



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISE)

'Committed to Customer's Delight'

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES and for OBC

ADVT. NO. 03/2010

NBCC under Schedule "A" classification is the leading CPSU with the highest turn over and highest profits amongst CPSU in the cognate group. It has been ranked as one of the 'TOP TEN CPSUs' by the Government of India for last three consecutive years. For more details log on to www.nbccindia.gov.in For its operation, NBCC requires under mentioned positions on regular basis:

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES						
S. No.	Post	Number of backlog vacancies & Disability	Type of Disabilities	Scale of pay(Rs.) (IDA)	Experience	Upper Age as on 01.08.2010 after giving relaxation
1.	Dy. Manager (HRM)	1(VH)	Low Vision	20,600-46,500	06	Gen.(VH) -35 yrs. SC/ST(VH) -40yrs. OBC(VH) - 38 yrs
2.	Hindi Translator	1(OPH)-	(OL- One Leg/ OA- One Arm/ BL - Both Legs/ OAL-One Arm & One Leg)	16400-40500	05	Gen.(OPH) - 40 yrs. SC/ST(OPH)- 45 Yrs. OBC(OPH) - 43 yrs
3.	Project Executive (Civil)	1(OPH)	OL-one Leg/ OA-one Arm	12600-32500	02	Gen.(OPH) - 30 yrs. SC/ST(OPH) - 35 Yrs. OBC(OPH) - 33 yrs
VH - Visually Handicapped(Low vision)						
OPH - Orthopedically Handicapped						
SPECIAL RECRUITMENT DRIVE FOR OBC						
S. No.	Post	Number of Posts	Scale of pay(IDA)	Experience	Upper Age as on 01.08.2010 after giving relaxation	
4	Office Asstt. Gr. III(General)	2**	7300+3% increment (open)	N.A	OBC - 28 Yrs OBC(OPH/HH/VH)- 38 Yrs	
5	Office Asstt. (Stenography)	4**	7300+3% increment (open)	N.A	OBC - 28 Yrs OBC(OPH/HH/VH)- 38 Yrs	
** No posts are reserved for Persons with Disability. However, Persons with Disability can also apply (OPH, HH & VH (partially blind)).						

Cont./- 2

Selection Procedure

Selection will be in two stages comprising written examination and interview for the posts mentioned at SI No. 2 & 3. Only those who pass written examination scoring the prescribed percentage / marks shall be eligible to appear in interview.

Qualification, Experience & Job requirements :

Dy. Manager (HRM) :

MBA(HRM)/ MSW (Specialization in PM & IR) / or equivalent qualification. Should have worked in industrial environment and exposed to multiple trade unions industrial relation scenario. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations and application of HRM concepts, tools and practices, such as man power planning, performance management, career management, succession planning, competency modelling, competency appraisal.

Hindi Translator :

Master's degree in Hindi with English upto Degree level or Master's Degree in English with Hindi upto Degree level and **three months Diploma/certificate in translation from recognized Institute / University/Central Translation Bureau** . Preference will be given to those having journalistic experience and aptitude for public relations work and knowledge of Sanskrit or other Indian language. 05 years experience in terminology work in Hindi or translation from English to Hindi & vice-versa, preferably of technical or scientific nature in Govt./ Semi-Govt./PSU /Autonomous bodies/ non-Govt. Organization. Those who have experience in construction sector will have a definite edge.

Project Executive(Civil) :

Degree in Civil Engineering from Institution of Repute. Candidates having proficiency in use of computer and project management soft wares will be preferred. Candidates must have adequate experience in execution of wide range of civil engineering projects.

Office Asstt. Gr.III(G):

Graduate. Proficiency in use of latest operating systems on computer in office environment. Minimum typing speed on computer in English **40 w.p.m. OR in Hindi 30 w.p.m.**

Office Asstt.(Stenography):

Graduate. Speed in English OR Hindi shorthand 70 w.p.m. and typing speed on computer 35/30 w.p.m. respectively. Proficiency in use of latest operating systems on computer in office environment.

GENERAL

1. Disability of applicants applying against the quota reserved for the physically challenged persons should not be less than 40%.
2. Age relaxation :- in case of Ex-Serviceman, service rendered in the Armed forces plus 03 years.
3. If sufficient number of reserved categories persons are not available on the basis of general standard to fill the vacancy reserved for them, the candidates belonging to this category may be selected on relaxed standards to fill up the vacancy reserved for them provided they are not found unfit for such post.
4. Upper age limit shall not apply in respect of the departmental candidates who have balance service of at least three years.
5. Candidates in Govt./ Semi-Govt. Organizations /Public Sector Undertakings and Autonomous Bodies should route their application **"Through Proper Channel"** or furnish **"NO OBJECTION CERTIFICATE"** at the time of written examination /interview failing which they will not be allowed to appear in written examination / interview and reimbursement of rail fare will not be admissible to them under any circumstances.

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6. Candidates called for written examination / interview will be paid to and from **3rd AC** (other than Rajdhani Express) for S.No. 1 & **Second class rail fare for S.No. 2 to 5** from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
7. Selected candidates should be prepared to serve in any part of the country or abroad where the Corporation has its operations.
8. Persons with higher educational qualification in the line will be preferred. Mere fulfilling the minimum requirements of experience and qualification will not vest any right on the candidates to be called for interview.
9. Fringe Benefits & Perks: HRA, CPF, LTC, gratuity, mediclaim insurance, leave encashment etc subject to certain limits. Admissibility of perks will be as per the rules of the Corporation.
10. Fulfillment of requirement as laid down in the advertisement does not entitle a candidate to be called for written test/selection test/interview. In case the response is more, the screening will be restricted to those with higher percentage of marks.
11. Incomplete/unsigned /late applications will be summarily rejected.
12. Candidates can apply either in English or in Hindi & they can opt either English or Hindi for interview.

The envelope should be superscribed with the Advt. No. and post applied for. Applications may be sent in the enclosed prescribed format to the **General Manager (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003 latest by 28.09.2010.**

**APPLICATION FORM FOR EMPLOYMENT IN NBCC ON REGULAR BASIS
SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES & for OBC**

(Advt. 03/2010)

Affix your recent
passport size
photograph here

POST APPLIED FOR :

1. NAME (IN CAPITALS)

2. FATHER'S /HUSBAND'S
NAME

3. GENDER

 M F

4. DATE OF BIRTH

DD

MM

YYYY

Y M

5. AGE (AS ON **01.08.2010**)

6. Indicate the category you belong to :

GEN / SC/ST/OBC [Non-Creamy Layer] / EX. SERVICEMAN(strike off inapplicable)

If belonging to SC /ST /OBC/, State sub-caste.....

7. PHYSICALLY CHALLENGED : YES / NO. If YES, state the nature of disability:
(Orthopedically Handicapped / Visually Handicapped / Hearing Handicapped).

Cont./- 2

10. Particulars of experience if any: Total Experience _____ Years.

S.No.	Name & Address of the Employer	Post held	Period		Total		Job description in brief	Pay scale / Salary drawn
			From	To	year(s)	months		

11. Brief sketch not exceeding 200 words about achievements made in the present assignment:

(Separate sheet may be enclosed as Annexure)

12 Certified that the information furnished above are true to the best of my knowledge :

Place :

Date :

SIGNATURE OF THE CANDIDATE

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