



**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)

Advt. No. 22/2015

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES**

NBCC a Schedule "A" Navratana CPSU requires dynamic and result oriented person on regular basis through Direct Recruitment for its operation.

S.No	Post / Level / Scale of pay (IDA) / No. of vacancies	Upper Age (including relaxations as per Govt. guidelines) as on Closing date i.e 15.01.2016	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE
01	Dy. Manager (HRM) E-2 / (Rs. 20600-46500)  <b>TOTAL – 01 (Post reserved for Visually Handicapped- Lower Vision)</b>	Gen (VH-LV) - 43 years SC/ST (VH-LV) - 48 years OBC (VH-LV) - 46 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Govt. recognized University / Institute with specialization in HRM / PM/ IR as major subject with 60% aggregate marks .	Candidates <b>having 3 years experience</b> and working in PSU / Gov. / large Private Sector in HRM discipline are eligible to apply. Functional capabilities should be inclusive of thorough knowledge of labour 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

The candidate should send duly filled application form in the prescribed format along with properly self-attested photocopies of the following documents:

- Matriculation/Secondary Certificate as proof of date of birth.
- Complete set of all mark-sheet / degree certificate in support of qualifications.
- Proof of complete experience along with pay scale for each position held(if applicable).
- Caste certificate in format prescribed by Government of India (if applicable).
- Disability certificate issued by competent authority.

The envelope should be superscribed Advt. No. 22/2015, Post Applied for ..... and should be sent by post / courier to **“General Manager (HRM), NBCC Ltd., NBCC Bhawan, Lodhi Road, New Delhi-110003” to reach on or before 15.01.2016.**

**PAYMENT OF APPLICATION FEE**

PWD candidates are exempted from payment of application fee.

## SELECTION PROCEDURE

Selection will be made on the basis of performance in interview.


The names of shortlisted candidates will be displayed on [www.nbccindia.gov.in](http://www.nbccindia.gov.in). under head “CAREER”. Separate individual e-mails will be sent to the shortlisted candidates. Selected candidates will be on probation for one year.

## GENERAL INSTRUCTIONS:

1. The candidates can reply in Personal Interview either in English or in Hindi language as per their choice.
2. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form will be checked from originals at the time of Personal Interview failing which the candidates will be disqualified for appearing in interview. Candidature of the candidate 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. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%.
4. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Departmental candidate will be given further age relaxation of five years provided they have atleast three years of service left before superannuation.
5. 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 interview, 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.
6. 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.
7. The crucial date for determining the age limit shall be the closing date of application i.e. 15.01.2016. 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.
8. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish “NO OBJECTION CERTIFICATE” along with the application form. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of interview that they will not claim any service transfer benefits / protection of pay in case of their selection. However, they have to produce the proper relieving order from their organization, in the event of their selection, at the time of reporting for joining.
9. PWD candidates called for Personal Interview will be paid to & fro 3<sup>rd</sup> AC rail fare 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.
10. Selected candidate will be required to serve in any part of India or abroad including its subsidiaries & JVs 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 Personal Interview.
12. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview / considered further for selection process. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria. In case of non suitability of candidates for the post applied for, NBCC at its discretion can offer a suitable post in the lower level. Only shortlisted candidates will be intimated through email or by post for the proposed Personal Interview.
13. Candidates at the time of interview should bring interview call letter along with photograph and attested copies of documents viz. (a) matriculation/ secondary certificate as proof of date of birth (b) complete set of mark sheets / degree certificate in support of qualification (c) proof of complete experience along with pay scales for each position held (d) caste certificate in format prescribed by Govt. of India (if applicable) (e) disability certificate issued by the competent authority & (f) Pay-in-slip (if applicable) along with all original certificates / experience certificates for verification.
14. Fringe Benefits: HRA, CPF, Gratuity, Leave Encashment, Perks; Performance Related Pay etc. will be admissible as per NBCC Rules, as applicable from time to time.

15. NBCC reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
16. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail only.
17. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.nbccindia.gov.in](http://www.nbccindia.gov.in). under head: **"CAREER"**. No further press advertisement will be given. Hence prospective applicants are advised to visit NBCC website regularly for above purpose.
18. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
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.

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		<b>NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.</b> <b>(A GOVERNMENT OF INDIA ENTERPRISE)</b>																								
Application No.....(to be filled by NBCC)								Advt. No. 22/2015																		
1	POST APPLIED FOR							Affix recent passport size self attested photograph																		
2	NAME (IN CAPITAL)																									
3	FATHER'S / HUSBAND'S NAME																									
4	GENDER (Put a tick mark)	M	F	MARITAL STATUS	Married/Unmarried/ Others																					
5	DATE OF BIRTH			<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y																			
6	AGE AS ON CLOSING DATE 15.01.2016			<table border="1"> <tr> <td>Years</td> <td>Months</td> </tr> <tr> <td></td> <td></td> </tr> </table>							Years	Months														
Years	Months																									
7	CATEGORY (Put a tick mark)	GEN	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE.....																			
		(Attach documentary evidence)																								
8	PHYSICALLY CHALLENGED	YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)..... (Attach documentary evidence)																						
9	MINORITY COMMUNITY	YES	NO	IF YES, TICK APPROPRIATE ONE (MUSLIM, SIKH, CHRISTIAN, BUDDHISHT, JAIN, ZOROASTRIAN)																						
10	ADDRESS (Please give full postal address with Postal Pin No.)																									
MAILING			PERMANENT			FULL ADDRESS, CONTACT NO., FAX NO. & E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED																				
MOBILE NO. OF CANDIDATE			FAX. NO. OF CANDIDATE (IF ANY)			E-MAIL. OF CANDIDATE																				

11	<b>ACADEMIC AND PROFESSIONAL QUALIFICATIONS</b>							
Examination passed	Whether full time / part time / Correspondence	Duration of the course	Name of the institution	Name of the university	Month & year of passing *	CGPA/ OGPA/ Percentage of marks		
* date of declaration of result / date of issue of final semester mark sheet/provisional certificate / degree, whichever is earlier will be considered as the date of passing the examination. <i>(please attach copies of certificates/marksheets)</i>								
12	<b>DETAILS OF EXPERIENCE (starting from present organization):</b>							
<b>TOTAL POST QUALIFICATION EXPERIENCE.....(YRS.)</b>								
S.No	Name & address of the employer	Post held	Period				Pay scale IDA /CDA (in case working in PSU / Govt) or annual CTC in case working in Pvt. Sector / banks	Job description in brief
			From	To	Total			
					Years	Months		
<i>(please attach copies of experience certificates alongwith proof of salary drawn)</i>								
13	ATTACH A SEPARATE SHEET AS ANNEXURE GIVING BRIEF ABOUT ACHIEVEMENTS MADE IN THE PRESENT ASSIGNMENT (NOT EXCEEDING 200 WORDS).							
14	CERTIFIED THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY APPLICATION WILL BE LIABLE TO BE REJECTED.  <b>Place:</b> <b>Date:</b>							
							<b>Signature of the candidate</b>	