



नेशनल प्रोजेक्ट्स कन्सट्रक्शन कारपोरेशन लिमिटेड
(भारत सरकार का उद्यम)

National Projects Construction Corporation Limited
(A Govt. of India Enterprise)

केन्द्रीय कार्यालय, प्लॉट नं.-148,सेक्टर-44,गुरुग्राम-122003(हरियाणा)

Corporate Office, Plot No. 148, Sector-44, Gurugram - 122003 (Haryana)
Advt. No. NPCC/Regular/Fin/Law/Mar/2017

NPCC Limited, a premier Schedule 'B' CPSU engaged in Engg. Construction, Planning, Operation and Project management consultancy having an annual turnover of about Rs. 1000 crores, invites applications for the posts of General Manager(Finance) – 1 No., Dy. General Manager(Finance) – 1 No., Sr. Manager(Finance) – 2 Nos., Manager(Finance) – 3 Nos., Manager(Finance –Tax) – 1 No. & Dy. Manager(Law) – 5 Nos. to be filled on regular basis. For details, please visit our Website – www.npcc.gov.in

Group General Manager(HR)

नेशनल प्रोजेक्ट्स कन्सट्रक्शन कारपोरेशन लिमिटेड
(भारत सरकार का उद्यम)



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

Advt.No.NPCC/Regular/Fin/Law/Mar/2017

NPCC Ltd., a schedule 'B' Premier Central Public Sector Enterprise 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, Border Fencing, Flood Lightning Works etc. requires the following executives on **regular** basis:-

S.No.	Name of the posts	Scale of pay	Educational/ Professional Qualification	Upper age limit (years) as on 31.03.17	No. of tentative vacancies with breakup
1	General Manager (Finance)	E-6 (Rs. 36600-62000)IDA	CA/ICWA	50 yrs.	Total - 1 vacancy: UR-1
2	Dy. General Manager (Finance)	E-4 (Rs. 29100-54500)IDA	CA/ICWA	45 yrs.	Total - 1 vacancy: UR-1
3	Sr. Manager (Finance)	E-3 (Rs.24900-50500)IDA	CA/ICWA	40 yrs.	Total-2 vacancies : UR-1 OBC-1
4	Manager (Finance)	E-2 (Rs.20600-46500)IDA	CA/ICWA	35 yrs.	Total-3 vacancies : UR-2 OBC-1
5	Manager (Finance-Tax)	E-2 (Rs.20600-46500)IDA	CA/ICWA	35 yrs.	Total-1 vacancy : UR-1
6	Dy. Manager (Law)	E-1 (Rs. 16400-40500)IDA	Full Time Degree in Law. Post Graduate in Law Preferred.	30 yrs.	Total-5 vacancies : UR-2 OBC-1 SC-1 ST-1

For experience and other terms & conditions of appointment etc., please refer to NPCC website: www.npcc.gov.in. The last date of submission of application-30 days from the date of publication of advertisement in Employment News. Application may be sent to the following address:

The Group General Manager (HR),
NPCC Limited, Corporate Office,
Plot No. 148, Sector-44,
Gurugram-122003
Haryana.
Web Site - www.npcc.gov.in

Sd/
Group General Manager(HR)



नेशनल प्रोजेक्ट्स कन्स्ट्रक्शन कारपोरेशन लिमिटेड
(भारत सरकार का उद्यम)
NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
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Advt.No.NPCC/Regular/Fin/Law/Mar/2017

NPCC Ltd., a schedule 'B' Premier Central Public Sector Enterprise 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, Border Fencing, Flood Lightning Works etc. requires the following executives, on **regular** basis:-

Current/Shortfall Vacancies

Sl. No.	Post/ Scale of pay (IDA) / No. of tentative vacancies	Upper Age as on 31.03.2017	Essential Qualification	Essential Post Qualification Experience
1	General Manager (Finance) E-6 (Rs. 36600-62000) IDA Total – 1 vacancy <u>Breakup:</u> UR-1	50 years	CA/ICWA	Candidate must have 16 years post qualification experience: i) if working on regular basis in PSU/Government , then out of 16 years,: a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 32900-58000(IDA) OR CDA pay scale of Rs. 37400-67000 GP-Rs. 8700/-, OR b) 3 years experience in two steps below post, i.e., in the scale of pay of Rs. 29100-54500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 7600/-, OR ii) if working on contract basis in PSU/Government , then out of 16 years : a) 1 year experience in one step below post, i.e., in

				<p>the scale of pay of Rs. 32900-58000(IDA) OR CDA pay scale of Rs. 37400-67000 GP-Rs. 8700/-, OR b) 3 years experience in two steps below post, i.e., in the scale of pay of Rs. 29100-54500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 7600/- OR c) Drawing consolidated remuneration of Rs. 12 lacs. Per annum.</p> <p>OR otherwise,</p> <p>iii) Drawing minimum annual CTC of Rs. 12 Lacs, per annum, if working in Non Government Sector. Pay certificate and Form 16 to be attached in support of salary drawn. The candidate should be working in Public listed company on the date of application, as well, as at the time of interview (if shortlisted).</p> <p>Should have experience of finalization of accounts at Unit/Local level and consolidation of accounts at corporate/Apex level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate/Apex level including initiative for cost control. Candidates having knowledge of direct and indirect taxes will be given preference. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and working knowledge of Tally, good computer skills (Microsoft Excel, Word etc), Excellent verbal & written communication.</p>
2	Dy. General Manager (Finance) E-4 (Rs. 29100-54500)	45 years	CA/ICWA	<p>Candidate must have 12 years post qualification experience:</p> <p>i) if working on regular basis in PSU/Government,</p>

	<p>IDA Total – 1 vacancy <u>Breakup:</u> UR-1</p>			<p>then out of 12 years,:</p> <p>a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 24900-50500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR</p> <p>b) 3 years experience in two steps below post, i.e., in the scale of pay of Rs. 20600-46500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR</p> <p>ii) if working on contract basis in PSU/Government, then out of 12 years:</p> <p>a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 24900-50500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR</p> <p>b) 3 years experience in two steps below post, i.e., in the scale of pay of Rs. 20600-46500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR</p> <p>c) drawing minimum annual CTC of Rs. 9 Lacs, per annum. OR OTHERWISE</p> <p>iii) drawing minimum annual CTC of Rs. 9 Lacs, per annum, if working in Non Government Sector. Pay certificate and Form 16 to be attached in support of salary drawn. The candidate should be working in Public listed company on the date of application, as well, as at the time of interview(if shortlisted).</p> <p>Should have experience of finalization of accounts at Unit/Local level and consolidation of accounts at corporate/Apex level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate/Apex level including initiative for cost control.</p>
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				Candidates having knowledge of direct and indirect taxes will be given preference. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and working knowledge of Tally, good computer skills (Microsoft Excel, Word etc), Excellent verbal & written communication.
3	Sr. Manager (Finance) E-3 (Rs. 24900-50500) IDA Total – 2 vacancies <u>Breakup:</u> UR-1 OBC-1	40 years	CA/ICWA	Candidate must have 08 years post qualification experience: <ul style="list-style-type: none"> i) if working on regular basis in PSU/Government, then out of 08 years,: <ul style="list-style-type: none"> a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 20600-46500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR b) 3 years experience in two steps below post i.e., in the scale of pay of Rs. 16400-40500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 5400/-, OR ii) if working on contract basis in PSU/Government, then out of 08 years: <ul style="list-style-type: none"> a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 20600-46500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR b) 3 years experience in two steps below post, i.e., in the scale of pay of Rs. 16400-40500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 5400/-, OR c) Drawing minimum annual CTC of Rs. 7.5 Lacs, per annum, OR otherwise,

				<p>iii) Drawing minimum annual CTC of Rs. 7.5 Lacs, per annum, if working in Non Government Sector. Pay certificate and Form 16 to be attached in support of salary drawn. The candidate should be working in Public listed company on the date of application, as well, as at the time of interview(if shortlisted).</p> <p>Should have experience of finalization of accounts at Unit/Local level and consolidation of accounts at corporate/Apex level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits, and working knowledge of Tally, good computer skills (Microsoft Excel, Word etc), Excellent verbal & written communication and MIS preparation.</p>
4	<p>Manager (Finance) E-2 (Rs.20600- 46500) IDA</p> <p>Total – 3 vacancies <u>Breakup:</u> UR-2 OBC-1</p>	35 years	CA/ICWA	<p>Candidate must have 06 years post qualification experience:</p> <p>i) if working on regular basis in PSU/Government, then out of 06 years,:</p> <p>a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 16400-40500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 5400/-, OR</p> <p>b)3 years experience in two steps below post, i.e., in the scale of pay of Rs. 12600-32500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/-, OR</p> <p>ii) if working on contract basis in PSU/Government, then out of 06 years:</p> <p>a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 16400-40500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 5400/-,</p>

				<p>OR</p> <p>b)3 years experience in two steps below post, i.e., in the scale of pay of Rs. 12600-32500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/-, OR</p> <p>c) drawing minimum annual CTC of Rs. 6 Lacs, per annum,</p> <p>OR otherwise,</p> <p>iii) drawing minimum annual CTC of Rs. 6 Lacs, per annum, if working in Non Government Sector. Pay certificate and Form 16 to be attached in support of salary drawn. The candidate should be working in Public listed company on the date of application, as well, as at the time of interview (if shortlisted).</p> <p>Should have experience of finalization of accounts at Unit/Local level and consolidation of accounts at corporate/Apex level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits, and working knowledge of Tally, good computer skills (Microsoft Excel, Word etc), Excellent verbal & written communication and MIS preparation.</p>
5	<p>Manager(Finance-Tax) E-2 (Rs.20600- 46500) IDA Total – 1 vacancy <u>Breakup:</u> UR-1</p>	35 years	CA/ICWA	<p>Candidate must have 06 years post qualification experience:</p> <p>i) if working on regular basis in PSU/Government, then out of 06 years,:</p> <p>a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 16400-40500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 5400/-,</p>

				<p>OR b)3 years experience in two steps below post, i.e., in the scale of pay of Rs. 12600-32500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/-, OR</p> <p>ii) if working on contract basis in PSU/Government, then out of 08 years: a) 1 year experience in one step below post, i.e., in the scale of pay of Rs. 16400-40500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 5400/-, OR</p> <p>b)3 years experience in two steps below post, i.e., in the scale of pay of Rs. 12600-32500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/-, OR</p> <p>c)drawing minimum annual CTC of Rs. 6 Lacs, per annum, OR otherwise,</p> <p>iii) drawing minimum annual CTC of Rs. 6 Lacs, per annum, if working in Non Government Sector. Pay certificate and Form 16 to be attached in support of salary drawn. The candidate should be working in Public listed company on the date of application, as well, as at the time of interview (if shortlisted).</p> <p>Should have an experience on Direct & Indirect Tax matters (Service Tax, VAT). Should have experience in handling Corporate Tax Assessments at various levels including drafting of replies of all tax notices to Income Tax Authorities, Partnering with tax consultants in filing appeals with various Tax Authorities. Preparation for various tax returns which includes Corporate Taxation, Service Tax, Indirect Taxation, Statutory Audit, Tax Audit and working</p>
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				knowledge of Tally, good computer skills (Microsoft Excel, Word etc), Excellent verbal & written communication and MIS preparation.
6	<p>Dy. Manager(Law) E-1 (Rs.16400- 40500) IDA Total – 5 vacancies <u>Breakup:</u> UR-2 OBC-1 SC-1 ST-1</p>	Full Time Degree in Law. Post Graduate in Law Preferred.	30 yrs.	<p>Candidate must have 04 years post qualification experience:</p> <p>i) if working on regular basis in PSU/Government, then out of 04 years,:</p> <p>a) 2 year experience in one step below post, i.e., in the scale of pay of Rs. 12600-32500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/-,</p> <p>OR</p> <p>ii) if working on contract basis in PSU/Government, then out of 04 years:</p> <p>a) 2 years experience in one step below post, i.e., in the scale of pay of Rs. 12600-32500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/-</p> <p>OR</p> <p>b) Drawing consolidated remuneration of Rs. 3 lacs. Per annum.</p> <p>OR otherwise,</p> <p>iii) Drawing minimum annual CTC of Rs. 3 Lacs, per annum, if working in Non Government Sector. Pay certificate and Form 16 to be attached in support of salary drawn. The candidate should be working in Public listed company on the date of application, as well, as at the time of interview (if shortlisted).</p> <p>The Candidate should have sound knowledge of Company laws, Arbitration Matters, Contracts, Property Matters, Civil & Criminal Cases & Stay Orders. Candidate should have exposure in service Matters, Employee Disciplinary matters,</p>

				<p>Industrial dispute act issues. Should have hands on experience in Contract Law Suite, Draft of deeds, Licenses & permissions, Govt. Audit, Agreements, Legal Documents Preparation. Candidate having knowledge and proficiency in use of Computer will be preferred.</p> <p>The candidate should be well versed in Litigation Management i.e. Managing all litigations filed by / against the company. Manage documents related to the requirements of NPCC, drafting of various agreements, advise on compliance and regulatory issues.</p>
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APPLICATION FEE AND PROCEDURE FOR APPLYING

APPLICATION FEE (Non-refundable)	GENERAL & OBC CANDIDATE	SC/ST/PWD/Ex-servicemen	Remarks
All Posts	Rs. 800/-	Nil	Cheque will not be accepted. Please mention name, address, post applied on the reverse of D.D.

The application fee is payable through Demand Draft drawn in favour of NPCC Limited payable at New Delhi. The application is to be made in the prescribed application form which is attached with this advertisement. The application in the prescribed proforma (attached) alongwith Demand Draft, photograph and self attested copies of the documents viz. (a) Matriculation / Secondary Certificate as proof of date of birth (b) Complete set of marksheets / degree certificate in support of qualification (c) Proof of complete experience along with pay scales for each position held with all past and present service certificates showing tenure proof (d) Caste certificate in format prescribed by the Government of India (if Applicable) (e) Disability certificate issued by Competent Authority(if applicable) and (f) Pay-in-slip and latest Form-16(if applicable) (g) Proof of working in Public Listed Company (if applicable) should reach the office of The Group General Manager (HR),NPCC Limited, Corporate Office, Plot No. 148, Sector-44, Gurugram-122003, Haryana, **on or before 30 days from the date of publication of advertisement in Employment News.** NPCC Web Site: www.npcc.gov.in The envelope should be superscribed with “**Advt.No.NPCC/Regular/Fin/Law/Mar/2017– Post applied for _____**”. Any application received beyond this date shall not be entertained.

SELECTION PROCEDURE

The selection procedure will be decided by NPCC depending upon the response received against each post. The selection criteria can be by way of Personal Interview or by way of Group Discussion followed by Personal Interview or by any other appropriate way. Decision of NPCC will be final in this regard. The final selection of the candidates will be based on the performance in the interview, whereafter the “Offer of Appointment” shall be issued. Selected candidates will be on probation for one year.

GENERAL CONDITIONS

1. Only Indian Nationals should apply.
2. Applicant from Non Government Sector should necessarily be from PUBLIC LISTED COMPANY ONLY (Stock Exchange).
3. All qualifications should be obtained from an Indian University / Institute approved/recognized by UGC/AICTE. However, for the post of Dy. Manager(Law), the qualifying degree in law from correspondence course is not eligible.
4. Candidates applying for more than one post should apply separately for each post.
5. Fee, once paid, will not be refunded under any circumstances, nor would this fee be held in reserve for future selection. Candidates are therefore requested to verify their eligibility before paying the application fee.
6. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form are to be produced at the time of interview, failing which the candidates will be dis-qualified for appearing in Interview. Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false / fabricated or is not found in conformity with eligibility criteria mentioned in the advertisement.
7. Persons with Disability can also apply for any of the above posts in accordance with DOPT OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. (Reservation against sub-quota for minority community in the post reserved for OBC(NCL) will be applicable as per DPE's OM No.6/6/2011-DPE(SC/ST) dated 02.01.2012.)
8. Relaxation of standard in selection against reserved vacancies – if sufficient number of reserved category persons are not available on the basis of laid down general standards, the general standards could be relaxed suitably to fill up the reserved posts.
9. Reservation of vacancies in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes including minority (non-creamy layer), Ex-Servicemen, Persons with Disabilities (degree of disability 40% or above) as per Govt. of India guidelines.
10. Upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer), and PWD & Ex-Servicemen as per Govt. of India rules. For internal candidates age no bar.
11. Persons with Disabilities are required to furnish Medical Certificate in relation to their disability from Medical Board of an approved Government Hospital.
12. The crucial date for determining the age limit and post qualification experience shall be 31.03.2017.
13. Candidates working in Government, Semi-Government Organisation/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" at the time of group discussion / interview. However in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of GD/Interview that they will not claim any service transfer benefits/protection of pay in case of their selection. However, they have to produce the proper relieving order from their organization, in the event of their selection, at the time of reporting for joining.
14. Only those candidates who are shortlisted to be called for interview will be paid to and fro rail fare as per the following norms: -2nd AC Sleeper for E-6 & E-4 level and 3rd AC Sleeper for E-3, E-2 & E-1 level, from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
15. Selected candidates will be required to serve in any part of India/abroad as per the discretion/requirement of NPCC.
16. Wherever CGPA/OGPA or grading system in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her university/institute at the time of GD / Personal Interview.
17. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview / considered further for selection process. In case of overwhelming response, NPCC reserves the right to

shortlist the candidates by fixing revised eligibility criteria. In case of non suitability of candidates for the post applied for, NPCC at its discretion can offer a suitable post in the lower level subject to fulfilling of eligibility criteria for that lower post.

18. Fringe Benefits : HRA, Perquisites and Allowances, CPF, Gratuity, Leave Encashment etc. will be admissible as per NPCC Rules.
19. No. of vacancies mentioned above, may increase or decrease depending upon the requirement of the company.
20. NPCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
21. Selected candidates will submit a fitness certificate from a District Civil Surgeon, before joining and the same will be indicated in the Offer letter.
22. 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 via e-mail only.
23. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website 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.
24. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
25. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Delhi. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version will prevail.
26. NPCC will not be responsible for non receipt / late receipt of any communication/application due to postal or any other reason.
27. Application should be sent by Speed post/ Regd. Post only. No applications will be accepted by hand.
28. Applications which are incomplete in any respect will be rejected or if applications are not enclosed with the required documents, as mentioned above, in clause (a) to (g) "under application fee and procedure for applying", will be rejected and the fee will be forfeited.
29. No correspondence or personal enquires shall be entertained by NPCC.
30. The application and the outer cover should be super scribed with the name of the post applied for and **Advt.No.NPCC/Regular/Fin/Law/Mar/2017**.
31. Applications received after the due date will not be entertained. Those received after the last date of receipt of applications shall not be considered and treated as rejected & the application fee will not be refunded.
32. Please do not send any original documents/certificates with the application.
33. In case of variation in name/surname/ name spelling mentioned in the application with that in the respective certificates pertaining to education/professional qualification/ caste/etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of interview, failing which the candidature shall be liable to be cancelled. In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate.
34. Candidates having relevant experience in PSU/Construction Industry will be preferred. The condition of working under Public listed company, is not applicable to those who are working under Government / PSUs on regular or contract basis.

Advt.No.NPCC/Regular/Fin/Law/Mar/2017

PROFORMA



APPLICATION FORM FOR THE POSTS of General Manager(Fin.), Dy. General Manager(Fin.), Sr. Manager(Fin.), Manager(Fin.), Manager(Fin.-Tax) & Dy. Manager(Law)

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 31.03.2017) : Yr.____Month____Days____

7. Educational Qualification :-

Affix pass port size photo duly self attested

Sl. NO.	Degree/PG/If any	Name of Institute/College	Name of University	Month & Year of passing	% of Marks or Grade obtained

(please attach a copy of certificate self attested)

8. Permanent Address : _____

_____PIN_____

9. Correspondence Address : _____

_____PIN_____

10. Telephone No. & E-Mail : Office_____

(Candidates are advised to keep their mobile no and E-mail ID active at least for one year.)

: Residence_____

: Mobile _____

: Email Id _____

11. Nature of present employment i.e. Regular/Ad-hoc/Temporary/Permanent : _____

Contd...2

:2:

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 UR/OBC(NCL)/SC/ST/ PWD : _____
16. Position held as per Experience Required :-

Sl No.	Name of Organisation/ place of posting	Post Held	Period of Service		Experience		Pay Scale (Indicate CDA/IDA/or other)
			From	To	Year	Month	

TOTAL EXPERIENCE : _____ Year _____Month.

Note : Experience without certificate shall not be considered.

17. Detailed CV may be attached separately giving details of experience in chronological order starting from 1st served organization :
18. Any other assistance required :
19. Application Fee details : DD/Bankers Cheque No. _____ Date _____
Drawee Bank Name & Branch _____

(Name & Signature of the applicant)

Date:_____

Advt.No.NPCC/Regular/Fin/Law/Mar/2017