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

**Advt.No.NPCC/Regular/Law/HR/Fin./April/2018**

**NPCC Ltd., a schedule 'B' Premier Central 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, River Development and Cleaning, 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 & abroad :-

<b>S.No.</b>	<b>Name of the posts</b>	<b>Scale of pay</b>	<b>Educational/ Professional Qualification</b>	<b>Upper age limit (years) as on 31.03.2018</b>
1	Senior Manager (Law) - 02 (UR)	E-3 (Rs.60000 - 180000 / Pre revised Rs. 24900 -50500) IDA	Graduate in Law at Bar Addl. Post Graduate in Law preferred.	40 yrs.
2	Senior Manager (HR) - 02 (UR)	E-3 (Rs.60000 - 180000 / Pre revised Rs. 24900 - 50500) IDA	Full Time MBA (HR) or equivalent qualification.	40 yrs.
3	Dy. Manager (Fin.) – 10 vacancies (UR-05, OBC – 02, SC – 02 & ST -01)	E-1 (Rs.40000 – 140000 / Pre revised Rs.16400-40500) IDA	CA/ICWA/ MBA (Fin.)	30 yrs.

For experience and other terms & conditions of appointment etc., please refer to NPCC [website:- www.npcc.gov.in](http://www.npcc.gov.in). The last date of submission of application- 21 days from the date of publication of advertisement in Employment News. Application may be sent to the following address:

The Deputy General Manager (HR),  
NPCC Limited, Corporate Office,  
Plot No. 148, Sector-44, Gurugram – 122003 (Haryana),  
Tel. Ph. No. 0124-2385223.  
[www.npcc.gov.in](http://www.npcc.gov.in)

Sd/-Web Site –  
Deputy General Manager (HR)



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**Vacancies (Shortfall / Current)**

<b>Sl. No.</b>	<b>Post/ Scale of pay (IDA) / No. of tentative vacancies</b>	<b>Upper Age as on 31.03.2018</b>	<b>Essential Qualification</b>	<b>Essential Post Qualification Experience</b>
1.	Sr. Manager (Law) – 02 (UR) E-3 (Rs. 60000-180000 / pre revised 24900-50500)IDA	40 years	Graduate in Law at Bar Addl. Post Graduate in Law preferred.	Candidate must have 10 years post qualification experience: i) if working on <b>regular basis</b> in PSU/Government, then out of 10 years, :- 2 years experience in one step below post, i.e., in the scale of pay of Rs. 20600-46500 (IDA-Pre revised) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR ii) if working on <b>contract basis</b> in PSU/Government, then out of 10 years :- a) 2 years experience in one step below post in the scale of pay of i.e. Rs. 20600-46500(IDA) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-,

				<p>OR OR</p> <p>b) Drawing consolidated remuneration of Rs. 7.5 lacs. Per annum.</p> <p>Shall be responsible for 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.</p>
2	<p>Sr. Manager (HR) - 02 (UR). E-3 (Rs. 60000-180000 / pre revised 24900-50500) IDA</p>	40 years	MBA (HR) or equivalent qualification.	<p>Candidate must have 10 years post qualification experience:</p> <p>i) if working on <b>regular basis</b> in PSU/Government, then out of 10 years, :- 2 years experience in one step below post, i.e., in the scale of pay of Rs. 20600-46500 (IDA-Pre revised) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR</p> <p>ii) if working on <b>contract basis</b> in PSU/Government, then out of 10 years :-</p> <p>a) 2 years experience in one step below post in the scale of pay of i.e. Rs. 20600-46500 (IDA-Pre revised) OR CDA pay scale of Rs. 15600-39100 GP-Rs. 6600/-, OR</p> <p>b) Drawing consolidated remuneration of Rs. 7.5 lacs. Per annum.</p> <p>Experience in providing practical, consistent, and proactive support, direction and advice to other division managers on HR procedure, policy, hiring, recruitment, training, compensation, promotion, career development, or retirement.</p>

3.	Dy. Manager (Fin.) E-1 (Rs.40000- 140000 pre revised 16400- 40500)) IDA  Total – 10 vacancies <u>Breakup:</u> UR-5 OBC-2 SC-02 ST-01	30 years	CA/ICWA/ MBA (Fin.)	Candidate must have 03 years post qualification experience:  i) if working on <b>regular basis</b> in PSU/Government, then out of 03 years, :- 2 years experience in one step below post in the scale of pay of Rs. 12600-32500 (IDA – Pre revised) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/, OR ii) if working on <b>contract basis</b> in PSU/Government, then out of 03 years : a) 2 years experience in one step below post in the scale of pay of Rs. 12600-32500(IDA) OR CDA pay scale of Rs. 9300-34800 GP-Rs. 4200/-, OR b) Drawing consolidated remuneration of Rs. 3 lacs. Per annum.  The prospective candidate will be responsible in Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc
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**APPLICATION FEE AND PROCEDURE FOR APPLYING**

APPLICATION FEE (Non-refundable)	GENERAL & OBC CANDIDATE	SC/ST/PWD/Ex- servicemen	Remarks
All Posts	Rs. 800/	Nil	Cheque will not be accepted. Please mention name, address, post applied on the reverse of D.D.

The application fee is payable through Demand Draft drawn in favour of NPCC Limited payable at New Delhi. The application is to be made in the prescribed application form which is attached with this advertisement. The application in the prescribed proforma (attached) alongwith Demand Draft, photograph and self attested copies of the documents viz. (a) Matriculation / Secondary Certificate as proof of date of birth (b) Complete set of marksheets / degree certificate in support of qualification (c) Proof of complete experience along with pay scales for each position held with all past and present service certificates showing tenure proof (d) Caste certificate in format prescribed by the Government of India (if Applicable) (e) Disability certificate issued by Competent Authority(if applicable) and (f) Pay-in-slip and latest Form-16(if applicable) should reach the office of **Deputy General Manager (HR), NPCC Limited, Corporate Office, Plot No. 148, Sector-44, Gurugram – 122003. (Haryana), Tel. Ph. No. 0124-2385223, Web Site – [www.npcc.gov.in](http://www.npcc.gov.in) on or before 21 days from the date of publication of advertisement in Employment News.** The envelope should be superscribed with “Advt.No.NPCC/Regular/Law/HR/Fin./April/2018 – Post applied for \_\_\_\_\_”. Any application received beyond this date shall not be entertained.

### **SELECTION PROCEDURE**

The selection procedure will be decided by NPCC depending upon the response received against each post. The selection criteria can be by way of Personal Interview or by way of Group Discussion followed by Personal Interview or by any other appropriate way. Decision of NPCC will be final in this regard. The final selection of the candidates will be based on the performance in the interview, whereafter the “Offer of Appointment” shall be issued. Selected candidates will be on probation for one year.

### **GENERAL**

1. Only Indian Nationals should apply.
2. For internal candidates while there will be no relaxation in minimum experience, the requirement of working in next below grade for internal candidates is one year as against two years for others.
3. All qualifications should be obtained from an Indian University / Institute approved/recognized by UGC/AICTE.
4. **The essential qualification (as mentioned in the advt.)from correspondence course is not eligible.**
5. Candidates applying for more than one post should apply separately for each post.
6. Fee, once paid, will not be refunded under any circumstances, nor would this fee be held in reserve for future selection. Candidates are therefore requested to verify their eligibility before paying the application fee.
7. Dual specialization of MBA also considered with major specialization in finance for MBA (Finance) for Deputy Manager (Finance) and Major specialization in HR for MBA (HR) or equivalent for Senior Manager (HR). Candidates have to necessarily produce proof of document that their major specialization confirms to the requisite eligibility prescribed for the concerned post.

8. 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 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 / fabricated or is not found in conformity with eligibility criteria mentioned in the advertisement.
9. Persons with Disability can also apply for any of the above posts in accordance with DOPT OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. (Reservation against sub-quota for minority community in the post reserved for OBC(NCL) will be applicable as per DPE's OM No.6/6/2011-DPE(SC/ST) dated 02.01.2012.)
10. 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.
11. Reservation of vacancies in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes (non-creamy layer) including minority, Ex-Servicemen, Persons with Disabilities (degree of disability 40% or above) as per Govt. of India guidelines.
12. Upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer), and PWD & Ex-Servicemen as per Govt. of India rules for concerned posts. For internal candidates age no bar.
13. Persons with Disabilities are required to furnish Medical Certificate in relation to their disability from Medical Board of an approved Government Hospital.
14. The crucial date for determining the age limit and post qualification experience shall be 31.03.2018.
15. Candidates working in Government, Semi-Government Organisation/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish “NO OBJECTION CERTIFICATE” at the time of group discussion / interview. However in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of GD/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.
16. Only those candidates who are shortlisted to be called for interview will be paid to and fro rail fare as per the following norms: - 3<sup>rd</sup> AC Sleeper for E-3 & E-2 level, from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
17. Selected candidates will be required to serve in any part of India/abroad as per the discretion/requirement of NPCC.
18. Wherever CGPA/OGPA or grading system in a degree 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 GD / Personal Interview.
19. 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, NPCC reserves the right to shortlist the candidates by fixing revised eligibility criteria. In case of non

suitability of candidates for the post applied for, NPCC at its discretion can offer a suitable post in the lower level subject to fulfilling of eligibility criteria for that lower post.

20. Fringe Benefits : HRA, Perquisites and Allowances, CPF, Gratuity, Leave Encashment etc. will be admissible as per NPCC Rules.
21. No. of vacancies mentioned above, may increase or decrease depending upon the requirement of the company.
22. NPCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
23. Selected candidates will submit a fitness certificate from a District Civil Surgeon, before joining and the same will be indicated in the Offer letter.
24. 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.
25. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.npcc.gov.in](http://www.npcc.gov.in). No further press advertisement will be given. Hence prospective applicants are advised to visit NPCC website regularly for the above purpose.
26. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
27. 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.
28. NPCC will not be responsible for non receipt / late receipt of any communication/application due to postal or any other reason.
29. Application should be sent by Speed post/ Regd. Post only. No applications will be accepted by hand.
30. Applications which are incomplete in any respect will be rejected or if applications are not enclosed with the required documents, as mentioned above, in clause (a) to (f) “under application fee and procedure for applying”, can be rejected and the fee will be forfeited.
31. No correspondence or personal enquires shall be entertained by NPCC.
32. The application and the outer cover should be super scribed with the name of the post applied for and **Advf.No.NPCC/Regular/Law/HR/Fin./April/2018**.
33. Applications received after the due date will not be entertained. Those received after the last date of receipt of applications shall not be considered and treated as rejected & the application fee will not be refunded.
34. Please do not send any original documents/certificates with the application.
35. 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.
36. Candidates having relevant experience in PSU's in Construction Industry will be preferred.

Advt.No.NPCC/Regular/Law/HR/Fin./April/2018

Jobsarkkari.com





**APPLICATION FORM FOR THE POSTS of  
Senior Manager (Law)/ Senior Manager (HR)/  
Deputy Manager (Fin.)**

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 31.03.2018) : Yr. \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_

7. Educational Qualification :-

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Sl. No.	Degree/PG/If any	Name of Institute/College	Name of University	Month & Year of passing	% of Marks or Grade obtained

(please attach a copy of certificate self attested)

8. Permanent Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
PIN \_\_\_\_\_

9. Correspondence Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
PIN \_\_\_\_\_

10. Telephone No. & E-Mail ID : Office \_\_\_\_\_

(Candidates are advised to keep their mobile no and E-mail ID active at least for one year.)

: Residence \_\_\_\_\_

: Mobile \_\_\_\_\_

: Email Id \_\_\_\_\_

11. Nature of present employment i.e.  
Regular/Ad-hoc/Temporary/Permanent : \_\_\_\_\_

:2:

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 /PWD(SC/ST/OBC/UR)/Ex-Servicemen/OBC(NCL)/General (UR) : \_\_\_\_\_
16. Position held as per Experience Required :-

SI No.	Name of Organisation/ place of posting	Post Held	Period of Service		Experience		Pay Scale (Indicate CDA/IDA/or other)
			From	To	Year	Month	

**TOTAL EXPERIENCE :** \_\_\_\_\_ Year \_\_\_\_\_ Month.

**Note : Experience without certificate shall not be considered.**

17. Detailed CV may be attached separately giving details of experience in chronological order starting from 1<sup>st</sup> served organization :
18. Any other assistance required:
19. Application Fee details : DD/Bankers Cheque No. \_\_\_\_\_ Date \_\_\_\_\_  
Drawee Bank Name & Branch \_\_\_\_\_

( Name & Signature of the applicant )

Date: \_\_\_\_\_

**Advt.No.NPCC/Regular/Law/HR/Fin./April/2018**