



Date:6.7.2011

Annexure-'A'

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.
(Govt. of India Enterprise)

An ISO 9001-2000 Company)

NPCC Ltd., a Premier Public Sector Enterprise and an ISO 9001:2000 Company engaged in Engineering Construction, Planning, Operation and Project Management Consultancy in the fields of Industrial Infrastructure, Thermal, Hydroelectric, Tunnelling, Railways, Highways, Surface Transport, Townships, Buildings, Dams, Weirs, Barrages, Public Health, Environmental Engineering and Border Fencing, Flood Lightning Works etc. is in urgent need of following executives on regular basis at Corporate Office, Zonal Offices & Projects:-

| S. No. | Name of the Posts | IDA Pay Scales | Educational /Professional Qualification | Total Min. Post Qualification Experience (Years) | Upper Age Limit (Years) As on 1.7.11 | No. of Vacancy Tentative* |
|--------|---------------------------------------|----------------------|--|--|--------------------------------------|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Executive Directors (Engg.) | Rs.51300-73000 (IDA) | Bachelor in Engineering / Addl. Post Graduate Management preferred, from a recognised Institute/University. | 27 Years of experience in responsible position. | 55 Yrs. | 02 |
| 2 | Executive Director (Finance/Accounts) | RS.51300-73000 (IDA) | Chartered Accountant/ ICWA/MBA (Finance) from a renowned recognized Institute/University. Multiple degree preferred. | 27 Years of experience in responsible position. | 55 Yrs. | 01 |
| 3 | General Managers- (Finance/Accounts) | Rs.36600-62000 (IDA) | Chartered Accountant/ ICWA/MBA (Finance) from a renowned recognized Institute/University. Multiple Degree preferred. | 23 Years of experience in responsible position. | 48 Yrs. | 02 |
| 4 | GENERAL MANAGER (HR/IR) | Rs.36600-62000 (IDA) | MBA from a renowned recognized Institute/University. Additional Engg./LL.B preferred. | 23 Years post qualification experience in relevant fields. | 48 Yrs. | 01 |

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|----|---|-----------------------------|--|---|---------|----|
| 5 | Jt. General Manager (Finance/Accounts) | Rs.32900 -58000 (IDA) | Chartered Accountant/ ICWA/MBA (Finance) from a renowned recognized Institute/University. Multiple Degree preferred. | 20 Years post qualification experience in relevant fields. | 45 Yrs. | 03 |
| 6 | Dy. General Manager (Finance/Accounts) | Rs.29100 -54500 (IDA) | Chartered Accountant/ ICWA/MBA (Finance) from a renowned recognized Institute/University. Multiple Degree preferred. | 17 Years post qualification experience in relevant fields. | 40 Yrs. | 01 |
| 7 | Dy. General Managers- (HR/IR) | Rs.29100 -54500 (IDA) | MBA from a renowned recognized Institute/University. Additional Engg./LL.B preferred. | 17 Years post qualification experience in relevant fields. | 40 Yrs. | 02 |
| 8 | Dy. General Manager (Legal) | Rs.29100 -54500 (IDA) | Graduate in Law from a recognized Institute/ University. Candidates with LL.M. Will be preferred | 17 Year of Post Qualification experience in responsible position including practicing as Advocate at least for 3 Years. | 40 Yrs. | 01 |
| 9 | Sr.Manager (Finance/Accounts) | Rs.24900 -50500 (IDA) | Chartered Accountant/ ICWA/MBA (Finance) from a renowned recognized Institute/University. Multiple Degree preferred. | 12 Years post qualification experience in relevant fields. | 35 Yrs. | 05 |
| 10 | SR.MANAGER (HR/IR) | Rs.24900 -50500 (IDA) | MBA from a renowned recognized Institute/University. Additional Engg./LL.B preferred. | 12 Years post qualification experience in relevant fields. | 35 Yrs. | 01 |

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|----|----------------------------|-----------------------|---|---|---------|----|
| 11 | Sr. Managers (Law) | Rs.24900-50500 (IDA) | Law Graduate from a recognised Institute/ University. LLM preferred. | 12 Years of Post qualification experience in responsible position including practicing as an Advocate at least for 3 Years. | 35 Yrs. | 01 |
| 12 | Manager (Civil) | Rs.20600-46500 (IDA) | Bachelor Degree in Civil Engineering from a recognised Institute /University. Addl. Post Graduate Management preferred. | 08 Years post qualification experience in relevant fields. | 30 Yrs. | 15 |
| 13 | Manager (Finance/Accounts) | Rs.20600-46500 (IDA) | Chartered Accountant/ ICWA/MBA (Finance) from a renowned recognized Institute/University. Multiple Degree preferred. | 08 Years post qualification experience in relevant fields. | 30 Yrs. | 09 |
| 14 | MANAGER (HR/IR) | Rs.20600-46500 (IDA) | MBA from a renowned recognized Institute/University. Additional Engg./LL.B preferred. | 08 Years post qualification experience in relevant fields. | 30 Yrs. | 02 |
| 15 | Managers (Law) | Rs.20600-46500 (IDA) | Law Graduate from a recognised Institute/ University. LLM preferred. | 08 Years of Post qualification experience in responsible position including practicing as an Advocate at least for 2 Years. | 30 Yrs. | 02 |
| 16 | Dy. Manager (Civil) | Rs. 16400-40500 (IDA) | Bachelor Degree in Civil Engineering from a recognised Institute /University. Addl. Post Graduate Management preferred. | 03 Years post qualification experience in relevant fields. | 28 Yrs. | 40 |

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|----|-------------------------------|-----------------------|---|---|---------|----|
| 17 | Dy. Manager (HR/IR) | Rs.16400-40500 (IDA) | MBA from a renowned recognized Institute/University. Additional Engg./LL.B preferred. | 03 Years post qualification experience in relevant fields. | 28 Yrs. | 04 |
| 18 | Dy. Manager (Public Relation) | Rs.16400-40500 (IDA) | MBA/Post Graduate Diploma in Public Relation from a recognised Institute/ University. Additional qualification in Journalism, Mass Communication preferred. | 03 Years post qualification experience in relevant fields. | 28 Yrs. | 01 |
| 19 | Dy. Manager (Law) | Rs. 16400-40500 (IDA) | Law Graduate from a recognised Institute/University. | 03 Years of Post qualification experience in responsible position or Bar at Law | 28 Yrs. | 04 |
| 20 | Manager (IT) | Rs.20600-46500 (IDA) | B.E./B.Tech. (Computer Science)/IT Engineering/ MCA from a recognised Institute/ University. | 08 Years of Post qualification experience in IT related jobs, EMS, Networking, MIS etc. | 30 Yrs. | 02 |
| 21 | Dy. Manager (IT) | Rs. 16400-40500 (IDA) | B.E./B.Tech. (Computer Science)/IT Engineering/ MCA from a recognised Institute/ University. | 03 Years of Post qualification experience in IT related jobs, EMS, Networking, MIS etc. | 28 Yrs. | 02 |
| 1 | Sr. Assistant Gr.I (Legal) | Rs.10800-27800 (IDA) | Graduate preferably in Law from a recognised Institute/ University. | 12 Years of Post qualification with minimum 03 Years experience in the relevant fields. | 37 yrs. | 04 |

*Vacancy as shown above are tentative may vary.

Note:- The Gross Salary on minimum of the revised Pay Scale at Delhi (includes BP+DA+HRA+TA+Outdoor Medical) will be:-

- | | |
|-----------------------------|---------------------|
| i) E.D. | Rs.93,390/- approx. |
| ii) G.M. | Rs.67,380/- approx. |
| iii) JGM | Rs.60,767/- approx. |
| iv) DGM | Rs.54,040/- approx. |
| v) Sr.Manager | Rs.46,590/- approx. |
| vi) Manager | Rs.38,970/- approx. |
| vii) Dy. Manager | Rs.31,530/- approx. |
| viii) Sr.Asstt. Gr.I(Legal) | Rs.20,500/- approx. |

1. In addition usual allowances SDA for posting at NER, LTC, Gratuity, GIS, Earned Leave Encashment/Medical Reimbursement, Travelling Allowances are also admissible as per Corporation rules.
2. Candidates selected may be posted at any of the Projects/ Works of NPCC any where in India/abroad except the post mentioned under **Para-I Sl.No.1 & 2, Para-II SL.No.1 & Para-III Sl. No.1.**

3. **JOB DESCRIPTION AND RESPONSIBILITIES:**

Post Sl.No.1 - Executive Director (Engg.):- The prospective candidate should have around 27 Years post qualification experience in responsible position construction oriented engineering Organization & will be responsible for execution of project/works management of large construction projects in India and abroad and familiar with materials/quality control/ industrial/productivity/financial management. Exposure to computerized Project Management /Pert/ CPM is desirable.

Post in Sl.No.2, 3, 5 & 6 Executive Director, General Manager, Jt.General Manager & Dy. General Manager (Finance/Accounts):- The prospective candidate should have post qualification experience in responsible position in Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Balance Sheet, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS, Arbitration etc.

Post Sl.Nos.4,7,10,14 & 17 General Manager, Dy. General Manager, Sr. Manager, Manager & Dy. Manager (HR/IR):-Working experience in responsible position in framing, formulating and implementing rules, procedures and policies with due diligence of legal & industrial relations Laws with supervisory exposure in Recruitment, Training development, Human Resources Management, Disciplinary matters, Vigilance, organizational development, Computer MIS application, etc.

Post Sl.No.8,11,15 & 19 Dy. General Manager, Sr. Manager , Manager & Dy. Manager (Law):- Preference will be given to the candidates having wide experience in engineering Organization & Well versed in dealing with process in Labour / Civil/ High Courts on Industrial/ Service/Legal matters. Conversant with writing of bonds / agreements/ MoUs/Joint Ventures/ Vendors related deeds /Bank Guarantees/ Arbitration etc. Candidates with LLM. Will be preferred. To interact with Legal Advisors of Company and advise Management on all legal matters. Knowledge in Computer application is desirable.

Post Sl.No. 12 & 16 Manager & Dy. Manager (Civil) :-The prospective candidate will be responsible for execution of Projects/Works management of large construction Projects in India and abroad and familiar with materials/quality control/ industrial/productivity/ financial management. Having exposure of Corporate Affairs, Business Development in India & abroad., Arbitration, Claims, Liasioning with other department, Ministry, Computerized Project Management Pert/ CPM systems is desirable.

Post SI.No.18 DY. MANAGER (PUBLIC RELATION):- The prospective candidate will be responsible for dealing with Media, PR Liaisoning with the departments like, Ministry, Labour etc. publication, printing jobs & protocol job experience in National/International level. Candidate having additional qualification in Journalism, Mass Communication will be preferred.

Post SI.No.20 & 21 Manager & Dy. Manager (IT) :- The prospective candidate will be responsible for functioning of IT related jobs, EMS, Networking, MIS, etc.

Post SI.No.1 Assistant Gr.I (Legal):- Preference will be given to the candidates having wide experience in engineering Organization & Well versed in dealing with process in Labour / Civil/ High Courts on Industrial/ Service/Legal matters. Conversant with writing of bonds / agreements/ Vendors related deeds /Bank Guarantees/ Arbitration etc. Knowledge in Computer application is desirable.

4. Before applying, candidate should read the complete advertisement carefully and ensure that he/she fulfil eligibility criteria of post stated in the advertisement in all respect.
5. Candidates claiming to belong to any particular category of SC/ST/OBC shall necessarily submit a copy of caste certificate, in proforma prescribed by Govt. of India, as the case may be, from a Competent Authority. Candidates belonging to OBC category but coming in the 'Creamy Layer" are not entitled to apply against OBC (Non-creamy layer) category. The reservation of vacancies in respect of Scheduled Castes, Scheduled Tribes, other Backward Classes, Ex-Servicemen, Handicapped etc. as per Govt. of India guidelines.
6. The candidates working in Government Departments/PSUs/State Govt. should route their applications through proper channel **or "No Objection Certificate" should be produced at the time of interview invariably.**
7. **For candidates working in Government/PSU & departmental, a minimum of 2 (Two) Years in the regular service carrying one level below than the post applied for in IDA Pay Scales or its corresponding CDA Pay Scales.** Other candidates should have worked at fairly senior level in reputed organization preferably in construction organizations except for the post of Sr.Assistant Gr.I (Law).
8. The upper **age limit allowed for departmental candidates working in NPCC will be 05 Years for all the posts.** Management reserve the right for relaxation in Experience/Qualification for Internal candidates (other than those on deputation & on probation) in case otherwise found suitable.
9. The candidates applying through proper channel may send one advance copy of the application along with enclosures of DD to the addressee given below. For those on deputation, their rank in parent department shall be considered for immediate lower rank experience. Candidates other than Govt./PSUs should have worked in a reputed Organization in similar nature in responsible position and the decision of NPCC management shall be final and binding.
10. Only short listed candidates will be called for interview. The NPCC Management reserves the right to restrict the number of candidates to be called for interview, depending upon the number of applications received. The decision of the NPCC Management shall be final and binding.
11. NPCC reserves the right to cancel/restrict/enlarge/modify the recruitment process, if need so arises, without assigning any reason & no correspondence in this regard will be entertained.

12. In cases where a candidate possess requisite qualifications and experience with specialization of the job requirement of the Corporation, the Competent Authority may relax the requirement of length of experience with recorded reasons therefore. NPCC may offer **one cadre lower post** in case candidates are not found suitable for the post applied for.
13. **Upper** Age limit is relaxed by 5 Years for SC/ST, 3 Years for OBC (Non-creamy layer), 10 Years for Physically Challenged candidates with locomotor disability or hearing impairment. Ex-servicemen – Usual period of service rendered in addition to 3 Years in Defence forces subject to maximum of 50 Years (in case of selection only through interview). An Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.
14. **Contractual employees who are still working with NPCC will be given age relaxation** with respect to the period of continuous services they are rendering in the Corporation minus the period of minimum experience required in respect of the particular post viz. (Service rendering in NPCC 6 Years and for a particular post if, minimum post qualification experience required 3 Yrs. than they will get the upper age relaxation of 3 Years only.)
15. Outstation candidates called for interview will be paid for single travel expenses incurred by them **not exceeding 1st Class/ 2nd AC Railway fare to & fro from the place of their correspondence (within India)** as mentioned in their **applications** with shortest route on production of receipt/Tickets only.
16. **Cut of date for determining the maximum age & experience shall be as on 01/07/2011.**
17. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment.
18. Canvassing in any form will disqualify the candidate.
19. **How to Apply:**
- 19.1 Candidates who had earlier applied for the above mentioned posts in response to the Advt. No. NPCC(Regular-III)/09/10, shall apply afresh in the prescribed format for the post earlier they applied for without application fee by giving the reference of their previous application mentioning D.D. number, date amount & name of issuing Bank for application fees paid earlier as applicable.
- 19.2 All applications must accompany with Non-refundable Application Fees of **Rs.500/- for General & OBC candidates.** in the form of Demand Draft only **with validity of 06 Months drawn in favour of "NPCC Ltd" payable at Faridabad (Haryana).** In case of SC/ST candidates, application fee will be Rs.125/- only. **Payment of application fee in form of cheque is not acceptable & liable to be rejected.**
- 19.3 Candidates should submit their application in prescribed format duly signed and date along with self attested copies of:
 - i. Education Qualifications
 - ii. Date of Birth/Proof of Age
 - i. Experience Certificates (**Application without experience certificates will not be considered & summarily be rejected**).
 - iv. In case reserved category, a Certificate in the prescribed proforma as applicable to Central Govt. employment.

- v. The application and the outer cover should be superscribed with the name of the post applied for and Advt. No. **Advt. No. NPCC (Regular-IV)/07/11**
- vi) Only One application should be submitted for one post. If candidates wishes to apply for more than one post, separate application with application fees should be submitted for each post.
- vii) Application can be sent by any mode of Post. No application **will be received by hand.**
20. Any corrigendum/ addendum/errata in respect of the above Advertisement shall be made available only at our official web site www.npcc.gov.in. No further press advertisement will be given. Hence prospective applicants are advised to visit NPCC web site regularly for above purpose.
21. **DATE OF SUBMISSION OF APPLICATION within 30 days from the date of last publication of window advertisement i.e. on 20/07/2011** in News papers. (Advt. to be published in the 'Hindustan Times (Shine.com) on 19/07/2011 on all India editions & in Times of India Delhi edition on 20/07/2011 & for NER States in local leading daily). Application completed in all respects in the enclosed Format at **Annexure-I** along with a **latest pass port size photo graph** and photocopies of testimonials and application fee should reach at the following address. Application received **after due date will not be entertained:-**

**The Chief Manager (HR),
NPCC Ltd.,
Corporate Office,
Plot No. 67-68, Sector-25, Faridabad-121 004 (Haryana).
Tel. Ph. No.0129-2234760. EPABX No.4062856 to 59, Extn.
No.210 & 218. Web Site – www.npcc.gov.in**

Advt. No. NPCC (Regular-IV)/07/11

APPLICATION FORM FOR THE REGULAR POST OF EXECUTIVE DIRECTORS/GENERAL MANAGERS/ JT. GENERAL MANAGERS/ DY.GENERAL MANAGERS/SR. MANAGERS/MANAGERS & DY.MANAGERS in LEGAL, HR/IR, PUBLIC RELATIONS, FINANCE & ACCOUNTS & CIVIL ENGINEERING & I.T.:-

| |
|---|
| |
| Affix Pass Port Size Photo duly self attested |

1. Name of the post applied for : _____
2. Name of the Applicant (**In full Block Letters**) : _____
3. Father's/Husband's Name : _____
4. Present post held : _____
5. Date of Birth : _____
6. **Age as on 1/07/2011** : Yr.____ Month____ Date____
7. Educational Qualification : _____
8. Permanent Address : _____
9. Correspondence Address : _____
10. Telephone No. : Office_____ Residence_____ Email Id:_____
11. Nature of present employment i.e. Regular/Ad-hoc/Temporary/Permanent. :
12. In case the present employment is held on Deputation/Contract basis, please state
 a) The date of initial appointment :
 b) Period of appointment on deputation/contract :
13. Existing Pay Scale (CDA/IDA) :
14. Basic Pay and total emoluments per month drawn presently :
15. Whether belongs to SC/ST/OBC :
16. Positions held as per Experience Required :

| S. No. | Designation and place of postings | Organisation(s) | Period of Service | | Pay Scale (Indicate CDA/IDA) |
|--------|-----------------------------------|-----------------|-------------------|----|------------------------------|
| | | | From | TO | |
| | | | | | |
| | | | | | |

17. Detailed CV may be attached separately giving details of experience in chronological order starting from 1st served organization: _____

18. Application Fee details : DD/Bankers Cheque No.____ Date____
 Drawee Bank Name & Branch_____

(Name & Signature of the applicant)

Date:_____

ANNEXURE-‘B’

This Window Advertisement will be published in Hindustan Times (Shine Com) all India basis & in Times of India (Ascent) Delhi Edition only by C.O. & for NER in local leading Dailies in Assam, Manipur & Meghalaya publication by respective ZMs of NER .

FOR HINDUSTAN TIME (SHINE COM) & TIMES OF INDIA (ASCENT)
PUBLICATION ON ALL INDIA BASIS



NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Govt. of India Enterprise)-An ISO-9001-2000 Company

Advt. No. NPCC (Regular-IV)/07/11

NPCC Ltd., invites applications for the following posts for selection on regular basis:-

- E.D./MANAGER /DY.MANAGER IN CIVIL ENGINEERING;
- EXECUTIVE DIRECTOR/ G.M./JT.G. M./DGM/ SR.MANAGER/ MANAGER IN FINANCE/ACCOUNTS;
- G.M./DY.G.M./SR.MANAGER / MANAGER / DY. MANAGER IN HR/IR & DY. MANAGER (PR);
- DY.GM/ SR.MANAGER/ MANAGER/ DY. MANAGER IN LEGAL;
- MANAGER / DY. MANAGER (IT);

For details Advt. please visit Website – www.npcc.gov.in