

No. NCRTC/HR/Rectt./27/2025

13/06/2025

**VACANCY NOTICE**  
**(No. 27/2025)**

**REQUIREMENT OF ASSISTANT MANAGER (CO-ORDINATION) ON RE-EMPLOYMENT**  
**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	Lumpsum Remuneration (Rs.)	Total Number of Vacancy/ (ies)	Maximum Age (As on 13/06/2025)
i)	Assistant Manager/ Co-ordination	Corresponding to E2 in regular pay scale	68,189/- p.m.	01	65 Years

**1. ELIGIBILITY CRITERIA (As on 13/06/2025)**

Sr. No.	Post	Eligibility Criteria
i)	Assistant Manager/ Co-ordination	<p><b>Qualification</b></p> <p>Any Graduate.</p> <p><b>Experience</b></p> <p>- Minimum 20 years of experience in Govt. departments/ PSUs/ Central or State Govt. instrumentalities.</p>

		<b>Job Description</b>	
		<ul style="list-style-type: none"> <li>- Experience in secretarial practices and administrative works.</li> <li>- Facilitating timely communication and follow-up and other inter-departmental dependencies.</li> <li>- Organizing inter-agency meetings, preparing background notes, and maintaining minutes of discussions.</li> <li>- Ensuring data flow, reporting, and documentation of stakeholder engagements.</li> <li>- Supporting issue resolution by escalating matters appropriately and liaising across administrative level.</li> </ul>	
		<b>Scale of Pay at Superannuation</b>	
		<i>CDA</i>	Rs. 67700-208700 (L11) or above
		<i>IDA</i>	Rs. 60000-180000 (E3) or above

**Note:**

- i. *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 fulfill the eligibility criteria need not apply for the post.*
- ii. *Essential Education Qualification(s) required as indicated above is mandatory.*
- iii. *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).*
- iv. *Candidates claiming equivalence in qualification shall be required to produce a copy of equivalence certificate.*
- v. *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. TERM OF CONTRACT**

- 2.1. One (01) year, the term of contract may be extended further, subject to the requirement of the corporation, and on the basis of performance of the individual.

**3. EMOLUMENTS**

- 3.1. Consolidated remuneration as mentioned above.
- 3.2. HRA and other Benefits as per Company Policy.

**4. PLACE OF POSTING**

- 4.1. The selected candidate may be posted at Chandigarh or any other NCRTC offices.

## 5. IMPORTANT DATES

Opening of website link for applying online	13/06/2025
Closing Date for applying online	13/07/2025

## 6. SELECTION PROCESS

- 6.1 Based on eligibility, candidates meeting the criteria will be called for interview.
- 6.2 The Venue, Date and Time of Interview will be informed in advance.
- 6.3 Any request for a change in date or venue shall not be entertained.
- 6.4 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.

## 7. HOW TO APPLY

- 7.1. The candidates shall apply online through NCRTC website ([www.ncrtc.in](http://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 blue/ black pen) of the candidate (File size upto 100 kb, in .jpg/ .jpeg format only).
- 7.3. While applying online, candidate needs to upload copies of the following self-attested documents:
  - i. 10th Certificate/ Birth Certificate.
  - ii. Degree Certificate.
  - iii. PPO/ Superannuation order.
  - iv. Last Salary Slip.
  - v. Experience/ Service Certificate/ Relieving order issued by previous organizations.
- 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, take a print and attach supporting documents, and send it to the below mentioned address by Hand/ Post within 5 days, i.e., **13/07/2025**:

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

- 7.6. The envelope containing the print-out of application and supporting documents, should be superscribed as **'APPLICATION FOR THE POST OF ASSISTANT MANAGER (COORDINATION) – 27/2025 ON RE-EMPLOYMENT 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**

The candidate should be physically and medically fit.

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

- 9.1. The candidate should ensure that he/ she fulfills all the eligibility criteria and other conditions of this Vacancy Notice and that all particulars furnished by him/her in the online application and the documents submitted by them 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.
- 9.2. 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.
- 9.3. Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail 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.
- 9.4. 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.
- 9.5. 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.
- 9.6. 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.
- 9.7. Teaching or freelancing experience shall not be considered as qualifying experience.
- 9.8. Any revision, clarification, addendum, corrigendum, time extension etc., to the above Vacancy

Notice will be hosted on 'Career' 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.

- 9.9. Experience on a post/ level shall be counted from the date of assumption of charge. Experience means work experience after acquiring the highest essential qualification prescribed under the eligibility criteria.
- 9.10. 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.
- 9.11. No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.
- 9.12. 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.
- 9.13. No correspondence from candidate regarding their eligibility to apply for the above posts will be entertained.
- 9.14. Canvassing by the candidate, 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.
- 9.15. In case of any query, candidates may write to [recttquery@ncrtc.in](mailto:recttquery@ncrtc.in), mentioning "POST–Assistant Manager (Co-Ordination) - 27/2025" 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).

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