

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

NORTH EAST ZONAL OFFICE

HOUSE NO: 10, HOUSING COLONY, RANGAMANCHA PATH,
RUKMININAGAR, GUWAHATI-781006

Advt. No. NEZ/GHY/2022/1457

Dated: 26th October 2022

WALK IN INTERVIEW

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, 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 Sr. Associates (Office Support)-Finance and 01 (One) no. Assistant (Office Support)-Finance on contract basis for a period of one year for NEZ-Guwahati/TZO-Agartala.

1. Minimum Eligibility Criteria:

SI No	Name of Post	Education Qualification	Experience , if any	Nature of Job
1	Sr. Associate (Office Support)-Finance	CA/CMA	Fresher (Candidates having experienced/knowledge on the job nature mentioned will be given preference.)	Finance profile generally includes- Preparation of Financial Statement, MIS, Statutory Audit, Internal Audit, CAG Audit, Accounting, Banking, project Accounting, Direct and Indirect Taxation (specially Monthly GST returns filing with reconciliation) etc.
2	Asstt. (Office Support)-Finance	B.COM	Fresher (Candidates having knowledge of Computer and Tally will be given preference.)	

2. Consolidated Remuneration:

SI No	Name of Post	Consolidated Emoluments
1	Sr. Associate (Office Support)-Finance	Rs. 33,750/- Per month on tenure basis for 1 (One) year and extension of contractual engagement would be given considering the requirement of corporation & performance of individual.
2	Asstt. (Office Support)-Finance	Rs. 20,250/- Per month on tenure basis for 1 (One) year and extension of contractual engagement would be given considering the requirement of corporation & performance of individual.

3. **Allowances for above post:** An additional amount of 12.5% of consolidated remuneration to those contractual employees who are being posted in North Eastern Region shall be paid. The Employer's contribution towards Provident Fund @12% & Medical Allowance of Rs. 1250/- per month would be paid by the Company.

NOTE:

- I. Upper age 40 years as on 31.10.2022.
- II. Reservation and Relaxation of SC/ST/OBC Ex-Servicemen/PWD as per extent Govt., orders.
- III. Interested and eligible candidates may appear on **15th November 2022** along with original & attested copies of documents in support of eligibility criteria with detailed.
- IV. The walk-in- interview will be held on **15th November 2022** on 10 AM onwards at NPCC Limited, North East Zonal Office, House No. 10, Housing Colony, Rangamancha Path, Rukmininagar, Guwahati-781006.

Entry of the candidates will be permitted upto 02 PM candidates coming after 02 PM for the walk-in-interview will not be permitted.

- V. 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.

General Conditions:

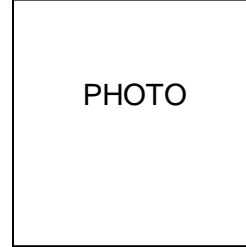
1. Mere submission of application will not entail right for claiming Appointment.
2. All qualifications should be from Indian Universities or Institutes recognized by appropriate statutory authorities.
3. Candidates belonging to SC/ST/OBC/PWD categories are required to submit copies of Caste Certificate/Disability 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 **15.11.2022** from the Competent Authority, at the time of interview.
5. 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.

6. Applicants having work experience in Private Sector Organizations are required to submit an experience certificate on 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 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.
11. Candidates selected for interview have to produce their original documents at the time of interview.
12. Numbers of Posts indicated here are 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 candidates.

SD/-
ZONAL MANAGER

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Government of India Enterprise)
NORTH EAST ZONE

House No: 10, Housing Colony, Rangamancha Path, Rukmininagar,
Guwahati-781006



APPLICATION FOR THE POST OF _____ ON CONTRACT BASIS

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

2). Father's/Husband Name : _____

3). Date of Birth : _____

4). Permanent Address : _____

5). Correspondence Address : _____

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 (Enclosed as separate sheet duly authenticated by your signature if the space below is insufficient).

Sl. 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.

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 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 of Candidate.....

Place.....

Date.....