



JAIPUR METRO

## JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

Registered Office: Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur-302020

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in), CIN: U60221RJ2010SGC030630

No. F.1(H-248)/JMRC/DCA/SS-XIX/2020-21/173

Dated: 08<sup>th</sup> April, 2022

10 8 APR 2022

### VACANCY CIRCULAR

### INVITING APPLICATIONS FOR DEPUTATION

Jaipur Metro Rail Corporation Ltd. (JMRC), a Government of Rajasthan Undertaking registered under the Companies Act, 1956, is implementing Metro Rail Transit System in Jaipur city and its commercial operations started on 3<sup>rd</sup> June, 2015.

Through this circular, JMRC seeks applications for deputation by Special Selection from amongst the employees of Indian Railways and its subsidiary/sister concerns, Metro Rail Corporations or any Ministry, Department, Office, Undertaking, Board or Organisation of the Central Government or a State Government. The list of vacant posts to be filled, along with details of pay, qualification and experience for each post, is enclosed as Annexure-I. The posts indicated in Annexure-I are tentative which also include the posts for which selections have been made but selected candidate did not join as yet or the posts likely to become vacant in near future. JMRC reserves the right to change/ cancel the vacancies or to defer/cancel the selection/screening process for any of these posts at any stage depending upon developments in the meanwhile.

Selection for appointment to the posts shall be made from amongst the applicants who possess requisite qualification and experience for the post as on the Last Date for Receipt of Applications and hold lien on a regular post in the parent department/organization. The process of selection from amongst those who apply for deputation is called special selection and is described in JMRC Recruitment and Service Rules, 2012, hosted on JMRC website, i.e., [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in).

Before applying, it may be ensured that the mandatory cooling-off period, if any, is completed within 3 months from the last date of submission of the application and the application is duly forwarded by the concerned parent department / organization (zonal office in case of Indian Railways' employees and PSU Head office in case of PSU employees and State / Central government offices who are already on deputation) before date of interview in any case. Officers who are already working on deputation should have at-least 3 years of balance tenure from the total allowed deputation as per their parent department rules.

The officers selected and appointed on deputation in JMRC through this process of special selection shall draw the same pay and the same grade pay/Level, which they may be drawing (in the substantive or officiating capacity) in the prescribed scale for the post held by them immediately before appointment in the Corporation. The next date of increment shall also remain unchanged. However, they shall be paid a Special Allowance# at the rate of 15% of the Basic Pay during their tenure in JMRC. Other allowances, honoraria and reimbursements shall be admissible as provided in Chapter IX of the JMRC Recruitment & Service Rules, 2012, subject to their terms of deputation.

# Clarification: As per Finance Department, GoR order dated : 30<sup>th</sup> October, 2017, the amount of Special Allowance has been frozen. Till the revision in rate of Special Allowance payable to deputationists is decided by GoR in view of revision of Basic Pay after 7<sup>th</sup> pay commission implementation in Central Government / State Governments / after 3<sup>rd</sup> PRC in CPSUs; the Special Allowance shall be paid @ 15% of pre-revised Basic Pay (6<sup>th</sup> CPC basic pay (CDA Scale) or pre 3<sup>rd</sup> PRC Basic pay (IDA Scale) of the month before such pay revision).

The tenure of officers selected through this process shall ordinarily not exceed three years and may be extended for further term not exceeding two years at a time but the total tenure shall not exceed seven years in general. In exceptional circumstances, the tenure of deputation may be extended upto 10 years with the approval at competent level & subject to consent of Parent Organisation.

It is requested that this circular may be widely circulated among the organizations /staff under your jurisdiction; and applications (in the prescribed proforma enclosed as Annexure – II) of eligible officers /officials who are willing to work on deputation in Jaipur Metro may be forwarded to the Chairman & Managing Director, Jaipur Metro Rail Corporation Ltd., Admin Building, Metro Depot, Bhriku Path, Mansarovar, Jaipur – 302020, so as to reach JMRC on or before 06<sup>th</sup> May, 2022. While doing so, the forwarding authorities may fill in Part-B of the application and enclose attested copies of applicant's annual confidential reports/ performance appraisal reports (or summary thereof) for the last five years.

In cases where an applicant anticipates delay in forwarding of his/her application through proper channel, he/she is welcome to send an advance copy of Part-A of the application so as to reach JMRC on or before the Last Date for Receipt of Applications, i.e., 6<sup>th</sup> May, 2022. However, in such cases, it would be incumbent upon the applicant to ensure that his/her complete application (including Part-B thereof), duly certified and forwarded by the Cadre Controlling Authority, reaches JMRC on or before the date of interview. Those whose applications are not so forwarded or who do not produce clearance of the Cadre Controlling Authority may not be interviewed, and if interviewed, may not be considered for selection/ appointment.

Any corrigendum/ addendum/ clarification that may be issued in relation to this circular will be posted only on JMRC website [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in). For any queries, JMRC can be contacted at [dgmhr@jaipurmetrorail.in](mailto:dgmhr@jaipurmetrorail.in).



(Ajitabh Sharma, IAS)  
Chairman & Managing Director

Encl : As Above. 174 - 180

To,

1. Secretaries of all Ministries/ Departments of Government of India
2. Chief Secretaries of all States/ Union Territories
3. Member (Rolling Stock)/Member (Traffic)/ Member (Infrastructure)/ Member (Traction)/ Member (Staff), Railway Board, Ministry of Railways, New Delhi
4. DG (S&T), Railway Board, Ministry of Railways, New Delhi
5. General Managers/ CPOs of all Zonal Railways
6. Managing Directors of all Metro Rail Corporations
7. All Departments/ Offices/ Undertakings/ Boards/ Organisations under Govt. of India

Copy also to: 181 - 185

1. Additional Chief Secretary/ Pr. Secretary/Secretary, All Deptts, Government of Rajasthan
2. Registrar, Rajasthan Board of Revenue, Ajmer
3. Commissioner, Information & Public Relations, Government of Rajasthan, Jaipur
4. Commissioner, Settlement Department, Viman Bhawan, Gopalbari, Jaipur
5. All Divisional Commissioners & District Collectors of Rajasthan

## List of posts to be filled by deputation through Special Selection:

S. No.	Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC. Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR	Qualification and Experience	Number of Posts
1	<p><b>Director (Project)</b></p> <p>GP as per 6th CPC : 10000/9500</p> <p>Level as per 7th CPC : GoI- L-14 GoR -L-24/L-23</p>	<p>An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification)</p> <p><b>with</b></p> <p>a total experience of 21 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 5 years in Metro Rail Projects</p> <p><b>and</b></p> <p>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 7 years.</p>	01
2	<p><b>Director (Corporate Affairs)</b></p> <p>GP as per 6th CPC : 10000/9500</p> <p>Level as per 7th CPC : GoI- L-14 GoR -L-24/L-23</p>	<p>An officer having a total experience of 21 years in Rajasthan state services (RAS/RACs), Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/Board/Organisation of Government of India/State Government, preferably with a 3 years experience in a Public Sector Undertaking/ Statutory Corporation</p> <p><b>And</b></p> <p>Working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 7 years.</p>	01
3	<p><b>Executive Director (Operations)</b></p> <p>GP as per 6th CPC : 8700</p> <p>Level as per 7th CPC : GoI- L-13 GoR -L-21</p>	<p><b>EITHER</b></p> <p>a) An officer with a Degree in Engineering in Electronics/ Electronics &amp; Communication/ Electrical/Mechanical/Civil from a recognised University (or equivalent Engineering qualification)</p> <p><b>with</b></p> <p>a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects</p> <p><b>and</b></p> <p>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.</p> <p><b>OR</b></p> <p>b) An officer of Indian Railway Traffic Service with a total experience of 14 years.</p>	01

S. No.	Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC, Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR	Qualification and Experience	Number of Posts
4	<b>Executive Director (Traction/E&amp;M)</b>  GP as per 6th CPC : 8700  Level as per 7th CPC :  GoI- L-13 GoR -L-21	An officer with a Degree in Engineering in Electrical from a recognised University (or equivalent Engineering qualification)  <b>with</b> a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects  <b>and</b> working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.	01
5	<b>Executive Director (Corporate Affairs)</b>  GP as per 6th CPC : 8700  Level as per 7th CPC :  GoI- L-13 GoR -L-21	An officer having a total experience of 14 years in Rajasthan state services (RAS/RAcS), Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with a 2 years experience in a Public Sector Undertaking/ Statutory Corporation  <b>and</b> working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.	01
6	<b>General Manager (Civil)</b>  GP as per 6th CPC : 7600  Level as per 7th CPC :  GoI- L-12 GoR -L-19	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification)  <b>with</b> a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects  <b>and</b> working in equivalent or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.	01
7	<b>Joint General Manager (Revenue)</b>  GP as per 6th CPC: 6600  Level as per 7th CPC :  GoI - L-11 GoR- L-16	An officer having a Master Degree in Business Administration (Finance) from a recognised University(or equivalent qualification)  <b>with</b> a total experience of 9 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments  <b>and</b> working in equivalent or immediate lower Level in the Pay Matrix.	01



S. No.	Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC, Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR	Qualification and Experience	Number of Posts
8	<b>Joint General Manager (Admin)</b>  GP as per 6th CPC: 6600  Level as per 7th CPC :  GoI - L-11 GoR- L-16	An officer of Rajasthan State Service or any Department/PSU/Board/Organisation of Government of India/State Governments <b>with</b> a total experience of 9 years in the Service, preferably with an experience of a 2 years in a Public Sector Undertaking/Statutory Corporation preferably in the field of general administration. <b>and</b> working in equivalent or immediate lower level in the Pay Matrix.	01
9	<b>Deputy General Manager (S&amp;T and AFC)</b>  GP as per 6th CPC : 5400  Level as per 7th CPC :  GoI- L-10 GoR -L-14	An officer having a Degree in Engineering in Electronics/ Electronics & Communication from a recognised University(or equivalent Engineering qualification) <b>with</b> a total experience of 7 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower Level in the Pay Matrix.	01
10	<b>Private Secretary</b> GP as per 6th CPC: 6000  Level as per 7th CPC :  GoI - L-10 GoR- L-15	An employee in Level in the Pay Matrix of Rs. 4800/- or above having a total experience of at least 18 years of working as Private Secretary (PS), Sr.PA, PA, Steno or equivalent level, in any Department/ PSU/ Board/ Organisation of Government of India/ State Governments.	04
11	<b>Manager (Revenue)</b>  GP as per 6th CPC: 4800  Level as per 7th CPC :  GoI- L-8 GoR- L-12	An officer who is either a qualified, Chartered Accountant or has a Master Degree in Business Administration from a recognized University (equivalent qualification) <b>with</b> a total experience of 4 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/Board/Organisation of Government of India/State Governments. <b>and</b> working in equivalent or immediate lower Level in the Pay Matrix.	01
12	<b>Manager (HR)</b>  GP as per 6th CPC: 4800  Level as per 7th CPC :  GoI- L-8	An officer who has a Master Degree / PG Diploma in HR management from a recognised University (or equivalent qualification) <b>with</b> 4 years experience in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/	01



PROFORMA OF APPLICATION FOR DEPUTATION



S. No.	Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC, Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR	Qualification and Experience	Number of Posts
	GoR- L-12	Board/Organisation of Government of India/State Governments <b>and</b> working in equivalent or immediate lower Level in the Pay Matrix.	
13	<b>Tehsildar</b> GP as per 6th CPC: 4800 Level as per 7th CPC : GoI- L-8 GoR- L-12	An officer of Rajasthan Tehsildar Service (RTS) working in Government of Rajasthan and having an experience of at least 5 years.	01
14	<b>Senior Executive Officer (Accounts)</b> GP as per 6th CPC: 4800 Level as per 7th CPC : GoI- L-8 GoR- L-12	An Assistant Accounts Officer working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan <b>with</b> an experience of at least 2 years in a PSU/ statutory Corporation.	02
15	<b>E.O. (Accounts)</b> GP as per 6th CPC : 4200 Level as per 7th CPC : GoI- L-6 GoR- L-11	An Accountant/ Jr. Accountant working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan <b>with</b> an experience of at least 2 years in a PSU/ statutory Corporation <b>and</b> having hands-on knowledge of computer.	02
		<b>TOTAL</b>	<b>20</b>



PROFORMA OF APPLICATION FOR DEPUTATION IN JMRC

**PART - A: (To be filled by the applicant)**

1. POST APPLIED FOR : \_\_\_\_\_  
(Please fill separate applications, if you wish to apply for more than one of the posts)

2. PERSONAL DETAILS

- a. Full Name:
- b. Father's/Husband's Name:
- c. Date of Birth:
- d. Present Post/Designation:
- e. Place of present posting:
- f. Permanent Address:
- g. Postal Address:
- h. Mobile number (s) for :  
Contact/ SMSs
- i. Email ID:  
(this email ID will  
be used for all correspondence in  
relation to this Application)



Photo

**3. DETAILS OF CURRENT POSTING****a. Parent Department/ Organisation**

i.	Name of Parent department/ organisation/ service with Unit/ Zone & place of posting	
ii.	Date of 1st joining in service of the Govt. department/ organization (only if worked in more than one Govt. department/ PSU / organization)	
iii.	Date of joining in service of the present parent department/ organisation	
iv.	Date of superannuation from the parent department/ organization	

**b. Details of Service**

i.	Name of Present department/ organisation	
ii.	Present Post/ Designation & Place	
iii.	Type of Pay Scale (Tick as applicable)	CDA (6 <sup>th</sup> CPC) / CDA (7 <sup>th</sup> CPC) / IDA (After 3 <sup>rd</sup> PRC) / IDA (Before 3 <sup>rd</sup> PRC)
iv.	Equivalent Grade Pay (as per 6 CPC)	
v.	Present Level in Pay Matrix as per 7 <sup>th</sup> CPC (GoI or GoR)/ Scale as per IDA (E1, E2...etc.); as applicable	
vi.	Date of Entry into Present Grade Pay/Pay scale/ Pay Level	
vii.	Immediate lower Grade Pay / Pay Level that you were getting before the grant of present Grade Pay / Pay Level	
viii.	Date of Entry into immediate lower Grade Pay/Pay scale/ Pay Level	
ix.	Whether the employment in parent organization is a regular employment	



x.	Details of Punishments/ Enquiries/ Police Cases/ Convictions/ Debarments, if any					
xi.	Details of Awards/ Honours/ Citations, if any					
xii.	Summary of ACR for last Five Years	2016-17	2017-18	2018-19	2019-20	2020-21

**4. ACADEMIC/ PROFESSIONAL QUALIFICATIONS**

Degree/ Diploma/ Certificate	Name of Board/ Institution/ University	Year of Passing	Subject(s)/ Discipline/ Branch

**5. EXPERIENCE DETAILS**

a. Details of Postings held (attach separate sheet, if required)

Period		Name of department/ organization	Post held	Whether on cadre post or on deputation	Work profile
From	To				

**b. Experience in terms of Years and Months**

Total Experience of working in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments	
Of the total experience, Experience in PSU / Statutory Organisations	
Of the total experience, Experience in Metro Rail Projects	
Of the total experience, any experience specifically relevant to the Post applied for Type of Experience	
Period of experience in Years, Months and Days	

I hereby submit my Application for deputation in JMRC against the Special Selection Post of \_\_\_\_\_

I declare that:

- a) I have carefully gone through the Vacancy Circular & JMRC Recruitment & Service Rules, 2012 as amended upto date (available on JMRC website) and I am aware that my tenure in JMRC will be governed by these Rules, except where otherwise provided in the terms and conditions of deputation mutually agreed upon between my parent department/ organisation and JMRC.
- b) I am aware that my Application will be considered only if it is duly certified and forwarded by my Cadre Controlling Authority and reaches JMRC on or before the prescribed date.
- c) I am well aware that on being forwarded, my Application will be assessed by the Selection Committee as per the Rules of JMRC.
- d) To the best of my knowledge, the information submitted by me is correct and I am qualified to hold a post in JMRC.

Date

Name and Signature of the Applicant

**PART - B****(To be filled by the Cadre Controlling Authority/ Parent Department/ Organisation)**

The application of the following officer is being forwarded to JMRC for considering his/ her deputation in JMRC:

- 1) Full Name of the Applicant :
- 2) Cadre/ Post in the parent department :
- 3) Date of Birth :
- 4) Date of Superannuation :
- 5) Has the officer been given any punishment in the last five years? If yes, please write a short description below
- 6) Is there any disciplinary proceeding pending against the officer (only the cases where charge- sheets have been served)? If yes, please write a short description below
- 7) Whether original or attested copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of last five years are enclosed?
- 8) Whether the employee is a regular employee of parent department/organisation?

It is certified that the particulars given above are correct and that in the event of the officer being selected for deputation in JMRC, his/her services shall be placed at the disposal of JMRC for the period of deputation which shall ordinarily not exceed three years.

Date

Name, Designation & Signature of  
authorised officer of the Parent  
Department/ Organisation

