

No. NCRTC/HR/Rectt.-Dep/41/2020

Dated:10.11.2020

**VACANCY NOTICE****(No.41/2020)****REQUIREMENT OF NON-EXECUTIVE STAFF ON DEPUTATION 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 administrative control of the Ministry of Housing and Urban Development, 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, rail based, high capacity, comfortable state of art, world class 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 pathway 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 - 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 requires Non-Executive staff on deputation basis, the detail of the post is as under:-

1.	Nomenclature of the post	General Assistant/ Office Assistant
2.	No. of vacancies	01(One)
3.	Location	Delhi- NCR region
4.	Term of deputation	Normal term of deputation, but the period of deputation will in no case exceed 05(five) years.
5.	Eligibility	Working in pay-scale Matrix Level-3 Rs.21700-69100(CDA) or in identical grades in IDA pay-scales. or, Working in pay-scale Matrix Level-2 Rs.19900-63200 (CDA) or in identical grades in IDA pay-scales, for more than two years.
6.	Age, Qualification & Experience	<u>Age</u> : Not more than 30 years at the time of advertisement of the vacancy. <u>Qualification</u> : Graduate <u>Experience</u> : Minimum 2(Two) years' experience of office work, maintaining documents. Should have good knowledge of MS Office.
7.	Whether the company/ organization has been exempted from the rule of permanent absorption and if so, the date up-to which the exemption is valid.	DoPT vide its OM No. AB.14017/86/2007-Estt. (RR) dated 16.01.2008 has granted exemption for deputationist Officers joining Joint Sector companies like DMRC etc. set up for Metro Projects, from the rule of permanent absorption so long as they are in "construction mode". MoHUA has extended these instructions for NCRTC also vide its letter No. K-14011/17/2016-MRTC-1dated 03.01.2017.

Registered &amp; Corporate Office:

7/6, सिरी फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049

7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

CIN: U60200DL2013GOI256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

8.	Perks & benefits	Deputation Allowance plus other benefits as per Corporation policy.
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**SELECTION PROCESS:**

Selection of suitable candidate shall be made on the basis of work experience. However, in case of higher number of applications a written examination may be conducted.

**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. Complete filled-up application should reach this office on or before 30.11.2020.

Envelope containing the duly filled-up application should be super-scribed as-

**“APPLICATION FOR THE POST OF – GENERAL/ OFFICE ASSISTANT  
ON DEPUTATION 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.**

A scanned copy of the application may be sent online on email [applyonline@ncrtc.in](mailto:applyonline@ncrtc.in), as Advance copy.

The application should be forwarded officially to NCRTC, duly indicating No Objection, Vigilance/ DAR clearance etc.

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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 – General/ Office Assistant**  
(Ref. Vacancy Notice No.41/2020)

**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		
	Age as on 10.11.2020	..... Yrs.....Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organisation/ Department		
7.	Present Designation		
8.	Present Pay-Scale and Basic pay	Pay-scale-	
		Present Basic Pay-	
	Period of holding the present grade	..... Years    ..... Months    ..... days	
9.	Present Address		
	Permanent Address		
10.	Contact No. (with STD code)	Phone.....Mobile.....	
11.	E-mail ID		
12.	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.

**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. 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 10.11.2020		
2.	Qualification		
3.	Working in the required grade/ Pay-scale/ Pay-package		
4.	Fulfilling total Experience criterion		
5.	Supporting documents attached		

I hereby declare that the particulars furnished above by me are true and I am eligible for the post as per the criteria laid down in the vacancy notice. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

A copy of the application has been endorsed to my Administrative Officer viz. \_\_\_\_\_ for forwarding the application to NCRTC indicating No objection, vigilance/ DAR clearance etc.

Place:  
Date:

(Signature of the candidate)  
Name.....  
Desig.....

**Annexure-II**

**CERTIFICATE**

1. Certified that the particulars furnished by Shri/Smt/Ms. .... have been verified from his/her service record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt/Ms. .... His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Ms. .... during the last 10 years as per records in the Ministry/Department.

In case of selection he/she will be relieved for normal tenure of three years on deputation/ absorption.

Date:  
Place:

Signature of Head of Office /Department  
(Office stamp)