

No. NCRTC/HR/Rectt./20/2018

Dated: 25.05.2018

VACANCY NOTICE
(No.20/ 2018)

REQUIREMENT OF EXECUTIVES/ NON-EXECUTIVES:
ARCHITECT, PROJECT MANAGEMENT, FINANCE AND ADMINISTRATION

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 Transport 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 Central/ State Govt./ CPSEs/ Metro Rail Corporations/ Reputed Private Sector Companies' employees working in the field of Architecture, Project management, Finance and General Administration. The detail of the posts is given below:-

(A) Vacancy detail, Max. age, Qualification & Experience:-

S. N.	Post & Pay-scale(IDA)	No. of Post/ Cat.	Max. Age	Qualification & Essential skills	Experience
1.	Asstt. Manager/ Architect (E2 Level) Rs.50000-160000(IDA)	02 (UR)	40 Yrs.	B.Arch. ** Preferable- PG Degree/ Diploma in related discipline.	-Minimum 3 years' work experience in handling Architectural projects with proficiency in ACAD, 3D. -Should be well versed with development norms, Transit Oriented Development and Building Bye-laws.
2.	Project Management Executive -Asstt. Manager (PME) (E2 Level) Rs.50000-160000(IDA), or -Engineering Associate-I (PME), (E1 Level) Rs.40000-140000(IDA), or -Engineering Associate-II (PME), (E0 Level) Rs.30000-120000 (IDA)	02 (UR)	40 Yrs. 35 Yrs.	i. B.E./ B.Tech.(Civil Engg.) or equivalent & ii.Post graduation in Construction Management/ Business Administration.	Min. 4, 3 and 2 years' post qualification work experience (for E2, E1 & E0, respectively) with linear infrastructure sector, Railways, highways, which includes handling various project related activities and assisting senior officials in project management processes and documentation. Should have proficiency in preparing presentations dashboard and report generations. Exposure to MS project and PRIMAVERA P6 will be preferred.
3.	Executive Associate-II (Admin.) (E0 Level) Rs.30000-120000 (IDA)	02 (UR)	35 Yrs.	- Graduate Essential Skills: -Working knowledge of Computers (MS Word, Excel, Power point, MS Project, G-Suite) -Shorthand speed- 100 wpm/ English -Typing speed- 60 wpm/ English & 40 wpm/Hindi	Min. 5 years' post qualification work experience with Metro Rail/ Railways/ Railways' CPSEs, which includes handling all secretarial work with top management. Should have experience of organizing meetings, conferences, preparing minutes of the meetings, preparing presentations and reports, tour programmes etc.

Morwani
25/05/2018

4.	Executive Associate-II (Finance) (E0 Level) Rs.30000-120000 (IDA)	03 (UR)	35 Yrs.	- B.Com. with 60% marks. - Preferable- M.Com./ ICWA/ CA	Min. 5 years' post qualification work experience with Metro Rail/ Railways/ Railways' CPSEs, which includes maintaining project/ department-wise cost center in Tally ERP-9, Company/ Employees' taxation/TDS, Banking/ company accounts/ Fixed assets management/ investment of Funds, GST implementation, preparing financial reports/ statements/ annual accounts for the company/ balance sheet, Capital Budgeting/ manage the company's working capital, making payments through electronic mode, book keeping and updating records daily/ periodically and employees' salary administration/ Payments of claims/ Statutory deductions from salary etc.
5.	Protocol-cum-Admin. Assistant (NE2 Level) Rs.16250-52950(IDA)	02 (UR)	26 Yrs.	-Matriculation -Basic knowledge of working on computer, such as checking/ sending e-mails etc. -Should have valid LMV driving license.	Should have 3 years' experience of working with Sr. level officers in Railways/ Metro Rail companies/ CPSEs/ PSUs environment. Expertise in driving light motor vehicles.

* - As on 01.06.2018. Age relaxation for SC/ ST-5 yrs. & OBC-3 yrs.

- Candidates having relevant Experience, with Metro Rail Corporations, may be given relaxation in eligibility conditions/ additional weightage in case of suitable candidates.

- Numbers of vacancies are subject to change.

** Should be registered with Council of Architecture.

(B) Eligibility Criteria:

Post & Pay-scale	Eligibility Conditions		Candidates working with Private Sector companies
	Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation		
	CDA Scales	IDA Scales	
Assistant Manager	- In pay-scale Rs.56100-177500 (L-10)/ Rs.53100-167800(L9), or - For 1½ years in Rs.47600-151100(L-8)	- In pay-scale Rs.50000-160000(E2), or - For 1½ years in Rs.40000-140000(E1)	- Having annual pay package of Rs.8 Lakh
Executive/ Engineering Associate-I	- In pay-scale 47600-151100(L-8), or - For 1½ years in Rs.44900-142400(L7)	- In pay-scale Rs.40000-140000(E1), or - For 1½ years in Rs.30000-120000(E0)	- Having annual pay package of Rs.4.5 Lakh
Executive/ Engineering Associate-II	- 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

PHYSICAL & MEDICAL FITNESS:

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

SELECTION PROCESS:

- After scrutiny of the applications, candidates will be shortlisted on the basis of eligibility criteria i.e. experience, desirable qualification etc. and will be called for interview.
- NCRTC reserves the right to conduct a written examination in case the number of applications received from eligible candidates is high. The details 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.
- Management may relax any of the condition/s, in accordance to the response to meet the requirement.
- Interviews of the shortlisted candidates will be held at New Delhi only.

SERVICE BOND:

The candidates selected shall have to execute a Service Bond period to serve the company and the amount of bond shall be notified separately.

M. Arora
25/05/2018

PROBATION:

Selected candidates shall have to undergo 02(two) years' probation period. However, this clause will not be applicable to the persons working in regular capacity in Govt. departments/ CPSEs.

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.

GENERAL INSTRUCTIONS:

1. (a) Complete filled-up application should reach this office latest by **11.06.2018**. 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,
August Kranti Marg,
New Delhi-110 049.**

- (b) Applications incomplete/ without supporting documents or 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.
 - (c) Mere fulfilling the eligibility criteria/ qualification will not vest any right on the candidates to be called for interview.
 - (d) NCRTC reserves the right to call only the requisite number of candidates for written or interview, or both, after screening/ short-listing with reference to the candidate's qualification, suitability, etc.
 - (e) NCRTC reserves the right to reject any candidate without assigning any reason.
2. The application should be supported with the following documents:-
 - (i) Educational Certificates
 - (ii) Work experience Certificate/s issued by last employer/s
 - (iii) Letter of appointment and latest three salary slip issued by current employer showing fulfillment of CTC criteria, Form 2AS, where applicable.
 - (iv) Copies of the APARs
 - (v) Documents establishing relevant experience claimed.
 - (vi) Copy of Aadhar Card.
 3. Shortlisted candidates will be informed either through email or whatsapp or SMS or mobile/ phone or by speed post 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.**

Mansu
25/05/2018

Cont. 4/-



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. 20/2018)

A. PERSONAL DETAILS:-

1.	Applicant's Name		Affix your latest passport size photograph, duly self-attested
2.	Father's/ Husband's Name		
3.	Date of Birth (DD/MM/YYYY)		
	Age as on 01.06.2018 Yrs.....Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organisation/ Department		
7.	Present Designation		
8.	Present Pay-Scale and Basic pay		
	Pay package & CTC (Pvt. Sector Co.)		
	Holding present pay-scale w.e.f.		
	Period of holding the present grade YearsMonthsdays	
9.	Correspondence Address		
10.	Contact No. (with STD code)	Phone.....	Mobile.....
11.	E-mail ID		
12.	AADHAAR No.		

B. EDUCATION DETAILS

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

[Handwritten Signature]
25/07/18

C. EXPERIENCE DETAILS:-

S.N.	Period		Designation	Organisation	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Total work experience in the relevant field - 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		

E. SUPPORTING DOCUMENTS ENCLOSED:-

S. N.	Supporting document	Attached (Yes/ No)	Remarks (If any)
1.	Age proof (Matriculation Certificate/ Mark-sheet)		
2.	Qualification Certificate & mark-sheet		
3.	Experience Certificate/s		
4.	Latest salary slip & bank statement showing entry or IT Returns		
5.	Document fulfilling of CTC criteria		

M. Anon
25/05/2018
5/-

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 01.06.2018		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ Metro Rail/ Private Sector Infrastructure Company		
4.	Working in the required grade/ Pay-scale/ Pay-package		
5.	Experience is adequate (in total number of years)		
6.	Experience is in the required field (as asked)		
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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25/05/2018

PRE-REVISED & REVISED PAY-SCALES (IDA & CDA)

IDA Pay-Scales		CDA Pay-Scales	
Pre-Revised (2nd PRC) (Rs.)	Revised (3rd PRC) (Rs.)	Pre-Revised (6th CPC) (Rs.)	Revised (7th CPC) (Rs.)
51300-73000	120000-280000	37400-67000 + GP 10000	L-14 144200-218200
43200-66000	100000-260000	37400-67000 + GP 8900	L-13A 131100-216600
36600-62000	90000-240000	37400-67000 + GP 8700	L-13 123100-215900
32900-58000	80000-220000	15600-39100 + GP 7600	L-12 78800-209200.
29100-54500	70000-200000	15600-39100 + GP 6600	L-11 67700-208700
24900-50500	60000-180000	15600-39100 + GP 5400	L-10 56100-177500
20600-46500	50000-160000	9300-34800+ GP 5400	L-9 53100-167800
16400-40500	40000-140000	9300-34800 + GP 4800	L-8 47600-151100
12600-32500	30000-120000	9300-34800 + GP 4600	L-7 44900-142400
		9300-34800 + GP 4200	L-6 35400-112400