



नेशनल प्रोजेक्ट्स कन्सट्रक्शन कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम)

**National Projects Construction Corporation Limited**  
(A Govt. of India Enterprise)  
98-Nehru Colony, Dehradun (UK)-248001

Advt. No. NWZ/539/Contract/777

Dated: 19/02/2019

NPCC Limited, a Schedule 'B' Premier Public Sector Enterprise, Mini-Ratna Category-1 invites application for the post of Assistant (Office Support) who are specialized Lekhpal/Ameen having typing speed on computer of 50 w. p.m. on contract basis.

For details, please visit our Website: [www.npcc.gov.in](http://www.npcc.gov.in)

Zonal Manager (NWZ)



# National Projects Construction Corporation Limited

(A Govt. of India Enterprise)

Northern (West) Zone, 98- Nehru Colony, Dehradun (UK) 248001

Email- [npccnwz@gmail.com](mailto:npccnwz@gmail.com)

Ref. No. NWZ/539/Contract/ 777

Dated: 19/02/2019

NPCC Limited, a Schedule 'B' Premier Public Sector Enterprise, Mini-Ratna Category-1 invites application for the post of Assistant (Office Support) who are specialized Lekhpal/Ameen having typing speed on computer of 50 w. p.m. on contract basis.

NPCC is in urgent need of 02 Nos. Assistant (Office Support) for PMGSY works in Garhwal & Kumaun region in Uttarakhand on Short Term Contract in this Zone.

## A. Minimum Eligibility Criteria

Candidate should have Graduate/ Intermediate(Regular Course) in any Discipline with typing speed on computer of 50 w.p.m. who are specialized Lekhpal/Ameen.

**Consolidated Remuneration:** ₹ 20,250/- Per Month on tenure basis for one year and further extension of existing work & performance of individual.

### Note:-

- Upper age 55 years as on 28.02.2019
- Reservation and Relaxation to SC/ST/OBC/Ex-Servicemen/PWD as per extent Govt. orders.
- Interest and eligible candidates may apply in the format as per Annexure-'A'. Self attested copies of documents in support of eligibility criteria with detailed resume should be attached.

Candidates fulfilling the above criteria may apply in the proforma, which may be downloaded from the NPCC Website [www.npcc.gov.in](http://www.npcc.gov.in) Candidates are advised to keep their E-mail ID active at least for one year. No. change in Email ID will be allowed once entered. All further correspondence shall be sent via e-mail only.

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.

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**DATE OF SUBMISSION OF APPLICATION:** Candidates who find themselves eligible for the post mentioned above shall submit their application within 21 days from the date of publication of advertisement i.e. upto 10.03.2019 Application received after due date will not be entertained. Application complete in all respect in the enclosed Format along with a latest pass port size photograph, non refundable application fee of ₹ 1000/- (Rupees One thousand only) in the form of DD/Bankers Cheque, drawn in favour of National Projects Construction Corporation Limited, Payable at Main Branch Dehradun (SC/ST/PWD Candidates are exempted from submission of application fees) and signed photocopies of testimonials should reach at the following address:-

The Zonal Manager, NPCC Limited, Northern (West) Zonal Office, 98-Nehru Colony, Dehradun (Uttarakhand)-248001

**General Conditions:-**

1. All selected candidates have to produce their originals at the time of Interview.
2. Mere submission of application will not entail right for claiming appointment.
3. All qualifications should be from Indian Universities or Institutes recognized by appropriate statutory authorities.
4. Candidates belonging to SC/ST/OBC/PWD categories are required to produce Cast Certificates/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 28.02.2019, from the Competent Authority, at the time of Interview.
6. The 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.
7. Applicants having work experience in Private Sector organizations are required to submit an experience certificate in the letter head of the Company having details of the Company.
8. 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 or after joining, without any reference given to the candidate.
9. All correspondence to the candidate will be made via E-mail ID provided by the candidate in the application form. No other mode of communication will be adopted.
10. Canvassing in any form will disqualify the candidature.
11. All candidates are requested to go through the detailed advertisement carefully to clear all doubts/queries.
12. Number of Posts indicated here is tentative and may be increased/decreased at the time of selection.
13. Management will take the further process of screening on the merit/etc. of the candidate.

  
ZONAL MANAGER



# National Projects Construction Corporation Limited

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Northern (West) Zone, 98- Nehru Colony, Dehradun (UK) 248001

## Annexure-'A'



APPLICATION FOR THE POST OF ----- 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 belongs to Minority community if yes, please specify. :
- (c) Whether belongs to SC/ST/OBC :
- (d) Whether PWD/Ex-serviceman :
- (e) Gender :
8. Details of Education Qualification from matriculation onwards (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient).

Sr. No.	Examination Passed	Year of passing	Name of College/Institute	University/Board	% of marks/division

9. Details of experience in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Sl. No.	Organization	Designation	Period of service	Scale of pay IDA/CDA	Last pay drawn basic pay & Gross emoluments	Nature of duties

*SB*

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- 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, than my candidature/appointment/services will stand cancelled/terminated without assigning any reasons thereof.

Signature .....

Date:.....

Place:.....

