**VACANCY NOTICE No.08/2018**  
**RECRUITMENT OF MANAGER/ 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.

To manage the training and development requirement of the personnel, applications are invited from Human Resource Managers working with Railways/ Railways' CPSEs/ Metro Rail Corporations/ reputed private sector companies. The job details are as under:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Post</th>
<th>No. of Posts</th>
<th>Pay-Scale** (IDA)</th>
<th>Max. Age Limit*</th>
<th>Qualification &amp; Eligibility</th>
<th>Experience</th>
</tr>
</thead>
</table>
| 1.    | Manager/ HR         | 01 (One)     | Rs.60000-180000   | 40 Yrs.         | Qualification  
- Graduate,  
- PG Degree/ Diploma in Human Resource Management from an institute/ University of repute.  
Eligibility  
For Govt. org. / CPSEs/ Metro Rail Corporation candidates  
Working in pay scale Rs.60000-180000(IDA)/ Rs. 67700-208700(CDA) Level-11 or,  
1½ years in pay scale Rs.50000-160000(IDA)/ Rs.56100-177500(CDA) Level-10.  
For Private Sector candidates  
- Having annual pay package/ CTC of Rs.16 Lakh. | Min. 5 years’ post qualification experience in developing customized training programs within a large-structured and complex business environment. Should have experience to execute the following training related functions  
- Prepare, propose, circulate and implement the Training calendar,  
- Monitor the compliance to the calendar by all departments and escalate any deviations to the same.  
- Develop various training modules and delivery of those to different sections of employees.  
- Plan, Co-ordinate and Deliver the orientation induction program for new joinees.  
- Plan and Co-ordinate various training programs at Railways/ Metro Rail/ related training institutes to different sections of employees.  
- Identify training needs of employees by various methodologies.  
- Plan, process and co-ordinate external/ in-house training programs, conventions and conferences. |
- Arranging programmes and undertaking various activities to keep high the motivational level of officials.
- Oversee the training/summer placement/internships/projects undertaken by students from various professional colleges.
- Maintain training records and MIS.
- Monitor compliance to the annual training budget.
- Adherence & Implementation of Learning Management System (LMS) for maintaining training details & MIS/reporting Conduct & monitor Post training effectiveness for programs as per deployed training effectiveness framework.
- Conduct & monitor post training activities for application of learning on the job, and.
- Support in implementing the employee engagement activities.

* As on 01.02.2018
** The pay-scales given above are revised as per the 3rd PRC and 7th CPC. Aspirants working in pre-revised pay-scales are advised to establish equivalency of corresponding pay-scales before applying for the positions. (Table given at Annexure-II)

Note 1 The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.
2 Pay Protection would be provided to the persons who are presently working in Central/State Government/Metro companies/other government entities. They would be dealt with at par with cases of immediate absorption basis.

PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in related field, but also be physically and medically fit enough to work at project sites. In case of selection, candidates will have to undergo a medical examination as per the Company policy.

SELECTION PROCESS:

(a) After scrutiny of the applications, candidates will be shortlisted on the basis of eligibility criteria i.e. experience, desirable qualification etc. and will be called for interview.

(b) NCRITC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The details 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) Interviews of shortlisted candidates will be held at New Delhi only.

(e) The decision of NCRITC management regarding grant of grade/pay to selected candidates would be final.

SURETY BOND:

The candidates selected for immediate absorption shall have to execute a Surety Bond of Rs.150000 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 and other 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 work site of NCRTC during the course of their service.

HOW TO APPLY:

Eligible and interested candidates may apply as per the application format at 'Annexure-I', attached. All relevant documents should be enclosed with the application.

GENERAL INSTRUCTIONS:

1. (a) Complete filled-up application should reach this office latest by 12.03.2017.

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

   "APPLICATION FOR THE POST OF-
   ON IMMEDIATE ABSORPTION 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-110 049.

   (b) Incomplete/without supporting documents and 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.

   (c) Mere fulfilling the terms and conditions requirement/qualification will not vest any right on the candidates to be called for Interview.

   (d) NCRTC reserves the right to call only the requisite number of candidates for written or interview, or both, after screening/short-listing with reference to the candidate's qualification, suitability, etc.

   (e) NCRTC reserves the right to reject any candidate without assigning any reason.

2. The application should be supported with the following documents:-

   (i) Educational Certificates
   (ii) Work experience Certificate/s issued by last employer/s
   (iii) Letter of appointment and latest salary slip issued by current employer showing fulfillment of CTC criteria, where applicable.
   (iv) Copies of the APARs
   (v) Company incorporation Certificate as Public Limited Company (for Private Sector candidates)
   (vi) Documents establishing relevant experience claimed.
3. Shortlisted candidates will be informed either through email or whatsapp or SMS or mobile/phone
or by speed post 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
2. Father’s/ Husband’s Name
3. Date of Birth
   Age as on 01.02.2018 ...... 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 package & CTC(Pvt. Sector Co.)
   Holding present pay-scale w.e.f.
   Period of holding the present grade ...... Years ...... Months ...... days
9. Correspondence Address
10. Contact No. (with STD code) Phone..........................................
    Mobile..........................................
11. E-mail ID

B. EDUCATION DETAILS

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Qualification</th>
<th>Name of Board/ Institute/ University</th>
<th>Year of passing</th>
<th>Division/ Grade/ Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANNEXURE-1
C. EXPERIENCE DETAILS:-

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Period</th>
<th>Designation</th>
<th>Organisation</th>
<th>Responsibilities in brief</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach separate sheet, if required)

- Total work experience in the relevant field - ........... Years.
- Experience with Railways/ Metro Rail Organisations- ........... Years.

D. OTHER DETAILS

1. Whether any punishment awarded in last 10 years.
   If Yes, please furnish details
   Yes/ No

2. Whether any disciplinary action/ inquiry is contemplated against the applicant
   If Yes, please furnish detail
   Yes/ No

3. Furnish Annual Performance Appraisal Report (APAR)
   grading (Outstanding/ Very Good/ Good/ Average/ Below average), if applicable.
   - 2013-14
   - 2014-15
   - 2015-16
   - 2016-17

4. Time required for joining, if selected

E. SUPPORTING DOCUMENTS ENCLOSED:-

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Supporting document</th>
<th>Attached (Yes/ No)</th>
<th>Remarks (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Age proof (Matriculation Certificate/ Mark-sheet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Qualification Certificate &amp; mark-sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Experience Certificate/s</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Latest salary slip (duty signed/ stamped by issuing authority)
5. Document showing CTC
6. Company incorporation Certificate

**F. CONFIRMATION:** I do hereby confirm that I am fulfilling the following criteria:-

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Criteria</th>
<th>Fulfilling (Yes/No)</th>
<th>Remarks (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Age as on 01.02.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Qualification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Presently working with Govt. org./ CPSEs/Public Limited Infrastructure company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Working in the required grade/ Pay-scale/ Pay-package</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Experience is adequate (in total number of years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Experience is in the required field (as asked)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Seeking any relaxation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: .................................

[Signature]

[Date: 16/11/18]

[Name: G M]
## ANNEXURE-II

### PRE-REVISED & REVISED PAY-SCALES (IDA & CDA)

<table>
<thead>
<tr>
<th>IDA Pay-Scales</th>
<th>CDA Pay-Scales</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Revised (2nd PRC)</strong> (Rs.)</td>
<td><strong>Pre-Revised (6th CPC)</strong> (Rs.)</td>
</tr>
<tr>
<td>51300-73000</td>
<td>37400-67000 + GP 10000</td>
</tr>
<tr>
<td>43200-66000</td>
<td>37400-67000 + GP 8900</td>
</tr>
<tr>
<td>36600-62000</td>
<td>37400-67000 + GP 8700</td>
</tr>
<tr>
<td>32900-68000</td>
<td>15600-39100 + GP 7600</td>
</tr>
<tr>
<td>29100-54500</td>
<td>15600-39100 + GP 6800</td>
</tr>
<tr>
<td>24900-50500</td>
<td>15600-39100 + GP 5400</td>
</tr>
<tr>
<td>20600-46500</td>
<td>9300-34800+ GP 5400</td>
</tr>
<tr>
<td>16400-40500</td>
<td>9300-34800 + GP 4800</td>
</tr>
<tr>
<td>12600-32500</td>
<td>9300-34800 + GP 4600</td>
</tr>
<tr>
<td></td>
<td>9300-34800 + GP 4200</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>