



No. NCRTC/HR/Rectt./44/2021

Dated:13.08.2021

VACANCY NOTICE
(No.44/2021)

RECRUITMENT OF EXECUTIVES FOR O&M WING

National Capital Region Transport Corporation (NCRTC) – a Joint Venture 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-Ghaziabad-Meerut, Delhi-Gurugram-SNB-Alwar and Delhi-Panipat**. 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 in Railways and its CPSEs/ PSUs/ Metro Rail Corporations/ other Central/ State Govt. undertakings or their instrumentalities and reputed (listed) private sector company (as applicable) for recruitment on immediate absorption/ direct recruitment (as applicable) basis. The detail of the posts is given below: -

(A) Post detail, Max. age limit, Qualification & Experience: -

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit	Qualification & Present working level	Experience	Mode of Recruitment/ Applicability
1.	Dy. General Manager/ Information Technology Rs.70000-200000(E4)	01 UR	50 yrs.	<u>Qualification-</u> Bachelor's Degree in Computer Science /IT) or equivalent <u>Present working level/ Pay-package-</u> -Should be in pay-scale Rs.78800-209200 (L-12)/Rs.70000-200000(E4) or, - For last 3 years in Rs.67700-208700 (L-11)/ in Rs.60000-180000(E3) or - For private sector candidate, should have minimum pay-package of Rs. 17.50 Lakh per annum for last one year.	Should have minimum "10 years of post-qualification experience for Private Sector employees" or "08 years' post-qualification experience at executive level (E2/L9 & above) for Govt. employees" in dealing with IT functions. Out of which minimum 04/06 years' (for Govt/Private employees respectively) experience should be in implementing/ maintaining complex IT projects and should be conversant with Software Development. Experience in Enterprise Asset management and ERP systems, Knowledge of IoT (Internet of Things) implementation, AI/ ML/ Data Analytics implementation, and Big Data implementation is	Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities) and Direct Recruitment (from open market)

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit	Qualification & Present working level	Experience	Mode of Recruitment/ Applicability
					desirable. The candidate is expected to have working knowledge of SQL and RDBMS and programming languages like Java, C, Python, JavaScript, etc.	
2.	Executive/ Information Technology Rs.30000- 120000 (Eo)	02 UR	40 yrs.	<p><u>Qualification-</u> Bachelor's Degree in Computer Science /IT or equivalent</p> <p>Or</p> <p>Diploma in Computer Sc./IT (3 years') or equivalent with minimum 06 years' post qualification experience.</p> <p><u>Present working level/ Pay-package-</u> -Should be working in pay-scale Rs.44900-142400(L7)/ Rs.30000-120000(Eo), or, - For last 03 years in pay-scale Rs.35400-112400(L6)/ Rs.29500-105850(NE8).</p> <p>Or, - For private sector candidate, should have minimum pay-package of Rs. 7.50 Lakh per annum for last one year.</p>	<p>Minimum 03 years' post qualification work experience in implementing/ maintaining complex IT projects and should be conversant with Software Development.</p> <p>Experience in Enterprise Asset management and ERP systems, Knowledge of IoT (Internet of Things) implementation, AI/ ML/ Data Analytics implementation, and Big Data implementation is desirable. The candidate is expected to have working knowledge of SQL and RDBMS and programming languages like Java, C, Python, JavaScript, etc.</p>	<p>Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities)</p> <p>and</p> <p>Direct Recruitment (from open market)</p>
3.	Dy. General Manager/ Human Resource Rs.70000- 200000(E4)	01 UR	50	<p><u>Qualification-</u> Graduate and PG Diploma*/ Degree in Human Resource Management</p> <p><u>Present working level-</u> -Should be in pay-scale Rs.78800-209200 (L-12)/Rs.70000-200000(E4)</p> <p>or, - For last 3 years in Rs.67700-208700 (L-11)/ in Rs.60000-180000(E3)</p>	<p>Minimum 08 years' post qualification experience at Executive level (E2/L9 and above) in dealing with HR functions. Out of which minimum 04 years' experience should be in manpower planning, recruitment, Conduct, Discipline & Appeal Rules, Policy formulation, statutory compliance of Labour Laws, dealing with IR issues and employee welfare matters.</p> <p>-Should be well versed with e-office procedure. -Experience of Railways, its CPSEs/ Metro Rail organisations will be preferred.</p>	<p>Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities)</p>

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit	Qualification & Present working level	Experience	Mode of Recruitment/ Applicability
4.	Executive/ Human Resource Rs.30000- 120000(E0)	01 UR	40	<u>Qualification-</u> Graduate and PG Diploma*/ Degree in Human Resource Management <u>Present working level-</u> -Should be working in pay-scale Rs.44900- 142400(L7)/ Rs.30000- 120000(E0), or, - For last 03 years in pay-scale Rs.35400- 112400(L6)/ Rs.29500- 105850(NE8).	Minimum 03 years' post qualification experience in dealing with HR functions. The experience should include Recruitment/ hiring processes/ Recruitment/ Records maintenance/ Pay- Roll and benefits administration etc.	Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities)
5.	Dy. General Manager/ Finance Rs.70000- 200000(E4)	01 UR	50	<u>Qualification-</u> Graduate and CA/ ICWA <u>Present working level-</u> -Should be in pay-scale Rs.78800-209200 (L-12)/Rs.70000- 200000(E4) or, - For last 3 years in Rs.67700-208700 (L-11)/ in Rs.60000- 180000(E3)	Minimum 08 years' post qualification experience at Executive level (E2/ L9 and above) in dealing with 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 Contract/ Offer/ Estimates etc. -Out of which minimum 04 years should be in Railways/ PSUs preferably in infrastructure or in Metro Rails.	Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities)
6.	Dy. General Manager/ Track Rs.70000- 200000(E4)	01 UR	50	<u>Qualification-</u> B.E./B.Tech. (Civil) or equivalent <u>Present working level-</u> -Should be in pay-scale Rs.78800-209200 (L-12)/Rs.70000- 200000(E4) or, - For last 3 years in Rs.67700-208700 (L-11)/ in Rs.60000- 180000(E3)	-Minimum 08 years' post qualification experience at Executive level (E2/ L9 and above). -Out of the above experience, minimum 4 years should be in planning/ construction/ maintenance of Ballastless track for LRT, Metro, High Speed/ Freight railways. -He should be well versed with the various types of ballastless track available and its designing.	Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities)

S. N.	Post & Pay-scale	No. of Posts	Max. Age limit	Qualification & Present working level	Experience	Mode of Recruitment/ Applicability
7.	Assistant Manager (Track) Rs.50000-160000(E2)	02 UR	40	<u>Qualification-</u> B.E./B.Tech. (Civil) or equivalent Or Diploma in Civil (3 years') or equivalent with min. 08 years' post qualification experience in Railway/ Metro Rail. <u>Present working level-</u> -Should be working in pay-scale Rs.56100-177500 (L-10)/ Rs.53100-167800(L9)/ Rs.50000-160000(E2), or - Have been working for last 03 years in Rs.47600-151100 (L-8)/ Rs.40000-140000(E1)	Minimum 05 years' post qualification experience in the Civil/track construction/maintenance in Railways/ Metro Rail involved in construction/maintenance of Ballastless track for LRT/ Metro Rail/ High Speed/ Freight Railways. -He should be well versed with the various types of ballastless track available and its designing.	Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities)
8.	Engineering Associate-I (Civil/Track) Rs.40000-140000(E1)	02 UR	40	<u>Qualification-</u> B.E./B.Tech. (Civil) or equivalent Or, Diploma in Civil (3 years') with min. 07 years' post-qualification experience in Railways/ Metro Rail. <u>Present working level-</u> -Should be working in pay-scale Rs.47600-151100(L-8)/ Rs.40000-140000(E1), or, - For last 03 years in pay-scale Rs.44900-142400(L7)/ Rs.30000-120000(E0).	Minimum 04 years' post qualification experience in the Civil/track construction/maintenance in Railways/ Metro Rail involved in construction/maintenance of Ballastless track for LRT/ Metro Rail/ High Speed/ Freight Railways.	Immediate Absorption (From Govt. org./Railways CPSEs/PSUs/ Metro Rail & Other Govt. instrumentalities)

* 2 years duration.

- All eligibility criteria/experience/ other conditions should be fulfilled as on 07.09.2021
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.
- Number of vacancies are subject to change at any stage of the selection as per the requirement of the Project.
- **The following posts are on hold: -**
 - (i) Executive/Finance
 - (ii) DGM/Safety
 - (iii) Engineering Associate-II (Safety)
 - (iv) DGM/Revenue
 - (v) Executive/Revenue

PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in related field, but also be physically and medically fit enough to work at project sites. In case of selection, candidates will have to undergo a medical examination as per the Company policy.

SELECTION PROCESS:

- (a) Based on the eligibility/ experience in the relevant field, shortlisted candidates will be called for interview.
- (b) NCRTC reserves the right to conduct a written examination for all posts in case the number of application received from eligible candidates is higher. 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.
- (c) 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 employee 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/ work place of NCRTC during the course of their service.

HOW TO APPLY:

1. Applications will be accepted ONLINE through the link provided in the "Career section" of the NCRTC website i.e. <https://www.ncrtc.in>. Candidates are required to upload recent passport sized photograph (not more than 3 months old), scanned signature and scanned copies of the supporting documents.

The application should be supported with scanned copies of the following documents: -

- Copies of Educational Certificates (Matriculation onwards)
- Work experience Certificate issued by last employer and Letter/ Offer of appointment and latest salary slip issued by current employer.
- Copies of the APARs
- Office Order/Duty allocation order etc.
- Letter showing present level/ grade/ pay-package
- For Govt. employees, 'NOC' from concerned Department. In case of non-availability, undertaking to submit the same at further stage of selection.

Application without supporting certificates/ documents, as mentioned above, shall be summarily rejected.

2. **Soon after submission of online application, a print-out of the same alongwith supporting documents, should be sent to the following address through post: -**

**Career Cell,
HR Department,
National Capital Region Transport Corporation,
Near Vikas Sadan,
INA Colony,
New Delhi-110023**

Envelope containing the print-out of application and supporting documents, should be super-scribed as-

“APPLICATION FOR THE POST OF – _____”

GENERAL INSTRUCTIONS:

Last date for Online Registration and submission of applications is 07.09.2021

1. Before applying, the candidate should ensure that he/ she fulfills the eligibility criteria and other norms mentioned in this advertisement. Scanned copies of passport sized photograph, signature, educational certificates, and experience certificate should be kept ready, as these documents would be required to be uploaded at the time of filling up of online application form.
2. The size of photograph, signature and resume should be 10, 20 and 200kb respectively and the allowed types are .jpg or .jpeg for photograph and signature. The resume must be .pdf, .doc, .docx.
3. More than one application for a post may lead to cancellation of candidature.
4. All computations of Age, Post Qualification Experience etc., shall be as on the given date.
5. All information regarding this recruitment process would be made available in the career section of NCRTC website, i.e. www.ncrtc.in, only. Applicants are advised to check the web site periodically for important updates. Once registered for NCRTC, all correspondences shall be made through their registered e-mail ID and/ or candidate login.
6. In case of any query the same may be sent to recttquery@ncrtc.in with “POST - _____/44/2021” in the Subject Line. Candidates are advised to add this e-mail ID to their address book. NCRTC will not be responsible for non-delivery of e-mail / delivery of e-mail to junk or spam folder. Contact No. 011-4106 6943 (10:00 AM to 4:30 PM).

Canvassing in any form shall disqualify the candidate.
