

VACANCY NOTICE
(No.09/2020)

Sub: Requirement of Manager/ Asstt. Manager(Administration) on Re-employment 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 the administrative control of Ministry of Housing & 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 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.

NCRTC invites applications from the retired officers from Govt. departments/ PSUs/ Metro companies/ other Govt. instrumentalities, having experience in the field of administration. The detail of post is as under:-

S. N.	Post & Pay-scale (IDA)	No. of Post/ Cat.	Max. Age*	Qualification, Eligibility criterion & Experience
1.	Manager (Administration) or Assistant Manager (Administration)	01 (One)	65 Yrs.	Graduate, Preferably PG Degree/Diploma in Management. -For Manager- Should be Superannuated in pay-scale Rs.70000-200000(E4) (IDA)/ Rs.78800-209200 (CDA) L12 or in higher grade. -For Asstt. Manager- Superannuated in pay-scale Rs.60000-180000 (E2) (IDA)/ Rs.67700-208700 (L11) (CDA). -Minimum 20 years' work experience in administrative functions which includes procurement of office requirements, hospitality management, event management, Facility/ Vender management, budgeting, tendering for facility/ security arrangements etc. Should have outstanding communication and administrative skills.
Fee & benefits				Consolidated Fee and other benefits as per company policy.
Term of employment				Six months

Other terms and conditions of NCRTC shall be applicable.



General Instructions :-

- 1) Completely filled-up application should reach this office latest by 23.03.2020.
- 2) The envelope containing duly filled-up application should be super-scribed as “APPLICATION FOR THE POST OF-
ON RE-EMPLOYMENT 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.**
- 3) Applications received after due date shall not be entertained. 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
 - Last Salary Slip
 - Experience certificate/s.**Application without supporting certificates as mentioned above shall be summarily rejected.**
- 5) The candidate shall ensure that he is medically fit to perform the field duty and may be sent for medical examination as per the medical standards prescribed for the post.
- 6) **Canvassing in any form shall disqualify the candidate.**





NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

**Application for the post of Manager/AM (Administration) on Re-employment basis
(V.N. 09/2020)**

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		
4. Age as on Yrs. Months Days	
5. Category(UR/SC/ST/OBC/PWD)		
6. Correspondence Address		
7. Contact No. (with STD code)	Phone.....	Mobile.....
8. E-mail ID		

B. EDUCATION DETAILS

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

C. EXPERIENCE DETAILS:

S.N.	Period		Designation & pay-scale	Organisation	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Date of superannuation-

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: