

Ref: (1) No. DMRC's Advertisement No.DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Closing date for online registration date 15th Oct, 2016.

NOTICE (Dated : 14th June' 2017)

- Result for Computer Based Test(CBT) for the post of Fitter (NE08(B)) – [Click Here](#)
- Instructions to the candidates for attending Medical Examination & Document Verification – [Click Here](#)

All shortlisted candidates will be called for next stage of recruitment i.e. Medical Examination & Document Verification to be held later on. Candidates will be called for medical examination & document verification later on as per requirement for which candidates will be informed separately. Candidates are advised to remain in constant touch with DMRC website, viz. www.delhimetrorail.com for any further updates.

Delhi Metro Rail Corporation Limited

(A Joint venture of Govt. of India and Govt. of Delhi)

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NOTICE (Dated : 14th June' 2017)

243 nos. of Candidates bearing following Roll Nos. (arranged in merit order) have been short listed provisionally for the post of Maintainer/Fitter (NE08(B)), the written test/CBT, of which was held by DMRC on 15.02.2017, in response to its vacancy notification No. DMRC's Advertisement No. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Closing date for online registration 15th Oct, 2016.

Post Name & Code :	Maintainer/Fitter (NE08(B))
Number of candidates Shortlisted :	243 (including Reserved communities & ExS)

Merit wise detailed result:- [Click Here](#)

Roll. No. Wise result

11012200041	11132200338	13022200014	16012202064
11012200100	11132200483	13022200328	16012202278
11012200282	11132200507	13022200363	16012202299
11012200320	11142200153	13022200790	16012202442
11012200825	11142200300	13022200846	16012202476
11012200881	12012200234	13022201153	16012202513
11012201002	12012200389	13032200045	16012202585
11012201052	12012200446	13032200603	16012202689
11012201667	12012200473	13032201150	16012202732
11012201818	12012200565	14012200472	16012202753
11022200137	12012200652	14012200534	16012202774
11022201012	12012200917	14012200617	16012202813
11022201055	12012200927	14012200655	16012202911
11022201154	12012200932	14012200811	16012203082
11022201297	12012201210	14012200950	16012203109
11022201309	12012201224	14012200985	16012203137
11022201691	12012201237	14012201065	16012203330
11022201746	12012201243	14012201068	16012203761
11022201862	12022200167	14012201282	16012204150
11022201935	12022200268	14012202116	16022200060
11022202437	12022200301	14022200288	16022200102
11022202558	12022200410	14022200551	16022200221
11032200012	12022200519	14032200224	16022200247
11032200029	12022200704	14032200274	16022200329
11032200107	12022200726	14032200357	16022200353
11032200135	12022200808	14032200549	16022200668
11032200396	12032200005	14042200168	16022200704
11032200838	12032200126	14042200176	16022200777
11032200877	12032200131	15012200094	16022200811
11032200965	12032200199	15012200166	16022200990
11042200002	12042200063	15012200244	16022201068
11042200196	12042200421	15012200286	16022201557
11042200355	12042200617	15012200359	16022201561

11042200407	12052200249	15022200132	16022201588
11042200911	12052200614	15022200337	16022201688
11052200042	12052200627	15022200351	16022201958
11052200325	12052200722	15032200067	16022201987
11052200557	12052200872	15032200186	16022202030
11052200577	12052200975	15032200313	16022202335
11052200579	12052201045	15032200488	16022202622
11052200934	12052201194	15032200760	16022202780
11062200132	12052201332	16012200400	16022202782
11062200489	12072200041	16012200434	16022202822
11062200518	12072200347	16012200448	16022202824
11062200618	13012200022	16012200456	16022202985
11062200632	13012200092	16012200578	16022203000
11062200683	13012200178	16012200647	16022203076
11062201058	13012200192	16012200746	16022203078
11062201157	13012200325	16012201023	16022203485
11072201221	13012200395	16012201161	16022203611
11082200064	13012200606	16012201172	16022203806
11082200427	13012200744	16012201237	16022203909
11092200112	13012200809	16012201269	16022203910
11092200712	13012200911	16012201345	16022204051
11092200898	13012201690	16012201569	16022204265
11092201134	13012201722	16012201621	16022204339
11102200146	13012201833	16012201704	16022204341
11102200165	13012201956	16012201782	16022204420
11102200383	13012202108	16012201833	16022204694
11102200499	13012202175	16012201875	16022204955
11132200169	13012202427	16012201927	

All shortlisted candidates will be called for next stage of recruitment i.e. Medical Examination & Document Verification to be held later on. Candidates will be called for medical examination & document verification later on as per requirement for which candidates will be informed separately. Candidates are advised to stay in touch with DMRC website, www.delhimetrorail.com for further instructions.

N.B.: The result of reserved posts will be subject to the final outcome of the CA No.1086/2013 (Sarv Rural & Urban Welfare Vs UOI & others)

Instructions to the candidates for attending Medical Examination & Document Verification:

Candidates should bring 10 passport size recent colour photographs with all original documents/certificates at the time of medical examination. The standards of Medical Examination for Maintainer-Fitter, (Bee-One) are available at DMRC website. The process of medical examination may take upto 4 working days. The candidates must come prepared to join training immediately when called for medical examination. Candidates may note that the call for Document Verification & Medical Examination of shortlisted candidates for the post of Maintainer-Fitter is purely provisional, subject to their fulfillment of the eligibility criteria as mentioned in advertisement notice no. DMRC/OM/HR/I/2016, published in Employment News dated 24th Sep'2016. Candidates must bring with themselves the following documents at the time of document verification/medical examination, without which their medical examination will not be conducted:

1. Proof of Date of Birth (High School/Matriculation)
2. Proof of having passed Requisite Qualification i.e. ITI in Fitter, by the date of declaration of written test result.
3. SC/ST/OBC certificates, if belonging to reserved community and requiring concession/relaxation.
4. NOC from serving employees/Ex-servicemen.
5. All OBC candidates must submit the latest OBC Certificate with sub-caste and non-creamy layer clause

in Attached Format at the time of Medical Examination & Document verification, failing which they will not be allowed for the Medical Examination.

6. The proforma for character/identification Certificate to be submitted at the time of Document Verification & Medical Examination can be downloaded here ([Click here to download](#))

7. Candidates must come with the three copies of Character/Identification Certificates, issued by the authority, mentioned therein.

Delhi Metro Rail Corporation Limited

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Maintainer/Fitter (NE08(B)) Merit Wise Result

(Candidates are advised to check their Name / Roll No. carefully)

SN	Regd No	Roll No.	Name of the candidate
1	215210075455	16012203330	MOHAMMAD AFAK
2	215110546963	11042200407	PRAFULLA KUMAR SETHI
3	215210385494	14012200985	PRAKASH KUMAR SAHOO
4	215210287694	12012200927	JITENDRA KUMAR
5	215210237050	11132200483	DEEPAK KUMAR
6	215110420742	14032200549	MANOJ KUMAR PARIDA
7	215210297191	12022200301	BALRAM KUMAR
8	215210257329	15022200337	GOPAL PRADHAN
9	215210020587	16012200578	AKASH KUMAR PATEL
10	215210082336	16012203761	MOHIT CHHIMPA
11	215210485329	11022201055	PAVAN KUMAR PARADKAR
12	215410379535	14012200534	DAMODAR BARI
13	215110331038	12052200975	BHASKAR MONDAL
14	215210246248	15012200244	NIMAI PADHAN
15	215210096385	16022200247	HEMANTA SAHU
16	215110609625	11062201157	SACHIN KUMAR VISHWAKARMA
17	215210312614	12042200063	ADIKANDA SWAIN
18	215210189011	13012200809	GADU SANKARA RAO
19	215210178758	13012200192	AJIT MEHER
20	215210024040	16012200746	KANHAIYA LAL KUSHWAH
21	215110364096	13032200603	AJEET KUMAR
22	215210530532	11032200838	PRABHU DAYAL KUMAWAT
23	215210244074	15012200094	OM PRAKASH KUMAR
24	215310509817	11022202437	TARA CHAND
25	215210370194	13032201150	PAWAN KUMAR
26	215210128594	16022201987	GANESHA RAM
27	215210326824	12052200614	SANDEEP KUMAR MALAV
28	215110594065	11062200489	ABHISHEK DAS
29	215210250120	11132200507	PRABINA KUMAR PADHAN
30	215110599000	11062200683	DIVYANATH SAHU
31	215210128159	16022201958	NISITH MAPDER
32	215210287763	12012200932	KUNDAN
33	215210204862	13012201956	HARENDRA KUMAR YADAV
34	215210515433	11032200135	SUBHAJIT GHOSH
35	215110279869	12012200389	SAROJ KUMAR PRADHAN
36	215110670937	11092200898	ASHISH KUMAR PANDEY
37	215210308561	12032200131	SURENDRA KUMAR
38	215110060617	16012202513	VIJAY KUMAR
39	215210354855	13032200045	PRAMOD KUMAR YADAV

40	215210294132	12012201243	JYOTI KUMAR GUPTA
41	215110317914	12042200617	SUNIL KUMAR
42	215210035989	16012201269	SHOKEEN
43	215210445096	11012200881	GIRIDHARI NATH
44	215310048972	16012201875	RAKESH KUMAR
45	215110347054	11012200282	VANDANA VERMA
46	215210574013	11052200577	SESHAN ROUT
47	215210167711	16022204420	RAHUL PATIDAR
48	215310566729	11052200042	RAKESH KUMAR
49	215310384927	14012200950	GANESH KUMAR SAROJ
50	215110049954	16012201927	BALVEER SINGH
51	215210514828	11032200107	RAJA RAM GUJAR
52	215210532040	11032200965	PANKAJ KUMAR
53	215110498806	11022201935	DEEPAK CHANDRA DHARIYAL
54	215210635722	11072201221	GAJANAND
55	215110409808	14022200551	GAJRAJ SINGH
56	215110326950	12052200627	KARPAL SINGH
57	215110044486	16012201704	PABITRA BERA
58	215210045944	16012201782	PRIYTAM
59	215110147020	16022203076	DIBYA RANJAN HOTA
60	215210147038	16022203078	MAHADEV KHATI
61	215310511600	11022202558	RAVI PRAKASH VERMA
62	215110644457	11082200427	ALOK KUMAR
63	215210014977	16012200400	KARAN SINGH SAINI
64	215210178636	13012200178	FIROJ KHAN
65	215310573721	11052200557	ANIL
66	215110056251	16012202299	MANISH CHAUDHARY
67	215110017954	16012200456	PAPUN KUMAR PANIGRAHY
68	215210262126	15032200067	SUKHEN GHOSH
69	215210202946	13012201833	RAJESH KUMAR
70	215110331980	12052201045	SHANKAR DAS
71	215110676778	11092201134	RAKESH KUMAR
72	215210064572	16012202753	DEEPAK VISHWAKARMA
73	215110138290	16022202622	SADDAM HOSSAIN
74	215210415202	14032200274	SADDAM HUSAIN
75	215210418256	14032200357	ABHIN KUNNUMMAL
76	215210391345	14012201282	BHASKAR GIRI
77	215210423516	14042200176	TIKAM CHAND
78	215210235994	13022200790	BHAGWAN SINGH
79	215210484646	11022201012	DHANKESH KUMAR
80	215110157402	16022203806	SUBRATA MAITY
81	215210497299	11022201862	VIKRAM SAINI
82	215110176775	13012200022	SANTOSH KUMAR TIWARI
83	215110380993	14012200655	SUCHITRA KUMAR SAHOO
84	215310344705	11102200499	CHITTARANJAN SIAL
85	215210386639	14012201068	SUSIL KUMAR SAHOO
86	215310065034	16012202774	CHANDAN PASWAN
87	215210072802	16012203137	MEWA LAL KUMAWAT
88	215210098247	16022200329	GURVINDER SINGH
89	215210106252	16022200811	MOHIT MALI
90	215110254333	15022200132	SAPAN KUMAR BEHERA
91	215210300495	12022200519	VISHNU YADAV

92	215210257523	15022200351	PRADEEP KUMAR
93	215310069172	16012202911	RAJBEER
94	215210165812	16022204265	SURESH CHOUDHARY
95	215210069483	11012200041	ABHILASHA LODHI
96	215110141344	16022202824	GOPAL TRIPATHI
97	215210154720	16022203611	MAHADEV PATEL
98	215110293919	12012201224	ANIL KUMAR KUSHWAHA
99	215210570562	11052200325	ANIL VERMA
100	215110242097	13022201153	ASIT KUMAR DAS
101	215310170792	16022204694	AMIT KUMAR
102	215210141298	16022202822	SHIV RAJ JANGID
103	215410145578	16022202985	DHARM RAJ MEENA
104	215210308464	12032200126	SARVESH KUMAR
105	215210382830	14012200811	ASHOK KUMAR KUMAWAT
106	215210637197	11082200064	MAHESH PRAJAPATI
107	215310654433	11092200112	RAJESH KUMAR
108	215210213851	13012202427	BIPUL BIHARI LAL
109	215210444061	11012200825	PRAHLAD PRAJAPAT
110	215110520086	11032200396	RAJ KUMAR VAISNAV
111	215110513098	11032200012	PREMJEET KUMAR SHAH
112	215110121706	11132200169	NILMADHAB CHAKRABORTY
113	215210098615	16022200353	RANVEER DHAKAR
114	215110021822	16012200647	HEMANT SINGH PATWAL
115	215110163269	16022204051	LOKESH
116	215210315957	12042200421	SHYAM SUNDER YADAV
117	215210310844	12032200199	ASHOK KUMAR
118	215210103050	16022200668	ASHOK KUMAR
119	215310093467	16022200060	DEENAKRUSHNA JENA
120	215110413866	14032200224	MITIKA GOUDA
121	215110047304	16012201833	SWARUP SATPATHY
122	215210284321	12012200652	KRISHAN KUMAR SAINI
123	215310059379	16012202442	PARVEEN
124	215110094175	16022200102	JAGANNATH MISHRA
125	215310140651	16022202780	DEBDAS PRAMANIK
126	215110245076	15012200166	PRAVEEN KUMAR PANDEY
127	215310343049	11102200383	SUSHIL KUMAR BAIRWA
128	215110380543	14012200617	VIVEK KUMAR
129	215110066123	16012202813	DEEPAK AGINOHATRI
130	215110129117	16022202030	GOUTAM PRADHAN
131	215210406362	14022200288	RAJANI KANT VERMA
132	215210386610	14012201065	BRIJENDRA KUMAR
133	215210282917	12012200565	NATHA SINGH
134	215110666834	11092200712	NIRBHAY KUMAR
135	215110033946	16012201161	IMRAN KHAN
136	215210488887	11022201297	SHRAVAN KUMAR
137	215210268050	15032200488	MD MINHAZ ANSARI
138	215410190294	13012200911	SIYARAM
139	215210378054	11012200320	GUNJAN PATEL
140	215210306313	12032200005	MONU KHAN
141	215110118615	16022201561	SAMBIT KUMAR PADHI
142	215110303008	12022200726	GOURAV SINGH
143	215210226192	13022200328	RAMESH KUMAR SAHU

144	215310237931	13022200846	ANIL
145	215210059887	16012202476	MOHD IBRAHIM
146	215310037357	16012201345	SUKUMAR MANDAL
147	215210110057	16022200990	ASHOK VERMA
148	215210296852	12022200268	RAHUL GHOSH
149	215410539454	11042200002	NARESH SINGH
150	215210423439	14042200168	JAGANATH SAHOO
151	215210302768	12022200704	RAVI SINGH BAGHEL
152	215210337815	12052201332	RAMESH KUMAR JANGIR
153	215210174413	16022204955	AKHILESH KUMAR NISHAD
154	215310063393	16012202689	PRAMOD KUMAR
155	215210277972	12012200234	LAXMAN
156	215210180312	13012200325	VINOD KUMAR PRAJAPATI
157	215210546089	11042200355	SUNIL KUMAR SAHU
158	215210072456	16012203109	RANISH KUMAR
159	215210274118	15032200760	ADIL KHAN
160	215210287555	12012200917	PREM KUMAR RAJBHAR
161	215210118530	16022201557	CHANDRA KISHOR
162	215210226714	13022200363	RAKESH KUMAR
163	215210145900	16022203000	AVINASH KUMAR GUPTA
164	215210345322	12072200041	AJAY JANGIR
165	215210447267	11012201052	VIPAN KUMAR
166	215310042090	16012201569	CHANDRA PRAKASH BAIRWA
167	215210266152	15032200313	SHIBARAJ SAHOO
168	215210574019	11052200579	RANVEER SINGH
169	215210181277	13012200395	MUNESH KUMAR SAINI
170	215210530956	11032200877	RISHIKUMAR DAMAHE
171	215210281687	12012200473	BRIJESH KUMAR
172	215310293737	12012201210	SOURAV ROY
173	215210166956	16022204341	ABDUL SAYEEM
174	215210042942	16012201621	SURENDRA PRASAD PATEL
175	215210133086	16022202335	SATISH GUPTA
176	215210446667	11012201002	RAHUL GANGWAR
177	215310152844	16022203485	SATENDRA KUMAR
178	215210457117	11012201667	JITENDRA KUMAR
179	215210201757	13012201722	SURESH KUMAR
180	215210295289	12022200167	ASHISH KUMAR
181	215210594710	11062200518	PRAMOD SINGH
182	215210335877	12052201194	SHANTANU GHOSH
183	215210555476	11042200911	KHALIL GAZI
184	215210166947	16022204339	AJEET KUMAR
185	215310055763	16012202278	AJEET KUMAR
186	215210210467	13012202175	AVDHESH
187	215410340953	11102200165	SANDEEP ORAON
188	215310150307	11012200100	PRIYANKA KARNAVAT
189	215210103687	16022200704	ASHOK KUMAR TALDI
190	215210061546	16012202585	RABINDRA KUMAR OJHA
191	215210487070	11022201154	SHANKAR MADAN MESHRAM
192	215410329682	12052200872	LEKH RAJ MEENA
193	215210247630	15012200359	VEDPARKASH
194	215210158913	16022203909	DEEPAK KUMAR
195	215310340682	11102200146	KALU RAM

196	215310030917	16012201023	YOGESH KUMAR
197	215210177754	13012200092	MUKESH KUMAR SAINI
198	215210118966	16022201588	SATEESH KUMAR
199	215210327940	12052200722	AVADHESH KUMAR PATEL
200	215210090281	16012204150	JOGENDRA BAHADUR MAURYA
201	215210294084	12012201237	DINESH KUMAR SAINI
202	215210459273	11012201818	SURESH KUMAR YADAV
203	215210579120	11052200934	SHEELENDRA KUMAR
204	215210017421	16012200448	DIPUN BEHERA
205	215210542888	11042200196	ANKUSH KURMI
206	215210071995	16012203082	RAMESH KUMAR KUDDI
207	215210495386	11022201746	RAHUL GUPTA
208	215210489058	11022201309	LAXMIDHAR BARIK
209	215310188097	13012200744	MUKESH PASWAN
210	215310111066	16022201068	SUMIT
211	215410246694	15012200286	MAHAVIR SINGH RATHOUR
212	215310322206	12052200249	SAHADEO TUREE
213	215310209459	13012202108	MONU KUMAR
214	215410140657	16022202782	BALARAM DHARUA
215	215410587981	11062200132	ALAN MINZ
216	215310035317	16012201237	DINESH KUMAR
217	215310494615	11022201691	JONY
218	215310016468	16012200434	RAMESH SWANSI
219	215310221681	13022200014	VISHAL VERMA
220	215310201363	13012201690	SHAILENDRA KUMAR
221	215310105264	16022200777	ASHISH KUMAR
222	215410158915	16022203910	RAKESH KUMAR MEENA
223	215310228228	11132200338	SHEKHAR
224	215310096087	16022200221	NEM SINGH
225	215310400937	14012202116	SATENDRA KUMAR
226	215310597076	11062200618	UMESH KUMAR HELA
227	215310281127	12012200446	MANOJ KUMAR
228	215310349632	12072200347	RAVI KUMAR
229	215310682201	11142200153	GUDDU DAS
230	215310466617	11022200137	HARI PRASAD
231	215310186399	13012200606	PRASENJIT BAG
232	215310378364	14012200472	DEEPAK KUMAR SINGH
233	215310685989	11142200300	SUBHASH CHAND
234	215310264168	15032200186	RAJESH KUMAR AHIRWAR
235	215410064256	16012202732	SOMNATH PURTY
236	215410034132	16012201172	HARIKISHAN MEENA
237	215410298823	12022200410	LAXMAN LAL MEENA
238	215410120630	16022201688	MUKESH KUMAR MEENA
239	215410608341	11062201058	SUDARSHAN BANRA
240	215410597370	11062200632	AMIT KISSAN
241	215410304035	12022200808	ABHISHEK BEDIA
242	215410513345	11032200029	RAHUL
243	215410052219	16012202064	VIKENDRA SINGH

Total:-243

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DELHI METRO RAIL CORPORATION LTD

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

DMRC Training Institute
Shastri Park
Delhi-110053

Dear Candidate,
(Maintainer - Group)

Hearty Congratulations! After qualifying the various stages of selection, now you have reached the stage of Medical Examination. Since the time lag between the declaration of result for Medical Examination and your joining is short, this is an illustrative guidance sheet for preparing yourself for joining, in case you are finally selected.

As you are aware, Delhi Metro is a world-class metro. To ensure reliability and safety in train operations, it is equipped with the most modern communication and train control system. It has state-of-art air-conditioned coaches. Ticketing and passenger control are through Automatic Fare Collection System, which is introduced in the country for the first time. Travelling in Delhi Metro is a pleasure with trains available at about three minute's frequency. Entries and exits to metro stations are controlled by flap-doors operated by 'smart-cards' and contact less tokens. For convenience of commuters, adequate numbers of escalators and lift are installed at metro stations. Now it has become a benchmark in society by providing best services to commuters and this has become possible due to untiring efforts, professional competence, sincerity and dedication of our employees. There is an Excellent HR climate in the organization.

Now if you cross the stage of Medical Examination successfully, you are going to be part of Delhi Metro family, and it will be your turn to share the responsibility with pride, perfection and dignity in sync with DMRC's Corporate Mission and Culture. You will be undergoing training at "Training Institute" Shastri park, which is an "ISO-9001-2008" certified Training Institute, having state of art, modern training infrastructure and facilities. Training is imparted in a very professional manner by a dedicated team of experienced trainers. There is an excellent hostel facility with limited seats, which you can avail on first come first serve basis, for the period of training on nominal charges. Training Institute and the new Hostel have mess facility too. You will be availing excellent training facilities. Training is aimed at equipping you with necessary knowledge, skills and attitudes to groom you for your job in DMRC. Here are some important instructions to follow meticulously to maintain proper decorum during the training period in the Training Institute, in case you are finally selected for the post.

Important Instructions:

A. Dress Code: - DMRC provides official uniform to all employees. However the process of delivery may take some time. For maintaining proper decorum in the Training Institute, you (both male & female) must carry two white full sleeves shirts, two grey Trousers, Black leather belt and one pair of Black shoes, when you report for joining. This is mandatory and you will be required to wear this dress, till you are issued official uniform.

B. PAN Card: - You will have to submit the PAN card number at the time of joining. In case, you do not have a PAN card number right now, please apply for the same as soon as possible. It takes about 15 days to procure a PAN card .Without PAN card number; it will not be possible to draw your salary through banks.

C. Leave: - Training is a very important part of your induction, so you may please note that leave will be granted only in exceptional situations during training period. No leave will be granted for shifting of belongings etc., so please come prepared to join immediately with full preparation as per schedule of joining. Not more than one day leave will be granted to you every month, during the training period. This is with a view to ensure training effectiveness.

Etiquettes:- As a working professional it is expected from you to understand the culture of your workplace and thus, it becomes essential to follow some basic professional etiquette. The basis of professional etiquette stands on the ethics of respecting other individuals in your workplace and displaying courteous behaviors while interactions. Please remember, etiquette can have long lasting and deep impact for career growth and a rising goodwill in the organization. Some basic tips for etiquette which you need to follow, to make a great impact on every one in your organization is listed below.

i. General Etiquettes:

- Always stand up to greet the seniors/Trainers and wish them, when they arrive in class room or wherever you happen to meet them.
- While in Training Institute premises, or at station or at work place, whenever a senior passes by you, wish him “Good Morning/Good Afternoon/Good Evening” as the case may be.
- Punctuality is considered as a “religion” in DMRC. So always be punctual for your training classes or at your work place.
- The reporting time for training at Training Institute is 9:00am sharp. Never get late, as this will count in your overall performance.
- Never be habitual to give excuses for late arrival, because it’s your responsibility to take marginal time to reach in time.
- The classes are up to 5.30 pm. You have to attend all classes daily without fail. In no case you should remain absent from class, without express permission of V. P./ Training Manager.
- Be very respectful and polite to your colleague and seniors, and have care and concern for your junior.
- Always switch off or put your mobile/cell phones in silent mode while in a class room.
- Avoid digging your nose in public.
- Use handkerchiefs when you are coughing/sneezing in public.
- Always keep a comfortable distance while conversing with others.
- Avoid standing too close to the other person. An arm’s length would be ideal to maintain the comfort zone.
- It would be nice if you hold the door for the person who is coming immediately behind you.
- While in Canteen, during wait for your turn, never push or pass comment on any other person in queue.
- Always take care to maintain the cleanliness of class room and furniture/blackboards/projector and PCs etc.
- Never lean on the walls or put your shoes on the walls while standing, as it causes dab marks on the walls.
- During the “Breaks” in class, never converse loudly and make noises. Take tea with proper decorum without causing any disturbance to others.

ii. Dressing Etiquettes :

- Always wear neat and nicely pressed prescribed uniform clothes as per Dress code.
- You should always present a smart turnout.
- Men need to keep their hair (including facial hair) neatly trimmed and set.
- Men must shave daily.
- Always polish your shoes.
- Keep your nails clean.
- Female employees, till they get uniform, should also wear the prescribed uniform as per Dress Code “A”. T shirts/jeans are strictly prohibited.

iii. Conversation Etiquettes

- You should always be cool, calm and composed.
- Always listen to others attentively.
- A good listener is always dear to every person. Speak only when the other person has finished talking instead of interrupting in between.
- Keep a low but clear and calm voice while conversing. Your tone should always be polite.
- While conversing always look into the eyes of the other person and avoid showing your back or looking elsewhere.
- Maintain your sobriety and politeness even if the person speaks something offensive or rude and avoid replying back in harsh tone/words.
- Avoid fidgeting with your dress or putting your hands on the face while in a conversation.
- Never put your hands in pockets of your trousers, while taking with seniors.

NOTE:-This should not be considered as a letter for offer of appointment, nor does this entitle you for success in Medical Examination. *******We wish you all the best for your success** *****

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