

No. NCRTC/HR/Rectt./29/2019

Dated: 30.08.2019

VACANCY NOTICE
(No.29/2019)

RECRUITMENT OF EXPERIENCED PROFESSIONALS
IN VARIOUS DISCIPLINES

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 Housing and Urban Affairs, 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 persons, working with Railways/ Railways' CPSEs/PSUs/ Metro Companies/ other Central/ State Govt. undertakings or their instrumentalities and reputed private sector companies for its RRTS project in NCR. The detail of the posts are given below:-

(A) Post detail, Max. Age limit, Qualification and Experience:-

S. N.	Post	No. of Posts	Pay-scale (Rs.)	Max. Age limit*	Required Qualification & Experience
1.	Manager (Public Policy) (E3)	01 (One) UR	60000-180000	40 Yrs.	Engineering Graduate & Post Graduate Diploma/ Degree in Public Policy or Public Administration Management from reputed management institute. & Should have minimum 5 or 3 years' experience (for Manager and Asstt. Manager, respectively) in areas of Policy analysis/ Policy formulation/ Project appraisal/ Project Planning etc. Experience in Urban development/ Transport infrastructure development will be preferred.
	Assistant Manager (Public Policy) (E2)		50000-160000		
2.	Manager (Corporate Strategy & Planning) (E3)	01 (One) UR	60000-180000	40 yrs.	Engineering Graduate & Post Graduate Diploma/ Degree in Management from reputed management institute. & Should have minimum 5 or 3 years' experience (for Manager and Asstt. Manager, respectively) of handling infrastructure assignments related to extensive research/benchmarking studies, market analysis/ industry potential assessment, handling various project related activities, proficiency in preparations of Excel models/ presentations/ documents etc. Experience in Urban development/ Transport infrastructure development will be preferred.
	Assistant Manager (Corporate Strategy & Planning) (E2)		50000-160000		

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	Pay-scale (Rs.)	Max. Age limit*	Required Qualification** & Experience
3.	Manager (Public Relations) (E3)	02 (Two) UR	60000-180000	40 yrs.	-Graduate and -PG Diploma/ Degree in Mass Communication/ PR & -Should have minimum 5 or 3 years' experience (For Manager and Asstt. Manager, respectively) of working in Corporate Communication or similar work in PSUs/ infrastructure sector/ metro Rail/ Railways. Experience should include- -Planning publicity strategies and campaigns, content writing and producing presentations and press releases, media management. -Organizing/ attending promotional events, corporate events, workshops, conferences, exhibitions, tours and visits, -Speaking publicly at interviews, press conferences and presentations and dealing with enquiries from the public, press and related organisations. -Providing clients with information about new promotional opportunities and current PR campaigns progress, analysing media coverage. - Experience of handling Social Media.
	or		Assistant Manager (Public Relations) (E2)		
	or		Sr.Executive (Public Relations) (E1)	40000-140000	
or	Executive (Public Relations) (E0)	30000-120000	-Graduate -PG Diploma/ Degree in Mass Communication/ PR will be preferred & -Should have minimum 4 or 3 years' experience (For Sr. Executive and Executive, respectively) of working in Corporate Communication or similar work in PSUs/ infrastructure sector/ metro Rail/ Railways. Experience of drafting press releases and other PR materials, coordinating press meetings and other events. -Should possess skills like applying knowledge of marketing and advertising strategies, understanding social media channels, monitoring PR industry trends. -He/She will be responsible for keeping track of PR materials, filing, copying and other administrative tasks and will answer emails and respond to public inquiries and maintain the public relations database. - Should have good knowledge of all Microsoft Office applications and Knowledge of marketing databases. - Experience of handling Social Media.		

(B) Eligibility Criteria (Required Pay-scales/ Pay-package):

Post (Level)	Pay Scale/ Annual compensation (CTC)		
	Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation & Govt. instrumentalities		Candidates working with Private Sector Companies or contract employees of Govt. sector
	CDA Scales	IDA Scales	
Manager (E3)	- In Pay Scale Rs.67700-208700 (L-11) or - 1½ years' in Rs.56100-177500 (L-10)/ - Rs. 53100-167800 (L-9).	-In pay scale Rs.60000-180000 (E3) or, - 1½ years in Rs.50000-160000 (E2)	Having annual pay package of Rs.10 Lakh
Assistant Manager (E2)	- In pay-scale Rs.56100-177500 (L-10)/ -Rs.53100-167800 (L9), or - 1½ years in Rs.47600-151100 (L-8) - 6 yrs. in Rs.35400-112400 (L6) or in above scale.	- In pay-scale Rs.50000-160000 (E2), or - 1½ years in Rs.40000-140000 (E1) or - 6 yrs. in Rs.30000-120000 (E0) or in above scale.	Having annual pay package of Rs.7 Lakh
Sr. Executive (E1)	- In pay-scale Rs. 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 (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

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- * - As on 15.09.2019, Departmental candidates will be given age relaxation up-to 3 years.
- ** - Should be obtained from recognized University/ Institute/ Government body.
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.
- Candidates having extraordinary experience may be given relaxation in eligibility conditions.
- Numbers of vacancies are subject to change at any stage of the selection, in case of the requirement of the Project.

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.

SURETY BOND & PROBATION PERIOD:

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.

GENERAL INSTRUCTIONS:

1. Complete filled-up application should reach this office latest by **15.09.2019**. 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,
August Kranti Marg,
New Delhi-110049.

Handwritten signature and date: 30/8/19

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) Pay package letter, Salary slip & Form 26A.
 - (v) Office order of joining the organization & initial grade.
 - (vi) Office order showing promotion to present grade.
 - (vii) Experience Certificate/ Office Order/Duty allocation order etc.
 - (viii) **'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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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.29/2019)

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		
	Age as on 15.09.2019 Yrs.....Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC)		
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		
9.	Present Pay-Scale and Basic pay	Pay-scale- Present Basic Pay-	
	Holding present pay-scale w.e.f.		
	Period of holding the present gradeYearsMonths days	
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone.....Mobile..... ...	
12.	E-mail ID		
13.	AADHAR No.		

Handwritten signature and date: 30/8/19

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.
- Work experience in PSUs/Infrastructure Sector (Civil)/ 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		

Handwritten signature and date:
30/8/19

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 15.09.2019		
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:

Place:

(Signature of the candidate)

Name.....

Desig.....


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CERTIFICATE
(For deputation only)

1. Certified that the particulars furnished by Shri/Smt/Ms.have been verified from his/her service record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt/Ms. His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Ms.during the last 10 years as per records in the Ministry/Department.

Date:

Signature of Head of Office /Department

Place:

(Office stamp)


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