



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

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NBCC Bhawan  
Lodhi Road  
New Delhi-110003

**ADVT. NO. 01/2009**

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 two consecutive years. For more details log on to [www.nbccindia.gov.in](http://www.nbccindia.gov.in) For its operation, NBCC requires engineers for the under mentioned positions on regular and contract basis :

**REGULAR BASIS :**

S. No.	Post	Scale of pay*	Experience	Upper Age as on <b>01.01.09</b>	Gross Salary range
1	Dy. General Manager (Finance)	Rs.14500-350-18700	12	42	Rs.38200/- to 35500/-
2	Dy. General Manager(HRM)	Rs.14500-350-18700	12	42	Rs.38200/- to 35500/-
3	Dy. Manager (HRM)	Rs.10750-300-16750	06	30	Rs.28,600/- to 24,500/-
4	Dy. General Manager (Estate Management)	Rs.14500-350-18700	12	42	Rs.38200/- to 35500/-
5.	Manager (Estate Management )	Rs.13000-350-18250	10	35	Rs.34,350/- to Rs.29,450/-
6.	Manager(PHE)	Rs.13000-350-18250	08 **	35	Rs.34,350/- to Rs.29,450/-
7.	Dy. Manager(PHE)	Rs.10750-300-16750	06**	30	Rs.28,600/- to 24,500/-
8	Manager (Finance)	Rs.13000-350-18250	10	35	Rs.34,350/- to Rs.29,450/-
9	Manager (Corporate Communications)	Rs.13000-350-18250	10	40	Rs.34,350/- to Rs.29,450/-
10	Project Executive (Civil/ Mechanical/ Electrical)	Rs.6550-200-11350	02	25 years (Relaxable in case of departmental applicants)	Rs.17,400/- to Rs.15,000/-

\* The current pay structure is under upward revision.

\*\* Master Degree in PHE / Environmental Engineering shall be given preference and weightage.

Contd..2/-

**Qualification, Experience & Job requirements :**

**Dy. 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, Project Cost Management & Provident Fund. Should be highly computer literate and conversant with accounting.

**Dy. General Manager(HRM) :**

MBA (HRM). 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, negotiation of wage settlement and productivity incentive schemes, formulation of HRM, employee's welfare and industrial relations policies, preparation of counter affidavits, written replies to the writ petitions and petitions before the Labour Courts and representation of employer in the conciliation and quasi-judicial proceedings.

**Dy. Manager (HRM) :**

MBA(HRM). 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.

**Dy. General Manager (Estate Management ) :**

Degree in engineering . Degree in Law will be added advantage. Should have experience in managing operation and maintenance of the entire range of building services, security management, drafting, execution and implementation of maintenance agreements with occupants, engaging service providers, billing and realization of leviabale charges, preparation of annual budgets of special repairs, liasioning with statutory authorities for sanctions / renewal of licences / enhancement of sanctioned loads / energy audits / modification and upgradation of existing services, encroachment prevention, initiating appropriate action against the defaulting occupants, servicing of the lease rent agreements with occupants, operation and execution of transfer deeds, efficient management of installed services for cost optimization. Should have thorough knowledge of Delhi Apartment Act and other applicable Apartment Acts.

**Contd...3/-**

**Manager (Estate Management ) :**

Degree in engineering . Degree in Law will be added advantage. Should have experience in managing operation and maintenance of the entire range of building services, security management, drafting, execution and implementation of maintenance agreements with occupants, engaging service providers, billing and realization of leviable charges, preparation of annual budgets of special repairs, liaisoning with statutory authorities for sanctions / renewal of licences / enhancement of sanctioned loads / energy audits / modification and upgradation of existing services, encroachment prevention, initiating appropriate action against the defaulting occupants, servicing of the lease rent agreements with occupants, operation and execution of transfer deeds, efficient management of installed services for cost optimization. Should have thorough knowledge of Delhi Apartment Act and other applicable Apartment Acts.

**Manager(PHE)/ Dy. Manager (PHE) :**

Graduate Degree in Civil Engineering / Master Degree in Public Health Engineering / Environmental Engineering from a reputed Institute / University. Experience in the field of process / hydraulic designing, planning, preparing specifications and engineering drawings, project reporting, business development etc. for Water / Sewage / Industrial Effluent Treatment Plants, Pumping Stations, Reservoirs, Water / Sewerage Conveyance Systems, Drainage etc. should be able to work out prime cost for tendering on turnkey and other basis for projects of the aforesaid type. Should be well versed with designing of water supply, sanitation and sewerage systems for large Office / commercial complex medium sized townships.

**Manager(Finance) :**

CA / ICWA. Should have experience in Project and Corporate Accounting, Accounting Standards, Budgeting, Evaluation of proposals of capital expenditure, major purchases, pricing and sale of real estate and Director and Indirect Taxation. Should be highly computer literate and conversant with accounting softwares.

**Manager(Corporate Communications) :**

PG Degree in Mass Communication. Should have experience in Corporate Imaging in Public domain, In-house Communication using appropriate media, Designing and production of publicity products for business development, Editing and Production of News letters for external targets & Media Management. Should have excellent command on written and spoken English and Hindi . Should have indepth knowledge about the functioning of print and electronic mass media.

**Project Executive(Civil / Electrical / Mechanical) :**

Degree in Civil, Electrical and Mechanical 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 civil engineering projects.

Departmental candidates who have put in the prescribed period of service in the feeder grade required for promotion to the higher post as per promotion policy of the Corporation and possess the qualification prescribed for different posts in this advertisement may also apply for position for which they are eligible.

**Contd...4/-**

**CONTRACT BASIS ON CONSOLIDATED SALARY :**

Sl. No.	Name of the Post	Consolidated Salary Rs.*	Minimum experience (Years)	Upper age as on <b>01.01.09</b>	Qualification
1.	Dy. Manager (Architecture)	Rs. 28,500/-	5	35 yrs.	Bachelor of Architecture
2.	Dy. Project Manager (Structural Engg. )	Rs. 28,500/-	5	35 yrs.	M. Tech / ME (Structural Engineering)
3.	Dy. Project Manager (Civil)	Rs. 28,500/-	05	35 yrs.	Degree in Civil Engineering
4.	Dy. Project Manager (Electrical)	Rs. 28,500/-	05	35 yrs.	Degree in Electrical Engg
5.	Project Executive (Interior Designing )	Rs. 17,500/-	02	25 yrs.	Diploma in Interior Designing from Govt. recognised Institution.
6.	Project Executive	Rs. 17,500/-	02	25 yrs.	Degree in Civil / Mechanical / Electrical Engineering
7.	Draftsman (Arch. / Structural./PHE)	Rs. 11, 500/-	02	25 yrs.	Diploma in the relevant branch of Draftsmanship from Govt. recognised Institution.

\* In case of revision of Pay Scales of regular employees, consolidated emoluments of employees appointed on contract basis will be enhanced suitably.

**Qualification, Experience & Job requirements**

1. **Dy. Manager (Architecture):** Degree in Arch. Candidate must have worked on AUTOCAD. Minimum five year experience.
2. **Dy. Project Manager (Structural) :** Degree in Civil Engineering with specialization in structural designing and should have worked on STAD.
3. **Dy. Project Manager (Civil) :**  
Degree in civil engineering. Candidates having Master's Degree in Management and proficiency in use of computer and computer software will be preferred. Candidates must have adequate experience in planning and execution of wide range of civil engineering projects. Those who have experience in power sector will have a definite edge.
4. **Dy. Project Manager (Electrical) :** Degree in Electrical Engg. Minimum five years experience in designing / planning and estimation.

**Contd...5/-**

5. **Project Executive (Interior Designing)** : Diploma in Interior Designing or degree in Architecture from Institution of Repute and must have worked on AUTOCAD and 3 D software for generation of walk through / walk around animation presentations.
6. **Project Executive** : Degree in Civil, Electrical and Mechanical 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 civil engineering projects.
7. **Draftsman (Arch. / Structural/PHE)**: Diploma in the relevant branch of Draftsmanship from Govt. recognized Institution..

### **Selection Procedure & General Information**

For the post of Project Executive (Civil/Mechanical/Electrical), selection will be in two stages comprising written examination and interview. Only those who pass written examination scoring the prescribed percentage / marks shall be eligible to appear in interview.

#### **GENERAL :**

1. The existing Scales of Pay are likely to be revised for regular employees as under :

Post	Revised Scale of Pay
Dy. General Manager	Rs.29,100-54,500
Manager	Rs.24,900-50,500
Dy. Manager	Rs.20,600-46,500
Project Executive	Rs.12,600-32,500

2. **Number of posts will be filled up as per requirement.**
3. Reservation for SC/ST/OBC (Non Creamy Layer) category exist as per rules. (Candidates belonging to OBC category are required to produce certificate in the prescribed format, issued by the Govt. of India from time to time from a competent authority stating that they do not come under the "Creamy Layer"). **One post of Dy. Manager(HRM) is reserved for Physically Challenged person (Low Vision) and one post of Project Executive (Civil) is reserved for Orthopedically Challenged person.**

Contd..6/--

4. 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).
  - iv) In case of Ex-Serviceman, service rendered in the Armed forces plus 03 years.
5. Disability of applicants applying against the quota reserved for the physically challenged persons should not be less than 40%.
6. Relaxation of standard in selection against reserved vacancies- If sufficient number of reserved categories persons are not available on the basis of general standard laid down to fill the vacancies reserved for them, the candidates belonging to these categories may be selected under relaxed standard to fill up the vacancies reserved for them provided they are not found unfit for such posts.
7. 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 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.
8. Candidates called for interview for the post at **SI No.1, 2, 4 to 6, 8 & 9 (on regular basis)** will be paid to and fro **II AC sleeper class** rail fare and for others **(Regular & Contract basis) III AC Class** rail fare from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
9. Selected candidates should be prepared to serve in any part of the country or abroad where the Corporation has its operations.
10. Persons with higher educational qualification in the line will be preferred.
11. Fringe Benefits :
- a) **For regular employees** : HRA, CCA, CPF, LTC, gratuity, leave encashment, medical insurance etc.
  - b) **For contract employees on consolidated salary** : Persons employed will be enrolled as member of contributory provident Fund. They will be allowed earned leave.
12. Incomplete/unsigned /late applications will be summarily rejected.
13. Candidates can apply either in English or in Hindi & they can opt either English or Hindi for interview.

**Candidates may e-mail their resume to [pers1nbcc@nic.in](mailto:pers1nbcc@nic.in) and also send copy by post to reach us within 30 days of the publication of this advertisement to the General Manager (Pers.&IR), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi- 110003 in the prescribed format only. Closing date for receipt of**



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9. Telephone No. with STD Code :

10. ACADEMIC AND PROFESSIONAL QUALIFICATIONS (University Degree and onwards) :

EXAMN. 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

11. Particulars of experience ( Total Experience) :

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

:: 3 ::

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

**( separate sheet may be enclosed as Annexure )**

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

Place :

Date :

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

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**APPLICATION FORM FOR EMPLOYMENT IN NBCC (CONTRACT BASIS)**

**(Advt. 01/2009)**

Affix your recent passport size photograph here
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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 01.01.09)  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 (OH/ HH/VH)

8. ADDRESS : STATE OF DOMICILE : \_\_\_\_\_

MAILING	PERMANENT	ADDRESS OF PRESENT EMPLOYER
PIN CODE NO:	PIN CODE NO.	

:: 2 ::

9. Telephone No. with STD Code :

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10. ACADEMIC AND PROFESSIONAL QUALIFICATIONS (University Degree and onwards) :

EXAMN. 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

11. Particulars of experience ( Total Experience) :

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

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

**( separate sheet may be enclosed as Annexure )**

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

Place :

Date :

SIGNATURE OF THE CANDIDATE

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