



NBCC (INDIA) LIMITED

(A Government of India Enterprise)
CIN: L74899DL1960GOI003335

Corporate Office: NBCC Bhawan, Lodhi Road, New Delhi-110003

Advt. No. 04/2021

Dated: 31.03.2021

SPECIAL RECRUITMENT DRIVE –BACKLOG VACANCIES FOR SC, ST, OBC (NCL) & PwBD

NBCC (India) Limited, is a premier Government of India Navratna Public Sector Enterprise under the aegis of Ministry of Housing and Urban Affairs. The Company posted a profit of Rs 241.28 Crores, while its total income is Rs 5210.33 Crores during FY 2019-20. Having an immense strength in the construction sector, NBCC has a PAN India as well as global presence. Certified with ISO 9001:2015 from the Bureau of Indian Standards in respect of Project Management Consultancy & Execution of the Projects, the Company's present area of operations are categorized into three main segments, i.e. (i) **Project Management Consultancy (PMC) including Re-Development, (ii) Real Estate Development & (iii) EPC Contracting.** For its ambitious expansion plan both in India and overseas, the company requires dynamic and result oriented professionals on regular basis who are passionate to excel & take the organization to new heights –

S. No.	Post / Level/ Scale of pay (IDA) / No. of BACKLOG Vacancies	Upper Age (Including Age Relaxation as per Govt. guidelines) as on Closing date i.e. 30.04.2021	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE
01.	ADDL. GENERAL MANAGER (FINANCE) (E-5) IDA Pay scale – Rs. 80,000-2,20,000/- No. of Post – 01 (OBC-01)	OBC - 48 Years	ICAI/ICWAI or Full time MBA (Finance) or equivalent from Government recognized University / Institute.	Total 12 years of relevant experience and should be presently working on regular basis for a minimum period of 2 years experience in one step below post (E-4) in the scale of pay of Rs. 70,000-2,00,000 (IDA) or Level 12 Rs.78,800 - 2,09,200/-(CDA), if working in PSU / Government or otherwise drawing minimum annual CTC of Rs. 22 Lakhs for the last two years, if working in Private Sector Company/Banks. Should have experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.
02.	DY. GENERAL MANAGER (ENGG)-(CIVIL) (E-4) IDA Pay scale Rs. 70,000-2,00,000/- No. of Post - 02 (ST-02)	ST-46 Years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	Total 09 years of relevant experience in the field of PMC/EPC/Real Estate/Infrastructure. Should be presently working on regular basis for a minimum period of 2 years experience in one step below post (E-3) in the scale of pay of Rs. 60,000-1,80,000 (IDA) or Level 11 Rs 6,7700-2,08,700/- (CDA), if working in PSU / Government or otherwise drawing minimum annual CTC of Rs. 18 Lakhs for the last two years, if working in Private Sector Company/Banks. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates having proficiency in use of Computer will be preferred.
03.	PROJECT MANAGER (CIVIL) (E-3) IDA Pay scale Rs. 60,000-1,80,000/- No. of Post - 01 (PwBD-HH-01)	Gen./EWS-47 Years OBC-50 Years SC/ST-52 Years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	06 years experience in the field of PMC/EPC/ Real Estate/Infrastructure. The candidate should have relevant experience in construction related activities i.e. execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates having proficiency in use of Computer will be preferred.
04.	DY. PROJECT MANAGER (CIVIL) (E-2) IDA Pay scale Rs. 50,000-1,60,000/- No. of Post - 01 (PwBD-HH-01)	Gen./EWS-43 Years OBC-46 Years SC/ST-48 Years	Full time Degree in Civil Engineering or equivalent from Government recognized University/ Institute with 60 % aggregate marks.	03 years experience in the field of PMC/EPC/ Real Estate/Infrastructure. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates having proficiency in use of Computer will be preferred.
05.	SR. PROJECT EXECUTIVE (ELECTRICAL) (E-1) IDA Pay scale Rs. 40,000-1,40,000/- No. of Post - 02 (OBC-01 & SC-01)	OBC-33 Years SC-35 Years	Full time Degree in Electrical Engineering or equivalent from Government recognized University /Institute with 60 % aggregate marks.	02 years experience. 01 year relaxation in experience will be provided to that candidate who has done M.Tech Course. Should have experience in Design, Engineering, Erection & Commissioning of HT/LT Switchgears, Transformers, Motors, PLC based panels, Lighting, Automatic Power factor correction equipments, Cable Engineering, Electrical System Engineering. The design activities include preparation of design documentation/ Calculations, schematic layout drawings, cable schedules and cable layouts, including ventilation system/lighting equipments, Tel Network, CCTV, HVAC, PA, Fire ALARM System, BMS/ Automation System etc. Experience of preparation of technical specifications, Estimation of bill of quantity of buildings / industrial structures and basic cost estimation based on central / state PWD rates including market rates analysis. Calling of tenders, its Technical review / vendor document's review and experience of dealing of contract clauses. Preparation of Quality Assurance Plan (QAP) / Field Quality plan (FQP) for various construction materials required for Electrical, inspection / witnessing of tests and dispatch of items as per QAP at manufacturer's works. Measurements and certification of works carried-out at site. Preparation of construction schedule and controlling the cost / time of execution of Electrical work. Experience of Post construction inclusive of DLP and operation and maintenance of the system. Candidates having knowledge and proficiency in use of Computer will be preferred.

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06.	ASSISTANT MANAGER (HRM) (E-1) IDA Pay scale – Rs. 40,000-1,40,000/- No. of Post – 01 (ST-01)	ST-35 Years	Full time MBA / MSW / two years Post Graduate Degree/ Post Graduate Diploma in management from Government recognized University / Institute with Specialization in HRM / PM/IR as major subject with 60 % aggregate marks.	Candidates having 2 years experience and working in PSU / Gov. / large Private Sector in HRM discipline are eligible to apply. Functional capabilities should be inclusive of thorough knowledge of labor laws and service regulations, Disciplinary matters, application of HRM concepts, tools and practices, such as manpower planning, Performance management, career planning, succession planning, competency modeling, competency appraisal etc. Exposure in industrial relations having multiple trade unions scenario is desirable. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Candidates having knowledge and proficiency in use of Computer will be preferred. Desirable Qualification: Degree in Law
07.	SR. STENOGRAPHER (S-2) IDA Pay scale – Rs 24640/- (Open Ended) No. of Post - 01 (OBC-01)	OBC-28 Years	Graduate in any stream. Stenography / typing speed in English 110/50 wpm and stenography / typing speed in Hindi 100/40 wpm	2 years previous experience in line.
08.	OFFICE ASSISTANT (STENOGRAPHER) (W-3) IDA Pay scale – Rs 18430/- (Open Ended) No. of Post - 03 (OBC-03)	OBC-25 Years	Graduate in any stream. Speed in English and Hindi Shorthand 70/70 wpm and typing speed on Computer 35/30 wpm respectively.	Nil

PROCEDURE FOR APPLYING

Candidates are required to read the instructions mentioned **GENERAL INSTRUCTIONS & HOW TO APPLY** document available on the online portal before filling up the online application form.

The Candidates are required to apply online. The relevant link for online application will be made available from **10:00 hrs on 31.03.2021 under the head "CAREER within Human Resources" on NBCC website i.e. www.nbccindia.com. Final Online submission of application will be open till 17:00 hrs on 30.04.2021.** No other means/mode of application shall be accepted.

Before filling application online, candidates should keep ready scanned copy of –

- **Passport size Photograph (Size 40 KB to 100 KB) & Signature in jpg/jpeg format (Size 20 KB to 50 KB).**
- **SC/ST/OBC (NCL)/EWS/PWD certificate, if applicable. (Size 100 KB to 300 KB).**
- **Matriculation/ Secondary certificate as proof of date of birth.**
- **All necessary Pass Certificates and Mark Sheets of Essential Educational Qualifications which makes you eligible for the post and other qualifications, if any.**
- **All Post Qualification Experience Certificate (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. experience certificate, pay slip, Form-16, joining & separation order etc).**
- Candidates should have valid e-mail ID in operation for more than one year. Fill in the online form with all the relevant details.

Upload scanned copy of the photograph, signature, SC/ST/OBC (NCL)/PWD certificate (if applicable) and all the Essential educational & post qualification experience documents, (if applicable) as mentioned above. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NBCC online application form is correct.

PAYMENT OF APPLICATION FEE - NIL

SELECTION PROCEDURE

For Post mentioned at S.No. 01 - 06 i.e. AGM (Finance), DGM (Engg.) (Civil), PM (Civil), DPM (Civil), SPE (Electrical) & AM (HRM)

The selection criteria for the posts mentioned at S.No. 01 - 06 will be by way of Personal Interview. Decision of NBCC will be final in this regard. Personal Interviews will be held at New Delhi only.

For Post mentioned at S. No 07-08 i.e. Sr. Stenographer & Office Assistant (Stenographer)

Candidates applying for the posts at S.No. 07 & 08 will be required to appear for the Skill Test to be held at New Delhi only. Decision of NBCC will be final in this regard.

The names of shortlisted candidates will be displayed on www.nbccindia.com under head "CAREER within Human Resources". Separate individual e-mails will be sent to the shortlisted candidates. After the final selection, Offer of Appointment shall be issued to the selected candidates. Selected candidates will be on probation for one year.

GENERAL INSTRUCTIONS:

1. Candidates applying for more than one post should apply separately for each post.
2. 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 verification of documents, failing which the candidate will be disqualified. Candidature 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 or is not found in conformity with eligibility criteria mentioned in the advertisement.
3. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.
4. Persons with disabilities can also apply for any of the above post in accordance with government of India guidelines in force. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%.
5. The Upper Age mentioned is including of age relaxation for SC/ST/OBC (NCL)/Persons with Disabilities (PWD) as per Govt. guidelines. SC/ST/OBC (NCL) /PWD candidates are required to upload scanned copy of their cast / disability

certificate (as applicable) along with the application form. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Internal candidates (NBCC India Ltd) will be given age relaxation of five years provided they have at least three years of service left before superannuation.

6. 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 verification of documents, 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 and notarized affidavit in this regard.
7. 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.
8. The cut-off date for determining the age limit & post qualification experience shall be the closing date of submission of online application. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience on a post / level shall be counted from the said date onwards.
9. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" at the time of Interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit an undertaking at the time of Interview that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join.
10. Selected candidates will be required to serve in any part of India or abroad including its subsidiaries & JV companies as per the discretion/requirement of the Company.
11. Wherever CGPA/OGPA or grading system in a degree / diploma 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 verification of documents.
12. **Shortlisted candidates will be intimated through email only and no other mode of communication will be followed.**
13. **Candidates are required to retain a copy of the online submitted application form for future reference.**
14. NBCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
15. Candidates are advised to keep their e-mail ID given in the Application form active for at least one year. No change in e-mail ID will be allowed.
16. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.nbccindia.com under the head: "CAREER within Human Resources". No further press advertisement will be given. Hence prospective applicants are advised to visit NBCC website regularly for latest updates.
17. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
18. Only SC/ST/PWD Candidates called for Skill Test/Personal Interview will be paid to and fro 3rd AC rail fare or bus fare in case of E-1 & above level posts & second class rail fare or bus fare in case of S-2 & W-3 level posts from the nearest railway station / Bus Stand of the declared place of residence by the shortest route beyond 30 km, on production of proof of journey undertaken and onward journey.
19. 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.
20. **All correspondence shall be made through email only and no communication would be sent through courier/post or through any other mode.**

ED (HRM)