



No. NCRTC/HR/Rectt./12/2021

Dated:02.04.2021

**VACANCY NOTICE**  
**(No.12/2021)**

**REQUIREMENT OF DY.HOD/ PROCUREMENT**

National Capital Region Transport Corporation (NCRTC) – a Joint Venture of Govt. of India and States of Delhi, Haryana, Rajasthan and Uttar Pradesh, 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), to ensure 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 for the posts of Dy.HOD/ Procurement, from experienced Civil, Electrical and Electronics Engineers, working with Railways/ Railways' CPSEs/ PSUs/ Metro Companies/ Autonomous bodies/ other Central or State Govt. undertakings or their instrumentalities, for its RRTS project in NCR. The detail of post, eligibility criteria and experience are given below: -

**A. Post detail, Qualification and Experience: -**

S. N	Post & Pay-scale	No. of Posts	Max. Age limit*	Qualification*# Eligibility	Experience*
(a)	(b)	(c)	(d)	(e)	(f)
1.	Sr.DGM/ Procurement Rs.80000- 220000  or,  DGM/ Procurement Rs.70000- 200000	02 (Two)	50 yrs.	BE/B.Tech. in Civil/ Electrical/ Electronics Engineering or equivalent. Working in pay-scale Rs.80000- 220000 (E5) IDA/ or -Has been working for last 1½ years in pay-scale Rs.70000- 200000 (E4) IDA/ Rs.78800- 209200 (L-12) CDA or Graduate in Electrical/ Electronics Engineering Working in pay-scale Rs.70000- 200000 (E4) IDA/ Rs.78800-209200 (L-12) CDA or -Has been working for last 1½ years in pay-scale Rs.60000- 180000 (E3) IDA/ Rs.67700- 208700 (L-11) CDA.	-Should have minimum 10 or 8 years' experience (For Sr.DGM and DGM, respectively) in Rail based organization. Out of which, 6 and 4 years' experience (for Sr.DGM and DGM, respectively) should be in Bid process management/ Contract management. He should have deep knowledge of pre-qualification process, bidding process, evaluation, issuance of LOA and preparation of contract agreement. -Contract management in projects funded by international financial institutions shall be preferred.

\* - As on 02.04.2021

- # - Should be obtained from 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's policy.

**SELECTION PROCESS:**

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

**SURETY BOND & PROBATION PERIOD:**

The person selected on Absorption basis shall have to execute a Surety Bond of Rs.1,50,000/- (Rupees one lakh fifty thousand only) to serve the Corporation for a minimum period of one year (\* Plus Training cost & GST, as applicable).

After joining, the candidate has to undergo a probation period as per Corporation's 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 corporation 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 persons may apply in the prescribed application format, Annexure-I attached. All relevant documents should also be enclosed with the application.

**GENERAL INSTRUCTIONS:**

1. Complete filled-up application should reach this office latest by **23.04.2021**. 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) Experience Certificate/s
  - (iii) Copies of the APARs
  - (iv) Office order of joining the organization & initial grade.
  - (v) Office order showing promotion to present grade.
  - (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.**

Note- Without supporting documents application will be summarily rejected.

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.12/2021)

**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>02.04.2021</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.		
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	Organisation	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Total work experience - ..... Years.
- Experience of Contract Management in Railways/ its CPSEs/ Metro Rail - ..... 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-**

<b>S.N.</b>	<b>Name</b>	<b>Designation &amp; Organisation</b>	<b>Mobile No. &amp; Email</b>
<b>1.</b>			
<b>2.</b>			

**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>02.04. 2021</b>		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality		
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.....