



No. NCRTC/HR/Re-emp./14/2020

Dated:09.04.2020

VACANCY NOTICE
(No.14/2020)

Sub: Requirement of Executives (E1/E0 Level) for HR & Administration on Re-employment basis.

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 & 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 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 - 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 the retired officials of the Govt. departments/ PSUs/ Metro companies/ other Govt. instrumentalities for the following posts:-

S. N.	Name of Post	No. of Post	Max. Age*	Qualification, Eligibility criterion & Experience
1.	Sr. Executive (Human Resource) or Executive (Human Resource)	02 (Two)	65 Yrs.	-Graduate, Preferably PG Diploma/ Degree in HR or related field. - For Sr. Executive - Should be Superannuated in pay-scale Rs.47600-151100 L8 (CDA)/ Rs.40000-140000 E1 (IDA) or in higher grade. - For Executive - Superannuated in pay-scale Rs.44900-142400 L7 (CDA)/ Rs.30000-120000 E0 (IDA) -Minimum 20 years' work experience in HR/ administrative functions which includes- - Pay Roll administration - Policy framing/ drafting - Recruitment matters/ Roster preparation/ Promotion etc. - Employees welfare, grievance handling & IR matters. - Performance Appraisal/ - Training & Development Should have good hand on computer.
2.	Sr. Executive (Administration) or	01 (One)	65 Yrs.	-Graduate, Preferably PG Diploma/ Degree in management/ Diploma in Office administration. - For Sr. Executive - Should be Superannuated in pay-scale Rs.47600-151100 L8 (CDA)/ Rs.40000-140000 E1 (IDA) or in higher grade.

Executive (Administration)			-For Executive- Superannuated in pay-scale Rs.44900-142400 L7 (CDA)/ Rs.30000-120000 E0 (IDA) -Minimum 20 years' work experience in office administration, which includes- - Co-ordination with other departments/ official correspondence. - Official meetings/ Events management. - setting-up of new office/ arrangement of infrastructure - Security management - Management of tour programmes and movements of HOD or higher level officers. Should have good hand on computer.
Fee & benefits	Consolidated Fee and other benefits as per company policy.		
Term of employment	Six months		

Other terms and conditions of NCRTC shall be applicable.

General Instructions :-

- 1) **Application should reach to the NCRTC Office within 10 days after lifting the lockdown.**
- 2) The envelope containing duly filled-up application should be super-scribed as **“APPLICATION FOR THE POST OF-
ON RE-EMPLOYMENT BASIS”** 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.**
- 3) Applications received after due date shall not be entertained. NCRTC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.
- 4) The application should be supported with photocopies of the following documents:-
 - Educational Certificates
 - Copy of PPO
 - Last Salary Slip
 - Experience certificate/s.**Application without supporting documents as mentioned above shall be summarily rejected.**
- 5) The candidate shall ensure that he is medically fit to perform the field duty and may be sent for medical examination as per the medical standards prescribed for the post.
- 6) **Canvassing in any form shall disqualify the candidate.**



NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

**Application for the post of
on Re-employment basis
(V.N. 14/2020)**

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		
4.	Age as on 09.04.2020 Yrs. Months Days	
5.	Category(UR/SC/ST/OBC/PWD)		
6.	Correspondence Address		
7.	Contact No. (with STD code)	Phone.....Mobile.....	
8.	E-mail ID		

B. EDUCATION DETAILS

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

C. EXPERIENCE DETAILS:

S.N.	Period		Designation & pay-scale	Organisation	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Date of superannuation -
- Worked in Personnel/HR/Administration Branch Yrs.

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 to be incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place: