

No. NCRTC/HR/Rectt./18/2023

Date: 12.04.2023

VACANCY NOTICE
(No.18/2023)

REQUIREMENT OF EXECUTIVE (FINANCE) ON DIRECT RECRUITMENT BASIS

Commencement of Online Application	Last Date of Online Submission of Application	Date of Reckoned Eligibility
12.04.2023	05.05.2023	12.04.2023

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 vacancies: -

A. Details of Vacancies

Name of the Post/ Pay Scale/ Level	Executive/ Finance Rs.30000-120000 (Eo)
No. of Vacancies & Reservation of Post	01 (UR)
Maximum Age (years)	35 Years
Nature of Employment	Regular
Qualification	Chartered Accountant (CA)/ Cost & Management Accounting (CMA) or MBA/ Post Graduation Diploma with specialization in Finance or its equivalent

Experience	Total 03 years of post qualification experience - Experience in Corporate Accounts, Preparation of Financial Statements, Direct & Indirect Taxation, Payroll Management.		
Emoluments & Place of Posting	The Corporation offers attractive pay, perks and allowances attached to the post/ grade as per company 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.		
Applicable Medical & Health Standard	- The applicant 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)		
Mode of Selection	- NCRTC shall conduct a Written Test/ CBT followed by Interview. The weightage for Written Test/CBT and Interview shall be 80:20. - The Question paper will be of Objective Type/ Multiple Choice Questions (MCQ) which will comprise of 100 questions, each of one mark with time duration of 2 hrs. The question paper shall comprise of the following - Reasoning - 20 marks General Knowledge/ Current Affairs - 20 marks Subject knowledge (Theoretical/ Practical) - 60 marks - The details of written examination shall be communicated to the candidates in advance and candidates have to make their own arrangements for travel and stay.		
Required Pay Scale/ CTC	Currently working in CDA Scales	Currently working in IDA Scales	Candidates Currently working with Private Sector Companies
	In pay-scale Rs. 44900-142400 (L7) OR 3 years of service in Rs.35400-112400 (L6).	In pay-scale Rs. 30000-120000 (Eo), OR 3 years of service in Rs. 29500- 105850 (NE8).	Candidates working in/for Infrastructure Projects- Should have annual CTC of Rs. 7 Lakhs, OR Candidates working in/ for Railways/ Metro Rail Projects- Should have annual CTC of Rs. 4 Lakhs.

- 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.
- Other terms and conditions of NCRTC shall be applicable.
- Reserve candidates applying against unreserved post shall be treated as General category.

B. SURETY BOND & PROBATION PERIOD:

The candidates selected shall have to execute a Surety Bond of Rs. 2,00,000 plus GST and cost of training, if any, to serve the Corporation for a minimum period of 02 (Two) years. After joining, the employee has to undergo a probation period as per Corporation policy.

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 signature and scanned copies of the supporting documents.

DOCUMENTS REQUIRED:

The application should be supported with the following documents:

- (i) Class 10th Certificate/ Birth Certificate
- (ii) Degree Certificate of Graduation and Post Graduation clearly showing stream/specialization.
- (iii) Appointment letter along with joining and latest salary slip of current organization.
- (iv) Experience Certificate/s & Duty allocation orders
- (v) Copies of the APARs
- (vi) Office order showing promotion to present grade.
- (vii) Experience /Service Certificate/ Relieving order issued by organization. (It should indicate date of joining, date of relieving and along with designations from each organization)
- (viii) Form -16/ITR (for private sector candidates)

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 Ltd.
GatiShakti Bhawan, INA,
New Delhi-10023**

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

“APPLICATION FOR THE POST OF –EXECUTIVE/ FINANCE ON DIRECT RECRUITMENT BASIS”

E. 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. Teaching experience shall not be considered.
5. Candidates working with Government sector on lumpsum pay shall be assessed on the basis of eligibility criteria as prescribed for private sector candidates.
6. All information regarding this recruitment process would be made available in the career section of NCRTC website, i.e. www.ncrtc.in, only. Applicants are advised to check the website periodically for important updates.
7. In case of any query the same may be sent to recttquery@ncrtc.in with “POST –EXECUTIVE (FINANCE)-18/2023” 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.
