

No. NCRTC/CO/HR/Rectt./08/2026

03.03.2026

VACANCY NOTICE
(No.08/2026)

REQUIREMENT OF DEPUTY GENERAL MANAGER/ ADMIN 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 Nammo Bharat Project in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The Nammo Bharat Project 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-Karnal**. At present, NCRTC is implementing the Delhi-Meerut corridor, which has now been fully opened for commercial revenue operations.

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 career 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.)	Number of Vacancy/ (ies)	Maximum Age (As on 03/03/2026)	Nature of Employment
i)	Dy. General Manager/ Admin	E4	70000-200000 (IDA)	01 (UR)	45 Years	Immediate Absorption basis

1. ELIGIBILITY CRITERIA (As on 03/03/2026)

Sr. No.	Post	Eligibility Criteria
i)	Dy. General Manager/ Admin	<p>Essential Qualification</p> <p>MBA (Full Time).</p> <p>Required Experience</p> <p>- Minimum 08 years of post-qualification experience (of the level of E2 (Rs. 50000-160000)/ L9 (Rs. 53100-167800) or above) for officers working in Central/ State Government/ CPSEs/ PSUs/ Autonomous Bodies/ Government Instrumentalities.</p>

	<p>Job Description</p> <ul style="list-style-type: none"> - Ensure compliance with statutory requirements related to establishment and facilities. - Prepare tender documents, RFPs, RFQs, and bid evaluation reports. - Ensure procurement through GeM and e-tendering platforms. - Maintain procurement records and documentation for audit. - Ensure compliance with CVC guidelines, GFR rules, and internal procurement policy. - Manage annual maintenance contracts (AMC) and service agreements. - ERP / e-procurement system knowledge. - Audit Compliance - Co-ordinating official Events, Conference and high-level protocols. 	
<p>Current/ Required Pay Scale</p>	<p>Working in CDA Pay scale</p>	<ul style="list-style-type: none"> - In pay scale Rs. 78800-209200 (L12) or above, <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Last 3 years of service in pay scale Rs. 67700-208700 (L11).
	<p>Working in IDA Pay Scale</p>	<ul style="list-style-type: none"> - In pay scale Rs. 70000-200000 (E4) or above, <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Last 3 years of service in pay scale Rs. 60000-180000 (E3).

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 fulfil the age and minimum education qualification as on closing date of receipt of applications need not apply for the post.*
- ii. *Essential Education Qualification(s) required as indicated above is 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).*
- 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.*
- 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, HRA/Lease, 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 candidate 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	03/03/2026
Closing Date for applying online	03/04/2026

5. SELECTION PROCESS

- 5.1. Based on 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:
 - 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)
- 6.3. While applying online, candidates need to upload copies of the following self-attested documents:
 - i. 10th Certificate/ Birth Certificate.
 - ii. Degree and MBA Certificates
 - 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.
 - x. Last 3 months' salary slips.

- 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, take a print and attach supporting documents, and send it to the below mentioned address by hand **by 03/04/2026**:

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

- 6.6. The envelope containing the print-out of application and supporting documents, should be superscribed as **'APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER/ ADMIN ON IMMEDIATE ABSORPTION BASIS – 08/2026'**.
- 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 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. Candidates shall be exempted from undergoing pre-appointment medical checkup. However, the candidate should be physically and medically fit enough.

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 Company 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 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 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. If any of these shortcoming(s) is/ are found even after the appointment, his/ her services shall be summarily rejected.

- 10.3 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.
- 10.4 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.
- 10.5 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).
- 10.6 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.
- 10.7 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.
- 10.8 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.
- 10.9 Experience on a post/ level shall be counted from the date of assumption of charge.
- 10.10 Teaching or freelancing experience shall not be considered as qualifying experience.
- 10.11 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.
- 10.12 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.
- 10.13 No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.
- 10.14 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.

- 10.15 In case of dispute arising on account of interpretation in versions of language other than English, the English version shall prevail.
- 10.16 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.
- 10.17 No correspondence from applicants regarding their eligibility to apply for the above post will be entertained.
- 10.18 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.
- 10.19 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.
- 10.20 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.
- 10.21 In case of any query, candidates may write to recttquery@ncrtc.in, mentioning "POST-DEPUTY GENERAL MANAGER/ ADMIN- 08/2026" 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 4:30PM).
