



No. NCRTC/HR/Rectt./25/2020

Dated: 31.07.2020

VACANCY NOTICE
(No.25/2020)

REQUIREMENT OF EXPERIENCED (CORPORATE COMMUNICATION) PROFESSIONALS

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 experienced persons, working with Railways/ Railways' CPSEs/PSUs/ Metro Companies/ other Central/ State Govt. undertakings or their instrumentalities and reputed private sector companies for its RRTS project in NCR. The detail of the posts is given below: -

(A) Post detail, Max. Age limit, Qualification and Experience: -

S. N.	Post	No. of Posts	Pay-scale (Rs.)	Max. Age limit*	Required Qualification** & Experience
1.	Manager (Corporate Communication) (E3) or	02 (Two) UR	60000-180000	40 yrs.	-Graduate in any discipline Preferred: Diploma/ PG Diploma in Public Relations/ Journalism & Mass Communication. or MBA/PG Diploma or Degree in Marketing/ Communications. & -Should have minimum 10, 6, 4, and 2 years' experience (For Manager and Asstt. Manager, Sr. Executive and Executive respectively) of handling public relations work in Government/ Metro Rail/ Railways/ PSUs/ Private Institutions/MNCs - Experience of Content writing, planning communication strategies and campaigns, producing presentations and press releases, media management. - Exposure to organise corporate events, workshops, conferences, exhibitions etc. - Experience of handling Social Media etc.
	Assistant Manager (Corporate Communication) (E2) or		50000-160000		
	Sr. Executive (Corporate Communication) (E1) or		40000-140000	35 Yrs.	
	Executive (Corporate Communication) (E0)		30000-120000		

(B) Eligibility Criteria (Required Pay-scales/ Pay-package):

Post (Level)	Pay Scale/ Annual compensation (CTC)		
	Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation & Govt. instrumentalities		Candidates working with Private Sector Companies or contract employees of Govt. sector
	CDA Scales	IDA Scales	
Manager (E3)	- In Pay Scale Rs.67700-208700 (L-11) or -1½ years' in Rs.56100-177500 (L-10)/ - Rs. 53100-167800 (L-9).	-In pay scale Rs.60000-180000 (E3) or, -1½ years in Rs.50000-160000 (E2)	Having annual pay package of Rs.10 Lakh
Assistant Manager (E2)	- In pay-scale Rs.56100-177500 (L-10)/ -Rs.53100-167800 (L-9), or - 1½ years in Rs.47600-151100 (L-8) - 6 yrs. in Rs.35400-112400 (L-6) or in above scale.	- In pay-scale Rs.50000-160000 (E2), or - 1½ years in Rs.40000-140000 (E1) or -6 yrs. in Rs.30000-120000 (E0) or in above scale.	Having annual pay package of Rs.7 Lakh
Sr. Executive (E1)	- In pay-scale Rs. 47600-151100 (L-8), or - For 1½ years in Rs.44900-142400 (L-7)	- In pay-scale Rs.40000-140000 (E1), or - For 1½ years in Rs.30000-120000 (E0)	Having annual pay package of Rs.4.5 Lakh
Executive (E0)	- In pay-scale Rs.44900-142400 (L-7), or - For 1½ years in Rs.35400-112400 (L-6)	- In pay-scale Rs.30000-120000 (E0), or - For 1½ years in Rs.29500-105850 (NE8)	Having annual pay package of Rs.3.5 Lakh

* - **As on 01.08.2020.**

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

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

- *Candidates having extraordinary experience may be given relaxation in eligibility conditions.*

- *Numbers of vacancies are subject to change at any stage of the selection, in case of 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's 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 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:

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 job is transferable, and the selected candidates can be posted/ transferred to any of the office/ workplace 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 **20.08.2020**. 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 (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) Pay package letter, Salary slip & Form 26A.
 - (v) Office order of joining the organization & initial grade.
 - (vi) Office order showing promotion to present grade.
 - (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.**



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.25/2020)

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 01.08.2020Yrs..... Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC)		
6.	Organisation/ Department		
7.	Employer organization status (Strike-out which are not applicable)	Central/ State Govt./ PSU/ CPSE/Autonomous Body/ Other Govt. instrumentality/ Private Sector.	
8.	Present Designation		
9.	Present Pay-Scale and Basic pay	Pay-scale- Present Basic Pay-	
	Holding present pay-scale w.e.f.		
	Period of holding the present gradeYearsMonths days	
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

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 PSUs/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		

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 01.08.2020		
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.....

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)