



No. NCRTC/HR/Rectt./08/2017

Dated: 22.05.2017

**VACANCY NOTICE**  
**(No. 08/2017)**

**RECRUITMENT FOR THE POST OF PROTOCOL OFFICER**  
**ON IMMEDIATE ABSORPTION 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 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 motivated, experienced and target oriented officers, working with Railways/ Railways' CPSEs/ Metro Companies for the post of Protocol Officer, to be filled-up on immediate absorption basis. The detail of job requirement is as under:-

S.N.	Post	No. of Posts	Pay-Scale (IDA)	Max. Age limit*	Qualification & Eligibility Criteria	Experience
1.	Protocol Officer	01(One)	Rs.29100-54500	45	Graduate, Preferably-MBA and Working in the grade of Rs.29100-54500 (IDA) or Rs.15600-39100+GP-Rs.7600 .or, Minimum one year's' service in the grade of 24900-50500 (IDA) or Rs.15600-39100+GP-Rs.6600.	Should have minimum 10 years working experience in Railway CPSEs/ Metro companies, which includes protocol duties, executive assistance to top management, liaison with ministries/ departments of State Govt. offices/ PSUs, Corporate Communication/ Public Relation, interaction with media, website content management, event management and Office/ General administration etc.

\* As on 01.06.2017.

**PHYSICAL & MEDICAL FITNESS:**

The applicant should be physically and medically fit enough to work at project sites. In case of selection, he/ she will have to undergo a medical examination as per Company policy.

**SELECTION PROCESS:**

Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for interview.

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:**

The candidates selected for immediate absorption shall have to execute a Surety Bond of Rs.1,50,000/- plus service tax 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 allowances/ fringe benefits attached to the post/ grade as per IDA pattern scale of pay. The selected candidate will be posted at any of the locations, where NCRTC will be executing RRTS Project.

**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. Complete filled-up application should reach this office latest by **12.06.2017**.
2. Envelope containing the duly filled-up application should be super-scribed as-  
**"APPLICATION FOR THE POST-....."**  
**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-110049.**

Incomplete 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.

3. The application should be supported with the following documents:-
  - (i) Educational Certificates
  - (ii) Work experience Certificate
  - (iii) Copies of APARs
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 and experience certificate.
5. **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- \_\_\_\_\_ ON IMMEDIATE ABSORPTION BASIS

#### **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.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organization/ Department		
7.	Present Designation		
8.	Present Pay-Scale/ Basic pay		
	Holding present pay-scale w.e.f.		
9.	Correspondence Address		
10.	Contact No. (with STD code)	Phone.....	
		Mobile.....	
11.	E-mail ID		

#### **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	Organization	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

**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 grading (Outstanding/ Very Good/ Good/ Average/ Below average) of Annual Performance Appraisal Report (APAR).	2013-14	
		2014-15	
		2015-16	
		2016-17	
4.	Time required for joining, if selected		

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.....