ADVT. 04/2014

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

NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003

NBCC REQUIRES PERSONNEL FOR FOLLOWING POSITIONS ON REGULAR BASIS

Current / Shortfall Vacancies

Post	SC	ST	OBC	UR	TOTAL	PWD	EX- SM
• SR. EXECUTIVE DIRECTOR (CIVIL)	-	-	-	1	1		
• GENERAL MANAGER (CIVIL)	1	1	1	1	4		
• ADDITIONAL GENERAL MANAGER (CIVIL)	-	-	-	3	3		
• DY. GENERAL MANAGER (CIVIL)	3	1	2	4	10		
• DY. GENERAL MANAGER (ELECTRICAL)	-	-	-	3	3		
• PROJECT MANAGER (CIVIL)	2	1	4	8	15		
• DY. PROJECT MANAGER (CIVIL)	2	1	-	3	6		
• DY. PROJECT MANAGER (ELECTRICAL)	2	1	2	5	10		
• DY. MANAGER (ARCH. & PLANNING)	-	-	-	1	1		
• JR. ENGINEER (CIVIL)	3	3	4	10	20		3
• GENERAL MANAGER (FINANCE)	-	-	-	2	2		
• ADDITIONAL GENERAL MANAGER (FINANCE)	1	-	-	1	2		
• DY. GENERAL MANAGER (FINANCE)	1	1	1	3	6	1 OPH	
• ADDITIONAL GENERAL MANAGER (HRM)	-	-	-	1	1		
• DY. GENERAL MANAGER (HRM)	-	-	-	1	1		
• MANAGER (HRM)	-	-	-	1	1		
• DY. MANAGER (HRM)	1	-	1	-	2		
• ADDITIONAL GENERAL MANAGER (LAW)	-	-	-	1	1		
• JR. HINDI TRANSLATOR	-	-	-	1	1		

Special Recruitment Drive for filling up the backlog vacancies reserved for OBC/ PWD

Post	OBC	PWD
• PROJECT MANAGER (CIVIL)	-	1 HH
• JR. ENGINEER (CIVIL)	-	1 HH
• ASSISTANT MANAGER (MARKETING)	-	1 OPH
• DY. MANAGER (HRM)	-	1 VH-LV
• ASSISTANT MANAGER (HRM)	-	1 VH-LV
• SR. STENOGRAPHER	1	-
• OFFICE ASSISTANT (STENOGRAPHY)	3	-

FOR FURTHER DETAILS LOG ON NBCC'S WEBSITE www.nbccindia.gov.in UNDER HEAD: HUMAN RESOURCE MANAGEMENT /JOBS @ NBCC OR SEE EMPLOYMENT NEWS DATED 14.06.2014.

Last date for submission of application is 11.07.2014.

ED (HRM)

NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

Advt. No. 4/2014

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

Current / Shortfall Vacancies

S.No	Post/ Scale of pay (IDA)/ No. of vacancies	Upper Age as on Closing date	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE
1	Sr. Executive Director (Civil) E-9 (Rs.62,000-80,000) **TOTAL -1 (UR-1)**	57 Years	Full time Degree in Civil Engineering or equivalent from Government recognized University / Institute.	24 years experience in the field of PMC / EPC / Real Estate / Infrastructure , out of which 2 years experience in one step below post in the scale of pay of Rs. 51300-73000(IDA) if working in Government/PSU or otherwise drawing minimum annual CTC of Rs. 25 Lacs, if working in private sector. Master Degree in relevant discipline or business management will be an added advantage. 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 should have proficiency in use of Computer will be preferred.

2	General Manager (Civil) E-6 (Rs.36600-62000) **TOTAL- 4 (UR-1,OBC-1,ST-1,SC-1)**	49 years	Full time Degree in Civil Engineering or equivalent from Government recognized University / Institute.	15 years experience in the field of PMC / EPC / Real Estate / Infrastructure, out of which 2 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. 15 Lacs, if working in private sector. 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 should have proficiency in use of Computer will be preferred.

3	Additional General Manager (Civil) E-5 (Rs 32900-58000) **TOTAL – 3 (UR-3**)	45 years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute.	12 years experience in the field of PMC / EPC / Real Estate / Infrastructure, out of which 2 years experience in one step below post in the scale of pay of Rs. 29100-54500(IDA) if working in Government / PSU or otherwise drawing minimum annual CTC of Rs. 12 Lacs, if working in private sector. 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.

4	Dy. General Manager (Civil) E-4 (Rs 29100-54500) **TOTAL – 10 (UR-4, OBC-2, ST-1, SC-3)**	41 years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	09 years experience in the field of PMC / EPC / Real Estate / Infrastructure, out of which 2 years experience in one step below post in the scale of pay of Rs. 24900-50500(IDA) if working in Government / PSU or otherwise drawing minimum annual CTC of Rs. 09 Lacs, if working in private sector. 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

5	Dy. General Manager (Electrical) E-4 (Rs 29100-54500) **TOTAL – 3 (UR-3)**	41 years	Full time Degree in Electrical Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	09 years experience Electrical Engineering , out of which 2 years experience in one step below post in the scale of pay of pay of Rs. 24900-50500(IDA) if working in Government/PSU or otherwise drawing minimum annual CTC of Rs. 9 Lacs, if working in private sector. 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.

6	Project Manager (CIVIL) E-3 (Rs 24,900-50,500) **TOTAL – 15 (UR-8, OBC-4, ST-1, SC-2)**	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 should have proficiency in use of Computer will be preferred.
7	Dy. Project Manager (Civil) E-2 (Rs 20,600-46,500) **TOTAL – 6 (UR-3, ST-1, SC-2)**	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 should have proficiency in use of Computer will be preferred.

8	Dy. Project Manager (Electrical) E-2 (Rs 20,600-46,500) **TOTAL – 10 (UR-5, OBC-2, ST-1, SC-2)**	33 years	Full time Degree in Electrical Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	**03 years experience.** 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.
9	Dy. Manager (Architecture & Planning) E-2 (Rs 20,600-46,500) **TOTAL – 1 (UR-1)**	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 buildings such as housing, commercial complexes, institutional, industrial including interior designing. Desirable experience: Knowledge of AUTOCAD and 3D software for generation of walk through / walk around animation presentations etc. Candidates having knowledge and proficiency in use of Computer will be preferred.
10	Jr. Engineer (Civil) S-2 (Rs. 9760 (open ended) **TOTAL – 20 (UR-10, OBC-4, ST-3, SC-3) INCLUDING EX-SM - 3**	25 years	Three years Diploma in Civil Engineering from Govt. recognized Institute/University with 60 % aggregate marks.	**NIL**

11	General Manager (Finance) E-6 (Rs.36600-62000) **TOTAL – 2(UR-2)**	49 years	Associate / Fellow Member of ICAI/ICWAI or MBA (Finance) from Government recognized University / Institute.	15 years experience out of which 2 years experience in one step below post in the scale of pay of Rs. 32900-58000(IDA) if working in PSU/Government, otherwise drawing minimum annual CTC of Rs 15 Lacs, if working in private sector. 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.
12	Additional General Manager (Finance) E-5 (Rs 32900-58000) **TOTAL – 2 (UR-1, SC-1)**	45 years	Associate/Fellow Member of ICAI/ICWAI or MBA (Finance) from Government recognized University / Institute.	12 years experience out of which 2 years experience in one step below post in the scale of pay of Rs. 29100-54500(IDA) if working in PSU/Government, otherwise drawing minimum annual CTC of Rs 12 Lacs, if working in private sector. 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.

13	Dy. General Manager (Finance) E-4 (Rs 29100-54500) **TOTAL –6 (UR-3, OBC-1, ST-1, SC-1) INCLUDING OPH-1**	41 years	Associate / Fellow Member of ICAI/ICWAI or MBA (Finance) from Government recognized University / Institute with aggregate 60% marks in MBA (Finance).	09 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/Government, otherwise drawing minimum annual CTC of Rs 9 Lacs, if working in private sector. 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.
14	Additional General Manager (HRM) E-5 (Rs 32900-58000) **TOTAL – 1 (UR-1)**	45 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM / IR as major subject.	12 years experience, Out of which 2 years experience in one step below post in the scale of pay of Rs. 29100-54500(IDA) if working in government / PSU or otherwise drawing minimum annual CTC of Rs. 12 Lacs, if working in private sector. 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

15	Dy. General Manager (HRM) E-4 (Rs 29100-54500) **TOTAL – 1 (UR-1)**	41 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM / IR as major subject with 60 % aggregate marks.	09 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 government / PSU or otherwise drawing minimum annual CTC of Rs. 09 Lacs, if working in private sector. 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
16	Manager (HRM) E-3 (Rs 24,900-50,500) **TOTAL – 1 (UR-1)**	37 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM/IR as major subject with 60 % aggregate marks	Candidates having **06 years experience** and working in PSU / Govt. / large Private Sector in Middle level capacity in HRM 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
17	Dy. Manager (HRM) E-2 (Rs 20,600-46,500) **TOTAL – 2 (SC-1, OBC-1)**	33 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM / IR as major subject with 60 % aggregate marks.	Candidates having 3 years experience and working in PSU / Govt. / 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

18	Additional General Manager (LAW) E-5 (Rs 32900-58000) **TOTAL – 1 (UR-1)**	45 years	Full Time Degree in Law from Government recognized Institute / University. Must be an enrolled advocate.	12 years experience out of which 2 years experience in one step below post in the scale of pay of Rs. 29100-54500(IDA) if working in Government /PSU or otherwise drawing minimum annual CTC of Rs. 12 Lacs., 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 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.
19	Jr. Hindi Translator S-2 (Rs. 9760 (open ended) **TOTAL – 1 (UR-1)**	25 years	Master' s Degree in Hindi with English upto Degree level or Master's Degree in English with Hindi upto Degree Level	2 Years experience in translation from English to Hindi and vice versa related to the nature of work in Govt. / PSU.

Special Recruitment Drive for filling up the backlog vacancies reserved for OBC/PWD

1	Project Manager (CIVIL) E-3 (Rs 24,900-50,500) **TOTAL – 1 (HH-1)**	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 should have proficiency in use of Computer will be preferred.
2	JR. ENGINEER (CIVIL) S-2 (9760 (OPEN ENDED) **TOTAL – 1 (HH-1)**	25 years	Three years Diploma in Civil Engineering from Govt. recognized Institute/University with 60 % aggregate marks.	NIL

3	Assistant Manager (Marketing) E-1 (Rs 16400-40500) **TOTAL – 1 (OPH-1)**	30 years	Full time MBA/ two years Post Graduate Diploma in Management and specialization in Marketing as major subject, from Government recognized Institute / University with 60 % aggregate marks.	Total 02 years experience in business development /marketing. Responsible for generating sales with existing customers and developing opportunities with new customer. Business development/marketing of Real Estate projects (Commercial / residential properties). Sales & marking of commercial / residential properties. Liasioning between customers and the company for up-to-date status of service, pricing and new project release launches. Developing sales strategies and setting targets. Should have proven abilities in devising result oriented plans for augmenting business, developing new markets segments, pre-sales efforts and targeted marketing. Establishing, maintaining and expanding customer base increasing business opportunities through various channels to market. Should be able to generate cross functional collaboration with various functionaries like banks, finance institutions etc. Should have sound knowledge of banking procedures, home / property loans, property shows, documentation like sale deeds / conveyance deeds, tripartite agreement with banks, financial institutions and skills of negotiation and finalizing of deals. Preference will be given to candidates working in Real Estate Sector / Banking Sector / Financial Service sector. Should have knowledge and proficiency in use of computers.
4	Dy. Manager (HRM) E-2 (Rs 20,600-46,500) **TOTAL – 1 (VH-LV-1)**	33 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM / IR as major subject with 60 % aggregate marks.	Candidates having 3 years experience and working in PSU / Govt. / 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

5	Assistant Manager (HRM) E-1 (Rs 16400-40500) **TOTAL – 1 (VH-LV-1)**	30 years	Full time MBA / MSW / two years Post Graduate Diploma in management from Government recognized University / Institute with Specialization in HRM / PM/IR as major subject with 60 % aggregate marks.	Candidates having 2 years experience of working in PSU / Govt. / 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
6	Sr. Stenographer S-2 (Rs. 9760 (open ended)) **TOTAL – 1 (OBC-1)**	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 stenography line
7	Office Assistant (Stenography) W-3 (7,300 (Open Ended)) **TOTAL – 3 (OBC-3)**	22 years	Graduate in any stream. Speed in English and Hindi Shorthand 70 wpm and typing speed on Computer 35/30 wpm respectively.	NIL

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 (attached) alongwith Demand Draft, photograph and attested copies of the documents viz. (a) Matriculation / secondary Certificate as proof of date of birth (b) Complete set of marksheets / degree certificate in support of qualification (c) Proof of complete experience along with pay scales for each position held (d) Caste certificate in format prescribed by the Government of India (if Applicable) (e) Disability certificate issued by competent authority(if applicable) and (f) Pay-in-slip (if applicable) should reach the office of Executive Director (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi 110003 on or before **11.07.2014**. The envelope should be superscribed with "**Advt. No. 4/2014-Post applied for_____"**. Any application received beyond this date shall not be entertained.

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.

The names of shortlisted candidates will be displayed at www.nbccindia.gov.in. **UNDER HEAD: HUMAN RESOURCE MANAGEMENT /JOBS @ NBCC**. Separate individual e-mails will be sent to the shortlisted candidates. The final selection of the candidates will be based on the performance in the interview, whereafter the "Offer of Appointment "shall be issued. Selected candidates will be on probation for one year.

GENERAL

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 can appear for GD / Personal Interview in English/Hindi language, as per their choice.

4. 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 of the candidate 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.

5. Persons with Disability can also apply for any of the above post 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.

6. 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. Departmental candidate will be given age relaxation of five years provided they have atleast three years of service left before superannuation. Internal candidate working on contractual establishment will be entitled for age relaxation of five years subject to fulfillment of other eligibility criteria and terms and conditions.

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 notoriesd 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 crucial date for determining the age limit and post qualification experience shall be the closing date for receipt of application i.e. **11.07.2014**. 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. Selected candidates will be required to serve in any part of India or abroad as per the discretion/requirement of NBCC.

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. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview / considered further for selection process. 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. 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.

19. 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.

20. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

21. 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.

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

AN IS/ISO : 9001 COMPANY

Application No…….(to be filled by NBCC) **Advt. No. 04/2014**

1	**POST APPLIED FOR**					Affix recent passport size self attested photograph
2	**NAME (IN CAPITAL)**					
3	FATHER'S / HUSBAND'S NAME					
4	GENDER (Put a tick mark)	M	F	MARITAL STATUS	Married/Unmarried/ Others	

5	DATE OF BIRTH	**D**	**D**	**M**	**M**	**Y**	**Y**	**Y**	**Y**

6	**AGE AS ON CLOSING DATE**	**Years**	**Months**

7	CATEGORY (Put a tick mark)	GEN	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE……
			(Attach documentary evidence)				
8	PHYSICALLY CHALLENGED	YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)……. *(Attach documentary evidence)*			

9 ***ADDRESS*** *(Please give full postal address with Postal Pin No.)*

MAILING	**PERMANENT**	**FULL ADDRESS, CONTACT NO., FAX NO. & E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED**
MOBILE NO. OF CANDIDATE	FAX. NO. OF CANDIDATE (IF ANY)	E-MAIL. OF CANDIDATE

DETAILS OF APPLICATION FEES

DD NO……	AMOUNT……..	NAME OF BANK……

Contd…2/-

10	**ACADEMIC AND PROFESSIONAL QUALIFICATIONS**					
Examination passed	Whether full time / part time / Correspondence	Duration of the course	Name of the institution	Name of the university	Month & year of passing *	CGPA/ OGPA/ Percentage of marks

***** 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)

11	**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 alongwith proof of salary drawn)

12	ATTACH A SEPARATE SHEET AS ANNEXURE GIVING BRIEF ABOUT ACHIEVEMENTS MADE IN THE PRESENT ASSIGNMENT (NOT EXCEEDING 200 WORDS).
13	CERTIFIED THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY APPLICATION WILL BE LIABLE TO BE REJECTED. **Place:** **Date:** **Signature of the candidate**