**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**

**(A Government of India Enterprise)**

**Eastern Zonal Office, 3A Dr.S.N.Roy Road, Kolkata – 700 029**

**Phone: 033-24634965/24667371: Email ID:** **npcc.ez@gmail.com**

**Advt. No. EZ/Contract Recruitment/ Dated: 12.03.2021**

**WALK-IN-INTERVIEW**

NPCC Limited, a Schedule “B” Premier Public Sector Enterprise, Mini Ratna Category-1 Company is engaged in Engineering Construction, Planning, Operation and Project Management Consultancy in the fields of Industrial Infrastructure, Thermal, Hydroelectric, Tunnelling, Railways, Surface Transport, Townships, Building, Dams, Weirs, Barrages, Public Health, Environmental Engineering and Border Fencing & Flood Lighting Works etc.

NPCC Ltd. is in urgent need of 01 (one) No. Assistant (Office Support)-Finance on Contract Basis for a period of 1 year under Eastern Zone, Kolkata.

**Details of Post**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Post | No. of Post | Method of Recruitment |
| 1. | Assistant (Office Support)-Finance | 01 | Walk-in-Interview |

**Details of Eligibility condition & Remuneration**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Consolidated Emoluments | Educational Qualification & Experience Eligibility |
| 1 | Rs.20,250/- per month with annual increment of 400.00. An addition, The Employer’s contribution towards provident fund @12% & Medical allowance of Rs. 1250/- per month would be paid by the Corporation. | Detail given as per annexure **“B”** |

**Note:**

1. Upper age 30 years as on last date of receipt of application
2. Reservation and Relaxation in terms of age of SC/ST/OBC Ex-Servicemen/PWD will be applicable as per extent Govt. orders.
3. Interested and eligible candidates may apply on or before **26th March, 2021\*\*\*** being the last date of receipt of application alongwith attested copies of the documents in support of the eligibility criteria with detailed. The eligible candidates are requested to apply with duly filled enclosed Format at **Annexure “A”** along with a latest pass port size photograph, non refundable application fee of **Rs. 1,000.00 (Rupees One Thousand only)** only in the form of DD/Bankers cheque, drawn in favour of National Projects Construction Corporation Limited, payable at Kolkata.

**\*\*\*The hard copy of the duly filled application as per annexure “A” must reach to the following address “To The Zonal Manager, NPCC Ltd. 3A, Dr. S.N. Roy Road, Kolkata-700029” either by speed post or in hand on or before 26th March, 2021 along with a latest passport size photograph, non refundable application fee of Rs. 1,000.00 (Rupees One Thousand only) only in the form of DD/Bankers cheque, drawn in favour of National Projects Construction Corporation Limited, payable at Kolkata**

1. The shortlisted candidates will be informed through e-mail only as submitted by the applicant in the duly filled application form.
2. The interview will be held on **5th April, 2021** on 11 am onwards at NPCC Limited, Eastern Zonal Office, 3A Dr. S.N. Roy Road, Kolkata-700 029.
3. The tenure of the selected candidate will be for a period of 1 year and extension of contractual engagement would be given considering the requirement of the Corporation and performance of the individual.
4. Candidates are advised to keep their E-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent vide e-mail only.
5. Any corrigendum / addendum / errata in respect of the above advertisement shall be made available only on our official website [www.npcc.gov.in](http://www.npcc.gov.in). No further press advertisement will be given. Hence, prospective applicants are advised to visit NPCC website regularly for the above purpose.

**General Conditions:**

1. Mere submission of application will not entail right for claiming Appointment.

2. All qualifications should be from Indian Universities or Institutes recognised by appropriate statutory authorities.

3. Candidates employed in Central/State Government Department/Public Sector Enterprises etc. should produce NOC (No Objection Certificate) at the time of Interview from their employer or else have to produce proper relieving letter at the time of joining.

4. Candidates belonging to SC/ST/OBC/PWD categories are required to submit copies of Caste Certificate/Disability Certificate issued by the Competent Authority in the prescribed format at the time of interview.

5. The candidates must furnish an OBC certificate (clearly mentioning as belonging to non-creamy layer) as per the format prescribed by the Government of India (not older than six months as on 01.03.2021, from the Competent Authority, at the time of interview.

6. Applicants having relevant work experience are required to submit an experience certificate in the letter head of the Company both in terms of Central/State Government Department/Public Sector Enterprises as well as Private.

7. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or after joining, without any reference given to the candidate.

8. Canvassing in any form will disqualify the candidature.

9. All candidates are requested to go through the detailed advertisement carefully to clear all doubts/queries.

10. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

11. Wherever CGPA/OGPA/DGPA or Letter Grade for Secondary/Higher Secondary/Degree/Diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute.

12. Where percentage is not provided, in the absence of any proof of norms adopted by the University/Institute to convert CGPA/OGPA/DGPA into percentage, the criteria adopted by AICTE shall be followed for Degree/Diploma and for Secondary/Higher Secondary CBSE norms shall be followed.

13. Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of Select List.

14. Numbers of Posts indicated here are tentative and may be increased/decreased as per the requirement of the Corporation.

15. Management will take the further process of screening on the merit etc. of the candidates.

**ZONAL MANAGER**

**ANNEXURE “A”**

**Ref.No. EZ/Contract Basis/ Dated: 12.03.2021**

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**APPLICATION FOR THE POST OF ASSISTANT (OFFICE SUPPORT)-FINANCE ON CONTRACT BASIS**

1. Name of the Candidate (in Block letters) :

2. Father’s /Husband’s name :

3. Date of Birth :

4. Permanent Address :

5. Address for Correspondence :

6. E-mail & Mobile Number :

7. (a) Religion :

 (b) Whether belong to Minority Community :

 If yes, please specify

 (c) Whether belonging to SC/ST/OBC :

 (d) Whether PWD/Ex-Serviceman :

 (e) Gender :

8. Details of Educational Qualification from Matriculation onwards (Enclose & separate sheet, duly authenticated by your signatures, if the space below is insufficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No. | Examination Passed | Year of Passing | Name of the College/Institute | University/Board | % of marks division |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Contd...P/2..

9. Details of experience (in chronological order) enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Organisation | Designation | Period of Service | Scale of Pay IDA/CDA | Last pay drawn Basic Pay & Gross Emoluments | Nature of duties |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

10. Details of Computer knowledge :

11. Languages known (Speak, Read & Write) :

12. Additional information, if any, which you :

 would like to mention in support of your

 Suitability for the post

**DECLARATION**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appoint / services will stand cancelled / terminated without assigning any reasons thereof.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE “B”**

|  |  |
| --- | --- |
| **Subject** | **Details** |
| **Educational Qualification and Experience Eligibility** | Candidates have passed Commerce Graduate with minimum 50% marks and CA (Inter) from CA Institute. (The Institute of Chartered Accountant of India)**and**.Candidates must have completed their 3 years articled training /practical training which are integrated to the curriculum of respective institution.**and**At least two years of relevant experience in finance function preferably in any Construction company as on 1st March 2021. Experience gained after passing of CA (Inter) will be considered only.Relevant field includes experience in the field(s) of Finance/ Accounts/ Taxation (Direct & Indirect Taxation)/ Auditing (PSU Audit, Statutory Audit, Internal Audit etc.)***Note:***1. ***Candidates having passed final examination from CA Institutes are NOT eligible.***

***Above mentioned experiences are indicative and not exhaustive. The Corporation reserves the right to take a final decision for considering/ not considering an experience as valid experience for the post****.* |
| **Nature of Job** | **Finance profile generally includes** - Preparation of Financial Statement, MIS, Statutory Audit, Internal Audit, CAG Audit, Accounting, Banking, Project accounting, Direct and Indirect Taxation, etc. |

**ZONAL MANAGER**