

Dated: 19.01.2012

Annexure-‘A’

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

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 urgent need of following executives on regular basis at Corporate Office, Zonal Offices & Projects all over India:-

S. No.	Name of the Posts	IDA Pay Scales	Educational /Professional Qualification	Total Min. Post Qualification Experience (Years)	Upper age Limit (Years) As on 01.01.12	No. of Vacancy Tentative*
1	2	3	4	5	6	7
1	Executive Directors (Engg.)	Rs.51300-73000 (IDA)	Bachelor in Engineering or equivalent. Addl. Post Graduate in Mgmt. / M.Tech. preferred..	22 Years of experience in responsible position.	53 Yrs.	02
2	Executive Director (Finance / Accounts)	Rs.51300-73000 (IDA)	Chartered Accountant/ ICWA/MBA (Finance) Multiple degree preferred.	22 Years of experience in responsible position.	53 Yrs.	01
3	Executive Director (HR)	Rs.51300-73000 (IDA)	MBA (HR) or equivalent qualification.	22 Years of experience in responsible position.	53 Yrs.	01
4	Group General Manager (Engg.)	Rs.43200-66000 (IDA)	Bachelor in Engineering or equivalent. Addl. Post Graduate in Mgmt./ M. Tech. preferred.	20 Years of experience in responsible position.	52 Yrs.	04

5	General Managers-(Finance/Accounts)	Rs.36600-62000 (IDA)	Chartered Accountant/ICWA/MBA(Finance)	18 Years of experience in responsible position.	50 Yrs.	02
6	General Manager (HR)	Rs.36600-62000 (IDA)	MBA (HR) or equivalent qualification.	18 Years post qualification experience in relevant fields.	50 Yrs.	01
7	Jt. General Manager (Finance/Accounts)	Rs.32900-58000 (IDA)	Chartered Accountant / ICWA/ MBA (Finance)	16 Years post qualification experience in relevant fields.	48 Yrs.	03
8	Dy. General Manager (Finance/Accounts)	Rs.29100-54500 (IDA)	Chartered Accountant/ICWA/MBA (Finance)	14 Years post qualification experience in relevant fields.	45 Yrs.	01
9	Dy. General Managers-(HR)	Rs.29100-54500 (IDA)	MBA (HR) or equivalent qualification	14 Years post qualification experience in relevant fields.	45 Yrs.	02
10	Sr. Manager (Finance/Accounts)	Rs.24900-50500 (IDA)	Chartered Accountant/ICWA/MBA (Finance)	10 Years post qualification experience in relevant fields.	40 Yrs.	03
11	Sr. Manager (HR)	Rs.24900-50500 (IDA)	MBA (HR) or equivalent qualification .	10 Years post qualification experience in relevant fields.	40 Yrs.	02
12	Manager (Civil)	Rs.20600-46500 (IDA)	Bachelor Degree in Civil Engineering or equivalent. . Addl. Post qualification in Mgmt./ M. Tech. preferred.	08 Years post qualification experience in relevant fields.	35 Yrs.	15
13	Manager (Finance/Accounts)	Rs.20600-46500 (IDA)	Chartered Accountant/ICWA/MBA (Finance).	08 Years post qualification experience in relevant fields.	35 Yrs.	09

14	Manager (HR)	Rs.20600-46500 (IDA)	MBA (HR) or equivalent qualification.	08 Years post qualification experience in relevant fields.	35 Yrs.	02
15	Managers (Law)	Rs.20600-46500 (IDA)	Graduate in Law at Bar Addl. Post Graduate in Law preferred.	08 Years of Post qualification experience in responsible position including practicing as an Advocate at least for 4 Years.	35 Yrs.	02
16	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.	30
17	Dy. Manager (HR)	Rs.16400/40500 (IDA)	MBA(HR) or equivalent qualification. .	03 Years post qualification experience in relevant fields.	30 Yrs.	04
18	Dy. Manager (Public Relation)	Rs.16400/40500 (IDA)	Master in Mass Communication or Graduate+2 Years full Time Diploma in Journalism Addl. MBA (HR)/LLB preferred.	03 Years post qualification experience in relevant fields.	30 Yrs.	02

19	Dy. Manager (Law)	Rs.16400/40500 (IDA)	Graduate in Law at Bar Addl. Post Graduate in Law preferred.	04 Years of Post qualification experience in responsible position or Bar at Law.	30 Yrs.	04
20	Manager (IT)	Rs.20600-46500 (IDA)	B.E.(CS/IT) MCA	08 Years of Post qualification experience in IT related jobs, EMS, Networking, MIS etc.	35 Yrs.	02
21	Dy. Manager (IT)	Rs.16400-40500 (IDA)	B.E.(CS/IT) MCA Additional post Graduate Management preferred.	02 Years of Post qualification experience in IT related jobs. EMS, Networking, MIS etc.	30 Yrs.	02

*Vacancies as shown above are tentative & may vary. All qualification should be from Institution/University Recognized by AICTE/UGC.

Note:-

1. In addition to salary, other allowances such as LTC, Gratuity, Earned Leave /Medical Reimbursement, Travelling Allowances are also admissible as per Corporation rules.
2. Candidates selected may be posted at any of the Projects of NPCC any where in India/abroad.
3. **JOB EXPERIENCE:**

Post at Sl.No. 1 & 4 – Executive Director (Engg) & Group General Manager(Engg.) :- He should have worked/executed the large construction projects in India and abroad. He should have handled Corporate Affairs, Business Development, Project Management, Material Management, Arbitration, Claims and Liaison Work with other Department/Ministry & should have handled successfully planning and execution of Civil, Mechanical & Electrical Engineering Works independently.

Post at Sl. No. 2, 5 & 7 – Executive Director(Finance & Accounts), General Manager(Finance & Accounts) & Joint General Manager(Finance & Accounts) :- He should have worked in Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc.

Post at Sl. No. 8, 10 & 13 – Dy. General Manager(Finance & Accounts), Sr. Manager(Finance & Accounts) & Manager(Finance & Accounts) - He should have dealt successfully Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc.

Post at Sl. No. 3, 6 & 9 - Executive Director(HR), General Manager(HR) & Dy. General Manager(HR) :- The candidate should have knowledge of Policy formulation & implementation, manpower planning, disciplinary matters, training, recruitment, IR related matters & Reservation Policy etc.

Post at Sl. No. 11, 14 & 17 - Sr. Manager(HR), Manager(HR) & Dy. Manager(HR) :- He should have worked on HR procedure, policy, hiring, recruitment, training, compensation, promotion, career development, or retirement & Reservation Policy etc.. He should have also worked in IR matters, Welfare, Labour Laws and relating legal issues.

Post at Sl. No. 15 & 19- Manager (Law) & Dy. Manager(Law):- 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.

Post at Sl. No. 12 & 16 - Manager(Civil) & Dy. Manager(Civil) :- The candidate is 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. 18 DY. MANAGER (PUBLIC RELATION):- The candidate should be well versed in corporate communication, image building, Media, Handling PR, Liasion with Govt. and other agencies, publication/ printing jobs and protocol jobs.

Post at Sl. No. 20 & 21 - Manager(IT) & Dy. Manager(IT) :- The candidate should be well versed in management and upkeep of the Information Systems/communication systems including software, hardware, networks and allied equipments installed and operated in the Organisation.

GENERAL CONDITIONS :-

- 1. Upper Age limit and the reservation of vacancies in respect of Scheduled Castes, Scheduled Tribes, other Backward Classes including minority, 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 along with DD to the addressee given below. For those on deputation, their rank in parent department shall be considered for immediate lower rank experience.
6. Corporation in case of deserving cases may relax the requirement of experience/age and may offer **one cadre lower post** in case candidates are not found suitable for the post applied for.
7. **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.)
8. Outstation candidates called for interview 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.
9. **Cut of date for determining the maximum age & experience shall be as on 01/01/2012.**

10. How to Apply:

- 10.1 Candidates who had earlier applied for the above mentioned posts in response to the Advt. No.NPCC (Regular-IV)/07/11, need not apply again. Their application shall be considered against current advertisement provided they meet the eligibility criteria. Candidates desirous of updating their C.V. may do so giving reference of their earlier application.
- 10.2 All applications must accompany Non-refundable Application Fees of **Rs.500/-for General & OBC candidates.** in the form of Demand Draft/ Banker Cheque only with validity of **06 Months** drawn in favour of **“NPCC Ltd” payable at Faridabad (Haryana).** In case of SC/ST candidates, 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.
- 10.3 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. In case of reserved category, a Certificate 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)01/12**

- 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 15 days from the date of publication of window advertisement.** Application complete in all respects in the enclosed Format at **Annexure-I** along with a **latest pass port size photo graph** 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.,
Regd. Office,
30-31, Raja House, Nehru Place,
New Delhi – 110019.
Tel Ph. No.011-26484842, 26416190.
Web Site – www.npcc.gov.in**

Advt.No.NPCC (Regular-V)/01/12