



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
'Committed to Customers' Delight'

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

S. No.	Post	No. of posts *	Scale of pay IDA (Rs.)	Post Qualification Experience (yrs.)	Upper Age as on 01.10.2010 (yrs.)
1.	General Manager (HRM)	01	36600-62000	18	45
2.	General Manager(Finance)	01	36600-62000	18	45
3.	Deputy Company Secretary	01	24900-50500	05	35

* No. of posts are subject to change.

No post is reserved for persons with disabilities. However persons with disabilities can apply (OPH, HH & Low vision) for SI No.1 & 3 and, (OPH & HH) for S.No. 2.

QUALIFICATION, EXPERIENCE & JOB REQUIREMENTS:

GENERAL MANAGER (HRM) :

Full time MBA (Specialization in HRM) from an Institution of repute and should not have experience less than 18 years in Public Sector or large Private Sector enterprise. Those who have experience of working as the functional head or second in command to the functional head shall be preferred. Individual 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, application of HRM concepts, tools and practices, such as manpower planning, performance management, career management, succession planning, competency modelling, competency appraisal etc. Executives from Public Sector will be preferred. Person should have background of Law.

GENERAL MANAGER(FINANCE):

Chartered Accountant. Should have experience in Project and Corporate Accounting, Accounting Standards, Budgeting, Project Appraisal, Evaluation of proposals for capital expenditure, pricing and sale of real estate and major purchases, Fund Management, Direct and Indirect Taxation, Auditing, Project Cost Management & Provident Fund. Should be highly computer literate and conversant with accounting.

Deputy Company Secretary :

The desirable candidate should be qualified Company Secretary with 5 years post qualification experience. Preference will be given to Law graduates. The candidate should have excellent communication & drafting skills besides being well versed with company law, secretarial functions and knowledge of compliances of SEBI, Stock Exchange and e-filing of documents.

GENERAL INSTRUCTIONS:

1. RESERVATION for SC/ST/OBC(Non Creamy layer) category as per rules.
2. Age Relaxation : Maximum Relaxation in upper age limit will be as under :
 - i) Upto a maximum of 05 years in the case of SC/ST candidates.
 - ii) Upto a maximum of 03 years in the case of OBC candidates.
 - iii) Upper age limit for Physically Challenged persons by 5 years (10 years for SCs/STs and 8 years for OBCs)
3. Disability of applicants applying should not be less than 40%.
4. Age relaxation :- in case of Ex-Serviceman, service rendered in the Armed forces plus 03 years.
5. Upper age limit shall not apply in respect of the departmental candidates who have balance service of at least three years.
6. Candidates in Govt./ Semi-Govt. Organization/Public Sector Undertakings and Autonomous Bodies should route their application **"Through Proper Channel"** or furnish **"NO OBJECTION CERTIFICATE"** at the time of interview failing which they will not be allowed to appear in interview and reimbursement of rail fare will not be admissible to them under any circumstances.
7. **Candidates called for interview will be paid to and from II AC sleeper class rail fare (other than Rajdhani Express) from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.**
8. Selected candidates should be prepared to serve in any part of the country or abroad where the Corporation has its operations.
9. 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.
10. 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.
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 21st December 2010.**

NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.

APPLICATION FORM FOR EMPLOYMENT IN NBCC ON REGULAR BASIS

(Advt. 04/2010)

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

5. AGE (AS ON **01.10.2010**) Y M

6. Indicate the category you belong to :

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

If belongs 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

8 ADDRESS:

DOMICILE STATE : _____

MAILING	PERMANENT	FULL ADDRESS OF PRESENT EMPLOYER IF EMPLOYED
PIN CODE NO.:	PIN CODE NO.	PIN CODE NO

Mobile Number

e-mail I.D

9. ACADEMIC AND PROFESSIONAL QUALIFICATIONS :

Examination /Course Passed	Whether Full time / part time course	Duration of the course	Name of the Institution	Name of the University	Month & Year of Passing	Rank/ Class / Divn. obtained / % of marks

Contd.....3/-

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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)	month		

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

FOR OFFICE USE ONLY