



No. NCRTC/HR/Rectt. /35/2020

Dated:13.11.2020

**VACANCY NOTICE**  
**(No.35/2020)**

**FILLING-UP OF THE POST OF DY.HOD (HR) ON DEPUTATION/ IMMEDIATE ABSORPTION BASIS**

National Capital Region Transport Corporation (NCRTC) – a Joint Venture 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, rail based, high capacity, comfortable state of art, world class commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point and safe regional travel at high speed along dedicated path way for relatively longer distance with fewer stops and at higher speed.

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- Ghaziabad- Meerut**, **Delhi- Gurugram- SNB- Alwar** and **Delhi- Panipat**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

These projects will not only provide a vital new transport infrastructure backbone to the region but also act as a catalyst for development of sub urban centers, providing jobs in the Indian economy and relieving congestion in main cities through faster reliable connections. This high profile project with high performing teams offers a once in a lifetime opportunity to make a significant and lasting contribution to the life of NCR and the country as a whole. The diversity of individuals and skills we require to complete this task is simply huge. Further, the learning opportunities in an organization that is at its inflexion point of initiating some of the largest infrastructure projects in this country will be immense. The complexity of the project and need to draw upon international learning will offer an accelerated opportunity for skill development of talented and motivated individuals that will further lead to exciting careers prospects for the future. Our motto “**Gati se Pragati**”, applies to both the project and the motivated team that will embark on this journey with us.

To meet the requirement of such persons, applications are invited from Personnel Officers/ HR Executives working in Central/ State Govt. departments/ CPSEs/ Undertakings/ Instrumentalities, for deputation/ immediate absorption in NCRTC. The detail of the post and eligibility criteria is given below: -

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

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit*	Qualification*#	Experience*
(a)	(b)	(c)	(d)	(e)	(g)
1.	General Manager (Human Resource) E7 Rs. 100000-260000, or	01 (One)	50 Yrs.	-Graduate in case of officer of organized services of Govt. of India. and For others -Graduate and Two years' full-time regular MBA in HR or equivalent qualification in the field of HRM.	-Min. 16/12/10 years' experience (for GM/AGM/ Sr.DGM, respectively) in HR, including manpower planning, recruitment, Conduct, Discipline & Appeal Rules, Policy formulation, statutory compliance of Labour Laws, dealing with IR issues and employee welfare matters. -Should be well versed with e-office procedure. -Experience of Railways, its CPSEs/ Metro Rail organisations will be preferred.
	Addl. General Manager (Human Resource) E6 Rs. 90000-240000, or				
	Sr. Dy. General Manager (Human Resource) E5 Rs. 80000-220000				

**(B) Eligibility Criteria (Required Pay-scales):** The applicant should be working in the pay-scales, as shown against the posts-

Post (Level)	CDA Scales**	IDA Scales
General Manager (E7)	- In pay-scale Rs.123100-215900 (L13)	- In pay-scale Rs.100000-260000(E7), or - 4 years in Rs.900000-240000(E6)
Addl. General Manager (E6)	- 3 years in pay-scale Rs.78800-209200 (L-12)	- In pay-scale Rs.90000-240000 (E6), or - 1½ years in Rs.80000-220000 (E5)
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)

\* As on 14.11.2020.

\*\* The eligibility criteria for Deputation of Central/ State Govt. employees shall be as per DoPT, GOI Rules and Corporation policy.

# - From recognized University/ Institute.

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

### **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 for absorption, candidates will have to undergo a medical examination as per the Corporation policy.

### **SELECTION PROCESS:**

Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and will be called for interview.

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

The selected candidates, joining on absorption basis, shall have to execute a Surety Bond of Rs.3,00,000/- (Rupees three lakh only) to serve the Corporation for a minimum period of two years.

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 while seeking resignation from the service of 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 executive can be posted/ transferred to any of the office/ workplace of NCRTC during the course of their service.

### **HOW TO APPLY:**

Eligible and interested persons may apply on the prescribed application format, '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 **04.12.2020.**  
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 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) Copies of the APARs
  - (iii) Office order of joining the organization & initial grade.
  - (iv) Office order showing promotion to present grade.
  - (v) Experience Certificate/s etc.
  - (vi) Latest Salary Slip.
  - (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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# 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.35/2020)

### For Absorption/ Deputation

(Strike-out, which is not applicable)

### 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 <b>14.11.2020</b>	.....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	
8.	Present Designation		
9.	Present Pay-Scale and Basic pay	Pay-scale-	
		Present Basic Pay-	
	Holding present pay-scale w.e.f.		
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		
13.	AADHAR No.		

**B. EDUCATION DETAILS**

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

*(Attach separate sheet, if required)*

**C. EXPERIENCE DETAILS: -**

S.N.	Period		Designation & Pay-scale	Organisation	Place of posting	Responsibilities in brief
	From	To				

*(Attach separate sheet, if required)*

- Total work experience - ..... Years.
- Work experience in the required 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.	2016-17	
		2017-18	
		2018-19	
		2019-20	
4.	Time required for joining, if selected		

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

<b>S. N.</b>	<b>Criteria</b>	<b>Fulfilling (Yes/No)</b>	<b>Remarks (If any)</b>
1.	Age as on <b>14.11.2020</b>		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality		
4.	Working in the required grade/ Pay-scale		
5.	Fulfilling total Experience criterion		
6.	Supporting documents attached		

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.....

.....

**Annexure-II**

**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)