



No. NCRTC/HR/Rectt./30/2021

Dated:06.08.2021

VACANCY NOTICE
(No.30/2021)

RECRUITMENT OF SR. EXECUTIVE CORPORATE HOSPITALITY

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 requires an experienced Executive belongs to hospitality sector, working with Govt. organizations/ PSUs. The detail of the post is given below: -

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit	Qualification & Eligibility	Experience
1.	Sr. Executive (Corporate Hospitality) Rs.40000-140000 (E1)	01 UR	40	Qualification- Graduate in Hotel Management or equivalent Preferable-MBA in Hospitality Management. Eligibility- Should be working in Pay-scale Rs.40000-140000(E1)/ Rs.47600-1511000(L8), or -Have been working for last 3 year in pay-scale Rs.30000-120000(E0)/ Rs.44900-142400(L7), or -Have been working in Supervisory grade for last 10 years.	Should have minimum 4 years' experience of working in the field of Hospitality. Experience should include Corporate event management, protocol duty, managing high profile hospitality etc. Should have good communication skills.

-All eligibility criteria/experience/ other conditions should be fulfilled on 31.08.2021.

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

-Number 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:

- (a) Based on the eligibility/ experience in the relevant field, shortlisted candidates will be called for interview.
- (b) NCRTC reserves the right to conduct a written examination for all posts in case the number of applications received from eligible candidates is higher. 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.
- (c) 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 to serve the Corporation for a minimum period, as given below: -

S.N.	Mode of recruitment	Bond amount* (Rs.)	Min. period to serve the Corporation
1.	Absorption from Govt. org./ instrumentalities/ PSUS/CPSEs	1,50,000	1(one) year.

* Plus, Training cost & GST, as applicable.

After joining the employee 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 Corporation 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:

1. Applications will be accepted ONLINE through the link provided in the "Career section" of the NCRTC website i.e. <https://www.ncrtc.in>. Candidates are required to upload recent passport sized photograph (not more than 3 months old), scanned signature and scanned copies of the supporting documents.
2. Soon after submission of online application, a print-out of the same along with supporting documents, should be sent to the following address through post: -

**Career Cell,
HR Department,
National Capital Region Transport Corporation,
Near Vikas Sadan,
INA Colony,
New Delhi-110023**

Envelope containing the print-out of application and supporting documents, should be super-scribed as-

"APPLICATION FOR THE POST OF – SR. EXECUTIVE (CORPORATE HOSPITALITY)"

GENERAL INSTRUCTIONS:

Last date for Online Registration and submission of applications 31.08.2021

1. **Incomplete application without supporting documents shall summarily reject the candidature.**
2. Before applying, the candidate should ensure that he/ she fulfills the eligibility criteria and other norms mentioned in this advertisement. Scanned copies of passport sized photograph, signature, educational certificates, and experience certificate should be kept ready, as these documents would be required to be uploaded at the time of filling up of online application form.
3. The size of photograph, signature and resume should be 10, 20 and 200kb respectively and the allowed types are .jpg or .jpeg for photograph and signature. The resume must be .pdf, .doc, .docx.
4. More than one application for a post may lead to cancellation of candidature.
5. All computations of Age, Post Qualification Experience etc., shall be as on the given date.
6. All information regarding this recruitment process would be made available in the career section of NCRTC website, i.e. www.ncrtc.in, only. Applicants are advised to check the web site periodically for important updates. Once registered for NCRTC, all correspondences shall be made through their registered e-mail ID and/ or candidate login.
7. In case of any query the same may be sent to recttquery@ncrtc.in with "POST Sr. Executive (Corporate Hospitality) in the Subject Line. Candidates are advised to add this e-mail ID to their address book. NCRTC will not be responsible for non-delivery of e-mail / delivery of e-mail to junk or spam folder. Contact No. 011-4106 6943 (10:00 AM to 4:30 PM).

Canvassing in any form shall disqualify the candidate
