



No. NCRTC/HR/Rectt./06/2021

Dated:13.02.2021

**VACANCY NOTICE**  
**(No.06/2021)**

**REQUIREMENT OF EXPERIENCED RAILWAYS/ METRO RAIL COMMERCIAL EXECUTIVE**

National Capital Region Transport Corporation (NCRTC) – a Joint venture 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- 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.

NCRTC invites applications from experienced persons working with Railways/ Metro Rail Corporations/ Railway PSUs. The detail of post is given below: -

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

S. N.	Post & Pay-scale	No. of Post & Cat.	Max.* Age (Yrs.)	Qualification	Experience*
1.	Manager/ Commercial Rs.60000-180000 (E3) Or,	01 (One) (UR)	45	Graduate & MBA/PG Degree/Diploma in Administration/ Management.	Minimum 15/10/06 years' experience (for Manager, Asstt. Manager & Sr. Executive, respectively) of administrative duties/ co-ordination with various Government Departments in Indian Railways/ Metro Rail Companies/ Railway PSUs.
	Assistant Manager / Commercial Rs.50000-160000 (E2) Or,				
	Sr. Executive / Commercial Rs.40000-140000 (E1)		35		

**(B) Eligibility Criteria (Required Pay-scales):**

Post (Level)	Required pay-scales of the candidates working with Govt. org./ CPSEs/ Metro Rail Corporation & Govt. instrumentalities	
	CDA Scales	IDA Scales
Manager (E3)	- In Pay Scale Rs.67700-208700 Level-11, or -1½ years' in Rs.56100-177500 Level-10/ 53100-167800 Level-9.	- in Pay scale Rs.60000-180000 (E3) or, -1½ years in Rs.50000-160000 (E2)
Assistant Manager (E2)	- In pay-scale Rs.56100-177500 (L-10)/ Rs.53100-167800(L9), or - For 1½ years in Rs.47600-151100(L-8) or, -6 yrs. in Rs. 35400-112400(L6)	- In pay-scale Rs.50000-160000(E2), or - For 1½ years in Rs.40000-140000(E1) or -6 yrs. in Rs.30000-120000(E0)
Sr. Executive (E1)	- In pay-scale 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)

\* - As on 13.02.2021

# - Should be obtained from Govt. recognized University/ Institute/ Government body.

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

- Candidates having relevant Experience/ with Metro Rail Corporations, may be given relaxation in eligibility conditions/ additional weightage in exceptional cases.

- Numbers of vacancies are subject to change at any stage of the selection as per 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:**

- Based on the eligibility/ experience in the relevant field, shortlisted candidates will be called for interview.
- NCRTC reserves the right to conduct a written examination for all posts 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.
- 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 of Rs.1,50,000 to serve the Corporation for a minimum period of one year.

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 **05.03.2021.**  
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) 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) Office order of joining the organization & initial grade.
  - (v) Office order showing promotion to present grade.
  - (vi) Experience Certificate/ Office Order/Duty allocation order etc.
  - (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.06/2021)

### A. PERSONAL DETAILS:-

1.	Applicant's Name		Affix your latest passport size colored photograph, duly self-attested across
2.	Father's/ Husband's Name		
3.	Date of Birth		
	Age as on <b>13.02.2021</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.		
	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.		

**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 of commercial functions in 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.	2016-17	
		2017-18	
		2018-19	
		2019-20	
4.	Time required for joining, if selected		

**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 <b>13.02.2021</b>		
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:

(Signature of the candidate)

Place:

Name.....

Desig.....