

No. NCRTC/CO/HR/Rectt./18/2025

09/05/2025

VACANCY NOTICE
(No. 18/2025)

REQUIREMENT OF SENIOR EXECUTIVE/ COMPANY SECRETARY ON DIRECT RECRUITMENT 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 corridor, of which 55 km stretch of the corridor from New Ashok Nagar to Meerut South 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	Level	Pay Scale (IDA) (Rs.)	Total Number of Vacancy/(ies)	Maximum Age as on (09/05/2025)	Nature of Employment
i)	Sr. Executive/ Company Secretary	E1	40000-140000	01 (UR)	35 Years	Direct Recruitment (Regular Capacity)

1. ELIGIBILITY CRITERIA (As on 09/05/2025)

Sr. No.	Post	Level	Eligibility Criteria
i)	Sr. Executive/ Company Secretary	E1	<p>Essential Qualification</p> <p>Graduate in any discipline, and Member of Institute of Company Secretaries of India (ICSI).</p> <p>Desirable Qualification</p> <p>L.L.B. from a reputed University.</p> <p>Job Description</p> <ul style="list-style-type: none"> The incumbent must possess thorough domain knowledge of Company Law, Secretarial Standards, including knowledge of Board and General Meetings, drafting Board memoranda/ agendas and minutes, and vetting various agreements and understanding of Labour and Industrial Laws, Commercial Legislations, IPR legislation, and other relevant rules,

			<p>Regulations, and guidelines pertaining to Corporate Governance and allied laws.</p> <ul style="list-style-type: none"> - The candidate should have analytical reasoning and decision-making ability, drafting skills, liaising skills, good interpersonal communication skills with proficiency in English and should be a committed team player. - He/ she should be able to perform the above functions and other responsibilities assigned from time to time. <p>Experience</p> <ul style="list-style-type: none"> - Minimum 04 years of post-qualification experience.
			<p>Required Pay Scale/ CTC</p>
		CDA	<ul style="list-style-type: none"> - In pay scale Rs. 47600-151100 (L8) or above, <p>OR</p> <ul style="list-style-type: none"> - Last 3 years of service in pay scale Rs. 44900-142400 (L7)
		IDA	<ul style="list-style-type: none"> - In pay scale Rs. 40000-140000 (E1) or above, <p>OR</p> <ul style="list-style-type: none"> - Last 3 years of service in pay scale Rs. 30000-120000 (E0)
		Private Sector	<ul style="list-style-type: none"> - Minimum CTC of Rs. 8 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 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.*
- 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. RESERVATION, CONCESSIONS AND RELAXATIONS (Only in case of reserved vacancy for specific category)

- 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-NCL 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 year, 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.	Persons 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. EMOLUMENTS

- 3.1. Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable

rates and Perks and Allowances under Cafeteria Approach.

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

4. PLACE OF POSTING

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

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

5. IMPORTANT DATES

Opening of website link for applying online	09/05/2025
Closing Date for applying online	08/06/2025
Written Test/ CBT	Date of Written Test/ CBT will be notified on the website
Issuance of Admit Card	10-15 days before Written Test / CBT

6. SELECTION PROCESS

6.1. The selection process will comprise of Written Test/ CBT (80% Weightage) and Interview (20% Weightage).

6.2. The Venue, Date and Time of Written Test/ CBT will be notified on website in advance.

6.3. Any request for change in date or venue of the selection process (Written Test/ CBT/ Interview) shall not be entertained.

6.4. Candidates will appear for the Written Test/ CBT at the allotted center at his/her own risks & expenses and NCRTC will not be responsible for any injury or losses etc. of any nature.

6.5. No TA/ DA shall be payable for attending the Written Test/ CBT.

6.6. The candidates will be shortlisted in the order of merit in the respective category in the ratio of 1:5 for interview.

6.7. 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.

7. HOW TO APPLY

7.1. 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.

7.2. 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).

- 7.3. While applying online, candidates need 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. Copies of the APARs (Last Three Years).
 - v. Office Orders indicating promotions.
 - vi. Experience/ Service Certificate/ Relieving order issued by previous organizations.
 - vii. Form-16/ ITR.
 - viii. Last 6 months' bank statement.
 - ix. Last 3 months' salary slips.
- 7.4. Applications without supporting certificates/ documents as mentioned above, shall be summarily rejected.
- 7.5. 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 within 05 working days, i.e., by **13/06/2025**:

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

- 7.6. The envelope containing the print-out of the application and supporting documents, should be superscribed as **'APPLICATION FOR THE POST OF- SR. EXECUTIVE (COMPANY SECRETARY) ON DIRECT RECRUITMENT BASIS'**.
- 7.7. 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*).
- 7.8. 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.

8. HEALTH/ MEDICAL FITNESS

- 8.1. Appointment to the above post/(s) will be subject to the candidate being medically fit as per the medical standards prescribed for the post by the Company.
- 8.2. The candidate appointed to a post in the Company shall be required to get his/ her pre-employment medical examination done from NCRTC nominated hospital/ Centre or a Central/ State Government Hospital.
- 8.3. Acceptance of joining will be subject to the Medical Fitness Certificate issued by the Medical Authority. NCRTC reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and the decision of NCRTC in this regard shall be final and binding.

9. SERVICE BOND AND PROBATION PERIOD

- 9.1. 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.

9.2. After joining, an employee has to undergo a probation period as per Company Policy.

10. CHARACTER AND ANTECEDENTS

- 10.1. The success in the selection process does not confer any right to appointment unless the character & antecedents are found satisfactory after such an inquiry, that the candidate having regard to his/ her character & antecedents is suitable in all respects for appointment to the service.
- 10.2. The above requirement shall be relaxed in case of employees drawn from other Government Departments/ CPSEs/ SPSEs/ Metro/ Railways/ instrumentalities of Government or on deputation/ absorption.
- 10.3. Verification of new inductee who has stayed abroad during the last five years shall be sent to Indian Embassy of concerned country. In case the stay abroad is for study/ employment, request may also be sent to Head of Department/ Institution/ previous employer, as the case may be issuing of character certificate. Clearance from any of the above authorities viz., Indian Embassy/ Academic Institution or employer will be accepted for the purpose of verification of character/ antecedents.
- 10.4. The employees recruited under the Ex-servicemen quota are exempted from verification of character and antecedents, if the period intervening their date of discharge from Armed Forces and their date of joining the Company is less than one (01) year.
- 10.5. The employee will be required to fill an Attestation Form, at the time of initial appointment, wherein any information suppressed or wrongly declared will render his/ her removal from service summarily, as well as make him/ her liable for other implications, as provided under the rules of the Corporation and the laws of the land.

11. COMPUTATION OF EXPERIENCE

- 11.1. 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.

12. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- 12.1. Only Indian Nationals above 18 years of age are eligible to apply.
- 12.2. 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 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 the appointment, his/ her services shall be summarily rejected.
- 12.3. 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.
- 12.4. 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 entertained. 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.

- 12.5. To determine the equivalency of required pay scales with pay scales in other Government Organizations, the minimum basic pay of the NCRTC pay scale will be compared with the minimum basic pay of pay scale in question. In such cases, if the minimum basic pay of the pay scale being compared is equal to or higher than the minimum basic pay of the NCRTC pay scale in which recruitment is being carried out, the candidate will be treated as working in equivalent pay scale. As an extension, if the minimum basic pay of the pay scale being compared is lower than the minimum basic pay of the NCRTC pay scale in which recruitment is being carried out, the candidate will be treated as working in the lower pay scale, irrespective of maximum basic pay of such a pay-scale (only for the purpose of eligibility in scrutiny).
- 12.6. 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.
- 12.7. 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.
- 12.8. 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.
- 12.9. 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.
- 12.10. In case of dispute arising on account of interpretation in versions of language other than English, the English version shall prevail.
- 12.11. Teaching or freelancing experience shall not be considered as qualifying experience.
- 12.12. 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.
- 12.13. Candidates working with Government entities/ CPSEs/ SPSEs will be considered for pay protection. However, candidates working on contract basis in regular pay-scales shall not be considered for pay protection, and their pay on selection in NCRTC will be fixed at the minimum of the pay scale.
- 12.14. 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.
- 12.15. 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.
- 12.16. In case of any query, candidates may write to recttquery@ncrtc.in, mentioning "POST– Sr. Executive/ Company Secretary - 18/2025" 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).
