

No. NCRTC/HR/Rectt./02/2023

Date: 05.01.2023

**VACANCY NOTICE**  
**(No. 02/2023) \***  
**(Emp. News 57/2022)**

**REQUIREMENT OF EXECUTIVE/ COORDINATION ON DIRECT RECRUITMENT BASIS**

Commencement of Online Application	Last Date of Online Submission of Application	Date of Reckoned Eligibility
05.01.2023	24.01.2023	05.01.2023

\*The indicative advertisement in employment news is 57/2022, this has been revised to 02/2023.

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 vacancy: -**

**A. Details of Vacancies**

<b>Name of the Post/ Pay Scale/ Level</b>	Executive/Coordination Rs.30000-120000 (Eo)
<b>Maximum Age (years)</b>	35 Years
<b>No. of Vacancies &amp; Reservation of Post</b>	01 (UR)

<b>Nature of Employment</b>	Regular		
<b>Emoluments &amp; Place of Posting</b>	<p>The Corporation offers attractive pay, perks and allowances attached to the post/ grade as per company policy.</p> <p>The job is transferable, and the selected candidate can be posted/ transferred to any of the office/ workplace of NCRTC, during the course of their service.</p>		
<b>Qualification</b>	Graduation and MBA/ PGDM (2 years)		
<b>Experience</b>	<p>Minimum 03 years post qualification experience with Railways/ Railways CPSEs/ Metro Rail or Civil Infrastructure projects.</p> <p><b>Experience: -</b></p> <ul style="list-style-type: none"> <li>• Experience in Project Monitoring, Project Coordination, Administrative functions.</li> <li>• Documentation for Railway/ Metro Rail Safety inspection, Coordinating meeting with stakeholders.</li> <li>• Preparation of MIRs, Correspondence with Ministries/ Other Govt. agencies.</li> <li>• Preparation of agenda/ presentations, schedule management etc.</li> </ul>		
<b>Applicable Medical &amp; Health Standards</b>	<p>- Candidate should be medically fit as per Indian Railways Medical Standards.</p> <p>- The candidate should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidate will have to undergo a medical examination as per the Corporation's policy.</p>		
<b>Mode of Selection</b>	<p>- Based on the eligibility/ experience in the relevant field, shortlisted candidates will be called for interview.</p> <p>- 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.</p>		
<b>Pay Scale/ Annual Compensation (CTC) for Eligibility</b>	<b>CDA Scales</b>	<b>IDA Scales</b>	<b>Candidates currently working with Private Sector Companies</b>
<b>Executive (Eo)</b>	<p>In pay-scale Rs.44900-142400 (L7)</p> <p><b>OR</b></p> <p>3 years in Rs.35400-112400 (L6)</p>	<p>In pay-scale Rs.30000-120000 (Eo)</p> <p><b>OR</b></p> <p>3 years in Rs. 29500-105850 (NE8)</p>	<p>Candidates working in/for Civil Infrastructure Projects - Should have annual CTC of Rs.7 Lakhs,</p> <p><b>OR</b></p> <p>Candidates working in/ for Railways/ Metro Rail Projects- Should have annual CTC of Rs.4 Lakhs.</p>

- Other terms and conditions of NCRTC shall be applicable.
- Qualification should be obtained from recognized University/Institute/Government Body.
- Reserve candidates applying against unreserved post shall be treated as General category.
- Number of vacancies are subject to change at any stage of the selection as per the requirement of the Project.

## **B. SURETY BOND & PROBATION PERIOD**

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

<b>Sl. No.</b>	<b>Mode of recruitment</b>	<b>Bond Amount* (Rs.)</b>	<b>Min. period to serve the Corporation</b>
1.	Candidates from Govt. Sector, Private Sector & Contract on (Regular Scale/ Lumpsum) from Govt. Org./ Govt. Instrumentalities/ CPSEs/ SPSEs	2,00,000	02 (Two) years

\* 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.

## **C. 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.

## **D. 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.

## **E. 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/ CPSEs/ SPSEs/ instrumentality/ autonomous body etc.

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

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

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

Envelope containing the print-out of application and supporting documents, should be superscribed as:

**"APPLICATION FOR THE POST OF – EXECUTIVE/ COORDINATION"**

**F. GENERAL INSTRUCTIONS:**

1. Incomplete application without supporting documents shall summarily reject the candidature.
2. 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.
3. Candidates are advised to apply before the closing date, to avoid any difficulty at last movement.
4. More than one application for a post may lead to cancellation of candidature.
5. 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 website periodically for important updates. Once registered for NCRTC, all correspondences shall be made through their registered e-mail ID.
6. In case of any query the same may be sent to [recttquery@ncrtc.in](mailto:recttquery@ncrtc.in) with “POST- EXECUTIVE/ COORDINATION- 02/2023” 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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