



No. NCRTC/HR/Rectt./09/2017

Dated: 27.04.2017

VACANCY NOTICE
(No. 06/2017)

Sub: Requirement of Consultant/ Administration

National Capital Region Transport Corporation (NCRTC) – a Joint Sector 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) project across the NCR of India, 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 and safe regional travel at high speed along dedicated path way for relatively longer distance with fewer stops and at higher speed.

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.

To meet the immediate requirement of experienced personnel, applications are invited from retired officers, who have worked in Administration department with Railways/ Railway CPSEs/ Metro Companies and have retired from regular service, for engagement as Consultant in HR/ Administration department. The details of job requirement are as under:-

Name of the post	Consultant/ Administration (Supervisor/Admin.)
Number of posts	01(one)
Age	Not more than 70 years, as on 01.05.2017
Qualification	Graduate
Eligibility Criteria	<ul style="list-style-type: none">➤ Superannuated in Grade Rs.18500-35600/-(IDA) or Rs.9300-34800/-(GP-Rs.5400/-(CDA) or Rs.15600-39100/-(GP-Rs.5400/-(CDA)➤ Should have worked in Railways / Railway CPSEs/ Metro Rail Companies
Experience	Management of house-keeping and security staff, Company Vehicles, General Administration, and organizing functions/ official meetings.
Consolidated Fee	Consolidated fee Rs.20500/- per month.
How to apply	Interested candidates may apply in the prescribed application format, enclosed along with relevant documents.

Other terms and conditions of NCRTC shall be applicable.

General Instructions :-

- 1) Completely filled-up application form should reach this office latest by **09.05.2017**.
- 2) The envelope containing duly filled-up application should be super-scribed as **“APPLICATION FOR THE POST OF CONSULTANT/ ADMINISTRATION”** and should be addressed to-

**Career Cell,
HR Department,
National Capital Region Transport Corporation,
7/6 AMDA Building,
Siri Fort Institutional Area,
August Kranti Marg,
New Delhi-110049.**

- 3) 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.
- 4) The application should be supported with photocopies of the following documents:-
 - Educational Certificates
 - Copy of PPO and Last Salary Slip
- 5) The candidate shall ensure that he is medically fit to perform the duty and may be sent for medical examination as per the medical standards prescribed for the post.
- 6) For detail, kindly visit Career Section in NCRTC website, www.ncrtc.in.
- 7) **Canvassing in any form shall disqualify the candidate.**

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

A. PERSONAL DETAILS:-

1.	Post applied for	
2.	Applicant's Name	
3.	Father's/ Husband's Name	
4.	Date of Birth	
5.	Age as onYrs.MonthsDays
6.	Category	
7.	Correspondence Address	
8.	Contact No. (with STD code)	Phone..... Mobile.....
9.	E-mail ID	

Affix your latest passport size photograph, duly self attested across

B. EDUCATION DETAILS

S.N.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

C. EXPERIENCE DETAILS: (For the last 10 years in reverse chronological order)

S.N.	Period		Designation	Organisation	Responsibilities in brief
	From	To			

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 to be incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place: