

**ADVT. 02/2014**



**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED**

**(A GOVERNMENT OF INDIA ENTERPRISE)**

NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003

**REQUIRES ONE HINDI TRANSLATOR RESERVED FOR PWD-OPH ON REGULAR BASIS**

FOR FURTHER DETAILS LOG ON NBCC'S WEBSITE [www.nbccindia.gov.in](http://www.nbccindia.gov.in) UNDER HEAD: HUMAN RESOURCE MANAGEMENT /JOBS @ NBCC OR SEE EMPLOYMENT NEWS DATED 01-02-2014 .

Last date for submission of application is 03-03-2014

**ED (HRM)**



**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)

**Advt. No. 02/2014**

NBCC a Schedule "A" Mini Ratna Category-I CPSU requires dynamic and result oriented persons on regular basis through Direct Recruitment for its operation.

S.No	Post/ Scale of pay (IDA)/ No. of vacancies	Upper Age after relaxation as on 01.01.2014 (Yrs)	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE
1	Hindi Translator E-1 (Rs.16400-40500) 01-PWD(OPH) OA/OL/OAL/BL	GEN(OPH)-40 SC/ST(OPH)-45 OBC(OPH)-43	Master"s degree in Hindi with English upto Degree level or Master"s Degree in English with Hindi upto Degree Level. Minimum three months Diploma/certificate in translation from Govt. recognized Institute/Central Translation Bureau.	<b>04 years experience</b> in terminology work in Hindi / translation from English to Hindi & vice versa, preferably of technical or scientific nature in Government /Semi-Government/PSU/Autonomous bodies. <b>Preferable Experience. Journalistic experience/aptitude for public relations work/knowledge of Sanskrit or any other Indian language/experience in construction sector.</b>

**SELECTION PROCEDURE**

The Selection procedure will be decided by NBCC depending upon the response received against each post. The selection criteria can be by way of Personal Interview or written test/Skill test followed by Personal Interview. Decision of NBCC will be final in this regard.

**GENERAL**

1. 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 interview / written test, failing which the candidates will be dis-qualified for appearing in Interview/written test. Candidature will be liable for cancellation for the post applied and/ or removal from the services of the Corporation after joining, if at any stage it is found that information furnished by the applicant is misleading/incomplete/false or differs from the certificates.
2. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%.
3. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Upper age limit not applicable in case of departmental candidates having atleast three years balance service.
4. 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 interview, 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 notaries affidavit in this regard.

5. Relaxation of standard in selection against reserved vacancies – if sufficient number 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.
6. The cut-off date for all purposes i.e. age, experience etc. shall be considered as 1st January 2014. 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.
7. 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 written examination / interview. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of written examination/interview 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.
8. PWD Candidates called for interview/written test will be paid sleeper class to and fro rail fare from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
9. Selected candidates will be required to serve in any part of India or abroad as per the discretion/requirement of NBCC. **Candidates ready to work anywhere in India are advised to apply only.**
10. 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 GD / Personal Interview.
11. Mere fulfilling the minimum requirement will not vest any right for selection test/interview. 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 or by post for the proposed written test/GD/Personal Interview.
12. Fringe Benefits: HRA, CPF, Gratuity, Leave Encashment, Perks; Performance Related Pay etc. will be admissible as per NBCC Rules.
13. NBCC reserves the right to cancel this advertisement and/or the selection process for the above post without assigning any reason.
14. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.nbccindia.gov.in](http://www.nbccindia.gov.in). **UNDER HEAD: HUMAN RESOURCE MANAGEMENT /JOBS @ NBCC.** No further press advertisement will be given. Hence prospective applicants are advised to visit NBCC website regularly for above purpose.
15. 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 in Hindi version, the English version will prevail.

The application is to be made in the prescribed application form which is attached with this advertisement. The application in the prescribed proforma alongwith, photograph and attested copies of certificates should reach the office of Executive Director (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi 110003 on or before 03-03-2014.

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**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.**  
(A GOVERNMENT OF INDIA ENTERPRISE)



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

**Advt. No. 02/2014**

<b>POST APPLIED FOR</b>				Affix recent passport size self attested photograph																	
1	<b>NAME (IN CAPITAL)</b>																				
2	FATHER'S / HUSBAND'S NAME																				
3	GENDER (Put a tick mark)	M	F	MARITAL STATUS	Married/Unmarried/ Others																
4	DATE OF BIRTH	<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y														
5	AGE AS ON 01.01.2014	<table border="1"> <tr> <td>Years</td> <td>Months</td> </tr> <tr> <td></td> <td></td> </tr> </table>		Years	Months																
Years	Months																				
6	CATEGORY (Put a tick mark)	GEN	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE.....														
		<i>(Attach documentary evidence)</i>																			
7	PHYSICALLY CHALLENGED	YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)..... <i>(Attach documentary evidence)</i>																	
8	<b>ADDRESS</b> <i>(Please give full postal address with Postal Pin No.)</i>																				
<b>MAILING</b>		<b>PERMANENT</b>			<b>FULL ADDRESS OF PRESENT EMPLOYER, IF EMPLOYED</b>																
MOBILE NO.		FAX. NO.			E-MAIL.																

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9	<b>ACADEMIC AND PROFESSIONAL QUALIFICATIONS</b>							
Examination passed	Whether full time / part time	Duration of the course	Name of the institution	Name of the university	Month & year of passing *	Percentage of marks obtained		
<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.  <i>(please attach copies of certificates/marksheets)</i></p>								
10	<b>DETAILS OF EXPERIENCE (in chronological order):</b>							
<b>POST QUALIFICATION EXPERIENCE.....(YRS.)</b>								
S.No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Months		
<i>(please attach copies of experience certificates)</i>								
11	ATTACH A SEPARATE SHEET AS ANNEXURE GIVING BRIEF ABOUT ACHIEVEMENTS MADE IN THE PRESENT ASSIGNMENT (NOT EXCEEDING 200 WORDS).							
12	CERTIFIED THAT THE INFORMATION FURNISHED ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF							
Place:		<b>Signature of the candidate</b>						
Date:								