

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



Recruitment Notice

Advt. No. NPCC/Regular(V)/03/12

Special Recruitment Drive for Scheduled Caste/ Scheduled Tribe candidates

NPCC Limited, a premier construction organisation under the aegis of MOWR, Govt. of India invites applications for the following posts to be filled in by SC/ST candidates.

• Dy. Manager(Finance)	-	SC - 3	ST - 1	Total = 4
• Dy. Manager (Civil)	-	SC - 1	ST - 1	Total = 2
• Dy. Manager(Mech.)	-	SC - 1	ST - 1	Total = 2
• Asstt. Manager(PS)	-	SC - 1	--	Total = 1
• Asstt. Manager(C)/QC	-	--	ST - 1	Total = 1
• Asstt. Manager(Mech.)	-	SC - 1	--	Total = 1
• Asstt. Manager(Fin.)	-	SC - 1	ST - 2	Total = 3
• Asstt. Manager(P&A)	-	SC - 3	ST - 1	Total = 4
• Engineer(Civil)	-	--	ST - 1	Total = 1
• Sr. Asstt. I(Fin.)	-	--	ST - 2	Total = 2
• Sr. Asstt. II(Fin.)	-	--	ST - 1	Total = 1
• Sr. Asstt. I(P&A)	-	--	ST - 3	Total = 3
• Sr. Asstt. II(P&A)	-	SC - 1	ST - 1	Total = 2
• Asstt. (P&A)	-	SC - 2	ST - 1	Total = 3
• ACM	-	SC - 1	--	Total = 1
• Driver -I/II	-	--	ST - 1	Total = 1
• Head Guard	-	SC - 1	--	Total = 1

For further details such as eligibility, qualifications experience and other terms & conditions of appointment etc., please refer to NPCC's website : www.npcc.gov.in .

The last date for submission of application is within 30 days from the date of publications of window advertisement in Employment News.

Sd/-
GENERAL MANAGER(HR)
NPCC Limited,



APPLICATION FORM FOR THE POSTS OF Dy. Manager(Finance)/ Dy. Manager (Civil)/ Dy. Manager(Mech.)/ Asstt. Manager(PS)/ Asstt. Manager(C)/QC /Asstt. Manager(Mech.)/ Asstt. Manager(Fin.)/ Asstt. Manager(P&A)/ Engineer(Civil)/ Sr. Asstt. I(Fin.)/ Sr. Asstt. II(Fin.)/ Sr. Asstt. I(P&A)/ Sr. Asstt. II(P&A)/ Asstt. (P&A)/ACM/Driver-I/II/Head Guard.

Affix Pass Port Size
Photo duly self
Attested
Attested

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 1/01/2012 : Yr.____Month____Days____
7. Educational Qualification :-

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

(please attach a copy of certificate self attested)

8. Permanent Address : _____
- _____
- _____ PIN _____

: 2 :

9. Correspondence Address : _____

_____ PIN _____

10. Telephone No. : Office _____ Residence _____
Mobile _____
Email Id: _____

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

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 SC/ST/OBC : _____

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	

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. Application Fee details : DD/Bankers Cheque No. _____ Date _____
Drawee Bank Name & Branch _____

Date: _____

(Name & Signature of the applicant)

Advt.No.NPCC/Regular(V)/03/12

Dated: 14.04.2012



Annexure-‘A’
NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.
(A Govt. of India Enterprise)

Advt. No. NPCC/Regular (V)/03/12

Special Recruitment Drive for Scheduled Caste/ Scheduled Tribes candidates

NPCC Ltd., a schedule ‘B’ Premier 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 and Border Fencing & Flood Lightning Works etc. is in need of following categories of SC and ST candidates for its various projects and offices situated all over India on regular basis.

S. No.	Name of the Posts	IDA Pay Scales	Educational /Professional Qualification	Total Min. Post Qualification Experience (Years)	Upper age Limit (Years) As on 29.02.12	No. of Vacancy
1	2	3	4	5	6	7
1	Dy. Manager (Civil)	Rs.16400/40500 (IDA)	Bachelor Degree in Civil Engineering or equivalent. Addl. Post Graduate in Mgmt. / M.Tech. preferred.	02 Years post qualification experience in relevant fields.	30 Yrs.	SC=1 ST=1 Total=2
2	Dy. Manager (Mech.)	Rs.16400/40500 (IDA)	Bachelor Degree in Mech. Engineering or equivalent. Addl. Post Graduate in Mgmt. / M.Tech. preferred.	02 Years post qualification experience in relevant fields.	30 Yrs.	SC=1 ST=1 Total=2
3	Dy. Manager (F&A)	Rs.16400/40500 (IDA)	C.A./ICWA/ MBA(Fin.)	03 Years post qualification experience in relevant fields.	30 Yrs.	SC=3 ST=1 Total=4
4	Asstt.	Rs.12600-	Graduate and	05 Years post	30 Yrs.	SC=1

	Manager (PS)	32500 (IDA)	having post graduate Diploma in Secretarial from Govt. recognized Institutions.	qualifications in relevant field.		Total=1
5	Asstt. Manager (C)/ QC	Rs.12600-32500 (IDA)	Bachelor in Civil Engg. / Addl. Post Graduate Management preferred.	02 Years post qualifications in relevant field.	28 Yrs.	ST=1 Total=1
6	Asstt. Manager (Mech.)	Rs.12600-32500 (IDA)	Bachelor in Mech. Engg. / Addl. Post Graduate Management preferred.	02 Years post qualifications in relevant field.	28 Yrs.	SC=1 Total=1
7	Asstt. Manager (F&A)	Rs.12600-32500 (IDA)	CA/ICWA. Multiple degrees i.e. MBA(Fin.) preferred.	02 Years post qualifications in relevant field.	28 Yrs.	SC=1 ST=2 Total=3
8	Asstt. Manager (P&A)	Rs.12600-32500 (IDA)	MBA(HR).	02 Years post qualifications in relevant field.	28 Yrs.	SC=3 ST=1 Total=4
9	Engineer (Civil)	Rs.10800-27800 (IDA)	Diploma in Engg.(Civil).	03 Years post qualification experience in relevant fields.	30 Yrs.	ST=1 Total=1
10	Sr. Asstt. Gr-I(Fin.)	Rs.10800-27800 (IDA)	B.Com. Preferably M.Com. or Inter CA/ICWA	12 Years post qualification experience in relevant fields.	37 Yrs.	ST=2 Total=2

11	Sr. Asstt. Gr-I(P&A)	Rs.10800- 27800 (IDA)	Graduate, Preference will be given to those having PG Dip. In Management.	12 Years post qualification experience in relevant fields.	37 Yrs.	ST=3 Total=3
12	Sr. Asstt. Gr-II(Fin.)	Rs.10000- 25700 (IDA)	B.Com. Preferably M.Com. or Inter CA/ICWA	07 Years post qualification experience in relevant fields.	32 Yrs.	ST=1 Total=1
13	Sr. Asstt. Gr-II (P&A)	Rs.10000- 25700 (IDA)	Graduate, Preference will be given to those having PG Dip. In Management.	07 Years post qualification experience in relevant fields.	32 Yrs.	SC=1 ST=1 Total=2
14	Asstt. (P&A)	Rs. 9600- 24700 (IDA)	Graduate, Minimum typing speed on computer in English 40 w.p.m. or in Hindi 30 w.p.m. Dip. In Computer preferred.	06 Years post qualification experience in relevant fields.	30 Yrs.	SC=2 ST=1 Total=3
15	ACM	Rs. 7900- 20300 (IDA)	10 th Pass under (10+2) System	06 Years post qualification experience in relevant fields.	30 Yrs.	SC=1 Total=1
16	Driver –II	Rs. 8700- 22400 (IDA)	Class –X passed with valid Driving License	12 Years post qualification experience in relevant fields.	37 Yrs.	ST=1 Total=1
17	Head Guard	Rs. 7900- 20300 (IDA)	Class- XII passed (Ex- serviceman be preferred)	10 Years post qualification experience in relevant fields.	35 Yrs.	SC=1 Total=1

* All qualification should be from Institution/University Recognized by AICTE/UGC.

Note:-

1. In addition to Basic Pay, DA, HRA, TA, Outdoor Medical Allowances are also admissible as per rules of the Corporation.
2. In addition usual allowances SDA for posting at NER, LTC, Gratuity, GIS, Earned Leave, Encashment/Medical Reimbursement are also admissible as per Corporation Rules.
3. Candidates selected may be posted at any of the Projects/Work/Offices of NPCC and any where in India/abroad in the exigency of works of the Corporation.

2 JOB EXPERIENCE:

Post at Sl. No. 1, & 2 - Dy. Manager(Civil), Dy. Manager(Mech.) :- The candidate is required to be well versed in execution of Projects/Works management of large construction Projects in India and abroad and has to handle Project Management/ Material Management/ Quality control/ Financial Management.

Post at Sl. No. 3 - Dy. Manager(Finance) :- The candidate will be required to assist in Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts. Investment Planning and Management, Auditing Management, Financial Analysis & reporting, Taxations, Finance & Costing of Projects, MIS etc.

Post at Sl. No. 4 – Asstt. Manager(PS) :- The candidate will be required for taking down dictations and transcribing the same, carrying out all related typing work and maintenance of files and records. He will be using latest operating systems on computer in office environment. Having at least 3 years experience of works with Sr. Management level officers.

Post at Sl. No. 5 & 6 – Asstt. Manager(C)/QC, Asstt. Manager(M) :- The candidate is required to assist in developing, implementing project-specific quality plans through training, regular site inspections and audits. Should be conversant with relevant Indian Standards and inspections & material testing procedures, earthwork, asphalt works and concrete works etc.. He will prepare scrutinize and maintain documentation for the project. For QC Mechanical :- Required to assist in implementing QC in structural steel fabrication for factories and other industrial structures etc. and various welding processes including welder qualification etc.

Post at Sl. No. 7 – Asstt. Manager(Finance) :- The candidate will be required to assist in acquaintance or hands on working on project related issues, General Vouchers / Trial Balance/ Scrutiny of ledger/ Balance sheet/ Preparation of Bank voucher & payment to staff/Finalization of reports/Payments to contractors/ sub-contractors etc. He will be responsible for monitoring & control of finances as per rules

Post at Sl. No. 8 – Asstt. Manager(P&A) :- The candidate will be required to assist in framing, formulating and implementing rules, procedures and policies with due diligence of Legal & Industrial Relations Laws with supervisory exposure in training development, Human Resources Management, Disciplinary Matters, Vigilance, Organisational development, Computer MIS application, etc.

Post at Sl. No. 9 – Engineer(Civil) :- The candidate will be required for supervision of various civil Construction works related to high rise buildings/bridge/water supply/sewer line works/roads/Power houses etc..

Post at Sl. No. 10 & 11 – Sr. Asstt. Gr. I(Finance) & Sr. Asstt. Gr. II(Finance) :- The candidate will be required to assist in preparation, scrutiny and proper maintenance of General Vouchers/ Trial Balance/ Ledger/ Balance Sheet/ Bank Vouchers. The other duties will include preparation of debtors/ creditors statement for budget work, Income tax and all other Taxation matters, coordination with Auditors, Bank related work, opening of LCs, Internal Audit, Bank guarantee, short terms deposits, EPF Fund/ pension scheme etc.

Post at Sl. No. 12 & 13 – Sr. Asstt. Gr. I(P&A), Sr. Asstt. Gr. II(P&A) :- The candidate will be required to assist officers concerned in dealing with all the matters related to HR functions – establishment / Industrial Relations/ Welfare/ Training/ Admin. and submission of files in the related matters. Implementation of statutory rules and regulations and of various welfare schemes in the organization. He will be responsible for handling of latest operating systems on computer in office environment and statistical data.

Post at Sl. No. 14 - Asstt. (P&A) :- The candidate will be required to assist in carrying out all related typing work and maintenance of files and records. He will be using latest operating systems on computer in office environment & assisting in P&A activities etc. and other related duties as assigned to him from time to time.

Post at Sl. No. 15 – ACM :- The candidate shall be attentive and obedient in attending the Officer or Designated Person, handled picking up and carrying messages, documents etc. between offices or departments within an establishment or to other business concerns, as may be required and other related duties as assigned to him from time to time.

Post at Sl. No. 16 – Driver Gr. II :- The candidate will be responsible for driving the passenger/ other vehicles of the organization and managing the task schedules while observing the traffic rules & etiquettes, safety rules and ensuring proper maintenance of assigned Vehicles and updating of logs in time etc. and other related duties as assigned to him from time to time.

Post at Sl. No. 17 – Head Guard :- The candidate will be required for handling & supervising safety equipments and to Guard against theft and maintain security of premises/ Telephone/ office equipments and reception etc. and other related duties as assigned to him from time to time.

3. GENERAL CONDITIONS :-

- 1. Upper Age limit in respect of Scheduled Castes, Scheduled Tribes, (Ex-Servicemen, Handicapped etc.) as per Govt. of India guidelines.**

2. The candidates working in Government Departments/PSUs/State Govt. should route their applications through proper channel **or with “No Objection Certificate”**.
3. Candidates should have worked at fairly senior level in reputed organization preferably in construction organizations/PSU/Govt. Department.
4. Age relaxation for internal candidates (NPCC) – No age bar.
5. The candidates applying through proper channel may send one advance copy of the application to the addressee given below. For those on deputation, their rank in parent department shall be considered for immediate lower rank experience.
6. **Contractual employees who are still working with NPCC will be given age relaxation** with respect to the period of continuous services they are rendering in the Corporation minus the period of minimum experience required in respect of the particular post viz. (Service rendering in NPCC 6 Years and for a particular Post if, minimum post qualification experience required as 3 Yrs. than they will get the upper age relaxation of 3 Years only.)
7. Outstation candidates called for interview for the posts mentioned at Sl. No. 1 to 11 will be paid for single travel expenses incurred by them **not exceeding 3rd AC Railway fare to & fro from the place of their correspondence (within India)** as mentioned **in their applications** with shortest route on production of receipt/Tickets only and for other posts 2nd Class Railway Sleeper Class ticket expenses will be reimbursed.
8. **Cut of date for determining the maximum age & experience shall be as on 29.02.2012.**
9. **How to Apply:**
 - 10.1 **Application fee will be Rs.125/- only. Payment of application fee in the form of cheque is not acceptable & liable to be rejected. Please mention your name, address & post applied for on the reverse of D.D.**
 - 10.2 Candidates should submit their application in prescribed format duly signed and date along with self attested copies of:
 - i. Education Qualifications
 - ii. Date of Birth/Proof of Age
 - iii. Experience Certificates.
 - iv. A Certificate for SC/ST categories, which candidate belongs in the prescribed proforma as applicable to Central Govt. employment.
 - v. The application and the outer cover should be superscribed with the name of the post applied for and Advt. No. **Advt. No. NPCC /Regular(V)/03/12**
 - vi. Only One application should be submitted for one post. If candidates wish to apply for more than one post, separate application with application fees should be submitted for each post.
 - vii. Application can be sent by Speed Post/ Regd. Only.. No application **will be received by hand.**

- 11** Any corrigendum/ addendum/errata in respect of the above Advertisement shall be made available only at our official web site www.npcc.gov.in. No further press advertisement will be given. Hence prospective applicants are advised to visit NPCC web site regularly for above purpose.
- 12 DATE OF SUBMISSION OF APPLICATION within 30 days from the date of publication of advertisement published in Employment News.** Application complete in all respects in the enclosed Format at **Annexure-I** along with a **latest pass port size photograph** and photocopies of testimonials and application fee should reach the following address. Application received **after due date will not be entertained:-**

**The General Manager (HR),
NPCC Ltd., Corporate Office,
Plot No. 67-68, Sector-25,
Faridabad - Haryana – 121004.
Tel Ph. No.0129-2234760.
Web Site – www.npcc.gov.in**

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