



ANNEXURE-‘A’
NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Government of India Enterprise- An ISO 9001:2000 Company)

NPCC Ltd., a Premier Public Sector Enterprise and an ISO 9001:2000 Scheduled ‘B’ Company 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 Works etc. is in urgent need of executives on regular basis at the level of **(i) General Managers (Finance/Accounts) (ii) Jt. General Managers (Finance/Accounts) (iii) Dy. General Managers (Finance/Accounts) (iv) Managers (Legal) (v) Dy. Managers (Legal) & (vi) Engineers (Civil) and also for empanelling them for future recruitment on need basis.** Candidates selected shall be on **probation for a period of One Year** and upon satisfactory completion of their probation period, they will be confirmed on regular basis, **subject to fulfilling other terms & conditions for regular appointments** and shall be posted at any of the ongoing projects/ works of NPCC any where in India/abroad (currently in the North Eastern Region).

Cate gory No.	Name of the Post	Pre-revised IDA Pay Scales (as per 1997 Revision) Scales is under Revision as per 2 nd IDA Pay Scales	Educational Qualification	Total Min. Experience required	Max. Age Limit as on 01.06.2010
Para-I. FINANCE DISCIPLINES					
1	General Managers– (Finance/ Accounts)	Rs.17500-400-22300 (PR)	The Prospective candidates should be a Chartered Accountant/ICWA or Full Time MBA (Finance) from a renowned recognized Institute/University approved by AICTE. Multiple degree will be preferred.	Minimum 23 Years in Finance & Accounts at an appropriate level & as regards job description & responsibility etc. refer Sl. No.2 (i).	Not more than 48 Years
2	Jt. General Managers– (Finance/ Accounts)	Rs.16000-400-20800 (PR)	The Prospective candidates should be a Chartered Accountant/ICWA or Full Time MBA (Finance) from a renowned recognized Institute/University approved by AICTE. Multiple degree will be preferred.	Minimum 20 Years experience in Finance & Accounts at an appropriate level & as regards job description & responsibility etc. refer Sl. No.2 (i).	Not more than 45 Years

3	Dy. General Managers- (Finance/Accounts)	Rs.14500-350-18700 (PR)	The Prospective candidates should be a Chartered Accountant/ICWA or Full Time MBA (Finance) from a renowned recognized Institute/University approved by AICTE. Multiple degree will be preferred.	Minimum 17 Years experience in Finance & Accounts at an appropriate level & as regards job description & responsibility etc. refer Sl. No.2 (i)	Not more than 40 Years
Para-II. LEGAL DISCIPLINE					
1	Managers (Legal)	Rs.10750-300-16750 (PR)	The Prospective candidates should be a LLB. In addition to that Candidates having post graduate qualification in Law with 1 st Division from a renowned recognized Institute/University approved by AICTE will be given preference.	Minimum 08 Years experience in the relevant field in reputed Organization,/Institution, PSUs & Govt. etc. & as regards job description & responsibility etc. refer Sl. No.2 (ii).	Not more than 30 Years
2	Dy. Managers (Legal)	Rs.8600-250-14600 (PR)	The Prospective candidates should be a LLB. With 1 st Division from a renowned recognized Institute/University approved by AICTE.	Minimum 03 Years experience in the relevant field in reputed Organization,/Institution, PSUs & Govt. etc. & as regards job description & responsibility etc. refer Sl. No.2 (ii).	Not more than 28 Years
Para-III. CIVIL ENGINEERING DISCIPLINE					
1	Engineers (Civil)	Rs.5600-150-8600 (PR)	The Prospective candidates should be Full Time Diploma in Civil Engineering (Three Years course) from a renowned recognized Institute/University approved by AICTE.	Minimum 3 Years experience in the relevant field in reputed Organization/Institution, PSUs & Govt. etc. & as regards job description & responsibility etc. refer Sl. No.2 (iii).	Not more than 30 Years

1. The Scales of Pay indicated above are under upward revision in accordance to 2nd IDA Pay Commission's report as accepted by Govt. of India. In addition usual allowances viz., IDA, HRA, CCA, Project Allowance, SDA, LTC, Medical Reimbursement, Travelling Allowance, Encashment of EL are also admissible.

2. JOB DESCRIPTION AND RESPONSIBILITIES:-

- (i) **Officers under Para-II of Categories 1 to 3 (FINANCE/ACCOUNTS)** having experience in the relevant field in reputed Organization,/Institution, PSUs & Govt. etc. in maintenance of Corporate Accounts, Taxation, Appraisal, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Investment Planning & Management, Auditing Management, Foreign Exchange Regulations, Capital issues, Financial Analysis and reporting. Discounting of Bills, Resources Mobilization, Legal & Arbitration, Finance & Costing of Projects, MIS etc. The Gross emoluments approximately on pre-revised scale & revised scale comes for Category at Sl.No.1 to Rs.47096/- p.m. & on revision Rs.62350/-p.m., for Category at Sl.2 Rs.43233/-p.m. & on revised scale

Rs.56253/- p.m. & Category at Sl.No.3- Rs.39371/-p.m. & on revised scale Rs.49990/-p.m. if, posted at Delhi.

- (ii) **Officers under Para-II of Categories 1 to 2 (Legal)** will be responsible in Drafting/vetting/execution of legal documents related to civil engineering projects, carrying out arbitration proceedings with departments, contractors and its court proceedings, title search of properties and service matters and also handling court cases in Service matter/Civil/Criminal. The total emoluments on pre-revised scale & revised scale approximately comes for Category at Sl.No.1 Rs.29715/- p.m. & on revision Rs.35928/-p.m. & for Category at Sl.2 Rs.24062/- p.m. & on revised scale Rs.29594/-p.m. if, posted at Delhi.
- (iii) **Non-Executive under Para-IV of Category 1 (Civil)** will be responsible for timely execution of projects works as per construction schedule and cost effective manner assigned to them. In addition to the above the other construction related works assigned by the seniors will be carried out by them. The total emoluments on pre-revised scale & revised scale approximately comes for Category at Sl.No.1 Rs.15387/-p.m. & on revision Rs.19898/- p.m. if posted at Delhi.
3. Candidates working in Central Govt./PSUs/State Govt. etc. may apply for the said posts through proper channel/submit NOC at the time of interview or should submit proper relieving letter from present employer in the event of selection in NPCC. However, they may send one advance copy of the application along with enclosures with photo copy of DD to the addressee given below. However, internal candidates on probation will not be eligible. For those on deputation, their rank in parent department shall be considered for immediate lower rank experience. Candidates from Private Organization shall be from a reputed organization in similar nature and the decision of NPCC management shall be final and binding.
4. All applications must accompany with Application Fees of **Rs.500/-** in the form of demand draft drawn **in favour of "NPCC Ltd" payable at Faridabad (Haryana). In case of SC/ST candidates, application fee will be Rs.125/- only.**
5. The candidates selected against the advt. may please note that posting will be at the discretion of the Competent Authority and the incumbents are liable to be transferred /posted anywhere in India and abroad at the discretion of the Company.
6. The NPCC Management reserves the right to restrict the number of candidates to be called for interview, depending upon the number of applications received. The decision of the NPCC Management shall be final and binding.
7. Management will have the discretion to reject any or all applications without assigning any reasons and no correspondence in this regard will be entertained. Only short listed candidates will be called for interview.
8. Age Relaxation & Reservation – For SC/ST/PH candidates as per admissibility under the existing Govt. rules / norms.
9. Outstation candidates called for interview will be paid actual **to and fro 1st Class/2nd AC Railway fare or Bus Fare** as the case may be by shortest route on production of receipt/Tickets.
10. Cut of date for determining the maximum age & experience **will be 01/06/2010.**
11. NPCC reserves the right to relax experience/qualification & other qualifying criteria in deserving cases. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Canvassing in any form will be of disqualification.

12. **How to Apply:**
- i) The application and the outer cover should be superscribed with the name of the post applied for and Advt. No.....
 - ii) Only One application should be submitted for one post. If candidates wishes to apply for more than one post, separate application **with application fees** should be submitted for each post.
13. Candidates should submit along with their application attested copies of:
- i. Education Qualifications
 - ii. Date of Birth/Proof of Age
 - iii. Experience Certificates
 - iv. In case reserved category, a Certificate in the prescribed proforma applicable to Central Govt. employment. Term OBC for the purpose of age relaxation and reservation will mean 'persons of OBC categories not belonging to the 'Creamy Layer' as defined in Govt. of India, Deptt. of P&T OM No.36012/22/93-Estt.(SCT) dtd.8.9.93 & modified vide Govt. of India, Deptt. Of P&T OM No.36033/3/2004-Estt.(Res) dtd.9.3.04.
14. Applications, which are not in conformity with the requirements indicated above and not in the **prescribed format or not accompanied by the attested copies of certificates including experience certificate, photograph, and application fees will out rightly be rejected.** Mere fulfilling the requirements as laid down in the advt. does not qualify a candidate calling for an interview.
15. **DATE OF SUBMISSION OF APPLICATION within 30 days from the date of last publication of advertisement i.e. 23.06.2010** in News papers. (Advt. to be published in the 'Hindustan Times (Shine.com) on 22.06.2010 on all India editions & in Times of India Delhi edition on 23.06.2010 & for NER States in local leading daily). Application completed in all respects in the enclosed Format at **Annexure-I** (below page 5) along with a latest pass port size photo graph and photocopies of testimonials and application fee should reach at the following address. Application received **after due date will not be entertained:**
- I. **The Chief Manager (HR),
NPCC Ltd.,
Corporate Office,
Plot No. 67-68, Sector-25, Faridabad – 121 004 (Haryana).
Tel. Ph. No.0129-2234760. EPABX No.4062856 to 59, Extn. No.210 & 212.
Web Site – www.npcc.gov.in**

Advt. No. NPCC (Regular-II)/06/10

APPLICATION FORM FOR THE POST OF GENERAL MANAGERS/JT. GENERAL MANAGERS/ DY.GENERAL MANAGERS /MANAGERS/DY.MANAGERS & ENGINEERS in FINANCE/ ACCOUNTS /LEGAL & CIVIL ON REGULAR BASIS

Affix Pass Port Size Photo duly self 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 1.6.2010** : Yr. ____ Month ____ Date ____
7. Educational Qualification : _____
8. Permanent Address : _____
9. Correspondence Address : _____
10. Telephone No. : Office _____ Residence _____
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. Positions held as per Experience Required :

S. No.	Designation and place of postings	Organisation(s)	Period of Service		Pay Scale (Indicate CDA/IDA)
			From	TO	

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 _____

(Name & Signature of the applicant)

Date: _____

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

Certified that the particulars furnished by Shri _____ are correct and he possesses educational qualifications and experience mentioned in the vacancy circular.

Also certified that :

- (i) There is no vigilance case pending/contemplated against him.
- (ii) His integrity is certified.
- (iii) Copy of CR Dossiers/ACRs for the last 5 Years duly attested on each page are enclosed.
- (iv) *No major/minor penalties have been imposed on him during the last 5 years/* List of major/minor penalties imposed on him during the last 5 years is enclosed. (*Strike which is not applicable)

Signature _____
Designation _____
Office Seal _____

Date: _____