



No. NCRTC/HR/Rectt./25/2018

Dated: 08.06.2018

VACANCY NOTICE
(No.25/2018)

REQUIREMENT OF EXECUTIVE ASSOCIATE-I (ADMINISTRATION)
ON RE-EMPLOYMENT 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) 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 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.

Applications are invited from retired employees of Central/ State Govt. departments/ CPSEs having experience in the field of catering/ canteen management and general administration, for the following post:-

Name of the post	Executive Associate-I(General Administration)
Number of posts	01(one)
Age	Not more than 65 years, as on 01.07.2018
Qualification and experience	<ul style="list-style-type: none">- 10+2 or equivalent.- Superannuated in the pay scale of-- Rs.30000-120000(IDA) (Pre-rev.Rs.12600-32500) or- Rs.44900-142400(CDA)(Pre-rev.Rs.9300-34800+GP-Rs.4600)- Should have minimum 20 years' experience of managing catering services in a Government department.- Having experience of general administration.
Remuneration	As per Corporation's policy.
Term of employment	01(one) year.
Type of Employment	Re-employment

Other terms and conditions of NCRTC shall be applicable.

General Instructions:-

- 1) Completely filled-up application in the prescribed format enclosed should reach this office latest by **22.06.2018.**
- 2) The envelope containing duly filled-up application should be super-scribed as **"APPLICATION FOR THE POST OF - EXECUTIVE ASSOCIATE-I (GEN. ADMIN.)"**

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:-
 - Educational Certificates
 - Copy of PPO and Last Salary Slip
 - 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) For detail, kindly visit Career Section in NCRTC website, www.ncrtc.in.
- 7) **Canvassing in any form shall disqualify the candidate.**





NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

Application for the post of: _____.

A. PERSONAL DETAILS:-

1.	Applicant's Name	
2.	Father's/ Husband's Name	
3.	Date of Birth (DD/MM/YYYY)	
4.	Age as on (01.07.2018) Yrs. Months Days
5.	Category (UR/SC/ST/OBC/PWD)	
6.	Correspondence Address	
7.	Contact No. (with STD code)	Phone..... Mobile.....
8.	E-mail ID	

Affix your latest passport size photograph, duly self-attested across

B. EDUCATION DETAILS

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

C. EXPERIENCE DETAILS:

S.N.	Period		Designation & Pay-scale	Organisation	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Date of superannuation-

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 to be incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place: