



NBCC (INDIA) LIMITED
(A Government of India Enterprise)
Advt. No. 04/2019

Dated: 16.12.2019

NBCC (India) Limited, a Government of India Navratna, Central Public Sector Enterprise under the Ministry of Housing and Urban Affairs **requires dynamic and result oriented professionals for the post of Marketing Executive on**

CONTRACT BASIS INITIALLY FOR A PERIOD OF TWO YEARS

THROUGH

WALK-IN INTERVIEW AT NEW DELHI

The specification for the post is as under:

Post	No of Posts	Essential Educational Qualification	Upper Age Limit	Essential Post Qualification Experience	Scale of Pay
Marketing Executive Job Location- Bhubaneswar, Gurugram, Lucknow, Kochi, New Delhi.	06 (5 -UR & 1- OBC)	Full time MBA/Two years Post Graduate Diploma in Management and Specialization in Marketing as major subject from Government recognized Institute/University with 60% aggregate marks.	30 Years	Minimum 2 years of experience in Leading Real Estate firms/Brokerage Agency (who has carried out both Pre & Post Sales work for reputed Real Estate firms) in Real Estate Business Development/ Marketing / Customer Handling. Candidates having minimum 01 year of experience in direct sales will be preferred. (Candidates will be required to serve in any part of India)	Rs. 40,000/- (Consolidated)

Duties and Responsibilities:

The duties would include (but not limited to) following:-

- Pre & Post sale activities for Real Estate projects such as marketing, branding, coordination/communication with prospective buyers and other works like collection of Rent, property tax, issuance of demand letter, Issuance of Agreement to sell, allotment letters, NOC for availing bank loan by customers and after clearance of all dues etc.
- RERA Registration of the project with concerned authority & compliances for RERA Registered Real Estate Projects.
- Empanelment of International Property Consultant for valuation of properties.
- Conducting the allotment process through e-auction for commercial projects & draw of lots for residential projects.
- Designing & publishing of advertisement in leading / local newspapers for sale launch. Use of promotion tools like mailers, radio jingle, banners, hoardings etc. near project site for wider publicity and reach.
- Setting up of marketing camps at project sites for generating leads, client meetings & client get together for building customer relationship & sale conversion.
- Customer support service within the stipulated time period regarding project progress status, grievance redressal, handling the RTI replies, requests for transfer, possession status cancellation, refunds & organizing customer meets for verifying and payment of bills of Maintenance agency and advocate bills.

Pay & Other Benefits:

Other than the consolidated remuneration mentioned, selected candidates will also be entitled for PLI/Bonus, Medical facility, Mobile facility, Canteen Subsidy etc. as per the company policy applicable to contract employees & as amended from time to time.

General Conditions:

1. Candidate should read the complete advertisement carefully and ensure that he /she fulfills the eligibility criteria for the post advertised in all respects.
2. Application should be filled up in prescribed Proforma only [IN HARD COPY] in BOLD letters either in English or in Hindi.
3. Application form should be accompanied with resume / bio- data of the applicant stating clearly the academic qualification, experience details etc.
4. **Application received through e-mail will not be entertained.**
5. Reservation for SC /ST /OBC (NCL) /EWS/ PWD (including age relaxation) shall be as per Govt. guidelines.
6. Such persons who suffer from not less than 40% of relevant disability would be eligible for the benefit of reservation/relaxation under PWD quota. For availing this benefit a candidate has to submit a disability certificate issued by Competent Authority in prescribed format.
7. Selected candidate will be required to serve in any part of India or abroad including subsidiaries and JV companies as per the discretion/requirement of the Company.
8. Candidature will be liable for cancellation at any stage if it is found that information furnished in the application is misleading/incomplete/false. Candidates are advised to give specific /correct/ full information and attach proof thereof by way of self attested photocopies of the original documents/certificates, wherever required.
9. The cut-off date for determining the age, experience etc. shall be the date of Walk-In Interview. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience for the post / level shall be counted from the said date onwards.
10. Candidates are advised to keep their E-mail ID active at least for one year. No change in E-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail only.
11. NBCC (India) Ltd. reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
12. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website i.e. www.nbccindia.com under the head "**Human Resources**"- **Sub Head-"Career"**. Hence prospective applicants are advised to visit NBCC website regularly for the above purpose.
13. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at hrm.recruitment@nbccindia.com.
14. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Delhi. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version will prevail.

15. No TA/DA will be admissible for attending the Walk-in-interview.
16. In case the interview is not held on the prescribed day due to any unavoidable reason, and is postponed to the next day, the applicant has to make her/his own arrangement for boarding & lodging. NBCC shall neither make any arrangements nor reimburse any expenditure on this account.
17. Production of following documents in original along with self attested copies thereof by the candidates are mandatory at the time of interview:
- a) Application Form in the prescribed Proforma (as attached)
 - b) Resume / Bio-data
 - c) Self attested Photocopies of all necessary educational qualifications and experience certificates
 - d) Matriculation/ Secondary certificate as proof of date of birth.
 - e) All Post Qualification Experience Certificate (including from present employer) indicating clearly the date of joining and relieving on the posts.
 - f) Certificate of Scheduled Caste / Tribe / OBC / EWS / PWD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
 - g) Proof of identification.
 - h) One Passport size photograph.

INTERESTED AND ELIGIBLE CANDIDATES ALONG WITH DULY FILLED IN APPLICATION IN THE PRESCRIBED PROFORMA (ANNEXED HEREWITH) MAY REPORT FOR WALK-IN INTERVIEW ON 02.01.2020 (THURSDAY) AT TRAINING AND SKILL DEVELOPMENT CENTRE, NBCC (I) LTD., M G ROAD, GHITORNI, NEAR GHITORNI METRO STATION, NEW DELHI-110030 BETWEEN 10:00 AM TO 11:30 AM.

PRODUCTION OF DOCUMENTS IN ORIGINAL ALONGWITH SELF ATTESTED COPIES THEREOF BY THE CANDIDATES IS MANDATORY AT THE TIME OF INTERVIEW.

Note: Candidates reporting after 11:30 AM on the date of Walk-In Interview will not be considered/ entertained.

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NBCC (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)



Application No.....(to be filled by NBCC)

Advt. No. 04/2019

1 POST APPLIED FOR	 (ON CONTRACT BASIS)						Affix recent passport size self attested photograph	
2 NAME (IN CAPITAL)									
3 FATHER'S / HUSBAND'S NAME									
4 GENDER (Put a tick mark)	M	F	MARITAL STATUS			Married/ Unmarried/Others			
5 DATE OF BIRTH		D	D	M	M	Y	Y	Y	Y
6 AGE AS ON DATE OF WALK-IN INTERVIEW		Years		Months					
7 CATEGORY (Put a tick mark)		GEN	SC	ST	OBC (NCL)	EWS	EX-SEM	SUB CASTE	
		<i>(Attach documentary evidence)</i>							
8 PHYSICALLY CHALLENGED		YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH/MD)..... <i>(Attach documentary evidence)</i>					
9 ADDRESS <i>(Please give full postal address with Postal Pin No.)</i>									
MAILING			PERMANENT				FULL ADDRESS, CONTACT NO., FAX NO. & E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED		
MOBILE NO. OF CANDIDATE			RESIDENTIAL TELEPHONE NO, OF CANDIDATE (IF ANY)				E-MAIL ID OF CANDIDATE		

10	ACADEMIC AND PROFESSIONAL QUALIFICATIONS							
Examination passed	Whether full time/ part time/ Correspondence	Duration of the course	Name of the institution	Name of the university	Month & Year of passing *	CGPA/OGPA/ Percentage of marks		
<p>* date of declaration of result / date of issue of final semester mark sheet/provisional certificate / degree, whichever is earlier will be considered as the date of passing the examination. (please attach copies of certificates/marksheets)</p>								
11	DETAILS OF EXPERIENCE (in chronological order):							
	POST QUALIFICATION EXPERIENCE.....(YRS.)							
S.No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Month		
(please attach copies of experience certificates along with proof of salary drawn)								
12	<p>CERTIFIED THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT; MY APPLICATION WILL BE LIABLE TO BE REJECTED.</p> <p>Place: Date:</p> <p align="right">Signature of the candidate</p>							