



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

(A Government of India Enterprise)



An IS/ISO 9001:2008
Company

(for Consultancy & Project
Management Division)

NBCC Bhawan, Lodhi Road, New Delhi -110003

Advt. No.: 02/2012

NBCC REQUIRES THE FOLLOWING PERSONNELS ON REGULAR BASIS

- Addl. General Manager (Law) / Dy. General Manager (Law)
- Dy. General Manager (Systems) / Manager (Systems)
- Project Executive (Systems)
- Junior Engineer (Systems)
- Junior Assistant (Networking)
- Corporate Communication Professional at Dy. Manager/
Asstt. Manager/ Executive Level

For further details log on NBCC's website

www.nbccindia.gov.in

Under Head: **HUMAN RESOURCE MANAGEMENT /**

JOBS @ NBCC and also see

Employment News dated : 14.04.2012

ED (HRM)



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For its operation, NBCC a Schedule "A" CPSU intends to engage dynamic and result oriented persons on regular basis through Direct Recruitment.

S. No.	Post / Scale of Pay (IDA) / No. of Vacancies	Upper Age as on 01.03.2012	ESSENTIAL		PREFERABLE QUALIFICATION/ EXPERIENCE
			QUALIFICATION	POST QUALIFICATION EXPERIENCE	
1	Additional General Manager (Law) E-5 level OR Deputy General Manager (Law) E-4 level E-5 (Rs. 32900-58000) or E-4 (Rs. 29100-54500) 01 - UR	42 years / 40 years	Full time Law Graduate	15 years/12 years experience for AGM/DGM level respectively in Public Sector or large Private Sector enterprise. The candidate must have legal practice of minimum 2 years as a Member of Bar. The candidate should be proficient in contract laws, arbitration, civil procedural laws, labour laws, services regulation etc.	1. Masters degree in Law. 2. Practice of 4 years as a Member of Bar.
2	Deputy General Manager (Systems) E-4 level or Manager (Systems) E-3 level E-4 (Rs. 29100 - 54500) or E-3 (Rs. 24900 - 50500) 01-UR	40 years / 35 years	Full time 4 years Bachelor Degree in Information Technology/Computer Science	12 years for E-4 level 8 years for E-3 level 2 years for E-0 level 2 years for S-2 level Candidate should have exposure of working in an ERP environment. Candidate should be well versed in management and upkeep of the Information Systems/ communication systems including web designing, database, software, hardware, networks and allied equipments.	Masters degree in Information Technology.
3	Project Executive (Systems) E-0 (Rs. 12600 - 32500) 01-UR	25 years	Full time 4 years Bachelor Degree in Information Technology/Computer Science		
4	Junior Engineer (Systems) S-2 (Rs. 9760 + 3% increment open ended) 03-UR 01-OBC	25 years	Masters of Computer Applications / M.Sc (IT)		
5	Junior Assistant (Networking) S-2 (Rs. 9760 + 3% increment open ended) 02-UR	25 years	Graduation in any discipline with globally certified course in Networking from CCNA/ RHCE/Equivalent.	2 years experience in Management of network, Hardware/software maintenance, back up and antivirus server.	
6	Corporate Communication Professional in Deputy Manager E-2 level or Asstt. Manager E-1 level or Executive E-0 level E-2 (Rs. 20600 - 46500) E-1 (Rs. 16400 - 40500) E-0 (Rs. 12600 - 32500) 01 – UR	30 years / 28 years / 25 years	1. Graduation (full time) with minimum 60% marks. 2. Full time PG Diploma / Masters degree in Mass Communication / Journalism / Public Relations & Corporate Communications / Public Relations & Advertising from Government Institute or Government recognized University.	7 years for E-2 level 4 years for E-1 level 2 year for E-0 level Exposure in Corporate Imaging in public domain, In-house communication, Designing & Production of Newsletters / other publications, Media Management. In-depth knowledge of print and electronic mass media as well as advertising. Candidate should have excellent command in English - both written and spoken.	

Note- The numbers of posts mentioned are tentative based on current requirement and may vary depending upon the future requirement of the organization. All qualifications should be from Institution/University Recognized by AICTE/UGC

Selection Procedure

The Selection procedure will be decided by NBCC depending upon the response received against each post. Decision of NBCC will be final in this regard.

GENERAL

- Only Indian Nationals are eligible to apply. Application should be filled up in prescribed proforma only with **BOLD** letters either in English or in Hindi. The post for which the application has been made should be clearly indicated. Incomplete / unsigned / late applications / applications without supporting documents (attested copies of certificates) / applications not in the prescribed proforma and without application fee will not be entertained and will be summarily rejected. Application received through email will also not be entertained.
- Candidature will be liable for cancellation for the post applied and / or removal from the services of the Corporation after joining, if at any stage it is found that information furnished in the application is misleading / incomplete / false. Candidates are advised to give specific / correct / full information and attach proof thereof by way of attested photocopies of the original documents / certificates etc. **Before making application, candidate must ensure that the essential criteria laid down for the posts are fulfilled as no relaxation will be allowed in the laid down essential qualification / experience for the post.**
- Non-refundable Application fee of Rs 100/- (Rupees one hundred only) in the form of Demand Draft favouring M/s NBCC Limited payable at New Delhi is required to be attached along with the application form. SC / ST / Persons with Disability / departmental candidates are exempted from payment of application fee. Please mention your name, address & post applied for on the reverse of DD.
- Candidate can appear for written examination / interview in English / Hindi language, as per their choice.
- Persons with Disability can also apply for any of the above post in accordance with DOPT OM No. 36035/3/2004-Estt(Res) dated 29.12.2005.
- The upper age limit indicated is for general category of candidates. Age relaxation for SC / ST / OBC / Physically challenged candidates will be as per Government guidelines in this regard. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Upper age limit not applicable in case of departmental candidates having atleast three years balance service.
- Candidate working in Government, Semi-Government Organization / Public Sector Undertakings and Autonomous Bodies should route their application "THROUGH PROPER CHANNEL" or furnish "NO OBJECTION CERTIFICATE" at the time of written examination / interview failing which they will not be allowed to appear in written examination / interview and reimbursement of rail fare will also not be admissible to them under any circumstances.
- Only SC / ST / PWD Candidates called for interview will be paid to and fro rail fare (other than Rajdhani / Shatabdi Express) - 3rd AC sleeper fare for E4 & E5 level and Sleeper Class for others from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
- Selected candidates will be required to serve in any part of India or abroad as per the discretion/ requirement of NBCC.
- Mere fulfilling the minimum requirement will not vest any right for selection test / interview. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria. In case of non suitability of candidates for the post applied for, NBCC at its discretion can offer a suitable post in the lower level.
- Fringe Benefits: HRA, CPF, Gratuity, Leave Encashment, Perks; Performance Related Pay etc. will be admissible as per NBCC Rules.
- NBCC reserves the right to cancel this advertisement and / or the selection process for any of the above posts without assigning any reason. In case of Ambiguity / Dispute arising on account of interpretation in Hindi Version, the English version will prevail. Any legal proceedings in respect of any matter of claim or dispute whatsoever arising out of this Advertisement and/or application in response thereto, shall be subject to the jurisdiction of the Court at Delhi only.
- Any corrigendum / addendum / errata in respect of the above advertisement shall be made available only on our official website **www.nbccindia.gov.in** . No further press advertisement will be given. Hence prospective applicants are advised to visit NBCC website regularly for above purpose.

The envelope should be superscribed with the Advt. No. and post applied for. Applications in the prescribed format along with attested photocopies of educational / Professional qualification, Age, Caste, Experience certificates & application fee should reach the **Executive Director (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003 latest by 14.05.2012**



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Application No.....(to be filled by NBCC)

Advt. No. 02/2012

POST APPLIED FOR				Affix recent passport size self attested photograph																	
1	NAME (IN CAPITAL)																				
2	FATHER'S / HUSBAND'S NAME																				
3	GENDER (Put a tick mark)	M	F	MARITAL STATUS	Married / Unmarried / Others																
4	DATE OF BIRTH	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>				D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y														
5	AGE AS ON 01.03.2012	<table border="1"><tr><td>Years</td><td>Months</td></tr><tr><td></td><td></td></tr></table>		Years	Months																
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6	CATEGORY (Put a tick mark)	<table border="1"><tr><td>Gen</td><td>SC</td><td>ST</td><td>OBC (NCL)</td><td>EX-SEM</td><td>SUB CASTE</td></tr><tr><td colspan="6">(Attach documentary evidence)</td></tr></table>				Gen	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE	(Attach documentary evidence)									
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7	PHYSICALLY CHALLENGED	<table border="1"><tr><td>Yes</td><td>No</td><td colspan="2">IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH).....(attach documentary evidence)</td></tr><tr><td></td><td></td><td colspan="2"></td></tr></table>				Yes	No	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH).....(attach documentary evidence)													
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8	ADDRESS (Please give full postal address with Postal Pin No.)																				
MAILING		PERMANENT		FULL ADDRESS OF PRESENT EMPLOYER, IF EMPLOYED																	
MOBLIE NO.		FAX NO.		E-MAIL																	

9. LANGUAGE PREFERRED FOR TEST / INTERVIEW....

ENGLISH	
HINDI	

10. APPLICATION FEE

Demand Draft No. _____ dated _____ drawn on _____
(Bank) for Rs 100/- (Rupees One hundred only) is enclosed.

11. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Examination Passed	Whether Full Time / Part Time	Duration of the Course	Name of the Institution	Name of the University	Month & Year of Passing	Percentage of Marks Obtained

(please attach copies of certificates / marksheets)

12 DETAILS OF EXPERIENCE (in chronological order):

TOTAL EXPERIENCE.....(YRS.)

TOTAL POST QUALIFICATION EXPERIENCE.....(YRS.)

S. No.	Name & Address of the Employer	Post held	Period				Job Description in Brief	Pay Scale / Salary Drawn
			From	To	Total			
					Years	Months		

(please attach copies of experience certificates)

13 ATTACH A SEPARATE SHEET AS ANNEXURE GIVING BRIEF ABOUT ACHIEVEMENTS MADE IN THE PRESENT ASSIGNMENT (NOT EXCEEDING 200 WORDS).

14 CERTIFIED THAT THE INFORMATION FURNISHED ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF.

Place:

Date:

Signature of the Candidate