

गति से प्रगति

No. NCRTC/HR/Rectt./41/2019

Dated: 02.11.2019

VACANCY NOTICE**(No.41/2019)****RECRUITMENT OF EXECUTIVE & NON-EXECUTIVE STAFF**

National Capital Region Transport Corporation (NCRTC) – a Joint Sector Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, under the administrative control of Ministry of Urban Development, is mandated for implementing the Regional Rapid Transit System (RRTS) in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The RRTS will be a new, dedicated, high speed, high capacity, comfortable commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point safe regional travel at high speed for relatively longer distance with fewer stops.

The technology chosen would allow covering distances of 100 km. in an hour with scheduled stoppages. The system would also ensure the convenience of quality last mile connectivity, addressing the needs of all categories of travelers on the network. The corridors being developed under RRTS Phase-1 are **Delhi - Meerut, Delhi - Panipat and Delhi - Alwar**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

NCRTC invites applications from experienced personnel for recruitment on Absorption/ Direct recruitment basis, for its RRTS project in NCR. The detail and requirements of the posts are given below:-

(A) Post detail, Qualification, Experience:-

S. N.	Post	No. of Posts & Cat.	Max. Age limit*	Qualification*#	Experience*
(a)	(b)	(c)	(d)	(e)	(f)
1.	Sr. Dy. General Manager (Quality Assurance & Control) Rs.80000-220000 (E5) or, Dy. General Manager (Quality Assurance & Control) Rs. 70000-200000 (E4)	01 (One) UR	50 Yrs.	B.E./ B.Tech.(Civil) or equivalent. PG Degree/Diploma in Civil Engineering/ Construction Management is desirable. -Certificate in Quality Management will be preferred.	-Min. 12 or 10 years' experience (for Sr.DGM/ DGM, respectively) in Civil Engineering construction works, preferably in Railways/ Metro Rail, out of which min. 5 years experience in the QA/QC field is mandatory. -The experience should include preparation and implementation of QA/QC policies and procedures, carry out audits for ISO 9001, 14001 and OHSAS 18001, resolution for QA or QC issues in coordination with all concerned and taking care of QA/QC documentation.
2.	Engineering Associate-II (Architect/ Civil) Rs.30000-120000 (E0)	02 (Two) UR	35 Yrs.	-B.Arch. or B.E./ B.Tech. in Civil Engineering. & Certificate in AutoCAD/ Revit.	-Min. 2 years post qualification experience in handling Architectural projects of underground and elevated Railway/ Metro Stations with proficiency in ACAD, 3D. Should have good hands on software like AutoCAD, Google Earth Pro and various computer applications relating to the job.

Registered & Corporate Office:

7/6, सिरी फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049

7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

CIN: U60200DL2013GOI256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

S. N.	Post	No. of Posts & Cat.	Max. Age limit*	Qualification**	Experience*
(a)	(b)	(c)	(d)	(e)	(f)
3.	Executive (Procurement) Rs.30000-120000 (E0)	02 (Two) UR	35 Yrs.	-Graduate -Diploma/Certificate course in Procurement/Material management will be preferred.	-Min. 5 years' experience of working with Tender/Procurement Cell in a Govt. organization/PSU/Metro Rail (on regular/ contract/ outsourced basis). -Should be familiar with documentation of various Tendering processes, such as conditions of contract, FIDIC, Standard bidding documents and e-tendering. -Experience of tendering of Rail based projects. -Should have good hands on computer.
4.	Sr. General Assistant (HR/Finance/ Stores/ Admin. etc.) Rs.25500-90650 (NE6) or, General Assistant (HR/Finance/ Stores/ Admin. etc.) Rs.22800-75850 (NE5)	05 (Five) UR-04 & OBC-01	35 yrs.	-Graduate	-Min. 3 or 1 year post qualification experience (For Sr.GA and GA, respectively) of working as assistant (Finance/HR/Store/Administration etc.) with HOD/ Dy. HOD level officers/ Executives in a Govt. organization. PSU/ CPSE/ Metro Rail/ Govt. instrumentalities. -Should have good knowledge of maintaining files and records, familiarity with office procedures and basic accounting principles, working knowledge of office devices and processes, good typing speed and knowledge in stenography and taking dictations. Should have knowledge of MS Office, MS Excel, MS Power point and excellent communication skills. For Stores

(B) Eligibility Criteria (Required level):

Post (Level)	Pay Scale/ Annual compensation (CTC)		
	Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation & Govt. instrumentalities		Candidates working with Private Sector Companies/ in Govt. org./PSUs on contract/ out-sourced basis
	CDA Scales	IDA Scales	
Sr. Dy. General Manager (E5)	-1½ years in pay-scale Rs.78800-209200 (L-12),	- In pay-scale Rs.80000-220000 (E5), or - 1½ years in Rs.70000-200000 (E4)	Having annual pay package/ CTC of Rs.18 Lakh.
Dy. General Manager (E4)	- In pay-scale Rs.78800-209200 (L-12), or - 1½ years in Rs.67700-208700 (L-11)	- In pay-scale Rs.70000-200000 (E4), or - 1½ years in Rs.60000-180000 (E3)	Having annual pay package of Rs.16 Lakh.
Engineering Associate-II/ Executive (E0)	- In pay-scale Rs.44900-142400 (L7), or -For 1½ years in Rs.35400-112400 (L6)	- In pay-scale Rs.30000-120000 (E0), or -For 1½ years in Rs.29500-105850 (NE8)	Having annual pay package of Rs.3.5 Lakh
Sr. General Asstt. (NE6)	-In pay-scale in Rs.29200-92300 (L-5) or - For 1½ years in 25500-81100 (L4)	-In pay-scale Rs.25550-90650 (NE6) or -For 1½ years in Rs.22800-75850 (NE5)	Having annual pay package of Rs.3.0 Lakh.
General Asstt. (NE5)	Working as LDC/ Office Assistant/ General Assistant etc.		Having annual pay package of Rs.2.4 Lakh.

* - As on 02.11.2019.

- Should be obtained from recognized University/ Institute/ Government body.

@ - The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.

- Numbers of vacancies are subject to change at any stage of the selection, as per the requirement of the Project.

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PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Corporation policy.

SELECTION PROCESS:

- (a) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for interview.
- (b) NCRTC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The detail of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements for travel and stay.
- (c) The candidates will be offered position in NCRTC on immediate absorption basis with respect to his eligibility vis-à-vis his last position in parent organization and length of service or as per the suitability decided by the selection committee.
- (d) For the posts S. N. 4, written examination will be conducted and candidates full-filling the prescribed criteria will be called for written examination.

SURETY BOND & PROBATION PERIOD: (Not applicable for persons join on deputation basis)

The selected candidates shall have to execute a Surety Bond to serve the Corporation for a minimum period, as given below:-

S.N.	Mode of recruitment	Bond amount* (Rs.)		Min. period to serve the Corporation
		Executive	Non-executive	
1.	Direct Recruitment/ Open market	3,00,000	1,50,000	3 (Three) years.
2.	Absorption from Govt. org./ instrumentalities/ PSUS/CPSEs	1,50,000	75,000	1 (One) year.

* Plus Training cost & GST, as applicable.

After joining the candidate has to undergo a probation period as per Corporation policy. A three months' prior notice, will be required to be served before seeking resignation from the Corporation.

COMPENSATION PACKAGE & POSTING:

The Company offers attractive pay, perks and allowances attached to the post/ grade as per company policy. The job is transferable, and the selected candidates can be posted/ transferred to any of the office/ work place of NCRTC during the course of their service.

HOW TO APPLY:

Eligible and interested candidates may apply as per the application format at 'Annexure-I', attached. All relevant documents should be enclosed with the application. Application for deputation should be forwarded through the concerned office/ department (Annexure-II), however, advance copy may be submitted before the closing date of application.

GENERAL INSTRUCTIONS:

1. Complete filled-up application should reach this office latest by **17.11.2019**. Envelope containing the duly filled-up application should be super-scribed as-

"APPLICATION FOR THE POST OF- _____"

and should be addressed to:-

**Career Cell, HR Department,
National Capital Region Transport Corporation,
7/6 Siri Fort Institutional Area,**

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**August Kranti Marg,
New Delhi-110049.**

Incomplete or applications received after due date shall not be accepted. NCRTC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

2. The application should be supported with the following documents, duly self-attested:-
- (i) Copies of Educational Certificates (Matriculation onwards)
 - (ii) Work experience Certificate issued by last employer and Letter/ Office Order of appointment with latest salary slip issued by current employer.
 - (iii) Copies of the APARs
 - (iv) Office order of joining the organization & initial grade.
 - (v) Office order showing promotion to present grade.
 - (vi) Experience Certificate/ Office Order/Duty allocation order etc.
 - (vii) **'NOC' from concerned Department/ Employer. In case of non-availability, undertaking to submit the same at further stage of selection.**
3. Shortlisted candidates will be informed on their email address and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
4. **Canvassing in any form shall disqualify the candidate.**

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2/11/19



NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.
(A joint venture of Govt. of India and participating State Govts.)

APPLICATION FOR THE POST OF- _____
(Ref. Vacancy Notice No.41/2019)

1.	Applicant's Name		Affix your latest passport size photograph, duly self attested across
2.	Father's/ Husband's Name		
3.	Date of Birth		
	Age as on 02.11.2019Yrs.....Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organisation/ Department		
7.	Employer organization status (Strike-out which are not applicable)	Central/ State Govt./ PSU/ CPSE/Autonomous Body/ Other Govt. instrumentality/ Private sector	
8.	Present Designation		
	Employment status	Regular/ Contractual/ Outsourced	
9.	Present Pay-Scale and Basic pay	Pay-scale- Present Basic Pay-	
	Holding present pay-scale w.e.f.		
	Period of holding the present grade YearsMonths days	
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		
13.	AADHAR No.		

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B. EDUCATION DETAILS

S.N.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

C. EXPERIENCE DETAILS:-

S.N.	Period		Designation	Organisation	Place of posting	Responsibilities in brief
	From	To				

(Attach separate sheet, if required)

- Total work experience - Years.
- Relevant/ asked work experience in PSUs/ Metro Rail/ Railways - Years.

D. OTHER DETAILS

1.	Whether any punishment awarded in last 10 years.	Yes/ No	
	If Yes, please furnish details		
2.	Whether any disciplinary action/ inquiry is contemplated against the applicant	Yes/ No	
	If Yes, please furnish detail		
3.	Furnish Annual Performance Appraisal Report (APAR) grading (Outstanding/ Very Good/ Good/ Average/ Below average), if applicable.	2014-15	
		2015-16	
		2016-17	
		2017-18	
4.	Time required for joining, if selected		

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E. REFERENCE OF TWO OFFICERS UNDER WHOM WORKING/ WORKED PREVIOUSLY-

S.N.	Name	Designation & Organisation	Mobile No. & Email
1.			
2.			

F. CONFIRMATION: I do hereby confirm that I am fulfilling the following criteria:-

S. N.	Criteria	Fulfilling (Yes/No)	Remarks(If any)
1.	Age as on 02.11.2019		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality/ Private Company		
4.	Working in the required grade/ Pay-scale/ Pay-package		
5.	Fulfilling total Experience criterion		
6.	Supporting documents attached		
7.	Seeking any relaxation		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place:

Name.....

Desig.....


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