VACANCY NOTICE
(No.25/2024)

REQUIREMENT OF EXECUTIVES ON IMMEDIATE ABSORPTION 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 is a new, dedicated, high speed, rail based, high capacity, comfortable, state of art, world class commuter service connecting regional nodes in NCR.

Three corridors are envisaged in the first phase, i.e. Delhi-Meerut, Delhi-Gurugram-SNB-Alwar and Delhi-Panipat. At present, NCRTC is implementing the Delhi-Meerut RRTS corridor, of which 34 km stretch of the corridor from Sahibabad to Modinagar North has been opened for commercial revenue run.

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 Code	Post	Level	Pay Scale (IDA) (Rs)	Total Number of Vacancy /(ies)	Maximum Age as on (15/07/2024)	Nature of Employment
i.	01	Group General Manager/ Electrical	E8	120000-280000	01	55 Years	Immediate Absorption
ii.	02	Dy. General Manager/ Operations Safety	E4	70000-200000	01	45 Years	Immediate Absorption
iii.	03	Dy. General Manager/ ARS	E4	70000-200000	01	45 Years	Immediate Absorption
iv.	04	Assistant Manager/ Operations Safety	E2	50000-160000	01	40 Years	Immediate Absorption

1. ELIGIBILITY CRITERIA (As on 15/07/2024)

Sr. No.	Post	Level	Eligibility Criteria
i).	Group General Manager/ Electrical	E8	**Qualification** B.E. (Electrical)/B.Tech. (Electrical) or its equivalent (Full Time) **Job Description** - Power Supply & Traction System of Railway/ Metro Rail. - Planning, Design & Construction of OHE, Power Supply System, Traction Substation, SCADA, General Power Supply, Electrical and Mechanical works, ECS/TVS etc. **Experience** Minimum 20 years of post-qualification experience (of the level of E2 (IDA) (50000 – 160000)/L9 (CDA) (53100-167800 or above) for officers working in Central/ State Government/ CPSE/ PSU/ Autonomous Bodies/ Government Instrumentalities. **Current Pay Scale**

			CDA	- Rs. 144200-218200 (L14) or above **OR** - Last 4 years of services in pay scale of Rs. 123100-215900 (L-13)/ Rs. 131100-216600 (L-13A)
			IDA	- Rs.120000-280000 (E8) or above **OR** - Last 4 years of services in pay scale of Rs. 100000-260000 (E7)

Sr. No.	Post	Level	Eligibility Criteria
ii).	Dy. General Manager/Operations Safety	E4	**Qualification** Engineering Graduate (Full Time) **Job Description** - Management of Safety, Health & Environment Management of the Operations and Maintenance unit of RRTS - Monitoring Safety functioning of Operator as per approved documents. Reviewing the safety legislation, regulations and industrial codes or standards and modifying safety management requirements to ensure compliance. - Providing competent safety support. - Identifying and evaluating all reasonably feasible safety risks and ensuring the risk control and mitigation. - Providing strategic direction on Safety, Health & Environment by conducting/ ensuring the Safety Inspections, Audits, Risk Assessment, Training & Education of O&M Personnels. - Compliance Monitoring, Emergency Response, Incident & Accident Investigation and Reporting, Monitoring of KPIs of Safety performance of the O&M of RRTS etc. **Skill Sets** Technical knowledge of all systems and sub-systems, Safety Regulations and Standards, Risk Assessment, Communication Skills, Emergency Response, Analytical Skills, Adaptability.

			Experience Minimum 08 years of post-qualification experience (of the level of E2 (IDA) (50000 – 160000)/L9 (CDA) (53100-167800 or above) for officers working in (CPSEs/ PSUs/ Central Govt./ State Govt.)
			Current Pay Scale	
			CDA	- In pay scale Rs. 78800-209200 (L-12) or above, OR - Last 3 years of service in pay scale Rs. 67700-208700 (L-11)
			IDA	- In pay scale Rs. 70000-200000 (E-4) or above, OR - Last 3 years of service in pay scale Rs. 60000-180000 (E-3)
iii).	Dy. General Manager/ARS	E4	**Qualification** B.E. (Civil)/ B. Tech (Civil)/ B.Arch., or its equivalent (Full Time) **Job Description** - Responsible for leading the coordination efforts between NCRTC and potential development partners. - Bid Management, Financial assessment, Business Development and Strategic Planning for development of Alternate Revenue Sources from the land parcels/ air rights available with NCRTC. **Experience** Minimum 08 years of post-qualification experience (of the level of E2 (IDA) (50000 – 160000)/L9 (CDA) (53100-167800 or above) for officers working in (CPSEs/ PSUs/ Central Govt./ State Govt.)
			Current Pay Scale	
			CDA	- In pay scale Rs. 78800-209200 (L-12) or above, OR - Last 3 years of service in pay scale Rs. 67700-208700 (L-11)
			IDA	- In pay scale Rs. 70000-200000 (E-4) or above, OR - Last 3 years of service in pay scale Rs. 60000-180000 (E-3)
iv).	Assistant Manager/ Operations Safety	E2	**Qualification** Engineering Graduate (Full Time) **Job Description** Operations Management: - Supervise daily operations to ensure timely and efficient running of trains - Monitor KPI and implement improvements to enhance operational efficiency. - Coordinate with various departments to manage operational activities and resolve issues.

			Safety Management:

Safety Management:

- Develop, implement and maintain safety policies and procedures in compliance with regulatory standards.

- Conduct regular safety audits and inspections to identify and mitigate risks.

- Lead incident investigations and implement corrective actions to prevent recurrence.

Skill Sets

- Working knowledge of MS Office etc.
- Data analytics through programming languages i.e. Java, C/ C++ shall be desirable.

Experience

Minimum 05 years of Post Qualification experience.

Current Pay Scale	
CDA	- In pay scale Rs. 56100-177500 (L10)/ Rs. 53100-167800 (L9) or above, OR - Last 3 years of service in pay scale Rs. 47600-151100 (L-8)
IDA	- In pay scale Rs. 50000-160000 (E-2), OR - Last 3 years of service in pay scale Rs. 40000-140000 (E-1)

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 at different stages. 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 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 issued by the Institute.*

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.*

vii. *Wherever, CGPA/ OGPA/ CPI or grade as a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the University/ Institute. Candidates will be required to submit documentary proof/ certificate to this effect from the University/ Institute at the time of interview, if called for the same.*

2. EMOLUMENTS

2.1. Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and Perks and Allowances under Cafeteria Approach.

2.2.	Other Benefits and Allowances, as per extant Company Rules.

## 3.	PLACE OF POSTING

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	15/07/2024
Closing Date for applying online	08/08/2024
Written Test/ CBT (**for AM**) (Post Code 04)	Date of Written Test/ CBT will be notified on website
Admit Card (**for AM**) (Post Code 04)	10-15 days before Written Test/ CBT

## 5.	SELECTION PROCESS

Sl. No.	GGM (Electrical)/DGM/ARS DGM/Operations Safety	Assistant Manager (Operations Safety)
5.1	Based on the eligibility, candidates meeting the criteria will be called for interview.	The selection process will comprise of Written Test/ CBT (80% Weightage) and Interview (20% Weightage).
5.2	The Venue, Date and Time of Interview will be notified in advance.	The Venue, Date and Time of Written Test/ CBT will be notified on website in advance.
5.3	Any request for change in date or venue of the selection process (Interview) shall not be entertained.	Any request for change in date or venue of the selection process (Written Test/CBT/Interview) shall not be entertained.
5.4	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.	Based on the notified criteria, eligible/provisionally eligible Candidates will appear for the examination at the examination center at his/her own risks & expenses and NCRTC will not be responsible for any injury or losses etc. of any nature.
5.5	-	No TA/ DA shall be payable for attending the Written Test/ CBT.
5.6	-	The candidates will be shortlisted in the order of merit in the respective category in the ratio of 1:5 for interview.
5.7	-	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.

## 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. No other mode of application will be entertained.

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:

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).

6.3. While applying online, candidate needs to upload copies of the following self-attested documents:

i. 10th Certificate/ Birth Certificate.
ii. Degree Certificate of Graduation highlighting the stream/ specialization.
iii. Appointment letter, Joining Order and latest salary slip of present organization.
iv. Copies of the APARs (Last Three Years).
v. Office Orders indicating promotions.
vi. Experience/Service Certificate/Relieving order issued by previous organizations.
vii. Last 3 months' salary slips.
viii. "No Objection Certificate", in case of employed in a Government organization or if a candidate is unable to forward the application through proper channel, the selected candidate shall furnish bonafide relieving order from present employer at the time of joining.

6.4. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.

6.5. After submitting online application, 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 hand/ Post:

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

6.6. The envelope containing the print-out of the application and supporting documents, should be superscribed as **'APPLICATION FOR THE POST OF-   (Post Code) ON IMMEDIATE ABSORPTION BASIS'**.

6.7. 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).*

6.8. Candidates should take utmost care to furnish the correct details while filling in the online 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. Candidates shall be exempted from undergoing pre-appointment medical checkup. However, the candidate should be physically and medically fit enough.

7.2. Candidates suffering following critical diseases shall not be considered.

a. Cancer

b. Kidney/Liver Failure & Transplantations

7.3. This shall, however, not apply to an internal candidate of the Corporation who has already been medically examined or declared fit at the time of his initial appointment.

8. SERVICE BOND AND PROBATION PERIOD

8.1. The selected candidate/(s) shall have to execute a Service Bond of Rs. 2 lakhs plus GST and cost of training, if any, to serve the Corporation for a minimum period of two (02) years.

8.2. After joining, an employee has to undergo a probation period as per Corporation Policy.

9. COMPUTATION OF EXPERIENCE

9.1. For the purpose of computation of overall experience for candidates having combined experience of Government and Private sector, as on the reckoned date of eligibility of vacancy notice, the experience in private and government sector will be given weightage of 80% and 100%, respectively.

10. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

10.1. Only Indian Nationals above 18 years of age are eligible to apply.

10.2. The candidates should ensure that they 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 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 the appointment, his/ her services shall be summarily rejected.

10.3. Where CGPA/OGPA or Letter Grade in a Degree is awarded, equivalent percentage of marks unless available should be indicated in the application as per norms adopted by the University/Institute. In case it is not available, the decision of NCRTC shall be final.

10.4. Candidates having five (05) year BE/B.Tech + ME/M. Tech Integrated Dual Degree in Engineering in relevant discipline shall be considered where the eligibility criteria is BE/B. Tech/B.Sc Engineering/ and MCA.

10.5. In case of MBA/ PG Diploma in Management/ MMS Qualifications having mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

10.6. 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/ Post/(s) as declared in the online application shall not be entertained.

10.7. 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.

10.8. 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.

10.9.   Candidates once selected but did not join for any reason shall be debarred to apply for any positions in NCRTC for a period of two (02) years from the date of Offer of Appointment issued to them.

10.10. 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.

10.11. In case none of the candidates are found suitable against the advertised vacancy, the Selection Committee may recommend candidate(s) for a lower post, if suitable, subject to meeting the reservation requirements if any, in view of exigency of work.

10.12. Candidates working with Government entities/ CPSEs/ SPSEs in regular capacity are only eligible for immediate absorption. Hence candidates working in contract/ad-hoc basis are not eligible.

10.13. In case of dispute arising on account of interpretation in versions of language other than English, the English version shall prevail.

10.14. Teaching or freelancing experience shall not be considered as qualifying experience.

10.15. 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.

10.16. Any revision, clarification, addendum, corrigendum, time extension etc., to the above Vacancy Notice will be hosted on 'Career' 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.

10.17. Canvassing by the applicant, directly or indirectly will result in disqualification of his/ her candidature. Any dispute with regards to recruitment against this Vacancy Notice will be settled within the jurisdiction of Delhi High Court only.

10.18. In case of any query, candidates may write to recttquery@ncrtc.in, mentioning "POST-_____- 25/2024" 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).

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