



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

Advt. NO. : 08/2016

National Buildings Construction Corporation Ltd., a Schedule - 'A' Navratna CPSU enterprise requires the following personnel **on fixed term contract basis for a period of one year** which may be extendable up to Two / Three years as per performance of the individual and requirement of the Company:

Sr. No	Name of the Post/ Pay	No. Of Post Proposed	Qualification	Experience	Upper Age limit (Years)
1	Hindi Typist Consolidated pay: Rs.20,000/- p.m.	02 (General Category)	Degree in any discipline from Government recognized Institute/ University and Typing Speed in Hindi - 30 wpm	01 Year work related experience. Candidate should having proficiency in use of Computer will be preferred.	25

SELECTION PROCEDURE:

The selection procedure will be decided by NBCC depending upon the response received against post. The Selection criteria can be by way of written test or skill test. Decision of NBCC will be final in this regard.

The name of shortlisted candidates will be displayed on www.nbccindia.gov.in under head of "CAREER" and separate individual E-mails will be sent to the shortlisted candidates.

GENERAL INSTRUCTIONS:

1. Before applying, candidate should read the complete advertisement carefully and ensure that he / she has to fulfill eligibility criteria of the post stated in the advertisement in all respects.
2. The number of post is tentative which may vary depending upon the requirement
3. Reservation / Relaxation in age will be given to SC/ST/OBC/PWD/Ex- Serviceman as per Government rules & regulation.
4. Only such persons would be eligible for the benefit of reservation/ relaxation under PWD quota who suffers from not less than 40% of relevant disability. For availing this benefit a candidate has to submit a disability certificate issued by Competent Authority in prescribed format
5. Relaxation of standard – If sufficient number of reserved category persons is not available on the basis of laid down general standards, the general standards could be relaxed suitably to fill up the reserved posts.
6. Selected candidate will be required to serve in any part of India or abroad including subsidiaries and JVs companies as per the discretion/requirement of the Company.
7. Person selected will be eligible for fringe benefits like CPF, Leaves & Leave Encashment, Medical Insurance etc. in case admissible according to their Pay as per NBCC Rules.
8. 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 written test or skill test failing which the candidates will be disqualified for appearing in written test or skill test. 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.
9. In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to education / 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 written test or skill test, 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

10. The crucial date for determining the age limit shall be the closing date of application i.e. 31.05.2016 . 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.
11. 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 written test or skill test considered further for selection process. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria.
12. NBCC reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
13. 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.
14. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website 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.
15. 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.
16. **Interested and prospective candidates may download the MS-Excel Application Format from NBCC website and submit duly filled MS-Excel application in prescribed format through E-Mail: hohrmestt.nbcc@gov.in. Candidates should, read the instructions carefully and fill-in the application form by giving accurate information.**

[CLICK HERE TO DOWNLOAD THE APPLICATION FORM](#)

17. The closing date of receipt of the applications through E-Mail is **31.05.2016**. Mails received after **31.05.2016** will not be considered.
18. All queries/issues regarding applications submission etc. are to be addressed to NBCC only through e-mail: hohrmestt.nbcc@gov.in

General Manager (HRM)