

**VACANCY NOTICE**

**(No.04/2020)**

**REQUIREMENT OF EXPERIENCED PROFESSIONALS  
IN VARIOUS DISCIPLINES**

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 personnel, working with Railways/ Railways' CPSEs/PSUs/ Metro Companies/ other Central/ State Govt. undertakings or their instrumentalities and reputed private sector companies (as given in Applicability, column 'g', below) for its RRTS project in NCR. The detail and required eligibility/ Experience for the posts are given below:-

**Post detail, Qualification, Experience, Mode of Recruitment and Applicability:-**

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit*	Qualification**	Experience*	Mode of recruitment/ Applicability
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Executive Director/ Architecture, Rs. 150000- 300000 or Chief Architect Rs. 120000- 280000	01 (One)	57 Yrs.  55 Yrs.	-B.Arch. -Should be registered with Council of Architecture.	Min. 25 or 20 yrs. post qualification varied experience (for ED and CA respectively) in the field of Architecture in Govt. departments/ Reputed private sector company. Out of which minimum 7 or 5 yrs. experience (for ED and CA respectively) should be of designing Metro/ Urban Railway stations, especially underground/ elevated stations. Should be conversant with functioning in computerized environment. Hands on knowledge on various computer applications, latest software relating to the job is desirable.	<b>Immediate Absorption/ Deputation</b> (From Govt. org./Railways CPSEs/ PSUs/ Metro Rail & other Govt. instrumentalities and <b>Direct Recruitment</b> (from open market)
2.	Group General Manager/ Chief Project Manager (Civil) Rs. 120000- 280000	02 (Two)	55 Yrs.	B.E./ B.Tech.(Civil) or equivalent.	Min. 20 yrs. experience in Civil Engineering construction works in Govt./PSUs & Govt. instrumentalities, out of which min. 10 yrs. experience should be in construction of tunnels, underground/ elevated stations, viaduct/ tracks, bridges/ flyovers etc. in Metro Rail/ Railways projects. Experience of contract management is desirable.	<b>Immediate Absorption/ Deputation</b> (From Govt. org./Railways CPSEs/ PSUs/ Metro Rail & other Govt. instrumentalities) and <b>Direct Recruitment</b> (from open market)

Registered & Corporate Office:

7/6, सिरी 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

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit*	Qualification*#	Experience*	Mode of recruitment/ Applicability
(a)	(b)	(c)	(d)	(e)	(f)	(g)
3.	Dy. General Manager (Finance) Rs.70000-200000 or,	01 (One)	50 yrs.	CA/ ICWA	Min. 8 or 5 yrs. post qualification experience (for DGM and Manager, respectively) in Corporate Accounts., Financial management, Taxation-Direct/ Indirect, Budgeting, Compilation of Accounts, Statutory/ Internal & CAG Audit, Preparation of MIS, Treasury Management, Corporate Governance, Contract Management consisting of Tender invitation, Tender evaluation,/ Tender Committee, Vetting of contracts/ Offer/ estimates etc. in infrastructure sector PSUs or Metro Rail/ Railways.	<b>Immediate Absorption</b> (from Govt. org./Railways CPSEs/ PSUs/Metro Rail & other Govt. instrumentalities)
4.	Manager (Finance) Rs.60000-180000		40 Yrs.			
5.	Assistant Manager (Planning) Rs.50000-160000 or, Engineering Associate-I (Planning) Rs.40000-140000 Or, Engineering Associate-II (Planning) Rs.30000-120000	03 (Three)	40 yrs.  35 Yrs.	B.E. / B. Tech. (Civil) and Diploma in Project Planning/ PG Course with Project Planning as a subject. -Certificate in Primavera application will be preferred	Min. 6 or 4 or 2 yrs. post experience of working on Metro Rail/ Railway Projects in the field of planning. Should have experience of cost estimation, preparing and periodically updating construction schedule, identifying critical path and other activities related to project management for urban Metro projects. Should have proficiency on Primavera P6 and MS Project.	<b>Immediate Absorption</b> (from Govt. org./Railways CPSEs/ PSUs/Metro Rail & other Govt. instrumentalities) and <b>Direct recruitment</b> (from open market)

**(B) Eligibility Criteria for absorption/ Direct recruitment (Required Pay-scales/ Pay-package):**

Post (Level)	Pay Scale/ Annual compensation (CTC)		Candidates working with Private Companies (wherever applicable)
	Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation & Govt. instrumentalities		
	CDA Scales	IDA Scales	
<b>Executive Director (E9)</b>	- In pay-scale Rs.182200-224100 (CDA) (L15), or - 5 years in 144200-218200 (CDA) (L14)	- In pay-scale Rs.150000-300000 (E9), or - 5 years in Rs.120000-280000 (E8)	Rs.60 Lakh
<b>Group General Manager (E8)</b>	- In pay-scale Rs.144200-218200 (CDA) (L14), or - 4 years in Rs.123100-215900 (L-13)	- In pay-scale Rs.120000-280000 (E8), or - 4 years in Rs.100000-260000 (E7)	Rs.50 Lakh
<b>Dy. General Manager (E4)</b>	- In pay-scale Rs.78800-209200 (L-12), or - 1½ years in Rs.67700-208700 (L-11)	- In pay-scale Rs.70000-200000 (E4), or - 1½ years in Rs.60000-180000 (E3)	---
<b>Manager (E3)</b>	- In Pay Scale Rs.67700-208700 (CDA) (L-11), or - 1½ years' in Rs.56100-177500(CDA) Level-10/ 53100-167800(CDA) Level-9.	-In pay scale Rs.60000-180000(IDA) (E3) or, -1½ years in Rs.50000-160000(IDA) (E2)	---
<b>Assistant Manager (E2)</b>	- In pay-scale Rs.56100-177500 (L-10)/ Rs.53100-167800 (L9), or - For 1½ years in Rs.47600-151100 (L-8) -6 yrs. in Rs.35400-112400 (L6) or in above scale.	- In pay-scale Rs.50000-160000 (E2), or - For 1½ years in Rs.40000-140000 (E1) or -6 yrs. in Rs.30000-120000 (E0) IDA or in above scale.	Rs.12 Lakh

<b>Engineering Associate-I/ Sr. Executive (E1)</b>	- In pay-scale 47600-151100 (L-8), or - For 1½ years in Rs.44900-142400 (L7)	- In pay-scale Rs.40000-140000 (E1), or - For 1½ years in Rs.30000-120000 (E0)	Rs.4.5 Lakh
<b>Engineering Associate-II/ Executive (E0)</b>	- In pay-scale Rs.44900-142400 (L7), or - For 1½ years in Rs.35400-112400 (L6)	- In pay-scale Rs.30000-120000 (E0), or - For 1½ years in Rs.29500-105850 (NE8)	Rs.3.5 Lakh

\* - As on 07.03.0220.

- The eligibility criteria for Deputation shall be as per DoPT, GOI Rules and Corporation policy.

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

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

- Candidates having relevant Experience/ with Metro Rail Corporations, may be given relaxation in eligibility conditions/ additional weightage in exceptional cases.

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

### **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:**

- Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for interview.
- NCRTC reserves the right to conduct a written examination of certain levels 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.
- 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: (Not applicable for persons join on deputation basis)**

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
1.	Direct Recruitment/ Open market	3,00,000	3 (Three) years.
2.	Absorption from Govt. org./ instrumentalities/ PSUS/CPSEs	1,50,000	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 before 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 pay and allowances of deputationists shall be regulated as per the DoPT guidelines and Corporation's policy. The job is transferable, and 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. 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.

**GENERAL INSTRUCTIONS:**

1. Complete filled-up application should reach this office latest by 23.03.2020. Envelope containing the duly filled-up application should be super-scribed as-

**“APPLICATION FOR THE POST OF-**

**(For Deputation/ Absorption/Direct Recruitment)**

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.
- (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) Last Salary Slip & Form-26AS (For candidates from Private Sector).
- (viii) **'NOC' from concerned Department/ Employer. In case of non-availability, undertaking to submit the same at further stage of selection.**

Note-Without supporting documents application will be summarily rejected.

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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**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.04/2020)

**For Absorption/ Deputation/ Direct Recruitment.**

(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>07.03.2020</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/ Private Company(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 07.03.2020		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality/ Private Company		
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)