



No. NCRTC/HR/Rectt./07/2019

Dated: 27.02.2019

VACANCY NOTICE
(No.07/2019)

REQUIREMENT OF CONSULTANT/ HR

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) 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 - 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 experienced HR professionals for the post of Consultant HR. The detail of the post is given below:-

Name & number of the post	Consultant/ HR-01
Qualification	Essential- Post-graduate in Human Resource Management Desirable- Certification, atleast in one of the following HR practices:- (i) Psychometric Assessment Certification from any of the leading Psychometric provider (ii) Competency Mapping, Design & Assessment Certification from any of the leading Competency & Assessment providers. (iii) Instructional Design Certification from any of the ID Technology. (iv) Facilitation of Certification from any recognized body. (v) Train the trainer Certification from a recognized body. (vi) Coaching Certification by a recognized body in the field of coaching (vii) Impact assessment Certification- Certified in impact evaluation & assessment of learning/ training programmes by a recognized Institute.
Experience	-Minimum 10 years of experience in the areas specified in the Scope of work/ Job Description. -Experience in PSU/ Govt. organizations will be preferred.
Age	Not more than 62 years, as on 01.03.2019.
Remuneration	Rs.2.0 Lakh per month.

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Period of engagement	06(Six) months
How to apply	Interested candidates may apply in the prescribed application format, along with relevant documents.

Job Description/ Major output deliverable and Scope of work

Competency Framework Design & Development	<p>Understanding, Diagnosing and Defining:</p> <ul style="list-style-type: none"> -Organizational Structure, -Reporting Structure, -Job Roles, -Job Descriptions, -Success Profiles (Current & Future), -Role wise Organizational Competencies -Behavioral, Leadership, Project Management etc., -Role wise Technical Skills- Signaling, Electrical, Civil, Project Management etc. -Competency mapping and shortlisting from existing manpower for specified training purpose.
Role Readiness and Continual Learning & Development	<ul style="list-style-type: none"> -Creating Individual Development Plans (IDP) for all employees in consultation with their immediate manager and basis recommendation of departmental head. -Creating learning road maps for various expressed and diagnosed needs- department/function wise. -Designing various learning interventions based instructional design principles to engage the participants and build their knowledge and skills. -Roll out periodic learning calendar (Quarterly/ Bi-annual) and offering designed programs in it. -Identify internal/ external faculty/ facilitator who could design and deliver programs identified in the learning calendar -Seek program(s) feedback from attending participants and key it in the learning management system in order to analyze the data and consider areas of improvement at a later point of time.
Mode of selection	<ul style="list-style-type: none"> -Shortlisted candidates would be required to make small presentation on the jobs handled by them and their experience in the areas detailed in the scope of work of the post. -Interview.

General Instructions:-

- 1) Completely filled-up application should reach this office latest by **15.03.2019**.
- 2) The envelope containing duly filled-up application should be super-scribed as- **"APPLICATION FOR THE POST OF- CONSULTANT/ HR"** 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:-

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- Educational Certificates
 - Copy of PPO and Service Certificate (in case of retired persons)
 - Experience related certificates.
- 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.**

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NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

Application for the post of Consultant/ HR

(Vacancy Notice No.07/2019)

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.MonthsDays	
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

Desirable qualification:

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			

(Attach separate sheet, if required)

-Total work experience
-Related/ asked work experience

I hereby declare that the particulars furnished above are true and correct. 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:

