICABLE.			
IV	ESSENTIAL WORK EXPERIENCE			
A	WORKING IN/ HAVE WORKED AS IRSE OFFICER, OR, EX-IRSE OFFICER			YES / NO
B	HAVING VARIED EXPEIRENCE IN CIVIL ENGINEERING WORKS INCLUDING CONSTRUCTION & MAINTENANCE, IN CIVIL			YES / NO

	ENGINEERING DEPARTMENT OF THE INDIAN RAILWAYS/ GOVT. ORGANIZATION/ PSUs AS MENTIONED IN PARA 2.1 OF THE ADVERTISEMENT	
C	HAVING 18/16/14 YEARS OF EXPERINECE AT GAZETTED/ EXECUTIVE LEVEL IN RAILWAYS/ GOVT/PSUs FOR THE RESPECTIVE POSITIONS AS MENTIONED IN ADVT. IN PARA 2.2 OF THE ADVERTISEMENT.	YES / NO
D	WORKING IN/ RETIRED (FOR POST RETIREMENT CONTRACTUAL ENGAGEMENT BASIS only) FROM CDA / IDA PAY SCALE, AS MENTIONED IN THE ELIGIBILITY CRITERIA, IN PARA 2.2 (A)/ (B) OF THE ADVT. (Whichever is applicable)	YES / NO
V	BREIF DESCRIPTION OF THE WORK EXPERIENCE	
16	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 OF THE CASE	Enclose Separate sheet
17	WHETHER ANY CASE PENDING IN THE COURT OF LAW, OR, ANY DISCIPLINARY ENQUIRY GOING ON, AGAINST THE APPLICANT	YES/NO
	IF YES, DETAILS THERE OF	Enclose Separate sheet
18	NOC FROM CURRENT EMPLOYER ENCLOSED	YES/NO
19	VIGILANCE AND D&AR STATUS FROM CURRENT EMPLOYER ENCLOSED	YES/NO
20	COPIES OF ANNUAL PERFORMANCE APPRAISAL REPORT FOR LAST 5 YEARS ENCLOSED	YES/NO
21	WHETHER APPEARED FOR INTERVIEW IN DMRC IN THE PAST (IF YES, DETAILS THERE OF)	YES/NO
22	ANY OTHER RELEVANT INFORMATION (DISTINCTIONS/AWARDS/CERTIFICATES, etc.,)	

23	HOBBIES/ INTERESTS

I hereby declare that the particulars furnished above are true. I understand that my candidature shall 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 (as applicable)

1. Educational Certificates (Matriculation, Diploma, Graduation, Post-Graduation and Others)
2. Work Experience Certificate/ Service Certificate
3. Copy of PPO (retired from Govt./Railways/PSUs, if applicable)
4. NOC from Employer along with D&AR and Vigilance clearance (in case of working in Railways/Govt. PSUs)
5. APARs of Last 5 years
6. Documents in support of substantive grade, on regular basis (for candidates working in CDA pay scales).
7. Last pay Certificate/ Pay Slip.
8. Last promotion order, for the pay scale substantively held by the candidate in the present/ last organization.

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

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

1. Name of Official (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
belongs Including batch/ year
(During the ten preceding years)

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

Date:

(SIGNATURE)

Name : _____
Designation : _____

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

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

Name of the Official: _____

8.	Whether the Official has been placed on 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: _____