



No. NCRTC/HR/Rectt./ (RE)/2022

Dated:10.03.2022

VACANCY NOTICE
(No. 09/2022)

REQUIREMENT OF CONSULTANT/ COORDINATION

National Capital Region Transport Corporation (NCRTC)- a Joint Venture Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, under the administrative control of 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, high capacity, comfortable commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point safe regional travel at high speed for relatively longer distance with fewer stops.

The technology chosen would allow covering distances of 100 km. in an hour with scheduled stoppages. The system would also 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-1 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.

NCRTC invites applications from superannuated Secretarial Staff for empanelment as Consultant/ Coordination. The detail of post is given below-

Post	Consultant/ Coordination
No. of posts	01(One)
Place of work	Lucknow (UP)
Max. Age limit	65 years as on 10.03.2022 (may be relaxed in exceptional cases)
Qualification, Eligibility and experience	<u>Qualification-</u> -Graduate in any discipline <u>Eligibility pay-scale-</u> -Superannuated in the pay-scale Rs.47600-151100(L8)/ Rs.40000-140000 (E1) Or pre-revised similar scale. <u>Experience-</u> -Should have minimum 25 years' experience of secretarial work with State Govt. departments. Work experience with infrastructure/ Industrial development authority will be preferred. Should have good knowledge of official work/ correspondence and coordination.
Pay & benefits	As per the Corporation's policy.
Term of employment	-As an Advisor for a period of 6(six) months. -Terminable at a notice of 15 days from either side.

Other terms and conditions of NCRTC shall be applicable.

HOW TO APPLY:

1. Applications will be accepted ONLINE through the link provided in the "Career section" of the NCRTC website i.e. <https://www.ncrtc.in>. Candidates are required to upload recent passport sized photograph (not more than 3 months old), scanned signature and scanned copies of the supporting documents. **In case of difficulty in submission of online application, the same may be submitted on the prescribed format given below.**

The application should be supported with scanned copies of the following documents:-

- Educational Certificates (Matriculation onwards)
- Copy of PPO
- Last Salary Slip
- Experience related certificate/s.
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Application without supporting certificates/ documents, as mentioned above, shall be summarily rejected.

2. Soon after submission of online application, a print-out of the same alongwith supporting documents, should be sent to the following address through post by 25.03.2022: -

**Career Cell,
HR Department,
National Capital Region Transport Corporation,
Gati Shakti Bhawan,
INA, New Delhi-110023.**

Envelope containing the print-out of application and supporting documents, should be super-scribed as-

“APPLICATION FOR THE POST OF – CONSULTANT/ COORDINATION”

GENERAL INSTRUCTIONS:

Last date for Online Registration and submission of applications 25.03.2022.

1. Before applying, the candidate should ensure that he/ she fulfills the eligibility criteria and other norms mentioned in this advertisement. Scanned copies of passport sized photograph, signature, educational certificates, and experience certificate should be kept ready, as these documents would be required to be uploaded at the time of filling up of online application form.
2. The size of photograph, signature and resume should be 10, 20 and 200kb respectively and the allowed types are .jpg or .jpeg for photograph and signature. The resume must be .pdf, .doc, .docx.
3. More than one application for a post may lead to cancellation of candidature.
4. All computations of Age, Post Qualification Experience etc., shall be as on the given date.
5. All information regarding this recruitment process would be made available in the career section of NCRTC website, i.e. www.ncrtc.in, only. Applicants are advised to check the web site periodically for important updates. Once registered for NCRTC, all correspondences shall be made through their registered e-mail ID and/ or candidate login.
6. In case of any query the same may be sent to recttquery@ncrtc.in with “POST – Consultant/ Coordination” 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. 011-4106 6943 (10:00 AM to 4:30 PM).

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.
APPLICATION FOR THE POST OF CONSULTANT/ COORDINATION
(VN-09/2022)

A. POST / PERSONAL DETAILS:

1.	Post applied for		Affix your latest passport size photograph, duly self-attested across
2.	Applicant's Name		
3.	Father's/ Husband's Name		
4.	Date of Birth		
5.	Age as on 10.03.2022Yrs.MonthsDays	
6.	Category		
7.	Last organisation		
8.	Date of superannuation and pay-scale		
9.	Pay scale at the time of superannuation		
10.	Correspondence Address		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		

B. EDUCATION DETAILS

S. No.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

(Attach separate sheet if required)

C. EXPERIENCE DETAILS:

S. No.	Period		Designation & Organization	Pay-scale	Responsibilities in brief
	From	To			

(Attach separate sheet if required)

- Date of Superannuation -
- Level at the time of superannuation -
- Total work experience in State Govt. Department - Yrs.

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found to be incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place: