

No. NCRTC/HR/Rectt./47/2023

21/11/2023

VACANCY NOTICE
(No. 47/2023)

REQUIREMENT OF ADDL. GENERAL MANAGER/ ESTATE ON DEPUTATION BASIS

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 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	Pay Scale (Rs)	Total Number of Vacancy/(ies)	Maximum Age as on	Nature of Employment
i)	AGM/ Estate	E-6	Rs. 90000-240000 (IDA)	01	56 Years	Deputation Basis
		L-12	Rs.78800-209200 (CDA)			

1. ELIGIBILITY CRITERIA (As on 21/11/2023)

Sr. No.	Post	Eligibility Criteria
i)	Addl. General Manager/ Estate	<p>Qualification</p> <p>Graduate Engineer</p> <p>Job Description</p> <ul style="list-style-type: none"> - Overseeing maintenance & repair - Implementing and enforcing security measures to protect residents & PRO. - Managing the budget & financial resources of the complex. - Serving as a point of contact for residents & addressing their concerns. - Ensuring compliance with local & national housing laws & regulations. - Handling administrative Tasks. - Maintaining the landscaping & outdoor areas of the complex. - Developing & implementing emergency response plans

		<ul style="list-style-type: none">- Hiring & supervising contractors & services providers.- Monitoring & optimizing energy & water usage implementing sustainability & energy saving.- Maintaining records of complex operations, maintenance & financial transactions- Planning and executing initiatives to improve the overall quality of life in the community. Promoting environmental sustainability & community engagement.- Developing long-term plans & strategies for the residential complex. <p>Experience</p> <p>Minimum 14 years of post-qualification experience at the Executive Level (E2/L9 & above) in case of Central/ State Govt./ CPSEs/ Autonomous Bodies/ Govt. Instrumentalities etc. OR</p> <p>Minimum 12 years post qualification experience in the case of Organized Group 'A' Services.</p> <ul style="list-style-type: none">- Property maintenance- Security & Safety- Financial Management- Resident Relations- Legal & Regularity Compliance- Administrative Task- Landscaping & Groundskeeping- Energy Response- Vendor & Contractor Management- Energy & Utilities Management- Record -Keeping & Documentation- Community Development Communication <p>Skill Sets</p> <ul style="list-style-type: none">- Managing and maintaining Communities Ensuring the well-being & satisfaction of residents.						
		<table><tr><td colspan="2">Current Scale of Pay</td></tr><tr><td>CDA</td><td>6 years of service in pay-scale Rs.78800-209200 (L12)</td></tr><tr><td>IDA</td><td>In pay-scale Rs. 90000-240000 (E6), OR 3 years of service in pay-scale Rs.80000-220000 (E5)</td></tr></table>	Current Scale of Pay		CDA	6 years of service in pay-scale Rs.78800-209200 (L12)	IDA	In pay-scale Rs. 90000-240000 (E6), OR 3 years of service in pay-scale Rs.80000-220000 (E5)
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Note:

- i. *The eligibility criteria for Deputation of Central/ State Govt. employees shall be as per DoPT guidelines on the subject.*
- ii. *Before applying, the candidates shall ensure that they fulfil 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 the 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. Applicants who do not fulfil the age and minimum education qualification as on closing date of receipt of applications need not apply for the post.*
- iii. *Essential Education Qualification(s) required as indicated above is mandatory.*
- 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).*
- v. *Candidates claiming equivalence in qualification shall be required to produce a copy of 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. EMOLUMENTS

- 2.1. 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.

3. PLACEMENT/ASSIGNMENTS

- 3.1. The selected candidate may be posted at any office/workplace/Project units of NCRTC or any of the subsidiaries/Joint Ventures of NCRTC.
- 3.2. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the Company, including working in shift operations.

4. IMPORTANT DATES

Opening of website link for applying online	21/11/2023
Closing Date for applying online	20/12/2023

5. SELECTION PROCESS

- 5.1. Based on the eligibility, candidates meeting the criteria will be called for Interview.
- 5.2. The Venue, Date and Time of Interview will be informed in advance.
- 5.3. Any request for change in date or venue shall not be entertained.
- 5.4. The document verification of candidates shall be done before the Interview, 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.

6. HOW TO APPLY

- 6.1. The candidates shall apply online through NCRTC website (www.ncrtc.in) under 'Career Section' as per the eligibility criteria indicated above.
- 6.2. 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:
- Valid e-mail ID and Mobile Number
 - 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)
 - Scanned copy of signature (signed on white paper with blue/black pen) of the candidate (File Size upto 100 kb, in .jpg/.jpeg format only)
- 6.3. While applying online, candidate needs to upload copies of the following self-attested documents:
- 10th Certificate/ Birth Certificate
 - Degree Certificate of Graduation and Post-Graduation highlighting the stream/ specialization
 - Appointment letter, Joining Order and latest salary slip of present organization
 - Experience Certificate/s & Duty allocation orders
 - Copies of the APARs (Last Three Years)
 - Office Orders indicating promotions
 - Experience/Service Certificate/Relieving order issued by previous organizations
 - Last 3 months salary slips
- 6.4. The application should be routed through the Administrative Officer (HQ/ Board etc.) for forwarding the same to NCRTC, duly indicating No Objection, Vigilance/ DAR clearance etc. as per attached at Annexure-I.

- 6.5. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.
- 6.6. After submitting online application, candidate is required to download the Application Form generated by the system with Unique Registration Number, take a print and 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
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- 6.7. The envelope containing the print-out of application and supporting documents, should be superscribed as **‘APPLICATION FOR THE POST OF ADDL. GENERAL MANAGER/ ESTATE ON DEPUTATION BASIS’**
- 6.8. 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).
- 6.9. 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.

7. HEALTH/MEDICAL FITNESS

- 7.1. The candidate shall be physically and medically fit.

8. TERM OF DEPUTATION

- 8.1. Normal term of deputation, but the period of deputation will in no case exceed 05 (Five) years.

9. RESIDENTIAL ACCOMMODATION

- 9.1. NCRTC will be providing company/ Leased Accommodation as per entitlement to the officer. 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.

10. EXEMPTION FROM THE RULE OF PERMANENT ABSORPTION

- 10.1. 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.

11. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- 11.1. Only Indian Nationals above 18 years of age are eligible to apply.
- 11.2. The candidates should ensure that he/she fulfills 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.

- 11.3. 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.
- 11.4. 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 at least 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.
- 11.5. 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.
- 11.6. 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.
- 11.7. 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.
- 11.8. Teaching experience shall not be considered.
- 11.9. Any revision, clarification, addendum, corrigendum, time extension etc., to the above Vacancy Notice will be hosted on 'Careers' Section of NCRTC (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.
- 11.10. Experience on a post/level shall be counted from the date of assumption of charge. Experience means work experience after acquiring highest essential qualification prescribed under the eligibility criteria.
- 11.11. No person shall be eligible for appointment who has previously been dismissed, removed, or compulsorily retired from the service of the Corporation or from a department of a state or the central government or a local authority or from public sector undertaking, or from an autonomous corporation.
- 11.12. No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.
- 11.13. No candidate who has more than one spouse living or who having a spouse living contracts another marriage which is void by reason of its taking place during lifetime of such spouse, shall be eligible for appointment to any post/(s) in the Corporation except where this may be permitted under the Central Government Rules for its employees.
- 11.14. In case any dispute arises on account of interpretation of clauses in any version of this Vacancy Notice other than English, the English version shall prevail.
- 11.15. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.

- 11.16. 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.
- 11.17. In case of any query, candidates may write to recttquery@ncrtc.in, mentioning “POST– Addl. General Manager/ Estate-47/2023” 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).

PRESCRIBED PROFORMA**FOR SUBMISSION OF APPLICATIONS FOR DEPUTATION**

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

1. Personal Data

i.	Name	:	
ii.	Gender	:	
iii.	Service	:	
iv.	Department	:	
v.	Category	:	
vi.	Date of Birth	:	
vii.	DITS (Date of entry into Time Scale)	:	
viii.	Date of entry in Gr. 'A' Service (Wherever applicable)	:	
ix.	Present pay level and basic pay as on date of application	:	
	Date w.e.f. in present grade	:	
x.	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)	:	
xi.	Present Designation	:	
xii.	Contact Details		
a.	Email ID	:	
b.	Telephone (O)	:	
c.	Telephone (R)	:	
d.	Mobile Number	:	

2. Educational Qualification:

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

3. Experience Details:

Sl. No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To	Nature of duties performed

4. Other Details:

i.	Details of previous deputation/ Foreign Assignment, if any	:	
ii.	Whether debarred from deputation? If yes, please furnish details.	:	
iii.	Whether cooling off period completed? If yes, date of return from the previous deputation with details, wherever applicable.	:	
iv.	Details of awards/punishment	:	
v.	Have you ever been convicted, if yes details thereof	:	
vi.	Any criminal case lodged against you	:	

5. 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.

6. 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: