

No. NCRTC/HR/Rectt./45/2023

09/11/2023

**VACANCY NOTICE**  
**(No. 45/2023)**

**REQUIREMENT OF EXECUTIVE/ PLANNING ON CONTRACT BASIS (LUMPSUM)**

National Capital Region Transport Corporation (NCRTC) – a Joint Venture of Govt of India and participating State Governments of Delhi, Haryana, Rajasthan and UP, under the administrative control of the 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 and system would 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-I 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 suburban centers, creating jobs in the Indian economy and decongesting cities. The diversity of individuals and skills we require to execute the project is boundless. 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, leading 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 post/(s):**

| Sr. No. | Post                | Level | Consolidated Remuneration | Total Number of Vacancy/(ies) | Maximum Age as on | Nature of Employment |
|---------|---------------------|-------|---------------------------|-------------------------------|-------------------|----------------------|
| i)      | Executive/ Planning | LPN0  | Rs. 8.37 LPA              | 02<br>(UR)                    | 35 years          | Contract on Lumpsum  |

**1. ELIGIBILITY CRITERIA (As on 09/11/2023)**

| Sr. No. | Post                | Level | Eligibility Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|---------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i)      | Executive/ Planning | LPN0  | <p><b>Essential Qualification</b><br/>B.E./ B. Tech or its equivalent</p> <p><b>Preferable Qualification</b><br/>PG Degree/Diploma in Construction Management/Planning or its equivalent.<br/>Preferred Software Certification in Primavera/MSP, Business Intelligence Dashboarding (Power BI/ Tableau)</p> <p><b>Experience</b><br/> <ul style="list-style-type: none"> <li>- Minimum 03 years post qualification experience.</li> <li>- Experience in the field of planning in linear projects like Metro/ Railways/ Road constructions.</li> <li>- Proficiency on primavera P6, 4D BIM and BI tools such as Power BI/ Tableau etc.</li> </ul> </p> |

| Sr. No. | Post | Level          | Eligibility Criteria                                                                                  |
|---------|------|----------------|-------------------------------------------------------------------------------------------------------|
|         |      |                | <b>Current Pay Scale</b>                                                                              |
|         |      | CDA            | - In pay-scale Rs. 44900- 142400 (L-7), OR<br>- 3 years of service in pay-scale Rs.35400-112400 (L-6) |
|         |      | IDA            | - In pay-scale Rs.30000-120000 (E-0) OR<br>- 03 years of service in pay-scale Rs. 29500-105850 (NE-8) |
|         |      | Private Sector | - Having minimum CTC of Rs. 7 Lakhs per annum.                                                        |

**Note:**

- i. *Before applying, the candidates shall ensure that they fulfill all eligibility criteria as mentioned in the Vacancy Notice for the post/(s). NCRTC will verify the eligibility with reference to the original documents on the date of interview. If the candidates are not found eligible during document verification, they will not be considered for next stage of selection process and their candidature will be rejected. Their admission to all the stages of selection process will be purely provisional, subject to meeting the prescribed eligibility criteria.*
- ii. *Essential Education Qualification(s) required as indicated above against each post are mandatory.*
- iii. *Only Full Time/ Part Time Regular Courses will be considered.*
- iv. *All essential qualification(s) must be from UGC recognized Indian University/UGC recognized Indian Deemed University or AICTE approved course from Autonomous Indian Institutions/concerned statutory council (wherever applicable). No claim of possession equivalent to a prescribed qualification shall be entertained (Except for Ex-Servicemen)*
- v. *Candidates claiming equivalence in qualification shall be required to produce a copy of the equivalence certificate.*
- vi. *In case of Degree/Diploma in Management qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.*

## 2. RESERVATION, CONCESSIONS AND RELAXATIONS

- 2.1. Candidates seeking reservation as SC/ST/ OBC-NCL, shall have to produce a certificate in the prescribed proforma, meant for appointment to posts under the Government of India, from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of.
- 2.2. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as 'General'.
- 2.3. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in the RPwBD Act, 2016.
- 2.4. Candidates seeking reservation as EWS shall have to produce an 'Income and Asset Certificate' valid for the current Financial, issued by a Competent Authority based on gross annual income of the previous Financial Year in the format prescribed by the Government of India. Candidates are advised to be in possession of an 'Income and Assets Certificate' as mentioned above issued on or after the start of the current financial year at the time of the interview.
- 2.5. Age concession to PwBD candidates shall be admissible irrespective of the fact whether the post is reserved for PwBD or not.
- 2.6. Ex-Servicemen who have already secured regular employment in the Central/ State Government/ CPSEs/ Autonomous Bodies/ Govt instrumentalities for any post are permitted the benefit of age relaxation as admissible to Ex-servicemen for securing another employment in any higher post or service. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen.

## 2.7. Age Relaxation

| Sl. No. | Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Age Relaxation |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| i.      | Scheduled Caste/ Scheduled Tribes (SC/ST)                                                                                                                                                                                                                                                                                                                                                                                                                                         | 05 Years       |
| ii.     | Other Backward Class- Non Creamy Layer (OBC-NCL)                                                                                                                                                                                                                                                                                                                                                                                                                                  | 03 Years       |
| iii.    | Person with Benchmark Disabilities (PwBD)                                                                                                                                                                                                                                                                                                                                                                                                                                         | 10 Years       |
| iv.     | Ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or on invalidment. | 05 Years       |

2.8. Cumulative relaxation in age for one/more than one category (mentioned in the table above) taken together shall be admissible.

2.9. If the SC/ ST/ OBC-NCL/ PwBD/ EWS certificate has been issued in a language other than English/ Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

2.10. Candidates belonging to the SC/ST/OBC/EWS category can apply against unreserved posts, provided they meet the eligibility criteria specified for the post prescribed for unreserved candidates. In such case, the SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and/or qualifying marks in the Written Test/CBT/Interview or at any stage in the entire recruitment process, if they apply against unreserved posts.

2.11. The above guidelines are subject to change in view of any Government of India guidelines/clarifications issued from time to time.

## 3. TERM OF CONTRACT

3.1. Three (03) Years, the term of the contract may be extended further, subject to the requirement of the corporation and on the basis of the performance of the individual.

## 4. EMOLUMENTS

4.1. Consolidated remuneration as mentioned above.

## 5. PLACEMENT/ASSIGNMENTS

5.1. The selected candidate may be posted at any office/workplace/Project units of NCRTC or any of the subsidiaries/Joint Ventures of NCRTC.

5.2. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the Company, including working in shift operations.

## 6. IMPORTANT DATES

|                                             |                                                       |
|---------------------------------------------|-------------------------------------------------------|
| Opening of website link for applying online | 09/11/2023                                            |
| Closing Date for applying online            | 30/11/2023                                            |
| Written Examination/CBT                     | Date of Written Test/ CBT will be notified on website |
| Issuance of Admit Card                      | 10-15 days before examination                         |

## **7. SELECTION PROCESS**

- 7.1. The selection process will comprise of Written Test/CBT (80% Weightage) and Interview (20% Weightage).
- 7.2. The Venue, Date and Time of Written Test/CBT will be notified on website in advance.
- 7.3. Any request for a change in date or venue of the selection process (Written Rest/CBT/Interview) shall not be entertained.
- 7.4. Candidates will appear for the examination at the examination center at his/her risks & expenses and NCRTC will not be responsible for any injury or losses etc. of any nature.
- 7.5. No TA/DA shall be payable for attending the Written Test/CBT.
- 7.6. The candidates will be shortlisted in the order of merit in the respective category in the ratio of 1:5 for interview.
- 7.7. The document verification of candidates shall be done before the interview and the candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the interview.

## **8. HOW TO APPLY**

- 8.1. The candidates shall apply online through NCRTC website ([www.ncrtc.in](http://www.ncrtc.in)) under 'Career Section' as per eligibility criteria indicated above. No other mode of application will be entertained.
- 8.2. Before registering/applying online, candidates are advised to go through detailed instructions. The candidate should possess the following and keep the same handy while applying online:
  - i. Valid e-mail ID and Mobile Number
  - ii. Scanned Copy of self-attested recent passport size coloured photograph (3.5. X 4.5 cm) of the candidate (File Size upto 100 kb, in .jpg/.jpeg format only)
  - iii. Scanned copy of signature (signed on white paper with black pen) of the candidate (File Size upto 100 kb, in .jpg/.jpeg format only)
- 8.3. While applying online, candidate needs to upload copies of the following self-attested documents:
  - i. 10th Certificate/ Birth Certificate
  - ii. Degree Certificate of Graduation and Post-Graduation highlighting the stream/specialization
  - iii. Appointment letter, Joining Order and latest salary slip of present organization
  - iv. Experience Certificate/s & Duty allocation orders
  - v. Copies of the APARs (Last Three Years)
  - vi. Office Orders indicating promotions
  - vii. Experience/Service Certificate/Relieving order issued by previous organizations
  - viii. Form-16/ ITR
  - ix. Last 6 months' bank statement
- 8.4. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.
- 8.5. After submitting the online application, the candidate is required to download the Application Form generated by the system with Unique Registration Number, attach supporting documents, and send it to the below mentioned address by Ordinary/SPEED Post:

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

- 8.6. The envelope containing the print-out of the application and supporting documents, should be superscribed as **‘APPLICATION FOR THE POST OF- EXECUTIVE/ PLANNING ON CONTRACT BASIS (LUMPSUM)’**
- 8.7. Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration Number, Password and all other important communication will be sent on the same registered e-mail id (*Please ensure that email sent to this mailbox is not redirected to junk/spam folder*)
- 8.8. Candidates should take utmost care to furnish the correct details while filling in the on-line application. Candidates can edit the information at any stage before submission. Hence, candidates are advised to take a preview of the application before submitting the same. Once the form is submitted, it cannot be edited.

## **9. SERVICE BOND**

- 9.1. The selected candidate/(s) shall have to execute a Service Bond of Rs. 2 Lacs plus GST and cost of training, if any, to serve the Corporation for a minimum period of two (02) years.
- 9.2. Three (03) months’ prior notice will be required to be served before seeking resignation from the Corporation.

## **10. RETENTION MONEY**

- 10.1. A deduction of 5% (five) of monthly consolidated remuneration shall be made towards ‘Retention Money’ per month as per policy of the Company, in the first year of contractual employment. The ‘Retention Money’ shall be released to you on successful completion of two (02) years of contractual employment with simple interest thereon or upon termination as per Company Policy, whichever is earlier.

## **11. CHARACTER AND ANTECEDENTS**

- 11.1. 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.

## **12. LEAVE ENTITLEMENT**

- 12.1. During the period of contractual engagement, candidate will be entitled to 08 or 12 days of Casual Leave for posting in Corporate Office or Field/Project Units respectively.
- 12.2. The Earned Leave component is monetized and part of CTC. Besides Casual Leave as mentioned above, you can avail upto 30 days Leave without pay.

## **13. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS**

- 13.1. Only Indian Nationals above 18 years of age are eligible to apply.
- 13.2. The candidates should ensure that fulfill all the eligibility criteria and other conditions of this Vacancy Notice and that all particulars furnished by them in the online application and the documents submitted by them later on are correct in all respects. Mere admission to the selection process does not imply that NCRTC has been satisfied about the candidate’s eligibility. In case it is found at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/she has furnished any incorrect

information or has suppressed any material fact(s), his/her candidature will stand cancelled. In any of these shortcoming(s) is/are found even after appointment, his/her services shall be summarily rejected.

- 13.3. The details entered by the candidate at the time of online registration are final and binding. While applying, the candidates should enter their name as it appears in the SSC/Matriculation Certificate. Further, request for change of Mailing Address/E-mail Id/Category/Posts as declared in the online application shall not be entertained.
- 13.4. Candidates should possess a valid e-mail ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for atleast one year. No change in e-mail ID will be entered. All correspondence with candidates shall be done through email only. NCRTC will not be responsible for any loss of email sent, due to invalid/wrong e-mail ID provided by the candidate and no correspondence in this regard shall be entertained.
- 13.5. The candidature of the registered candidate is liable to be rejected at any stage of the 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 above.
- 13.6. NCRTC reserves the right to raise the minimum eligibility standards. NCRTC also reserves the right to fill or not to fill all or any of the above positions and cancel/restrict/enlarge/modify/alter the recruitment/selection process without any further notice or assigning any reasons whatsoever.
- 13.7. The prescribed qualification/experience criteria are minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. NCRTC's decision shall be final in this regard.
- 13.8. Any revision, clarification, addendum, corrigendum, time extension etc., to the above Vacancy Notice will be hosted on 'Careers' Section of NCRTC ([www.ncrtc.in](http://www.ncrtc.in)) only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
- 13.9. Canvassing by the applicant, directly or indirectly will result in disqualification of his/her candidature. Any dispute with regard to recruitment against this Vacancy Notice will be settled within the jurisdiction of Delhi High Court only.
- 13.10. In case of any query, candidates may write to [recttquery@ncrtc.in](mailto:recttquery@ncrtc.in), mentioning "POST-Executive/Planning-45/2023" 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).

\*\*\*\*\*