



No. NCRTC/HR/Dir.Apptt./28/2018

Dated: 18.06.2018

**VACANCY NOTICE**  
**(No.28/2018)**

**APPOINTMENT OF DIRECTOR (FINANCE)**

**1. COMPANY PROFILE**

NCRTC is a 50:50 Joint Ownership Company of the Government of India (GOI) and State Governments of Uttar Pradesh, Rajasthan, Haryana and NCT of Delhi with the following funding pattern:

**Central Government**

Ministry of Housing & Urban Affairs	:	22.5%
Ministry of Railways	:	22.5%
National Capital Region Planning Board	:	5.0%

**State Government**

Government of NCT Delhi	:	12.5%
Government of Haryana	:	12.5%
Government of Rajasthan	:	12.5%
Government of UP	:	12.5%

The Corporation is at par with Schedule 'A' Central PSU and has been set-up as a company under The Companies Act, 1956 for taking-up design, construction, operation & maintenance of Regional Rapid Transit System (RRTS) project for National Capital Region. Its Registered and Corporate office is at 7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049.

As per the Regional Transit Plan, total of 8-RRTS corridors have been identified out of which 3-corridors, namely, Delhi-Alwar, Delhi-Panipat and Delhi-Meerut have been prioritized for implementation. The individual corridors are in the process of being sanctioned.

The authorized share and paid-up capital of the Corporation is Rs.100 Crore as on 31<sup>st</sup> March, 2018.

**2. JOB DESCRIPTION AND RESPONSIBILITIES:**

Director (Finance) is a member of Board of Directors and reports to the Managing Director. He/ She will be in-charge of financial/accounts/audit functions of the organization and shall be responsible for formulating and implementing all policies relating to accounting and financial matters. Participation in tender/ contracts and in preparation of policies relating to it will also be a part of her/ his duties.

**3. ELIGIBILITY:**

(i) **AGE\*\*:** As on 30.07.2018.

CANDIDATE	AGE LIMIT	
	Minimum	Maximum
Deputation	45	57 Years
Absorption		
<b>Age of Superannuation is 62 years</b>		

\*\* Can be relaxed in exceptional cases

*Mamun*  
18/06/2018

(ii) **QUALIFICATION AND EXPERIENCE:**

- (a) The candidate should have Bachelor's Degree with a good academic record from a recognized university and minimum of 20 years' experience in the executive position dealing with financial/accounts/taxation/ audit functions.

or

Candidates from the Group 'A' services of the Government of India should have a minimum of 20 years' experience in dealing with financial/accounts/audit functions.

- (b) Should have at least two years' experience in commercial accounting/company accounts.
- (c) Experience in dealing with global tenders/contract of large infrastructure projects.

**DESIRABLE:**

- (a) Masters or MBA in Finance/ Chartered Accountant/ Cost Accountant.
- (b) Experience in working in Metro/ Railway project organizations.
- (c) Experience of fund mobilization and dealing with financial institutions, bi-lateral, and multi-lateral/ international funding agencies.

(iii) **PRESENT EMPLOYMENT STATUS:**

The applicant must fulfill any of the following criteria:

- (a) **For Officers of Central/ State Government/ Autonomous Bodies of GOI-**  
Serving officer of the Group-'A' service of Indian Railways/ Central Government/ State Govt. holding a post of the level of SAG in the pay-scale of Rs.1,44,200-2,18,200 (CDA) (L14) or above. Minimum length of service required in the eligible scale should be two years as on **30.07.2018**.
- (b) **For Executives of CPSE/ PSU/ JVs of Central and State Govts./ State PSUs-**  
Serving Executive of CPSE/ PSU/ JVs of Central and State Govts./State PSUs, holding a post of the E8 level in the pay-scale of Rs.1,20,000-2,80,000 (IDA) or above. Minimum length of service required in the eligible scale should be two years as on **30.07.2018**.
- (c) **For Executives of Private Sector companies-**  
- The candidate should have at least 20 years' experience in Railway Sector as on **30.07.2018** in the relevant specialization.  
and  
- Should be working in a private company listed on at least one Stock Exchange having annual turnover in excess of Rs.1,000 Crore in each of the preceding three years.  
and  
- Should have worked at a senior level position for a minimum period of five years.
- (d) **For retired Officers of Central/ State Government/ Autonomous Bodies of GOI & Executives of CPSE/ PSU/ JVs of Central and State Govts./ State PSUs-** Officers retired from Group-'A'/ Executive service of GoI/ CPSEs/ Joint Ventures(JVs) of Central & State Governments/ Other Autonomous Bodies of Government of India/ State PSUs who fulfill the age criteria and have worked for atleast 02(two) years in the pay-scales Rs.1,20,000-2,80,000 (IDA) or Rs.1,44,200-2,18,200 (CDA), respectively, are also eligible for the post.

(iv) **CONDITION OF IMMEDIATE ABSORPTION/ DEPUTATION:**

On selection, the serving officer/ Executives of GoI/ CPSEs/ Joint Ventures (JVs) of Central & State Governments/ Other Autonomous Bodies of Government of India/ State PSUs can join the Corporation on Immediate absorption/ deputation basis for the term of the post.

**4. TERMS & CONDITIONS OF APPOINTMENT-**

The terms and conditions of appointment shall be as per Annexure-I.

**5. SUBMISSION OF APPLICATIONS**

The applications in the enclosed format (Annexure-II) giving the details about qualifications, experience and career achievements (in a separate sheet) should reach at the under mentioned address, positively by **30.07.2018**. The candidates presently employed in Govt. or Public Sector Undertakings (PSUs) should forward their application through proper channel alongwith their APARs for the last five years so as to reach the under mentioned address by the stipulated date.

**Career Cell,  
National Capital Region Transport Corporation,  
7/6 Siri Fort Institutional Area,  
August Kranti Marg,  
New Delhi-110 049.**

**6. UNDERTAKING BY THE APPLICANT/ CANDIDATE**

- (a) An applicant has to submit an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.
- (b) If any of the candidates who appeared for the interview and is selected by the Selection Board gives his/her unwillingness after the interview is held, but before the appointment is processed, or after issue of offer of appointment, he/she would be debarred for a period of two years from the date of interview from being considered for a Board level post in any PSU/CPSE under the administrative control of Ministry of Housing & Urban Affairs.
- (c) In regard to above conditions, no request for relaxation or otherwise would be entertained.

**7. SELECTION PROCESS**

A Committee will scrutinize all the applications received for the post of Director and only the shortlisted candidates will be called for interview by the Selection Committee for preparing a panel of the candidates for the post. The decision of the Selection Committee will be final and no correspondence on the decision of the Committee will be entertained in this regard.

**The last date of receipt of applications is 30.07.2018. The envelope containing the application should be super-scribed as “APPLICATION FOR THE POST OF DIRECTOR (FINANCE), NCRTC”.**

Applications which are incomplete/ illegible/ unsigned/ not supported with required documents and received after the due date will be summarily rejected. Board reserves the right to shortlist candidates for interview. Decision of the NCRTC Selection Board will be treated as final.

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*Handwritten signature and date:*  
18/06/2018

**APPOINTMENT OF DIRECTOR, NCRTC**  
**TERMS AND CONDITIONS**

1.	PERIOD	The period of appointment will be for 05(five) years from the date of joining or date of superannuation, whichever is earlier, subject to a review of performance at the end of every year. The appointment may, however, be terminated even during this period by either side by giving three months' notice or on payment of three months' salary in lieu thereof.
2.	PAY	The Officer will be placed in the pay-scale of Rs.1,80,000-3,40,000(IDA) or equivalent CDA scale in case of deputation, from the date of assumption of office as Director, NCRTC.
3.	DA	These allowances will be in accordance with the rate approved by government, from time to time, to IDA/ CDA scale officers in the pay scale specified above.
4.	RESIDENTIAL ACCOMMODATION & RECOVERY OF RENT	(a) Corporation would provide suitable accommodation in its residential colony; or (b) Leased Accommodation: In case the Corporation is not able to provide residential accommodation, it will endeavor to arrange suitable alternative residential accommodation, in lieu thereof; or the officer may lease out residential premises on his own or rent, as per his entitlement, including on self-lease.
5.	CONVEYANCE	Directors will be entitled for a Car at Corporation's expense for official use and will be entitled to use the car for personal needs up to a limit of 2000 Km. per month subject to recovery of charges as per Corporation's rules in force at the time.
6.	SERVICE BENEFITS/ PREQUISITES	Benefits like Medical facilities, Traveling Allowance, Leave, Provident Fund, Gratuity, etc. and any other benefits not covered herein, will be governed by the respective Service Rules/policy of the Corporation.
7.	CONDUCT, DISCIPLINE & APPEAL RULES	(a) The Conduct, Discipline & Appeal Rules of the Corporation in force will be applicable. The disciplinary authority shall be the Board of Directors. (b) The Board of Directors reserves the right not to accept resignation if the circumstances so warrant, i.e., the disciplinary proceedings are pending or a decision has been taken by the Competent Authority to issue a charge sheet for any acts of omission & commission against the interest of the Corporation.
8.	CLUB MEMBERSHIP	Will be eligible to become a member of two Government registered clubs at the expense of NCRTC. The membership of these clubs will however be co-terminus with the tenure as Director/NCRTC.



18/06/2018



**NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.  
APPLICATION FOR THE POST OF DIRECTOR (FINANCE)**

**(THROUGH PROPER CHANNEL)**

1. (a) Name- .....  
(b) Office Address-.....  
.....  
.....
2. Address for Communication- .....  
.....  
.....
3. Telephone No. Office-..... Residence- .....  
Fax No. - ..... Mobile No. - .....  
E-Mail address- .....
4. Date of Birth: ..... Age as on 30.07.2018: .... Yrs.....Months.....Days

**5. Eligibility criteria (as applicable) –**

**(a) Qualification-**

S.N.	Description	Required Criteria	Possessed by the candidate	Whether fulfilled or not
(a)	(b)	(c)	(d)	(e)
i.	Educational Qualification (alongwith name of Institutions)	Bachelor's Degree		
	Desirable Qualification	Masters or MBA(Fin.)/ Chartered Accountant/ Cost Accountant		

**(b)Employment Status:**

**-To be filled by Serving/ Retired Central/ State Govt./ CPSEs/ PSUs/ABs Candidates only-**

S.N.	Description	Required Criteria	Possessed by the candidate	Whether fulfilled or not
(a)	(b)	(c)	(d)	(e)
i.	Eligible Pay Scale	Rs.120000-280000(IDA) (Pre-revised Rs.51300-73000, IDA) or Rs.144200-218200(CDA) L14 (Pre-revisedRs.37400-67000+ GP Rs.10000 (CDA).		
ii.	Length of service in above-mentioned eligible pay-scale	Minimum 2 years.		
iii.	Date of grant of eligibility pay-scale	SAG/ E8 w.e.f.		
iv.	Minimum length of Group-'A'/ Executive (E2 & above) service	20 years		

- If retired, the date of retirement-.....

**- To be filled by Private Sector candidates only-**

S.N.	Description	Required criteria	Possessed by the candidate	Whether fulfilled or not
(a)	(b)	(c)	(d)	(e)
i.	Position in the Company/ Level	Sr. Position		
ii.	Period served at Sr. position	5 years with date		
iii.	Experience in Railway sector	20 years		
iv.	Listing of company	Listed Company (Name of stock exchange)		
v.	Employer Company turnover (Attach supporting document)	Rs.1000 crore plus		

**(c) Experience (Essential/ Desirable) (To be filled by all candidates)-**

Experience	Designation/ Organization and place of posting/ Period from-to	Detail of relevant experience	Whether fulfilled or not
(a)	(b)	(c)	(d)
<b>Essential</b>			
i. 20 years' experience in the executive position dealing with financial/accounts/ taxation/ audit functions.			
ii. Should have at least two years' experience in commercial accounting/ company accounts.			
iii. Experience in dealing with global tenders/contract of large infrastructure projects.			
<b>Desirable</b>			
i. Working in Metro Rail/ Railways project organisations.			
ii. Fund mobilization and dealing with financial institutions, bi-lateral, and multi-lateral/international funding agencies.			

(If required, separate sheet may be attached to furnish detail of experience)

**6. Positions held during Gazetted/ Executive service since date of initial appointment**

**(In reverse chronological order)-**

S.N.	Organisation	Designation and place of posting	Pay-scale (Rs.)	From (DD/MM/YY)	To (DD/MM/YY)	Description of work

(If required, separate sheet may be attached)

**7. Is the candidate holding the present post on lien/deputation basis: - Yes/ No**

- (a) Name of the organization in which the lien is held-.....
- (b) The date from which the lien is held- .....
- (c) Date from which the candidate is on deputation- .....

**8. (a) Has any punishment been awarded to the applicant during the last 10 years- Yes/ No**

If yes, the details thereof .....

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.....

.....

**(b) Whether any action or inquiry is underway against him/her to the best of his/ her knowledge.**

If yes, the details thereof .....

.....

.....

.....



**DECLARATION**

I ..... Son/ Daughter of .....  
hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I certify that the details furnished by me in Columns. 1 to 8 are true and I am an eligible candidate for consideration

I further submit my willingness to join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in NCRTC.

.....  
(Name and signature of the applicant)

Date:

Place:

**(To be filled by the PSU/Ministry/Department/Company concerned)**

It is certified that the particulars furnished above have been scrutinized and found to be correct, as per official records.

Signature & Designation of  
the Competent Forwarding Authority  
with Telephone no. & Office Seal

