



No. NCRTC/HR/Rectt./01/2019

Dated: 01.03.2019

**VACANCY NOTICE**  
**(No.01/2019)**

**RECRUITMENT OF COMPANY SECRETARIES**

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. NCRTC would also strive for 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 Company Secretaries working in Central/ State Govt. departments/ CPSEs/ Metro Rail Organizations and Govt. instrumentalities on immediate absorption basis. The detail of positions, eligibility criteria and required experience are given below:-

S. N.	Post, Pay-scale	No. of Posts/ Cat.	Pay-Scale (Rs.)	Max. Age limit*	Qualification and Eligibility Criteria*	Experience*
1.	Company Secretary (E5, Sr.DGM level)  or  Company Secretary (E4, DGM level)	01	80000-220000   70000-200000	50 Yrs.	<b>Qualification-</b> <b>Essential:</b> Graduate in any discipline and Fellow/ Associate Member of Institute of Company Secretaries of India(ICSI), <b>Desirable:</b> LL.B. from a reputed University. <b>Eligibility Criteria</b> <u>For CS (E5, Sr.DGM level)</u> -Presently working in pay scale of Rs.80000-220000(IDA) or, -Has been working for last 1½ years in Pay scale Rs.70000-200000(IDA)/ Rs.78800-209200(CDA) L12. <u>For CS (E4, DGM level)</u> -Presently working in pay scale Rs.70000-200000(IDA)/ Rs.78800-209200(CDA) L12, or, -Has been working for last 1½ years in Pay scale Rs.60000-180000(IDA)/ Rs.67700-208700 (CDA) L11.	Should have minimum 10 and 8 years' (For E5 and E4, respectively) post qualification experience in the capacity of whole time Company Secretary and should be working in Central/ State Govt. organization/ CPSEs/ Metro Rail companies and similar Govt. organisations for last 5 years. The incumbent must possess adequate domain knowledge and deep understanding of Corporate Laws, Rules, Regulations, guidelines and Corporate Governance. He/ She should have analytical reasoning and decision-making ability, drafting skills, good interpersonal communication skills with proficiency in English and should be a committed team player.

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S. N.	Post, Pay-scale	No. of Posts/ Cat.	Pay-Scale (Rs.)	Max. Age limit*	Qualification and Eligibility Criteria*	Experience*
2.	Company Secretary (E3, Manager level)	01	60000-180000	40 Yrs.	<p><b>Qualification-</b>  <b>Essential:</b> Graduate in any discipline and Fellow/ Associate Member of Institute of Company Secretaries of India(ICS).  <b>Desirable:</b> LL.B. from a reputed University.  <b>Eligibility Criteria</b>  <b>For CS (E3, Manager level)</b>            -Presently working in pay scale Rs.60000-180000(IDA)/67700-208700(CDA) L11 or,            -Has been working for last 1½ years in Pay scale Rs.50000-160000(IDA)/Rs.56100-177500(CDA) L10/ Rs.53100-167800(CDA) L9.  <b>For CS (E2, Asstt. Manager Level)</b>            -Presently working in pay scale Rs.50000-160000(IDA)/ Rs.56100-177500(CDA) L10/ Rs.53100-167800(CDA) L9 or,            -Has been working for last 1½ years in Pay scale Rs.40000-140000(IDA)/Rs.47600-151100 (CDA) L8.</p>	Should have minimum 5 and 2 years' (For E3 and E2, respectively) post qualification experience in the capacity of whole time Company Secretary/ Assistant Company Secretary and should be working in Central/ State Govt. organization/ CPSEs/ Metro Rail companies and similar Govt. organisations for last 2 years. The incumbent must possess adequate domain knowledge and deep understanding of Corporate Laws, Rules, Regulations, guidelines and Corporate Governance. He/ She should have analytical reasoning and decision-making ability, drafting skills, good interpersonal communication skills with proficiency in English and should be a committed team player.
	Company Secretary (E2, Asstt. Manager level)		50000-160000			

\* As on 02.03.2019.

- Age limit can be relaxed in exceptional cases.

**JOB RESPONSINBILITIES: -**

- (i) Company Secretaries will be required to assist the top management of the Company. She/ He will be responsible for ensuring compliance with the relevant provisions of the Company Law and its deadlines as well as compliance of Government of India orders.
- (ii) Keep abreast of changes in company law requirements.
- (iii) Holding of meetings of Board of Directors, Audit Committee, Annual General Body etc.
- (iv) Keeping up-dated statutory records and books as required.
- (v) Coordinate with Metro Companies & SPVs.
- (vi) Besides, she/he will also deal with the Registrar of Companies, Company Law Board, Ministry of Housing & Urban Affairs in discharge of her/his functions.
- (vii) She/He will also be responsible for printing of Annual Accounts and Directors' Report and e-filing of documents regarding secretarial compliances.
- (viii) General administration.

**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.

**SELECTION PROCESS:**

- (a) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for interview.
- (b) NCRTC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The detail 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.

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- (c) 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 & PROBATION PERIOD:**

The selected candidates shall have to execute a Surety Bond of Rs. 1,50,000 and cost of training plus GST, if any, to serve the Corporation for a minimum period of one year. A three months' prior notice, will be required to be served before seeking resignation from the Corporation.

**COMPENSATION PACKAGE & POSTING:**

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

**HOW TO APPLY:**

Eligible and interested candidates may apply as per the application format attached at 'Annexure-I'. All self-attested copies of relevant documents pertaining qualification and eligibility should be enclosed with the application.

**GENERAL INSTRUCTIONS:**

1. Complete filled-up application should reach this office latest by **18.03.2019**. 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
  - (ii) Work experience Certificate issued by last employer and Letter/ Office Order of appointment with latest salary slip issued by current employer.
  - (iii) Copies of the APARs
  - (iv) Office order of joining the organization & initial grade.
  - (v) Office order showing promotion to present grade.
  - (vi) Experience Certificate/ Office Order/Duty allocation order etc.
  - (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.**

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A handwritten signature in blue ink, followed by the date 12/11/2019 written below it.



# 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		Affix your latest passport size photograph, duly self attested across
2.	Father's/ Husband's Name		
3.	Date of Birth (DD/MM/YYYY)		
	Age as on 02.03.2019	..... Yrs... ..Months ..... Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/EWS)		
	Sub-Category( ESM, PWD)		
6.	Present Organisation/ Department		
7.	Employer organization status (Central/ State Govt./ PSU/ CPSE/ Autonomous Body/ Other Govt. instrumentality)		
8.	Present Designation		
9.	Present Pay-Scale and Basic pay (IDA/CDA)	Pay-scale- Present Basic Pay-	
	Holding present pay-scale w.e.f.		
	Period of holding the present grade	.....Years .....Months ..... days	
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		
13.	AADHAR No.		

*[Handwritten Signature]*  
11/3/19

**B. EDUCATION DETAILS:- (Matric onwards)**

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

**C. EXPERIENCE DETAILS:-**

S.N.	Period		Designation	Name of Organisation	Status of Organisation (Central/ State Govt./ PSU/ CPSE/ Autonomous Body/ Other Govt. instrumentality)	Responsibilities in brief
	From	To				

(Attach separate sheet, if required)

- Total work experience - ..... Years.
- Work experience in Govt./PSUs Infrastructure Sector/ Metro Rail/ Railways- ..... 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.	2014-15	
		2015-16	
		2016-17	
		2017-18	
4.	Time required for joining, if selected		

*ML*  
11/3/2019

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

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

**E. 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 02.03.2019		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality		
4.	Working in the required grade/ Pay-scale		
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.....

  
11/3/2019

**APPLICATION FOR THE POST OF:** \_\_\_\_\_**CHECKLIST****(Mark the following Serial Numbers on the documents and attach in ascending order.)**

<b>S. N.</b>	<b>Document</b>	<b>Copy</b>	<b>Attached (Yes/No)</b>	<b>Remarks (Not applicable etc.)</b>
1.	Check-list	Original		
2.	Application in prescribed format with latest photograph affixed & signed across	Original		
3.	Category Certificate (If applicable)	Self-attested copy		
4.	Matriculation Certificate	Self-attested copy		
5.	Matriculation mark-sheet	Self-attested copy		
6.	Intermediate/ Diploma Certificate	Self-attested copy		
7.	Degree Certificate	Self-attested copy		
8.	Degree final mark-sheet	Self-attested copy		
9.	PG Degree/ PG Diploma Certificate	Self-attested copy		
10.	Other qualification related certificate (as per requirement)	Self-attested copy		
11.	Offer of appointment (present employer)	Self-attested copy		
12.	Office Order joining service	Self-attested copy		
13.	Office Order - Grant of Executive grade (if applicable)	Self-attested copy		
14.	Office Order- Grant of present grade	Self-attested copy		
15.	i. Experience Certificate- Present employer	Self-attested copy		
	ii. Experience Certificate/s- Previous employer/s	Self-attested copy		
16.	APAR -2014-15	Self-attested copy		
17.	APAR -2015-16	Self-attested copy		
18.	APAR -2016-17	Self-attested copy		
19.	APAR -2017-18	Self-attested copy		
20.	(a) NOC from employer for applying	Original		
	(b) Undertaking to submit NOC at later stage	Original		
21.	Latest Salary slip	Self-attested copy		
22.	Proof of pay-package	Self-attested copy		
23.	Any other relevant document required	Self-attested copy		

*Handwritten signature and date:*  
11/3/2019