



No. NCRTC/HR/Rectt./10/2020

Dated: 06.05.2020

**VACANCY NOTICE**  
**(No.10/2020)**

**REQUIREMENT OF GROUP GENERAL MANAGER/ GENERAL MANAGER (FINANCE)**  
**ON DEPUTATION/ ABSORPTION BASIS**

National Capital Region Transport Corporation (NCRTC) - a Joint Sector Company of Govt. of India and States of Delhi, Haryana, Rajasthan and Uttar Pradesh, under the administrative control of Ministry of Housing and Urban Affairs, is mandated for implementing the Regional Rapid Transit System (RRTS) in National Capital Region (NCR), to ensure 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 Finance Officers/ Executives, working with Railways/ Railways' CPSEs/PSUs/ Metro Companies/ other Central/ State Govt. undertakings or their instrumentalities, on Deputation/ Absorption basis for its RRTS project in NCR. The detail of post and eligibility criteria are given below:-

**1. POST DETAIL, REQUIRED QUALIFICATION AND EXPERIENCE:-**

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit*	Qualification**	Experience*
(a)	(b)	(c)	(d)	(e)	(g)
1.	Group General Manager/ Finance Rs. 120000-280000  or General Manager/ Finance Rs. 100000-260000	01 (One)	55 Yrs.  50 Yrs.	<b>Essential-</b> -Graduate in case of Indian Railway Accounts Services (IRAS) officers. -CA/CMA- In case of others.  <b>Desirable-</b> MBA/Fin. from a reputed recognized Institute.	Should have minimum 20 or 17 years (For GGM and GM, respectively) work experience in Railway construction projects, PPP Projects, Projects funded by Multilateral/ Bilateral Agencies, handling tenders, vetting of estimates, contracts, variations etc.  Experience in Indian Railways, in its CPSEs/ Metro Rail organisations will be preferred.

\* - As on 06.05.2020.

# - Should be obtained from recognized University/ Institute/ Government body.

- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.

- Numbers of vacancies are subject to change at any stage of the selection as per the requirement of the Project.

## **2. REQUIRED PAY-SCALES:-**

### **(a) For Deputation-**

<b>Post</b>	<b>CDA Pay-scale</b>	<b>IDA Pay-scale</b>
Group General Manager/ Finance Rs. 120000-280000	-Working in pay-scale Rs.144200-218200 (CDA) L14 (SAG/NFSAG)	Working in pay-scale Rs.120000-280000 (IDA) E8, or, has been working for 4 years in pay-scale Rs.100000-260000 (IDA) E7
General Manager/ Finance Rs. 100000-260000	-Working in pay-scale Rs.123100-215900 (CDA) L13	-Working in pay-scale Rs.100000-260000 (IDA) E7, or has been working for 4 years in pay-scale Rs.90000-240000 (IDA) E6

### **(b) For Absorption-**

<b>Post</b>	<b>CDA Pay-scale</b>	<b>IDA Pay-scale</b>
Group General Manager/ Finance Rs. 120000-280000	-Working in pay-scale Rs.144200-218200 (CDA) L14, or has been working for 4 years in pay-scale Rs.123100-215900 (CDA) L13	Working in pay-scale Rs.120000-280000 (IDA) E8, or has been working for 4 years in pay-scale Rs.100000-260000 (IDA) E7
General Manager/ Finance Rs. 100000-260000	-Working in pay-scale Rs.123100-215900 (CDA) L13	-Working in pay-scale Rs.100000-260000 (IDA) E7, or has been working for 4 years in pay-scale Rs.90000-240000 (IDA) E6

## **3. PHYSICAL & MEDICAL FITNESS:**

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

## **4. SELECTION PROCESS:**

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

## **5. SURETY BOND & PROBATION PERIOD: (Not applicable for persons join on deputation basis)**

The selected candidates, joining on absorption basis shall have to execute a Surety Bond of Rs.1,50,000/- (Rupees one lakh fifty thousand only) to serve the Corporation for a minimum period of one year.

After joining the candidate has to undergo a probation period as per Corporation policy. A three months' prior notice, will be required to be served while seeking resignation from the service of the Corporation.

## **6. COMPENSATION PACKAGE & POSTING:**

The Company offers attractive pay, perks and allowances attached to the post/ grade as per company policy. The job is transferable, and the selected executives can be posted/ transferred to any of the office/ work place of NCRTC during the course of their service.

## **7. 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. Application for deputation should be forwarded through the concerned office/ department (Annexure-II), however, advance copy may be submitted before the closing date of application.

## **8. GENERAL INSTRUCTIONS:**

- 1) Complete filled-up application should reach this office latest by **26.05.2020**. Envelope containing the duly filled-up application should be super-scribed as-

**“APPLICATION FOR THE POST OF- \_\_\_\_\_.”**  
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 or 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.

- 2) The application should be supported with the following documents, **duly self-attested**:-
  - (i) Copies of Educational Certificates (Matriculation onwards)
  - (ii) Copies of the APARs
  - (iii) Office order of joining the organization & initial grade.
  - (iv) Office order showing promotion to present grade.
  - (v) Experience Certificate/ Duty/ allocation orders etc.
  - (vi) Latest Salary Slip.
  - (vii) **'NOC' from concerned Department/ Employer. In case of non-availability, undertaking to submit the same at further stage of selection.**
- 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.
- 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.10/2020)

**For Absorption/ Deputation**  
(Strike-out, which is not applicable)

**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		
	Age as on <b>06.05.2020</b>	.....Yrs.....Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organisation/ Department		
7.	Employer organization status (Strike-out which are not applicable)	Central/ State Govt./ PSU/ CPSE/Autonomous Body/ Other Govt. instrumentality(Where applicable)	
8.	Present Designation		
9.	Present Pay-Scale and Basic pay/ Total annual pay-package(candidate from Pvt. co.)	Pay-scale-	
		Present Basic Pay-	
		Annual pay-package-	
	Holding present pay-scale w.e.f.		
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		
13.	AADHAR No.		

**B. EDUCATION DETAILS**

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

*(Attach separate sheet, if required)***C. EXPERIENCE DETAILS:-**

S.N.	Period		Designation	Organisation	Place of posting	Responsibilities in brief
	From	To				

*(Attach separate sheet, if required)*

- Total work experience - ..... Years.
- Work experience in relevant field - ..... Years.

**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 Annual Performance Appraisal Report (APAR) grading (Outstanding/ Very Good/ Good/ Average/ Below average), if applicable.	2015-16	
		2016-17	
		2017-18	
		2018-19	
4.	Time required for joining, if selected		

**E. REFERENCE OF TWO OFFICERS UNDER WHOM WORKING/ WORKED PREVIOUSLY-**

S.N.	Name	Designation & Organisation	Mobile No. & Email
1.			
2.			

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

S. N.	Criteria	Fulfilling (Yes/No)	Remarks (If any)
1.	Age as on <b>06.05.2020</b>		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality.		
4.	Working in the required grade/ Pay-scale/ Pay-package		
5.	Fulfilling total Experience criterion		
6.	Supporting documents attached		
7.	Seeking any relaxation		

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.....

**Annexure-II**

**CERTIFICATE**  
(For deputation only)

1. Certified that the particulars furnished by Shri/Smt/Ms. ....have been verified from his/her service record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt/Ms. .... His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Ms. ....during the last 10 years as per records in the Ministry/Department.

Date: Signature of Head of Office /Department

Place: (Office stamp)