



NBCC (INDIA) LIMITED
(A Government of India Enterprise)
Advt. No. 15/2021

Dated: 13/09/2021

NBCC (India) Limited, a Government of India Navratna, Central Public Sector Enterprise under the aegis of Ministry of Housing and Urban Affairs requires dynamic and result oriented professionals as **Front Office Executive on Contract basis initially for a period of one year.**

The specification for the post is as under:

| | | |
|---|---|---|
| 1 | POST | Front Office Executive |
| 2 | NO. OF POST | 01 (UR) |
| 3 | REMUNERATION | Rs.30,000/- Per Month (Consolidated) |
| 4 | UPPER AGE AS ON CLOSING DATE OF SUBMISSION OF ONLINE APPLICATION | Not more than 28 years. |
| 5 | DUTY STATION | New Delhi |
| 6 | ESSENTIAL QUALIFICATION | Minimum 12 th Pass with professional qualification in Front Office Management. Computer literate and proficiency in use of MS Office applications. Good grasp of English and Hindi Language. Knowledge of Shorthand and Typing would be preferred. |
| 7 | Experience | Should have atleast 03 years of experience in the relevant field preferably from PSU/Govt. Organisation |

The Duties and Responsibilities of the post would include (but not limited to) following:-

1. Answering incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel and departments.
2. Greet visitors/guests/ members professionally, determining the nature and purpose of visit.
3. Taking and relaying messages.
4. Monitor visitor access and maintain security awareness.
5. Maintaining record register of visitors.
6. Assisting Administration Division.

Pay & Other Benefits:

Apart from the consolidated remuneration of Rs. 30,000/- per month, selected candidates will also be entitled for Medical reimbursement of Rs. 6,000/- per annum (payable quarterly in equal installments), CUG SIM facility, PF/Gratuity, PLI etc. as per company rules.

The selected candidate will also be entitled for 8 Casual Leave & 20 Earned Leave in a year apart from Festival/Gazetted holidays as per rules of the company. Leave encashment as per the company policy shall also be applicable. The annual CTC shall be Rs 4.68 lakhs per annum approx.

Procedure for Applying:

The Candidates are required to apply online. **The relevant link for online application will be made available from 10:00 hrs on 13/09/2021 (Monday) under the head "CAREER within Human Resources" on NBCC website i.e. www.nbccindia.com. The link will be open for ten (10) days from the day of start of online submission of application. Last date for submission of online application is 22/09/2021 (Wednesday) (17:00 hrs).** No other means/mode of application shall be accepted.

Before filling application online, candidates should keep ready scanned copy of-

- Passport size photograph (Size 40 KB to 100 KB) & signature in jpg/jpeg format (Size 20 KB to 50 KB).
- SC/ST/OBC (NCL)/EWS, PwBD certificate, if applicable. (Size 100 KB to 300 KB)
- Valid e-mail ID in operation for more than one year.

Fill in the online form with all the relevant details. Upload scanned copy of the photograph, signature, caste & disability certificate in PDF format (size less than 300 KB) (if applicable). Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NBCC online application form is correct. Detailed procedure regarding payment of fee is explained under "Payment of Application Fee".

Payment of Application Fee:

- Applicants/Candidates are required to pay a non-refundable amount of **Rs.500/-** as Application Fee. (Candidates will be levied tax/charge from their transaction bank, as applicable). SC, ST, PwBD & Departmental candidates (NBCC India Ltd.) are exempted from payment of application fee.
- Candidates are required to make application fee payment through debit card/credit card/net-banking. The candidates will be automatically redirected to make online payment (wherever fee is applicable), once the form is successfully completed.
- No other mode of payment will be accepted. Application Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fee.

Submission of Hard Copy of Online Application Form:

After successful submission of online application form and payment of application fee, candidates are required to take print out of their online filled application form. Candidates should send Hard copy of duly filled online application form to **General Manager (HRM), NBCC (I) Limited, NBCC Bhawan, 2nd Floor, Corporate Office, Near Lodhi Hotel, Lodhi Road, New Delhi-110003** along with a copy of the following documents latest by **27/09/2021 (Monday)**:

- a) Self -attested Matriculation/ Secondary certificate as proof of date of birth.
- b) Self-attested Photocopies of all necessary Pass Certificates and Mark Sheets of Educational Qualifications (Xth, XIIth , professional qualification in Front Office Management etc.) and other qualifications, if any.
- c) Self-attested Photocopies of all Experience Certificate (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. experience certificate, pay slip, Form-16, job assignment, joining & separation order etc).
- d) Self-attested Certificate of Scheduled Caste / Scheduled Tribe / latest OBC (NCL) / latest EWS / PwBD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
- e) Self-attested proof of identification (Aadhar card, PAN card, Voter Identity Card, Indian passport etc.)
- f) One recent passport size color photograph. The photo-print should be clear and should have full face, front view, eyes open.

Selection Procedure:

The Selection will be done by way of inviting applications first and shortlisting candidates on various criterion viz. their profile, age, educational qualification, experience etc. for Interview. Decision of NBCC will be final in this regard.

General Conditions:

1. Candidate should read the complete advertisement carefully and ensure that he /she fulfills the eligibility criteria for the posts advertised in all respects.
2. Candidates should submit only single application for a post and application once submitted cannot be altered.
3. **Application received through e-mail will not be entertained.**
4. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form are to be produced at the time of verification of documents, failing which the candidate will be disqualified. Candidature 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.
5. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.
6. 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 verification of documents, 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.
7. Selected candidate will be required to serve in any part of India or abroad including subsidiaries and JV companies as per the discretion/requirement of the Company.
8. Candidature will be liable for cancellation at any stage if it is found that information furnished in the application is misleading/incomplete/false. Candidates are advised to give specific /correct/ full information and attach proof thereof by way of **self attested photocopies** of the original documents/certificates, wherever required.
9. The cut-off date for determining the age, experience etc. shall be the closing date of submission of online application **i.e. 22/09/2021 (Wednesday)**. 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 for the post / level shall be counted from the said date onwards.
10. 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.**
11. **Candidates are required to retain a copy of the online submitted application form for future reference.**
12. Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
13. In case of overwhelming response, the minimum eligibility standards/ criteria may be raised to restrict the number of candidates, if so required.
14. In-complete applications / without signature/ without Photograph/ applications without necessary supporting documents / applications without application fee (if applicable) will be rejected.
15. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website i.e. nbccindia.com under the head "**Human Resources**"- **Sub Head-"Career"**. Hence prospective applicants are advised to visit NBCC website regularly for the above purpose.

16. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at talent@nbccindia.com.
17. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
18. Any legal proceeding 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.
19. All correspondence shall be made through email only and no communication would be sent through courier/post or through any other mode.

APPLICATIONS NOT IN CONFORMITY WITH THE REQUIREMENTS MENTIONED ABOVE/ INCOMPLETE APPLICATIONS/ WITHOUT SIGNATURE/ WITHOUT PHOTOGRAPH/ WITHOUT APPLICATION FEE (IF APPLICABLE)/ WITHOUT NECESSARY SUPPORTING DOCUMENTS WILL BE REJECTED AND NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS REGARD.

Last date for submission of online application is 22/09/2021 (Wednesday). Candidates are requested to visit the NBCC website regularly to know the latest information, important dates, corrigendum etc., if any.

IMPORTANT DATES

| | |
|---|--------------------------------|
| Date of Commencement of online submission of Application | 13/09/2021 (10:00 Hrs) |
| Closing date of online submission of Application | 22/09/2021 (17: 00 Hrs) |
| Cutoff date for eligibility criteria (age, experience etc.) | 22 /09/2021 |
| Closing Date for receiving Hard Copy of online Application form along with supporting documents | 27/09/2021 (17: 00 Hrs) |
