



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

(A Government of India Enterprise)

NBCC Bhawan, Lodhi Road, New Delhi-110003



An IS/ISO 9001:2008 Company

(for Consultancy & Project Management Division)

A Mini Ratna
Schedule 'A' PSE

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

ADVT. 03/2014

Sl. No.	Post/Scale of pay (IDA)/ No. of vacancies	Upper Age as on 01.02.2014	Essential Qualification	Essential Post Qualification Experience
1	General Manager (Law) E-6 (Rs.36600-62000) 01-UR	45 years	Degree in Law from Government recognized University/Institute. Must be an enrolled advocate.	18 years experience out of which 4 years experience in one step below in the scale of pay of Rs.32900-58000(IDA) if working in Government/PSU or otherwise drawing minimum annual CTC of Rs 12 lac, if working in private sector. 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 disputes act and Contract act issues. Should have hand on experience in Contract Law Suite, Draft of Deeds, Licenses & Permissions, Govt. Audit, Agreements, Legal Document preparation.
2	General Manager (Engg.) (Civil) E-6 (Rs.36600-62000) 01-UR 01-OBC 01- SC 01-ST	45 years	Degree in Civil Engineering from Government recognized University/Institute.	18 years experience in planning and execution of wide range of civil engineering projects, out of which 4 years experience in one step below post in the scale of pay of Rs. 32900-58000 (IDA) if working in Government/PSU or otherwise drawing minimum annual CTC of Rs. 12 lac, if working in private sector. Desirable experience: Those who have experience in power sector will have a definite edge. Candidates having Master Degree in Management and proficiency in use of computer and computer software will be preferred.
3	Additional General Manager (Law) E-5 (Rs 32900-58000) 01-UR	42 years	Degree in Law from Government recognized University/Institute. Must be an enrolled advocate.	15 years experience out of which 3 years experience in one step below in the scale of pay of Rs.29100-54500(IDA) if working in Government/PSU or otherwise drawing minimum annual CTC of Rs. 10.5 lac, if working in private sector. 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 disputes act and Contract act issues. Should have hand on experience in Contract Law Suite, Draft of Deeds, Licenses & Permissions, Govt. Audit, Agreements, Legal Document preparation.
4	Addl. General Manager (Finance) E-5 (Rs 32900-58000) 01 - UR 01 - SC	42 years	Associate Member of ICA/ICWA	Total 15 years experience out of which 3 years experience in one step below post in the scale of pay of Rs.29100-54500 (IDA) if working in PSU or otherwise drawing minimum annual CTC of Rs.10.5 lac, if working in private sector. Should have experience in Project & Corporate Accounting, Accounting Standards, Budgeting, Project Appraisal, Evaluation of proposals for capital expenditure/major purchases, Funds Management, Direct & Indirect taxation, Auditing, Project Cost Management, Provident Fund.
5	Addl. General Manager (Electrical) E-5 (Rs 32900-58000) 01 - UR	42 years	Degree in Electrical Engineering from Government recognized University/Institute.	15 years experience out of which 3 years experience in one step below post in the scale of pay of Rs. 29100-54500 (IDA) if working in PSU or otherwise drawing minimum annual CTC of Rs.10.5 lac, if working in private sector. Desirable experience in Design/Engineering/Erection & Commissioning of Switchgears, Transformers, Motors, PLC, Lighting, PF Compensation equipment, Cable Engineering, Electrical System Engineering for Coal Handling/ Ash Handling equipments, etc.
6	Dy. General Manager (Finance) E-4 (Rs 29100-54500) 01-SC 01-ST	40 years	Associate Member of ICA/ICWA	Total 12 years experience out of which 2 years experience in the IDA scale of Rs 24900-50500 or equivalent if working in PSU or otherwise drawing minimum annual CTC of Rs.7.5 lacs, if working in private sector. Should have experience in Project & Corporate Accounting, Accounting Standards, Budgeting, Project Appraisal, Evaluation of proposals for capital expenditure / major purchases, Funds Management, Direct & Indirect taxation, Auditing, Project Cost Management, Provident Fund.

Sl. No.	Post/Scale of pay (IDA)/ No. of vacancies	Upper Age as on 01.02.2014	Essential Qualification	Essential Post Qualification Experience
7	Dy. General Manager (HRM) E-4 (Rs 29100-54500) 01 - UR	40 years	Full time MBA/MSW/ two years Post Graduate Diploma from Government recognized University / Institute with Specialization in HRM/ PM & IR as major subject, with aggregate 70% marks.	12 years experience out of which 2 years experience in one step below post in the scale of pay of Rs.24900-50500 (IDA) if working in PSU or otherwise drawing minimum CTC of Rs. 7.5 lac, if working in private sector. Functional capabilities should be inclusive of thorough knowledge of labour laws, industrial relations and service regulations and application of HRM concepts, tools and practices, such as man power planning, performance management, career management, succession planning, competency modelling, competency appraisal.
8	Manager (HRM) E-3 (Rs 24900-50500) 01 - UR	35 years	Full time MBA / MSW / two years Post Graduate Diploma from Government recognized University / Institute with Specialization in HRM / PM & IR as major subject, with aggregate 70% marks.	10 years experience. Functional capabilities should be inclusive of thorough knowledge of labour laws, industrial relations and service regulations and application of HRM concepts, tools and practices, such as man power planning, performance management, career management, succession planning, competency modelling, competency appraisal.
9	Assistant Manager (Marketing) E-1 (Rs 16400-40500) 01 - (PWD -OPH)	28 years	Full time MBA / two years Post Graduate Diploma from Government recognized University / Institute with Specialization in Marketing as major subject, with aggregate 70% marks.	02 years experience in sales & marketing of Commercial / Residential properties in reputed Real Estate Company/PSU. The job profile requires proven track record in meeting targets, documentation like sale deeds / conveyance deeds, tripartite agreement with banks and financial institutions, creation and development of Customer Relationship Management procedures & practices.
10	Assistant Manager (HRM) E-1 (Rs 16400-40500) 01 - (PWD-VH-LV)	28 years	Full time MBA / MSW / two years Post Graduate Diploma from Government recognized University/ Institute with Specialization in HRM / PM & IR as major subject with aggregate 70% marks.	02 years experience. Functional capabilities should be inclusive of thorough knowledge of labour laws, industrial relations and service regulations and application of HRM concepts, tools and practices, such as man power planning, performance management, career management, succession planning, competency modelling, competency appraisal.
11	Jr. Hindi Translator S-2 (Rs. 9760 + 3% (open ended) 01-UR	28 years	Master's degree in Hindi with English upto Degree level or Master's Degree in English with Hindi upto Degree Level.	02 years experience of translation from English to Hindi & vice versa related to the nature of work in Govt./PSU.

APPLICATION FEE & PROCEDURE FOR APPLYING

APPLICATION FEE (Non refundable)	GENERAL & OBC (NON-CREAMY LAYER CANDIDATES)	SC/ST/PWD/DEPARTMENTAL CANDIDATES
E-1 level & above	Rs 1000/-	-NIL-
Below E-1 level	Rs. 500/-	-NIL-

The application fee is payable through Demand Draft drawn in favour of NBCC Limited payable at New Delhi. The application is to be made in the prescribed application form which is attached with this advertisement. The application in the prescribed proforma alongwith processing fee, 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 05.03.2014.

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 by way of Group Discussion followed by Personal Interview or written test followed by Group Discussion followed by Personal Interview or by any other appropriate way. Decision of NBCC will be final in this regard.

GENERAL

- Candidates applying for more than one post should apply separately for each post.
- Candidates who have applied and / or been interviewed against our earlier advertisements during the current calendar year need not apply again for the same post.
- Candidates can appear for written test / GD / Personal Interview in English/Hindi language, as per their choice.

- 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.
- Persons with Disability can also apply for any of the above posts in accordance with DOPT OM No. 36035/3/2004-Estt (Res) dated 29.12.2005. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%. Reservation against sub-quota for minority community in the post reserved for OBC (NCL) will be applicable as per DPE's OM No.6/6/2011-DPE(SC/ST) dated 02.01.2012.
- The upper age limit indicated is for general category of candidates. Age relaxation for SC/ST/OBC (NCL)/Persons with Disabilities (PWD) will be as per Government guidelines in this regard. 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.

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 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 notarised affidavit in this regard.
8. 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.
9. The cut-off date for all purposes i.e. age, experience etc. shall be considered as 1st February 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.
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 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.
11. Only SC/ST/PWD Candidates called for interview/written test will be paid to and fro rail fare (other than Rajdhani/Shatabdi Express) - 2nd AC sleeper for E-6 & above level, 3rd AC sleeper fare for E-3 to E-5 level and Sleeper Class for others i.e. below E-3 level from the nearest railway station of the declared place of residence by the shortest route beyond 30 km subject to production of rail ticket.
12. Nos. of vacancies indicated above is subject to change depending upon the requirement of

the company. 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.

13. 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.
14. 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.
15. Fringe Benefits: HRA, CPF, Gratuity, Leave Encashment, Perks; Performance Related Pay etc. will be admissible as per NBCC Rules.
16. No. of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.
17. NBCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
18. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website 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.
19. 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.



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Application No.....(to be filled by NBCC)				Advt. No. 03/2014					
POST APPLIED FOR									
1 NAME (IN CAPITAL)		Affix recent passport size self attested photograph							
2 FATHER'S / HUSBAND'S NAME									
3 GENDER (Put a tick mark)	M							F	MARITAL STATUS
4 DATE OF BIRTH		D	D	M	M	Y	Y	Y	Y
5 AGE AS ON 01.02.2014		Years		Months					
6 CATEGORY (Put a tick mark)		GEN	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE.....		
		(Attach documentary evidence)							
7 PHYSICALLY CHALLENGED		YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)..... (Attach documentary evidence)					
8 ADDRESS (Please give full postal address with Postal Pin No.)									
MAILING		PERMANENT			FULL ADDRESS OF PRESENT EMPLOYER, IF EMPLOYED				
MOBILE NO.		FAX. NO.			E-MAIL.				
DEMAND DRAFT NO.		AMOUNT			BANK NAME				

9 ACADEMIC AND PROFESSIONAL QUALIFICATIONS						
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
* 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)						
10 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	Months
(please attach copies of experience certificates)						
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:						Signature of the candidate
Date:						