



No. NCRTC/HR/Rectt.-Cont. /14/2022

Dated:22.04.2022

VACANCY NOTICE
(No.14/2022)

REQUIREMENT OF NON-EXECUTIVE ON CONTRACT BASIS

National Capital Region Transport Corporation (NCRTC) – a Joint Venture 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 needs experienced non-executive staff on contract basis. The detail of the posts is given below:-

S.N.	Post	No. of Posts	Max. Age limit	Eligibility	Experience
1.	Assistant (NE1) Rs. 14500-44400	01 (One) UR	35 yrs.	Graduate	- Should have a minimum of 3 years work experience of administrative functions in Govt. offices/ PSUs/ Ministries etc. on contract/ outsourced basis. Should have experience of working with senior level officers and protocol duties. -Basic knowledge of working on computer will be preferred.
2.	Multi-Tasking Staff (NE1) Rs. 14500-44400	01 (One) UR	35 yrs.	Matriculation + Valid LMV Driving License	- Should have min. 5 years experience of vehicle (LMV) driving in Delhi/ NCR. And worked as Driver/ Office Attendant with an officer of HOD level or higher level in Govt. organization/ PSU. Should be aware of protocol, while working with senior officers.

Pay & allowances and other terms and conditions shall be as per the Corporation's policy.

- All eligibility conditions and experience etc. should be fulfilled on 22.04.2022.

- Numbers of vacancy is subject to change.

PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in the related field but also be physically and medically fit enough to work at project sites. In case of selection, candidates will have to undergo a medical examination as per the Company policy.

SELECTION PROCESS:

- (a) Candidates will be shortlisted on the basis of their eligibility/ experience in the relevant field and will be called for written examination.
- (b) The date, time and pattern of written examination shall be communicated to the candidates in advance. The written examination shall be held in Delhi only and candidates shall have to make their own arrangement for travel and stay.

SURETY BOND:

The candidates selected shall have to execute a Surety Bond of Rs.1.5 Lakh plus GST and cost of training, if any, to serve the Corporation for a minimum period of one year. A three months' prior notice will be required before seeking resignation from the Corporation.

TERM OF CONTRACTUAL EMPLOYMENT: -

The appointment shall be made purely on contract basis for a period of 03 (Three) years, which will be reviewed every year. After completion of 03 (Three) years contractual employment, services may be extended further/ terminated, subject to the requirement of the Corporation and on performance of the employee. In case of non-requirement or performance not found satisfactory, the services shall be terminated.

POSTING:

The job is transferable, and the selected candidates can be posted/ transferred to any of the office/ work-place of NCRTC during the course of their service.

The post is purely on a contract basis and in no case confer any right for regularization in the job.

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 a recent passport-sized photograph (not more than 3 months old) and copies of the supporting documents.

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

- Copies of Educational Certificates (Matriculation onwards)
- Work experience Certificates
- Driving License

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 along with supporting documents, should be sent to the following address through post: -

**Career Cell,
HR Department,
National Capital Region Transport Corporation,
Gati Shakti Bhawan, INA
New Delhi-100023.**

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

**"APPLICATION FOR THE POST OF –
Non-Executive Staff (Contract Basis)"**

GENERAL INSTRUCTIONS:

Last date for Online Registration and submission of applications is 06.05.2022.

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, 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 should be 10kb and the allowed types are .jpg or .jpeg.
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.
6. 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.
7. In case of any query the same may be sent to recttquery@ncrtc.in with “POST – NE Staff (Contract Basis)” 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).

Canvassing in any form shall disqualify the candidate.
