



NBCC (INDIA) LIMITED

(Formerly National Buildings Construction Corporation Limited)
(A Government of India Enterprise)
CIN-L74899DL1960GOI003335

NBCC Bhawan, Lodhi Road, New Delhi

Advt. No. 07/2018

NBCC (India) Limited, formerly known as National Buildings Construction Corporation Ltd, is a premier Government of India Navratna Public Sector Enterprise under the aegis of Ministry of Housing and Urban Affairs. Listed with both the Stock Exchanges, the company's unique business model has today, made it stand out as a largest PSE in the construction sector and a leader with more than INR 75,000 Crores order book. The Company has registered a substantial Growth in top line during FY 2016-17 as compared to previous year. It has posted a profit of Rs.494 crores, while its total turnover has surged to Rs. 6,313 Crores during FY 2016-17. Having an immense strength in the construction sector, NBCC has a PAN India as well as global presence.

Certified with ISO 9001:2008 from the Bureau of Indian Standards in respect of Project Management & Consultancy, the Company's present area of operations are categorized into three main segments, i.e. **(i) Project Management Consultancy (PMC) including Re-Development, (ii) Real Estate Development & (iii) EPC Contracting.**

For its ambitious expansion plan both in India and overseas, the company requires dynamic and result oriented professionals who are passionate to excel & take the organization to new heights.

CURRENT/SHORTFALL/BACKLOG VACANCIES

S. No.	Post/ Scale of pay (IDA) /No. of vacancy	Upper Age as on Closing date	Essential Qualification	Essential Post Qualification Experience
1.	General Manager (Engg.)-(Civil) - E-6 (Rs.90,000 – 2,40,000) Total-02 ST-01 OBC-01	49 Years	Full time Degree in Civil Engineering or equivalent from a Govt. recognized University / Institute.	Total 15 years of relevant experience in the field of PMC / EPC / Real Estate / Infrastructure. Should be presently working on regular basis for a minimum period of 2 years in one step below post (E-5) in the scale of pay of Rs. 80,000 - 2,20,000 (IDA) or Equivalent CDA scale (as applicable), if working in PSU/Government or otherwise drawing minimum annual CTC of Rs. 15 Lacs for the last two years, if working in private sector Company/Banks. The candidate should have experience in overall execution & monitoring of Multi – disciplinary large value Projects independently (residential, Commercial, Industrial, Institutional, highways, railways and infrastructure sector etc). Should have thorough knowledge of various tender formats including CPWD, FIDIC conditions etc. Should be well conversant with the preparation of Project budget, cash flow etc. Shall possess ability to lead multidisciplinary team of engineers and should be able to handle Division /Region independently. Shall possess knowledge of PPP projects and preparation of presentations for the management. Should have handled matters which are normally associated with senior positions like Corporate Affairs, Business Development, Arbitration, Claims & Liaison work with Govt. Departments / Ministries. Candidates having proficiency in use of Computer will be preferred.
2.	Addl. General Manager (Engg.)-(Civil) - E-5 (Rs. 80,000 – 2,20,000) Total-05 UR-02 SC-01 OBC-02	45 Years	Full time Degree in Civil Engineering or equivalent from a Govt. recognized University / Institute.	Total 12 years of relevant experience in the field of PMC / EPC / Real Estate / Infrastructure. Should be presently working on regular basis for a minimum period of 2 years in one step below post (E-4) in the scale of pay of Rs. 70,000 - 2,00,000 (IDA) or Equivalent CDA scale (as applicable), if working in PSU/Government or otherwise drawing minimum annual CTC of Rs. 12 Lacs for the last two years, if working in private sector Company/Banks. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates should have proficiency in use of Computer will be preferred.
3.	Addl. General Manager (Law) - E-5 (Rs.80,000 – 2,20,000) TOTAL- 01 UR-01	45 Years	Full Time Degree in Law from Government recognized Institute /University. Must be an enrolled advocate.	Total 12 years of relevant experience and should be presently working on regular basis for a minimum period of 02 years in one step below post (E-4) in the scale of pay of Rs. 70,000 - 2,00,000 (IDA) or Equivalent CDA scale (as applicable), if working in PSU/Government or otherwise drawing minimum annual CTC of Rs. 12 Lacs for the last two years, if working in private sector Company/Banks. The Candidate should have sound knowledge of Company laws, Arbitration Matters, Contracts, Property Matters, Civil & Criminal Cases & Stay Orders. Candidate should have exposure in service Matters, Employee Disciplinary matters, Industrial dispute act issues. Should have hand on experience in Contract Law Suite, Draft of deeds, Licenses & Permissions, Govt. Audit, Agreements, Legal Document Preparation. Candidates having knowledge and proficiency in use of Computer will be preferred.
4.	Additional General Manager (Finance) -E-5 (Rs. 80,000 – 2,20,000) TOTAL- 01 OBC -01	45 Years	ICAI/ICWAI or Full Time MBA (Finance) or equivalent from Government recognized University / Institute.	Total 12 years of relevant experience and should be presently working on regular basis for a minimum period of 02 years in one step below post (E-4) in the scale of pay of Rs. 70,000 - 2,00,000 (IDA) or Equivalent CDA scale (as applicable), if working in PSU/Government or otherwise drawing minimum annual CTC of Rs. 12 Lacs for the last two years, if working in private sector Company/Banks. Should have experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.
5.	Dy. General Manager (Engg.)-(Civil) - E-4 (Rs. 70,000 – 2,00,000) Total-10 UR-06 SC-01 ST- 02 OBC-01	41 Years	Full time Degree in Civil Engineering or equivalent from a Govt. recognized University / Institute with 60 % aggregate marks	Total 09 years of relevant experience in the field of PMC / EPC / Real Estate / Infrastructure. Should be presently working on regular basis for a minimum period of 2 years in one step below post (E-3) in the scale of pay of Rs. 60,000 - 1,80,000 (IDA) or Equivalent CDA scale (as applicable), if working in PSU/Government or otherwise drawing minimum annual CTC of Rs. 09 Lacs for the last two years, if working in private sector Company/Banks. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates should have proficiency in use of Computer will be preferred.
6.	Dy. General Manager (Finance) - E-4 (Rs. 70,000 – 2,00,000) Total-06 UR-03 SC-02 ST- 01	41 Years	ICAI/ICWAI or Full Time MBA (Finance) or equivalent with aggregate 60 % marks from Government recognized University / Institute.	Total 09 years of relevant experience and should be presently working on regular basis for a minimum period of 02 years in one step below post (E-3) in the scale of pay of Rs. 60,000 - 1,80,000 (IDA) or Equivalent CDA scale (as applicable), if working in PSU/Government or otherwise drawing minimum annual CTC of Rs. 09 Lacs for the last two years, if working in private sector Company/Banks. Should have experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.
7.	Project Manager (Civil) - E-3 (Rs 60,000-1,80,000) TOTAL- 16 UR-08 SC-02 ST- 02 OBC-04	37 Years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	06 years experience in the field of PMC / EPC / Real Estate / Infrastructure. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates having proficiency in use of Computer will be preferred.
8.	Manager (Finance) - E-3 (Rs 60,000-1,80,000) TOTAL-04 UR-02 SC-01 OBC-01	37 Years	ICAI / ICWAI or Full time MBA (Finance) or equivalent with aggregate 60% marks from Government recognized University/Institute	06 years experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.

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9.	Manager (Investor Relations) - E-3 (Rs 60,000-1,80,000) TOTAL-01 UR-01	37 Years	ICAI / ICWA or Full time MBA (Finance) / PGDM (Finance) with 60 % aggregate marks from recognized university / institute.	06 years' experience in related field of Investor relations. Preferably CPSEs and government organizations. Should have experience of organizing conference call, earning calls, organizing Global and Domestic Roadshow for Senior Management and should be updated from all day to day used operate system and software's. Should have good relationship with Infrastructure analyst both sell and buy side analyst with good set of potential investors. Event Management, Presentation & excel skills, Excellent Written and verbal communication skills, relationship building skills in the investment community.
10.	Manager (Arch. & Planning) - E-3 (Rs 60,000-1,80,000) TOTAL-01 UR-01	37 Years	Full time Degree in Architecture from Government recognized Institute / University with 60% aggregate marks.	06 years post qualification experience in planning & designing and detailing of schemes pertaining to township/housing /commercial complexes / institutional / industrial etc. including interior designing. Desirable experience: knowledge of AUTOCAD and 3 D software for generation of walk-through / walk around animation presentation etc. Candidates having knowledge and proficiency in use of Computer will be preferred.
11.	Deputy Project Manager (Civil) - E-2 (Rs 50,000-1,60,000) TOTAL-19 UR-10, SC-03, ST-01, OBC-05 (including 01-HH)	33 Years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	03 years experience in the field of PMC / EPC / Real Estate / Infrastructure. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates having proficiency in use of Computer will be preferred.
12.	Dy. Manager (Finance) - E-2 (Rs 50,000-1,60,000) TOTAL-05, UR-03, SC-01, OBC-01 (including 01-HH)	33 Years	ICAI / ICWAI or Full time MBA (Finance) or equivalent with aggregate 60% marks from Government recognized University / Institute.	03 years experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.
13.	Dy. Manager (Arch. & Planning) - E-2 (Rs 50,000-1,60,000) TOTAL-01 OBC-01	33 Years	Full time Degree in Architecture from Government recognized Institute / University with 60 % aggregate marks.	03 years post qualification experience in planning & designing and detailing of schemes pertaining to township/housing /commercial complexes / institutional / industrial etc. including interior designing. Desirable experience: knowledge of AUTOCAD and 3 D software for generation of walk-through / walk around animation presentation etc. Candidates having knowledge and proficiency in use of Computer will be preferred.
14.	Sr. Project Executive (Civil) - E-1 (Rs 40,000 - 1,40,000) TOTAL-20 UR-10, SC-04, ST-01, OBC-05 (including 01-HH)	30 Years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	02 years experience in the field of PMC / EPC / Real Estate / Infrastructure. 01 year relaxation in experience will be provided to that candidate who has done M.Tech. course. The candidate should have relevant experience in construction related activities i.e. execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates having proficiency in use of Computer will be preferred.
15.	Sr. Project Executive (Electrical)- E-1 (Rs 40,000 - 1,40,000) TOTAL-03 UR-03	30 Years	Full time Degree in Electrical Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	02 years experience. 01 year relaxation in experience will be provided to that candidate who has done M.Tech. course. Should have experience in Design, Engineering, Erection & Commissioning of HT/LT Switchgears, Transformers, Motors, PLC based panels, Lighting, Automatic Power factor correction equipments, Cable Engineering, Electrical System Engineering. The design activities include preparation of design documentation/ Calculations, schematic layout drawings, cable schedules and cable layouts, including ventilation system/lighting equipments, Tel Network, CCTV, HVAC, PA, Fire ALARM System, BMS/ Automation System etc. Experience of preparation of technical specifications, Estimation of bill of quantity of buildings / industrial structures and basic cost estimation based on central / state PWD rates including market rates analysis. Calling of tenders, its Technical review / vendor document's review and experience of dealing of contract clauses. Preparation of Quality Assurance Plan (QAP) / Field Quality plan (FQP) for various construction materials required for Electrical, inspection / witnessing of tests and dispatch of items as per QAP at manufacturer's works. Measurements and certification of works carried-out at site. Preparation of construction schedule and controlling the cost / time of execution of Electrical work. Experience of Post construction inclusive of DLP and operation and maintenance of the system. Candidates having knowledge and proficiency in use of Computer will be preferred.
16.	Sr. Project Executive (Electrical)- E-1 (Rs 40,000 - 1,40,000) TOTAL-01 01-OH	30 Years	Full time Degree in Electrical Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	02 years experience. 01 year relaxation in experience will be provided to that candidate who has done M.Tech. course. Should have experience in Design, Engineering, Erection & Commissioning of HT/LT Switchgears, Transformers, Motors, PLC based panels, Lighting, Automatic Power factor correction equipments, Cable Engineering, Electrical System Engineering. The design activities include preparation of design documentation/ Calculations, schematic layout drawings, cable schedules and cable layouts, including ventilation system/lighting equipments, Tel Network, CCTV, HVAC, PA, Fire ALARM System, BMS/ Automation System etc. Experience of preparation of technical specifications, Estimation of bill of quantity of buildings / industrial structures and basic cost estimation based on central / state PWD rates including market rates analysis. Calling of tenders, its Technical review / vendor document's review and experience of dealing of contract clauses. Preparation of Quality Assurance Plan (QAP) / Field Quality plan (FQP) for various construction materials required for Electrical, inspection / witnessing of tests and dispatch of items as per QAP at manufacturer's works. Measurements and certification of works carried-out at site. Preparation of construction schedule and controlling the cost / time of execution of Electrical work. Experience of Post construction inclusive of DLP and operation and maintenance of the system. Candidates having knowledge and proficiency in use of Computer will be preferred.
17.	Sr. Project Executive (IT) - E-1 (Rs 40,000 - 1,40,000) TOTAL-02 UR-02	30 Years	Full time Degree in Information Technology /Computer Science engineering from Government recognized University/Institute with 60 % aggregate marks.	02 years' experience. 01 year relaxation in experience will be provided to that candidate who has done M.Tech. course. The candidate should have relevant in an ERP environment and well versed in management and upkeep of the information System/ communication systems including web designing, database, software, hardware, networking and allied equipment. Desirable Qualification: Candidates having Master Degree in Information Technology / Computer Science will be preferred.
18.	Sr. Executive (Arch. & Planning) - E-1 (Rs 40,000 - 1,40,000) TOTAL-01 UR-01 (including 01-HH)	30 Years	Full time Degree in Architecture from Government recognized Institute / University with 60 % aggregate marks.	02 years post qualification experience. 01 year relaxation in experience will be provided to that candidate who has done M.Arch. course. The candidate should have relevant in planning & designing and detailing of schemes pertaining to township/housing /commercial complexes / institutional / industrial etc. including interior designing. Desirable experience: knowledge of AUTOCAD and 3 D software for generation of walk-through / walk around animation presentation etc. Candidates having knowledge and proficiency in use of Computer will be preferred.

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19.	Assistant Manager (Company secretary) - E-1 (Rs 40,000 -1,40,000) TOTAL-02 UR- 01 OBC-01	30 Years	Qualified Company Secretary (Associate Company Secretary)	02 years experience. Candidate should have excellent communication and drafting skills. Adequate experience required in legal compliance as per Companies Act, 2013 / 1956 and SEBI regulations/e-filing of documents with exposure to public issue/dividend related matters, handling of Investor's grievances and coordination with other regulatory agencies, stock Exchanges, ROC etc. Candidates having knowledge and proficiency in use of Computer will be preferred.
20.	Assistant Manager (Finance) - E-1 (Rs 40,000 -1,40,000) TOTAL-04 UR- 02, SC-01, OBC-01 (including 01-HH)	30 Years	ICAI / ICWAI or Full time MBA (Finance) or equivalent with aggregate 60% marks from Government recognized University / Institute.	02 years experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.
21.	Assistant Manager (HRM) - E-1 (Rs 40,000 -1,40,000) TOTAL-04 UR- 03, SC-01 (including 01-VH)	30 Years	Full time MBA / MSW / two years Post Graduate Diploma in management / Post Graduate Degree from Government recognized University / Institute with Specialization in HRM / PM/IR as major subject with 60 % aggregate marks.	Candidates having 2 years experience and working in PSU / Gov. / large Private Sector in HRM discipline are eligible to apply. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, Disciplinary matters, application of HRM concepts, tools and practices, such as manpower planning, Performance management, career planning, succession planning, competency modeling, competency appraisal etc. Exposure in industrial relations having multiple trade unions scenario is desirable. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Candidates having knowledge and proficiency in use of Computer will be preferred. Desirable Qualification: Degree in Law
22.	Assistant Manager (Investor Relations) – E-1 (Rs 40,000 -1,40,000) TOTAL-01 UR- 01	30 Years	ICAI/ ICWA or Full time MBA (Finance) / PGDM (Finance) with 60 % aggregate marks from recognized university / institute.	2 years' experience in related field of Investor relations. Preferably CPSEs and government organizations. Should have experience of organizing conference call, earning calls, organizing Global and Domestic Roadshow for Senior Management and should be updated from all day to day used operate system and software's. Should have good relationship with Infrastructure analyst both sell and buy side analyst with good set of potential investors. Event Management, Presentation & excel skills, Excellent Written and verbal communication skills, relationship building skills in the investment community.
23.	Management Trainee (Finance) - E-1 (Rs 40,000 -1,40,000) TOTAL-4 UR- 02, ST-02	29 Years	ICAI / ICWAI or Full time MBA (Finance) or equivalent with aggregate 60% marks from Government recognized University / Institute.	Nil
24.	Executive (Graphic / Creative designer) - E-0 (Rs 30,000 -1,20,000) TOTAL-1, UR- 01	28 Years	Full time Graduate with degree in Graphic design with 60 % aggregate marks from recognized university/ institute.	2 years' experience in Visual Ideation, Creativity & Imagination, IT & Design Skill, Typography, design softwares (Photoshop, Illustrator, In-Design, Corel Draw, etc.) Color Theory, Drawing skills, Understanding of current trends and styles, web Designing, layouts/ Conversation optimization.
25.	Jr. Engineer (Civil) S-2 (Rs 9,760 (OPEN ENDED) (Pre –revised) (shortly to be revised) TOTAL-20, UR- 10, SC-04, ST-01, OBC-05 (including 01-HH & 2 ExSM)	28 Years	Three years full time Diploma in Civil Engineering from Govt. recognized Institute/University with 60 % aggregate marks.	Nil
26.	Jr. Engineer (Electrical) - S-2 (Rs 9,760 (OPEN ENDED)) (Pre – revised) (shortly to be revised) TOTAL-03, UR- 02, OBC-01	28 years	Three years full time Diploma in Electrical Engineering from Govt. recognized Institute/University with 60% aggregate marks.	Nil
27.	Jr. Engineer (IT) - S-2 (Rs 9,760 (OPEN ENDED))(Pre –revised) (shortly to be revised) TOTAL-02, UR-01, OBC-01 (including 01-VH)	28 years	Three years full time Diploma in Information Technology / Computer Science Engineering from Govt. recognized Institute /University with 60% aggregate marks.	Nil
28.	Jr. Engineer (Mechanical) - S-2 (Rs 9,760 (OPEN ENDED)) (Pre –revised) (shortly to be revised) TOTAL-01, 01-OH	28 years	Three years full time Diploma in Mechanical Engineering from Govt. recognized Institute/ University with 60% aggregate marks.	Nil
29.	Sr. Stenographer -S-2 (Rs 9,760 (OPEN ENDED)) (Pre –revised) (shortly to be revised) TOTAL- 01, OBC-01	25 years	Graduate in any stream. Stenography / typing speed in English 110/50 wpm and stenography / typing speed in Hindi 100/40 wpm	2 years previous experience in line
30.	Office Assistant Stenography (Gr. III) - W-3(Rs. 7,300 (Open Ended))(Pre –revised) (shortly to be revised) TOTAL-03, OBC-03	22 years	Graduate in any stream. Speed in English and Hindi Shorthand 70/70 wpm and typing speed on Computer 35/30 wpm respectively.	Nil

***New Pay revision are shortly due for JE , Sr. Stenographer & Office Astd. . Stenography (Gr. III).**

PROCEDURE FOR APPLYING:-

The candidates are required to apply online. **The relevant link for online application will be made available from 10.00 hrs. on 24.02.2018 under the head "CAREER within HRM" on NBCC website i.e. www.nbccindia.com. Online submission of application will be open for 30 days from the day of start of Online Application. No other means / mode of application shall be accepted. Prospective applicants are advised to visit NBCC website regularly for this purpose.** Before filling application online, candidates should keep ready scanned copy of passport size photograph & signature in jpg/jpeg format (Photo size less than 50 KB and signature size less than 20 KB) and valid e-mail ID in operation for more than one year. Fill in the online form with all the relevant details. Upload scanned copy of the photograph & signature. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NBCC online application is correct. Detailed procedure regarding payment of fee is explained under "PAYMENT OF APPLICATION FEE".

PAYMENT OF APPLICATION FEE

- Applicants/Candidates are required to pay a non-refundable fee of Rs. 1000/- for Executive Posts (E-0 & above) & Rs. 500/- for Non-Executive Posts (JE (S-2), Sr. Stenographer (S-2) & Office Assistant Stenography – Gr. III (W-3)) (Candidate will be levied tax/charge from their transaction bank, as applicable). SC, ST, PWD & Departmental candidates are exempted from payment of application fee.
- Candidates are required to make application fee payment through debit card/credit card/net-banking. The candidates will be automatically redirected to make online payment (wherever fees is applicable), once the form is successfully completed.
- No other mode of payment will be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fee.

SELECTION PROCEDURE

The Selection procedure will be notified by NBCC for each post depending upon the response received against each post. Decision of NBCC will be final in this regard.

Selected candidates will be on probation for one year.

GENERAL INSTRUCTIONS:

1. Candidates applying for more than one post should apply separately for each post.
2. Fee, once paid, will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
3. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form are to be produced at the time of verification of documents, failing which the candidate will be disqualified. Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
4. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.
5. Persons with disabilities can also apply for any of the above post in accordance with government of India guidelines in force. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%.
6. The upper age limit indicated is for general category candidates. Age relaxation for SC/ST/OBC (NCL)/Persons with Disabilities (PWD) will be as per Government guidelines in this regard. SC/ST/OBC (NCL) /PWD candidates are required to upload scanned copy of their cast / disability certificate (as applicable) along with the application form. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Internal candidates (NBCC India Ltd) will be given age relaxation of five years provided they have atleast three years of service left before superannuation. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against the unreserved posts. However, age relaxation will not be allowed to such category candidates against unreserved posts.
7. In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to education / professional qualification / caste / etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of verification of documents, failing which the candidature shall be liable to be cancelled. In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate and notarized affidavit in this regard.
8. Relaxation of standard in selection against reserved vacancies – if sufficient numbers of reserved category persons are not available on the basis of laid down general standards, the general standards could be relaxed suitably to fill up the reserved posts.
9. The crucial date for determining the age limit & post qualification experience shall be the closing date of online application. 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 on a post / level shall be counted from the said date onwards.
10. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish “NO OBJECTION CERTIFICATE” at the time of document verification. However, in the event of difficulty in getting NOC from their parent department , they may submit an undertaking at the time of document verification that they will not claim any service transfer benefits / protection of pay in case of their selection. However, they have to produce the proper relieving order from their organization, in the event of their selection, at the time of reporting for joining.
11. Selected candidates will be required to serve in any part of India or abroad including its subsidiaries & JVs companies as per the discretion/requirement of the Company.
12. Wherever CGPA/OGPA or grading system in a degree / diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her university/institute at the time of verification of documents.
13. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria. In case of non suitability of candidates for the post applied for, NBCC at its discretion can offer a suitable post in the lower level. **Only shortlisted candidates will be intimated through email only and no other mode of communication will be followed.**
14. **Candidates are required to retain a copy of the online submitted application form for future reference.**
15. Number of vacancy mentioned above may increase or decrease depending upon the requirement of the Company.
16. NBCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
17. 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.**
18. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.nbccindia.com under the head: “CAREER within HRM”. No further press advertisement will be given. Hence **prospective applicants are advised to visit NBCC website regularly for latest updates.**
19. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
20. Any legal proceedings 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.
21. **All correspondence shall be made through email only and no communication would be sent through courier/post or through any other mode.**
22. Regarding detailed selection process, candidates are advised to regularly visit NBCC website under “Career within HRM”.