

No. NCRTC/HR/Rectt. /41/2018

Dated: 07.12.2018

**VACANCY NOTICE**  
**(No.41/ 2018)**

**RECRUITMENT OF HUMAN RESOURCE EXECUTIVE**

National Capital Region Transport Corporation (NCRTC) – a Joint Sector Company of Government of India and State Governments 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 safe, 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 HR officers/ Executives, working in Govt. organizations/ PSUs/ CPSEs/ Autonomous bodies/ reputed private sector infrastructure companies. The detail of posts, required qualification, criteria and experience is as under: -

S. N.	Post & Pay-scale(IDA)	No. of Post/ Cat.	Max. Age*	Qualification & Eligibility criteria	Experience
1.	Dy. General Manager (DGM)/ Human Resource (Training & Development)  Rs.70000-200000 (Level- E4)	01 (UR)	50 Yrs.	- Graduate and - PG Degree/ Diploma (duration 2 yrs.) in Human Resource Management or similar discipline and -Working in pay-scale Rs.70000-200000(E4) IDA/ Rs.78800-209200 (L-12) CDA or -Has been working for last 1½ years in pay-scale Rs.60000-180000(E3) IDA/ Rs.67700-208700 (L-11) CDA or, -Working on fixed pay-package/CTC of Min. Rs.16 Lakh per annum.	<b>Experience: -</b> Minimum 8 or 6 years' post qualification experience (For DGM and Manager, respectively) in developing customized training programs within a large-structured and complex business environment. Training related functions, which includes preparing and implementing/ monitoring the Training calendar, developing various training modules and delivery of those to different sections of employees. Planning/ Co-ordinating the orientation/ induction program for new joiners/ recruits and coordinating with Railways/ Metro Rail/ related training institutes for training programmes. Identify training needs of employees by various methodologies. Overseeing training/ summer training/ internships/ projects undertaken by students from various professional colleges. Maintaining training records and MIS. Conduct & monitor Post training effectiveness. Planning the annual training budget. Conducting & monitoring post training activities for application of learning on the job. Good knowledge of other HR related functions.
or	Manager/ Human Resource (Training & Development)  Rs.60000-180000 (Level- E3)		40 Yrs.	-Graduate and -PG Degree/ Diploma (duration 2 yrs.) in Human Resource Management or similar discipline and -Working in pay-scale Rs.60000-180000 (E3) IDA/ Rs.67700-208700 (L-11) CDA or - Has been working for last 1½ years in pay scale Rs.50000-160000(E2)/ Rs.56100-177500 (L-10)/ Rs.53100-167800 (L9) CDA, or -Has been working on fixed pay package/ CTC of Min. Rs.14 Lakh per annum.	

\* - As on 24.12.2018.

\*\*From a Govt. recognized institute/ University.

*Handwritten signature*

- The eligibility criteria, i.e. Age and experience may be relaxed in exceptional cases.
- Numbers of vacancies are subject to change.

### **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 Company policy.

### **SELECTION PROCESS:**

- (a) After scrutiny of the applications, candidates will be shortlisted on the basis of eligibility criteria i.e. qualification, experience etc. and will 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) Management may relax any of the condition/s, in accordance to the response to meet the requirement.

### **SURETY BOND & PROBATION PERIOD:**

The candidates selected shall have to execute a Surety Bond of Rs.3,00,000 plus GST and cost of training, if any, to serve the Corporation for a minimum period of two years. A three months' prior notice, will be required before seeking resignation from the Corporation. He will be under probation for a period of two years, which may be extended in case of unsatisfactory performance.

### **COMPENSATION PACKAGE & POSTING:**

The Company offers attractive pay, perks and allowances attached to the post/ grade similar to IDA pattern scale of pay and company policy. The job is transferable, and the selected candidates can be posted/ transferred to any of the work site 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. Application duly filled and supporting documents should be **serially numbered and should be submitted along with the check sheet.**

### **GENERAL INSTRUCTIONS:**

1. Complete filled-up application should reach this office latest by 24.12.2018. 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-110049.**

Incomplete and 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: -

Working in Govt. org. / CPSEs/PSUs/Abs/ Govt. instrumentalities' employee	Working in Private Sector employee
(i) Copies of Educational Certificates	(i) Copies of Educational Certificates
(ii) Work experience Certificate issued by last employer and Letter/ Office Order of appointment with latest salary slip issued by current employer.	(ii) Work experience Certificate issued by last employer and Letter of appointment/ joining with latest salary slip issued by current employer.
(iii) Category Certificate (SC/ST/OBC/ESM etc.)	(iii) Category Certificate (SC/ST/OBC/ESM etc.)
(iv) Copies of the APARs	(iv) Annual Appraisal Reports/ Letters
(v) Office order of joining and showing initial grade, joining the organization.	(v) Official letter showing promotion to present grade.
(vi) Office order showing promotion to present grade.	(vi) Experience Certificate/ Letter showing the duty performed.
(vii) Experience Certificate/ Office Order/Duty allocation order etc.	(vii) Proof of pay package/ CTC (Form 26AS)
(viii) 'NOC' from employer or Undertaking to produce 'NOC' at further stage of selection.	

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.**

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**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. 41/2018)

**A. PERSONAL DETAILS: -**

1.	Applicant's Name		Affix your latest passport size photograph, duly self-attested across
2.	Father's/ Husband's Name		
3.	Date of Birth (DDMMYYYY)		
	Age as on 24.12.2018	..... Yrs..... 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/ Public Private Partnership	
8.	Present Designation		
9.	Present Pay-Scale and Basic pay		
	Pay package and CTC (Pvt. Sector Co.)		
	Holding present pay-scale w.e.f.		
	Period of holding the present grade	..... Years .....Months ..... 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	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Total work experience - ..... Years.
- Work experience in Training & Development - ..... 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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**REFERENCE OF TWO OFFICERS/EXECUTIVES UNDER WHOM WORKING/ WORKED PREVIOUSLY-**

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

**E. 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 24.12.2018		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ govt. instrumentality/ Pvt. Sector company		
4.	Working in the required grade/ Pay-scale/ Pay-package/ position		
5.	Adequate experience in related field		
6.	Fulfilling total Experience criterion (10/8 yrs.)		
7.	Fulfilling specific Experience criterion (Metro/ Railways experience)		
8.	Supporting documents attached as per check-list		
9.	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. ....



**CHECKLIST****(Mark the following Serial Numbers on the documents and attach in ascending order.)**

S. N.	Document	Copy	Attached (Yes/No)	Remarks (Not applicable etc.)
1.	Check-list	Original		
2.	Application in prescribed format with latest photograph affixed & signed across	Original		
3.	Category Certificate (If applicable)	Self-attested copy		
4.	Matriculation Certificate	Self-attested copy		
5.	Matriculation mark-sheet	Self-attested copy		
6.	Intermediate Certificate	Self-attested copy		
7.	Degree Certificate	Self-attested copy		
8.	Degree final mark-sheet	Self-attested copy		
9.	PG Degree/ PG Diploma Certificate	Self-attested copy		
10.	Other qualification related certificate (as per requirement)	Self-attested copy		
11.	Offer of appointment (present employer)	Self-attested copy		
12.	Office Order joining service	Self-attested copy		
13.	Office Order - Grant of Executive grade (if applicable)	Self-attested copy		
14.	Office Order- Grant of present grade	Self-attested copy		
15.	i. Experience Certificate- Present employer	Self-attested copy		
	ii. Experience Certificate/s- Previous employer/s	Self-attested copy		
16.	APAR -2014-15	Self-attested copy		
17.	APAR -2015-16	Self-attested copy		
18.	APAR -2016-17	Self-attested copy		
19.	APAR -2017-18	Self-attested copy		
20.	(a) NOC from employer for applying	Original		
	(b) Undertaking to submit NOC at later stage	Original		
21.	Latest Salary slip	Self-attested copy		
22.	Proof of pay-package	Self-attested copy		
23.	Any other relevant document required	Self-attested copy		

Dated: .....

Signature of the candidate

Name: