

**Annexure – A**



**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Government of India Enterprise)**

**Northern Zone – Jammu**

**822 A, Near Dogra Ground, Gandhi Nagar, Jammu**

Ref. No. NZO/541/635

Dated: 06.03.2017

NPCC Limited, a schedule 'B' Premier Public Sector Enterprise is engaged in Engineering Construction, Planning, Operation and Project Management Consultancy in the fields of Industrial Infrastructure, Thermal, Hydroelectric, Tunneling, Railways, Highways, Surface Transport, Townships, Buildings, Dams, Weirs, Barrages, Public health, Environmental Engineering and Border Fencing & Flood Lighting Works etc.

NPCC is in urgent need of 02 (Two only) Nos. of Assistant (Office Support) on contract basis for Northern Zone Jammu.

**A. Details of Post**

S. No.	Name of the Post	No. of Posts	Method of Recruitment
1	Assistant (Office support)	02 Nos.(Two)	On Short Term Contract

**B. Details of Eligibility condition**

S. No.	Name of the Post	Consolidated Emoluments	Educational Qualification	Experience, if any
1.	Assistant (Office Support)	Rs. 15,000 PM with annual increment of Rs. 300/-	Graduate (Regular Course) in any discipline with typing speed on Computer of 50 WPM	

**Note:**

- Upper age 40 years as on 31.03.2017.
- Reservation and Relaxation to SC/ST/OBC/Ex-Servicemen/PWD as per extent Govt. orders.
- Interested and eligible candidates may apply in the format as per Annexure B.

Candidates fulfilling the above criteria may apply in the Performa, 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 future 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 press advertisement will be given. Hence, prospective applicants are advised to visit NPCC website regularly for the above purpose.

DATE OF SUBMISSION OF APPLICATION: Within 21 days from the date of publication of advertisement on NPCC website. Application received after due date will not be entertained. Application completed in all respects in the enclosed Format along with a latest pass port size photograph, non refundable application fee of Rs.500/- (Rupees Five Hundred only) in the form of DD/Bankers cheque, drawn in favour of National Projects Construction Corporation Limited, Payable at Jammu. (SC/ST/PWD Candidates are exempted from submission of application fees) and signed photocopies of testimonials should reach at the following address:-

Zonal Manager, NPCC LIMITED, Northern Zone, 822A Gandhi Nagar Jammu

**General Conditions:**

1. Mere submission of application will not entail right for claiming appointment.
2. All qualifications should be from Indian Universities or Institutes recognized by appropriate statutory authorities.
3. Candidates belonging to SC/ST/OBC/PWD categories are required to submit copies of Caste Certificates/Disability Certificate issued by the Competent Authority in the prescribed format at the time of Interview.
4. 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 31.03.2017, from the Competent Authority, at the time of Interview.
5. The candidates employed in Central/State Government Departments/Public Sector Enterprises etc. should produce NOC (No Objection Certificate) at the time of Interview from their employer.
6. 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.
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. 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.
9. Canvassing in any form will disqualify the candidature.
10. All candidates are requested to go through the detailed advertisement carefully to clear all doubts/queries.
11. This advertisement is only for candidates who are domicile of Jammu & Kashmir.

**ZONAL MANAGER**



**Annexure – B**

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
PLOT NO. 148, SECTOR – 44, GURUGRAM – HARYANA.  
CORPORATE OFFICE**

**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 Educational Qualification from matriculation onwards (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

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

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

Sr. No.	Organization	Designation	Period of service		Scale of Pay IDA/CDA	Last Pay Drawn Basic Pay & Goss 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/appointment/services will stand cancelled/terminated without assigning any reasons thereof.

Signature.....

Date: .....

Place: .....