



No. NCRTC/HR/Rectt. /36/2020

Dated:13.11.2020

VACANCY NOTICE
(No.36/2020)

REQUIREMENT OF ASSISTANT MANAGER/ FINANCE

National Capital Region Transport Corporation (NCRTC) – a Joint venture Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, under the administrative control of Ministry of Urban Development, is mandated for implementing the Regional Rapid Transport 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 motivated and target oriented experienced Finance Officers/ Executives, working with Central/ State Govt. Department/ PSU/Undertaking/Other Instrumentalities for the post of Assistant Manager/ Finance. The detail of the post is as under: --

S. N.	Post	No. of Posts	Pay-Scale (Rs.)	Max. Age limit*	Qualification and Eligibility Criteria	Experience
1.	Assistant Manager/ Finance	03 (Three)	50000-160000 (E2)	40 Yrs.	Graduate and CA/ ICWA/MBA(Fin.) and, -Working in pay scale Rs.50000-160000(IDA)/ Rs.56100-177500(CDA) L10/ Rs.53100-167800(CDA) L9 or, - Working for last 1½ years in pay scale Rs.40000-140000(IDA)/ Rs.47600-151100(CDA) L8/ -6 years in pay scale Rs.30000-120000(IDA)/ Rs.44900-142400(CDA) L7.	Should have minimum 3 years' experience of dealing with Corporate Accounts, Financial management, Taxation-Direct/ indirect, Treasury Management, Corporate Governance, Contract management consisting of Tender invitation, Tender evaluation/ Tender Committee, vetting of contracts/ offer/ estimates etc. in PSUs in Railways/ PSUs, preferably in infrastructure or Metro Rails.

* As on 14.11.2020

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) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for interview.
- (b) NCRTC reserves the right to conduct a written examination 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.
- (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 candidates selected shall have to execute a Surety Bond of Rs.3,00,000 plus GST and cost of training, if any, to serve the Corporation for a minimum period of one year. A three months' prior notice will be required before seeking resignation from the Corporation.

COMPENSATION PACKAGE & POSTING:

The Company offers attractive pay, perks and allowances attached to the post/ grade as per IDA pattern scale of pay and company policy. The job is transferable, and the selected candidates can be posted/ transferred to any of the Project Office of NCRTC during the course of their service.

HOW TO APPLY:

Eligible and interested candidates may apply on the application format '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 **04.12.2020**. 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
 - (ii) Work experience Certificate issued by present and previous employers.
 - (iii) Copies of the APARs
 - (iv) Office order showing present pay-scale and promotion to present grade.
 - (v) **'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.**



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.....)

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 14.11.2020Yrs..... Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC)		
	Sub Category (ESM, 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 gradeYearsMonths 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 in PSUs/ 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		

REFERENCE OF TWO OFFICERS UNDER WHOM WORKING/ WORKED PREVIOUSLY-

S.N.	Name	Designation & Organisation	Mobile No. & Email
1.			
2.			

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 14.11.2020		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality		
4.	Working in the required grade/ Pay-scale		
5.	Fulfilling total Experience criterion		
6.	Supporting documents attached		

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.....