



NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Government of India Enterprise)

EASTERN ZONAL OFFICE

3A, DR.S.N.ROY ROAD, (NEAR MENOKA CINEMA HALL), KOLKATA-700 029.

Contact No. 033-35445581

Website: www.npcc.gov.in

Advt. No. EZO/ADV/2024/608

Dated: 25.09.2024

Recruitment Advisement

NPCC Limited, a subsidiary of WAPCOS Ltd., 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, Railway, Highways, Surface Transport, Townships, Buildings, Dams, Weir, Barrages, Public Health, Environmental Engineering and Border Fencing & Flood Lighting works etc.

NPCC is in urgent need of 01 (One) No. of Sr. Associate (OS)-HR on Contract Basis for a period of One Year to look after the Administration/HR Works of the Eastern Zonal Office, Kolkata under which various construction works are ongoing in the State of West Bengal and Sikkim.

Eligibility criteria & other details are tabulated below:-

Sl No	Name of Post	Consolidated Emoluments	Minimum Education Qualification	Experience
4	Sr. Associate (OS)-HR-01 No. UR-01	Rs, 33,750/- (Rupees thirty three thousand seven hundred fifty) only per month.	MBA/PG in HR from Recognized University/Institute (Regular Course) Recognized by UGC/AICTE, Age Limit-40 years.	Nil

Allowances for the above posts: The Employer's contribution towards Provident Fund @12% & Medical Allowance of Rs. 1250/- per month shall be paid by the Company.

NOTE:

- I. Upper age limit is **40 years** as on 31.08.2024
- II. Reservation and Relaxation of SC/ST/OBC (NCL), Ex-Servicemen, PwBD as per Govt., Guidelines.
- III. The candidate will be posted at the Eastern Zonal Office, Kolkata or anywhere in the State of West Bengal and Sikkim or as per the requirement of the Corporation.
- IV. Interested and eligible candidates may apply in the format as per '**Annexure-A**' with self-attested copies of documents in support of eligibility criteria along with which detailed resume should be attached.
- V. Candidates who are fulfilling the above criteria may apply in the Proforma, which may be downloaded from the NPCC Website 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 correspondences shall be sent via E-mail only.**
- VI. 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.**

Date of submission of Application: The last date of submission of application for the above posts is 17.10.2024. **Application received after due date will not be entertained.** Application completed in all respects along with self-attested documents in support of eligible criteria must be sent to the following address through Registered/Speed Post only.

**The Zonal Manager, NPCC Limited,
Eastern Zonal Office, 3A, Dr. S. N. Roy Road,
(Near Menoka Cinema Hall), Kolkata,
West Bengal - 700 029.**

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 UGC/AICTE/appropriate statutory authorities.
3. Candidates belonging to SC/ST/OBC (NCL)/PwBD 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.
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 31.08.2024) from the Competent Authority, at the time of interview.
5. Candidates employed in Central/State Government Department/Public Sector Enterprises etc. may produce NOC (No Objection Certificate) at the time of interview from their employer.
6. Applicants having work experience are required to submit relevant documents/certificates in support of their experience.
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 candidates 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. Management will take the process of screening on the basis of receipt of applications of the candidates.
11. **Date of interview will be informed to the shortlisted candidates via e-mail only.** The candidates shortlisted for the interview will have to produce their original documents at the time of interview.


ZONAL MANAGER

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
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EASTERN ZONAL OFFICE
 3A DR.S.N.ROY ROAD, (NEAR MENOKA CINEMA HALL), KOLKATA-700 029

Affix Your Recent Passport Size Colour Photograph

1. Name of Candidate (as recorded in Matriculation or equivalent certificate)

2. Father's Name (as recorded in Matriculation or equivalent certificate):

3. Mother's Name (as recorded in Matriculation or equivalent certificate)

4. Sex (Male / Female):

5. Religion:

6. Marital Status (If married, name of spouse) (Spouse Name & Nationality)

Married	Unmarried	
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7. a). Date of Birth: b). Birth Place/District: c). Birth State/UT:

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D	D	M	M	Y	Y	Y	Y			

d). Nationality:

e). Mother Tongue:

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f). Age as on date (i.e. 29/02/2024): Years ___ Months ___ Days ___

8. a). Domicile b). Blood Group c). Identification Marks

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9. Whether belongs to :

SC	ST	OBC	OBC(NCL)	Minority	PWD	EWS	UR

10. Languages Known:

Language	Read	Write	Speak

11. Academic/Professional Qualifications:

S. No.	Name of Examination	Year of Passing	University / Board	Subjects	Marks obtained	% of marks

12. Highest qualification in Hindi: _____

13. Training received if any _____

14. Experience (Please give details thereof, use separate sheet if required)

Name of Organization	Post Held	From	To	Job Description

15. Correspondence Address:

PIN	Phone No.:

16. Permanent Home Address:

PIN	Phone No.:

17. PAN No.:

18. Aadhar Card No.:

19. Guardian/Emergency Contact No.:

20. Contact Mobile No.:

21. Valid E-Mail ID:

22. Passport No.: _____ Valid up to _____

23. Any other information:

Note: Information must be filled against each column clearly. In case incomplete application, the same will not be considered.

I solemnly declare that the above information is true / correct and I understand that in the event of the information found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date:

Signature