

No. NCRTC/HR/Rectt./39/2022

Date:29.07.2022

**VACANCY NOTICE**  
**(No.39/2022)**

**REQUIREMENT OF DY. GENERAL MANAGER & ASSISTANT MANAGER (PROCUREMENT)**  
**ON IMMEDIATE ABSORPTION/ DEPUTATION BASIS**

Commencement of Online Application	Last Date of Online Submission of Application	Date of Reckoned Eligibility
29.07.2022	18.08.2022	29.07.2022

National Capital Region Transport Corporation (NCRTC) – a Joint venture of Govt of India and participating State Governments of Delhi, Haryana, Rajasthan and U.P, under the administrative control of Ministry of Housing and Urban Affairs, is mandated for implementing the Regional Rapid Transit System (RRTS) in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The RRTS will be a new, dedicated, high speed, rail based, high capacity, comfortable state of art, world class commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point and safe regional travel at high speed along dedicated pathway for relatively longer distance with fewer stops and at higher speed.

The technology chosen would allow covering distances of 100 km. in an hour with scheduled stoppages. The system would also ensure the convenience of quality last mile connectivity, addressing the needs of all categories of travelers on the network. The corridors being developed under RRTS Phase-1 are **Delhi -Ghaziabad- Meerut, Delhi- Gurugram- SNB - Alwar and Delhi - Panipat**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

These projects will not only provide a vital new transport infrastructure backbone to the region but also act as a catalyst for development of sub urban centers, providing jobs in the Indian economy and relieving congestion in main cities through faster reliable connections. This high profile project with high performing teams offers a once in a lifetime opportunity to make a significant and lasting contribution to the life of NCR and the country as a whole. The diversity of individuals and skills we require to complete this task is simply huge. Further, the learning opportunities in an organization that is at its inflexion point of initiating some of the largest infrastructure projects in this country will be immense. The complexity of the project and need to draw upon international learning will offer an accelerated opportunity for skill development of talented and motivated individuals that will further lead to exciting careers prospects for the future. Our motto “**Gati se Pragati**”, applies to both the project and the motivated team that will embark on this journey with us.

**To be part of the journey of NCRTC, interested and eligible candidates can apply for the following vacancies: -**

<b>Name of the Post/ Pay Scale/ Level</b>	1. Dy. General Manager/ Procurement Rs.70000-200000 (E4)  & 2. Assistant Manager/ Procurement Rs. 50000-160000 (E2)
<b>Maximum Age (years)</b>	For DGM- 45 years For AM- 40 years

<b>No. of Vacancies</b>	DGM- 03 & AM- 04	
<b>Nature of Employment</b>	Immediate Absorption or Deputation	
<b>Qualification</b>	B.E. / B. Tech (Civil Engineering) or equivalent	
<b>Minimum Post Qualification Experience (Years)</b>	<p><b>For DGM: -</b> Minimum 08 years of post qualification experience as Civil Engineer from Executive level (E-2/ L-10/L-9 &amp; above) with Central/ State Govt. organization/ CPSEs/ PSUs/ Govt. instrumentalities.</p> <p><b>For AM: -</b> Minimum 05 years of post qualification experience as Civil Engineer working with Central/ State Govt. organization/ CPSEs/ PSUs/ Govt. instrumentalities.</p>	
<b>Experience</b>	Experience in dealing with Contract Management and Procurement in a project funded by ADB/ World Bank/ JICA etc. in rail-based projects shall be preferred.	
<b>Mode of Selection</b>	<ul style="list-style-type: none"> <li>- Based on the eligibility/ experience in the relevant field, shortlisted candidates will be called for interview.</li> <li>- NCRTC reserves the right to conduct a written examination for the post in case the number of applications received from eligible candidates is higher. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements for travel and stay.</li> <li>- The candidate will be offered position in NCRTC on immediate absorption basis with respect to his/her eligibility vis-à-vis his last position in parent organization and length of service or as per the suitability decided by the selection committee.</li> <li>- The selection process would judge different facets of knowledge, skills, comprehension, aptitude and physical fitness. Candidates will have to pass through the Screening Process and Medical examination, before being adjudged as suitable for selection. Candidates, who fail in the prescribed medical test, will not be given any alternative employment and decision of the Corporation shall be final on this issue. All related information shall be available only on NCRTC Website: <a href="http://www.ncrtc.in">http://www.ncrtc.in</a> and candidates must regularly check the website for any updates.</li> </ul>	
<b>Pay Scale/ Annual Compensation (CTC)</b>	<b>Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation &amp; Govt. Instrumentalities</b>	
	<b>CDA Scales</b>	<b>IDA Scales</b>
<b>Dy. General Manager (E4)</b>	In pay-scale Rs. 78800- 209200 (L-12) <b>OR</b> 3 years in Rs.67700-208700 (L-11)	In pay-scale Rs.70000-200000 (E4), <b>OR</b> 3 years in Rs.60000-180000 (E3)

<b>Pay Scale/ Annual Compensation (CTC)</b>	<b>Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation &amp; Govt.Instrumentalities</b>	
	<b>CDA Scales</b>	<b>IDA Scales</b>
<b>Assistant Manager (E2)</b>	In pay-scale Rs. 56100-177500 (L10)/ Rs. 53100-167800 (L9), <b>OR</b> 3 years of service in Rs.47600-151100 (L8).	In pay-scale Rs. 50000-160000 (E2), <b>OR</b> 3 years of service in Rs. 40000-140000 (E1).

**The eligibility conditions and other details for immediate absorption and deputation are given below separately.**

### **I. On Immediate Absorption Basis**

<b>Conditions</b>	- Candidates working on the capacity of regular employment in Govt. organizations/ CPSEs, and other Govt. instrumentalities are only eligible for immediate absorption.
<b>Emoluments &amp; Place of Posting</b>	The Corporation offers attractive pay, perks and allowances attached to the post/ grade as per Corporation's policy.  The job is transferable, and the selected candidates can be posted/ transferred to any of the office/ work- place of NCRTC, during the course of their service.
<b>Applicable Medical &amp; Health Standard</b>	- The candidate should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Corporation's policy.  - Candidates should be medically fit as per Indian Railways Medical Standard (Executive).

- Other terms and conditions of NCRTC shall be applicable.
- Qualification should be obtained from recognized University/Institute/Government Body.
- Number of vacancies are subject to change at any stage of the selection as per the requirement of the Project.
- Reservation / Relaxation of age shall be as per Government of India guidelines as applicable to SC/ST/OBC(NCL) /Ex-Servicemen.
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.
- Reserve candidates applying against unreserved post shall be treated as General category.

**OR**

### **II. On Deputation Basis**

<b>Emoluments &amp; Place of Posting</b>	The pay and allowances for deputation shall be regulated as per the DoPT rules. In addition, the Corporation offers Lease, Transport, Medical, Laptop/ Mobile handset/ Electricity/ Phone charges, subject to limits and other allowances as per Corporation's policy. The job is transferable, and the selected candidates can be posted/ transferred to any of the office/ workplace of NCRTC during the course of their service.
<b>Term of Deputation</b>	Normal term of deputation, but the period of deputation will in no case exceed 05 (Five) years.
<b>Residential Accommodation</b>	NCRTC will be providing company/ Leased Accommodation as per entitlement to the officer who joins NCRTC on deputation. Officers occupying GPRA will be

	governed in terms of MoUD's letter No. O.M. No. 12035/14/92-Pol.II dated 11.10.2000.
<b>Exemption from the Rule of Permanent Absorption</b>	DoPT vide its OM No. AB.14017/86/2007/-Estt. (RR) dated 16.01.2008 has granted exemption for deputationist Officers joining Joint Sector companies, set up for Metro Projects, from the rule of permanent absorption so long as they are in "construction mode". MoHUA has extended these instructions for NCRTC also vide its letter No. K-14011/17/2016-MRTC-1 dated 03.01.2017.
<b>Applicable Medical &amp; Health Standard</b>	The candidate should not only be suitable in related field, but also should be physically and medically fit enough.

- Other terms and conditions of NCRTC shall be applicable.
- Qualification should be obtained from recognized University/Institute/Government Body.
- Number of vacancies are subject to change at any stage of the selection as per the requirement of the Project.
- Reservation / Relaxation of age shall be as per Government of India guidelines as applicable to SC/ST/OBC(NCL) /Ex-Servicemen.
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.

**A. SURETY BOND & PROBATION PERIOD (Not applicable for persons join on deputation basis):**

The selected candidate shall have to execute a Surety Bond to serve the Corporation for a minimum period, as given below: -

Sl. No.	Mode of recruitment	Bond amount* (Rs.)	Min. period to serve the Corporation
1.	Immediate Absorption from Govt. Org./ Instrumentalities/ PSUs/ CPSEs	1,50,000	1(one) year.

\* Plus, Training cost & GST, as applicable.

After joining the employee has to undergo a probation period as per Corporation policy. A three months' prior notice will be required to be served before seeking resignation from the Corporation.

**CHARACTER & ANTECEDENTS:**

The success in the selection process does not confer any right to appointment unless the character & antecedents are found satisfactory after such an enquiry, that the candidate having regard to his / her character & antecedents is suitable in all respects for appointment to the service.

**HOW TO APPLY:**

Applications will be accepted ONLINE through the link provided in the "Career section" of the NCRTC website i.e. <https://www.ncrtc.in>. Candidates are required to upload recent passport sized photograph & signatures (not more than 3 months old), Scanned copies of following documents shall be kept ready while filling online application form.

**DOCUMENTS REQUIRED:**

The application should be supported with the following documents: -

- (i) Copies of Educational Certificates (Matriculation onwards)
- (ii) Appointment letter along with joining and latest salary slip of current organization
- (iii) Experience Certificate/s & Duty allocation orders
- (iv) Copies of the APARs
- (v) Office order showing promotion to present grade.
- (vi) Experience /Service Certificate/ Relieving order issued by organization. (It should indicate date of joining and date of relieving from each organization where worked along with designations).
- (vii) "No Objection Certificate" in case of employed in a Government Organization.

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

Soon after submission of online application, a print-out of the same alongwith supporting documents, should be sent to the below mentioned address through post/by hand within 5 days from closing of the applications:

**For Deputation-**

The application should be routed through Administrative Officer (HQ/ Board etc.) for forwarding the same to NCRTC, duly indicating No Objection, Vigilance/ DAR clearance etc. as per attached **Annexure-I** and should be sent to the following address: -

**Career Cell,  
HR Department,  
GatiShakti Bhawan  
National Capital Region Transport Corporation,  
INA Colony,  
New Delhi-110023**

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

**“APPLICATION FOR THE POST OF –**

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**GENERAL INSTRUCTIONS:**

1. Before applying, the candidate should ensure that he/ she fulfills the eligibility criteria and other norms mentioned in this advertisement. Scanned copies of passport sized photograph, signature, educational certificates, and experience certificate should be kept ready, as these documents would be required to be uploaded at the time of filling up of online application form.
2. Candidates are advised to apply before the closing date, to avoid any difficulty at last movement.
3. More than one application for a post may lead to cancellation of candidature.
4. All information regarding this recruitment process would be made available in the career section of NCRTC website, i.e. [www.ncrtc.in](http://www.ncrtc.in), only. Applicants are advised to check the web site periodically for important updates. Once registered for NCRTC, all correspondences shall be made through their registered e-mail ID and/ or candidate login.
5. In case of any query the same may be sent to [recttquery@ncrtc.in](mailto:recttquery@ncrtc.in) with “POST – DGM and AM (PROCUREMENT)-39/2022” in the Subject Line. Candidates are advised to add this e-mail ID to their address book. NCRTC will not be responsible for non-delivery of e-mail/ delivery of e-mail to junk or spam folder. Contact No. 011-24666700 (10:00 AM to 4:30 PM).

**Canvassing in any form shall disqualify the candidate.**

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**NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.**  
(A joint venture of Govt. of India and participating State Govts.)  
**PRESCRIBED PROFORMA**  
**FOR SUBMISSION OF APPLICATIONS FOR DEPUTATION**

<b>Important</b> <i>(Please don't leave blanks)</i>	<b>Vacancy Notice No. / Date</b> <i>(Appears on the top right side of notice)</i>	
	<b>Post against which application has been submitted</b>	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr. 'A' Service (Wherever applicable)	:	
9.	Present pay level and basic pay as on date of application	:	
	Date w.e.f. in present grade	:	
10.	Whether the grade/pay indicated above is on substantive basis or under MACP/in ex-cadre /deputation post (if under MACP/in ex-cadre/deputation post, please indicate the post held in cadre and grade of the cadre post)	:	
11.	Present Designation & Railway	:	
12.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

**13. Educational Qualification: -**

S. No.	Qualification/Degree	Year/Division	Institution/University

**14. Experience Details:-**

S. No.	Designation & Railway with Place of posting	Grade	From	To	Nature of duties performed

**15. Other Details: -**

15.	Details of previous deputation/ Foreign assignment, if any	:	
16.	Whether debarred from deputation? If yes, please furnish details.	:	
17.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	
18.	Details of awards/punishment	:	
19.	Have you ever been convicted, if yes details thereof	:	
20.	Any criminal case lodged against you	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

I also certify that a copy of the application has been endorsed to my Administrative Officer viz. \_\_\_\_\_ for forwarding the application to NCRTC indicating No objection, vigilance/ DAR clearance etc.

**(Name and Signature of the applicant)**

Place:

Date: