

VACANCY NOTICE
(No.37/2019)

REQUIREMENT OF HR EXECUTIVES AT E1/E0 LEVEL

National Capital Region Transport Corporation (NCRTC) – a Joint Venture Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, 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), 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.

NCRTC invites applications from HR personnel working with Govt. organisations/ CPSEs/ Metro Rail/ other Govt. instrumentalities (on Regular/ Direct contract/ Outsourced basis) for the following posts on Absorption/ Direct Recruitment basis:-

S. N.	Post & Pay-scale	No. of Posts & Cat.	Max. Age limit*	Qualification**, Experience & Eligibility condition*
1.	Sr. Executive/ HR (E1) Rs.40000-140000 or Executive/ HR (E0) Rs.30000-120000	02 (UR)	35 Yrs.	<p>Qualification- -Graduate & -MBA (HR)/ PGDM(HR)/ MHRM or similar full-time regular course in HRM and</p> <p>Experience- -Should have minimum 4 or 2 years' post qualification work experience (for Sr. Executive and Executive, respectively) in the field of HR with Govt. organization, PSU/ CPSE/ Metro Rail/ Govt. instrumentalities. Experience should include dealing with various HR functions like recruitment, documentation, compensation, RTI, Labor legislations and employees' welfare & benefits etc. and</p> <p>Present pay-scale/ Pay-package- -For (E1), -Should be presently working in the pay scale Rs.47600-151100 (L-8) (CDA) or Rs.40000-140000 (E1) (IDA) or, for last 1½ years working in Rs.44900-142400 (L7) (CDA) or Rs.30000-120000 (E0) (IDA) or, CTC Rs.4.5 Lakh for contract/ outsourced employees. -For (E0), -Should be presently working in the pay scale Rs.30000-120000 (E0) (IDA) or, for last 1½ years in Rs.35400-112400 (L6) (CDA)/ Rs.29500-105850 (NE8) (IDA) or, CTC Rs.3.5 Lakh for contract/ outsourced employees.</p>

* - As on 12.10.2019. Age relaxation may be given in exception cases.

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

Registered & Corporate Office:

7/6, सिरि फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049

7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

CIN: U60200DL2013GOI256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

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.

SURETY BOND & PROBATION PERIOD:

The selected candidates shall have to execute a Surety Bond to serve the Corporation for a minimum period, as given below:-

S.N.	Mode of recruitment	Bond amount* (Rs.)		Min. period to serve the Corporation
		Executive	Non-executive	
1.	Direct Recruitment/ Open market	3,00,000	1,50,000	3 (three) years.
2.	Absorption from Govt. org./ instrumentalities/ PSUS/CPSEs	1,50,000	75,000	1 (one) year.

* Plus Training cost & GST, as applicable.

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 Corporation.

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 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 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 **26.10.2019**.
Envelope containing the duly filled-up application should be super-scribed as-

"APPLICATION FOR THE POST - "

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) Work experience Certificate issued by last employer and Letter/ Office Order of appointment with latest salary slip issued by current employer.

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12.10.19

- (iii) Copies of the APARs/ Performance Appraisals
- (iv) Office order of joining the organization & initial grade.
- (v) Office order showing promotion to present grade/ Pay-package
- (vi) Form 16 and 26AS in support of pay-package(For pvt. sector candidates)
- (vii) Experience Certificate/ Office Order/Duty allocation order etc.
- (viii) **'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.**

Handwritten signature and date: 12/11/19



NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.
(A joint venture of Govt. of India and participating State Govts.)

APPLICATION FOR THE POST- _____
(Ref. Vacancy Notice No.37/2019)

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 (12.10.2019)Yrs.....MonthsDays	
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/ Pvt. Sector	
8.	Present Designation		
9.	-Present Pay-Scale or, - Annual pay package	-Pay-scale- Rs. -Pay package p.a.- Rs.	
	Holding present pay-scale w.e.f.		
	Period of holding the present grade YearsMonths days	
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		
13.	AADHAR No.		

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B. EDUCATION DETAILS

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

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 HR with Govt. org./PSUs/CPSEs - 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		

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12/10/19

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 12.10.2019		
2.	Qualification		
3.	Working in the required grade/ Pay-scale/ Pay-package		
4.	Fulfilling total Experience criterion		
5.	Supporting documents attached		

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:

Place:

hull
12/10/19

(Signature of the candidate)

Name.....

Desig.....