



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
DELHI METRO RAIL CORPORATION LIMITED
भारत सरकार एवं एनसीटी दिल्ली सरकार का संयुक्त उपक्रम
A JOINT VENTURE OF THE GOVT. OF INDIA AND THE GOVT. OF THE NCT OF DELHI

No. DMRC/HR/Rectt./I/2019/RE08(B)/2021

Date: 11/02/2021

Ref.: 1. Advt. No. DMRC/HR/Rectt./I/2019, dated: 14/12/2019.
2. Addendum – I, dated: 01/01/2020.
3. Notice No.: DMRC/HR/Rectt./I/2019/RE08(A)/2020, dated: 06/04/2020.

NOTICE

SCHEDULE OF DOCUMENTS VERIFICATION AND INTERVIEW FOR THE POST OF ASSISTANT MANAGER / FINANCE.

Further to the Notice, dated: 06/04/2020, following **04** candidates (not in order of merit) are required to report for Documents Verification and Interview for the post of AM/Finance/Regular (RE08), as per the date, time & venue, mentioned hereunder: -

Interview Venue:

**Delhi Metro Rail Academy (DMRA),
Train Depot, Shastri Park, East Approach Road, Delhi-110053.**

[Location: Within 1 km. on Kashmere Gate ISBT - Shahdara Road on Yamuna Bridge.

Nearest Metro Stations: Shastri Park (on Red Line)
Kashmere Gate (on Red/Yellow/Violet Line)]

Reporting Time:

09:00 A.M.

SN	Roll No.	Candidate Name (S/Shri/Ms.)	Date of Birth (dd/mm/yyyy)	Reporting Date (dd/mm/yyyy)
1	19RE0801174727	AAKANSHA JAIN	26/04/1996	25/02/2021
2	19RE0801175591	RACHIT ARORA	08/04/1994	25/02/2021
3	19RE0808159165	DIVYA	17/07/1995	25/02/2021
4	19RE0802181111	MANOJ KUMAR	01/12/1989	25/02/2021

Instructions: -

1. The candidature of above candidates is provisional and subject to verification of documents & meeting the notified eligibility criteria for the said post, failing which the candidature shall be summarily rejected. Also, if at any stage, it is found that the candidate does not fulfil any of the conditions of eligibility or if any information is found to be incorrect or false, at any point in time, his/her candidature will be cancelled.
2. The fact that a candidate has been called provisionally does not confer any right on him/her to be treated as eligible in all aspects for appointment.
3. The candidates shall report at the nominated venue, as per schedule mentioned above. No request for change in date, time of Interview would be entertained.
4. Candidates are advised to bring the following documents, in original and self-attested copy, to be produced & submitted at the time of documents verification, failing which they will not be allowed to appear in the Interview: -

- Colour copy of your online application form;



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- Minimum 05 recent colour passport photographs. The photographs must resemble the photograph that they had uploaded in their online application form;
 - Duly filled-in, Candidate Information Form (Blank Proforma is available at www.delhimetrorail.com/career.aspx;
 - Proof of Date of Birth (as per SSC/Matriculation Certificate);
 - Educational Qualification Certificates/Degree and Year/Semester-wise Marksheet (Matriculation onwards);
 - CGPA/CPI to percentage conversion formula, if applicable, as adopted by the University/Institute;
 - SC/ST/OBC/EWS certificates issued by the Competent Authority, if belonging to reserved community and requiring reservation/concession/relaxation, which was uploaded at the time of filling online application form. The proformas of respective Caste Certificates are available at www.delhimetrorail.com/career.aspx;
 - Declaration by OBC Candidates, as available at www.delhimetrorail.com/career.aspx;
 - In case of candidates belonging to 'OBC' category, their caste should be in Central List and certificates should also be current with sub-caste and non-creamy layer clause and not more than one year old;
 - No Objection Certificate, if applicable;
 - Work Experience Certificates, if applicable;
 - ID proof (viz. AADHAAR, PAN, Passport, Driving Licence, Election Photo Identity Card etc.);
 - Any other document, as deemed necessary at the time of verification.
5. In case the candidates are already serving in Central/State Government Services/ Public Sector Undertaking/Autonomous Body and/or their application was not forwarded through the department, they should bring a "No Objection Certificate" from their office failing which they will not be allowed to appear in the Interview.
6. Those candidates, who applied under SC/ST/OBC (of Central List)/EWS category, should they be considered under relaxed conditions, must produce latest Caste certificate, with sub-caste (along-with non-creamy layer clause for OBC candidates), issued by the Competent Authority, at the time of Documents Verification/Interview, failing which they will not be allowed for the same.
7. This is a mere call for participating in the selection process and should not be treated as an offer of appointment.
8. No separate postal letter will be sent in this regard.
9. It may also be noted that a candidate would have the option to take part / answer the questions in Interview in Hindi or English language.
10. Candidates are advised to keep visiting the Career section of DMRC website (viz. www.delhimetrorail.com/career.aspx), for latest updates, in this regard.
11. ***In order to contain the spread of COVID – 19, candidates may take note of the following special instructions and other related instructions issued by the Govt. from time to time: -***
- a) ***Entry of only candidate would be allowed, one-time, inside the Delhi Metro Rail Academy, on production of their online application form and original ID proof, viz. AADHAAR, PAN Card, Election Photo ID Card etc.***
 - b) ***It is mandatory to install the 'Aarogya Setu' app and it should show the 'Safe'/'Low Risk' status with green colour.***
 - c) ***In their own safety, candidates are advised to bring with themselves own Mask, Hand Sanitizer, Hand Gloves and other necessary items to avoid exchange.***



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- d) Candidates are advised to maintain 'Do Gaz ki Doori' at all times inside the Delhi Metro Rail Academy.*
- e) The canteen facility is temporarily suspended and fooding would not be available.*

For any further information, please contact Recruitment Cell, HR Department on 011-23417910-12, Extn. Nos.: 534282/534406 from Monday – Friday (working days) during 10:00 AM – 5:00 PM

Important: Canvassing in any form will result in cancellation of the candidature.
