



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003

NBCC REQUIRES PERSONNEL FOR FOLLOWING POSITIONS ON REGULAR BASIS

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES, OBC CATEGORIES:

- DEPUTY MANAGER (HRM)
- HINDI TRANSLATOR
- SR PROJECT EXECUTIVE (CIVIL)
- JUNIOR ENGINEER (CIVIL)
- SENIOR STENOGRAPHER

GENERAL RECRUITMENT:

- GENERAL MANAGER (HRM)
- ADDITIONAL GENERAL MANAGER (ENGG-CIVIL)
- DY. COMPANY SECRETARY
- ASSTT. COMPANY SECRETARY
- DY. GENERAL MANAGER (ENGG - MECHANICAL)
- MANAGER (MARKETING)
- MANAGER (PHE)
- DEPUTY MANAGER (STRUCTURAL)
- DEPUTY MANAGER (ARCHITECTURAL)
- DEPUTY PROJECT MANAGER (ELECTRICAL)
- DEPUTY PROJECT MANAGER (CIVIL)
- SENIOR PROJECT EXECUTIVE (CIVIL)
- SENIOR PROJECT EXECUTIVE (MECHANICAL)
- SENIOR PROJECT EXECUTIVE (ELECTRICAL)
- PROJECT EXECUTIVE (CIVIL)
- PROJECT EXECUTIVE (ELECTRICAL)
- PROJECT EXECUTIVE (MECHANICAL)
- SECRETARIAL OFFICER
- JUNIOR ENGINEER (CIVIL)
- JUNIOR ENGINEER (ELECTRICAL)
- JUNIOR ENGINEER (MECHANICAL)

FOR FURTHER DETAILS LOG ON NBCC'S WEBSITE www.nbccindia.gov.in UNDER HEAD: HUMAN RESOURCE MANAGEMENT /JOBS @ NBCC OR SEE EMPLOYMENT NEWS DATED 04.02.2012.

ED (HRM)



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

Advt. No. 01/2012

For its operation, NBCC a Schedule "A" CPSU intends to engage dynamic and result oriented persons on regular basis through Direct Recruitment.

Vacancies under Special recruitment drive for filling up the backlog vacancies for Persons with Disabilities (PWD) and OBC category:

S.No	Post/ Scale of pay (IDA)/ No. of backlog vacancies	Upper Age as on 01.02.2012	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE	PREFERABLE QUALIFICATION/ EXPERIENCE
1	Dy. Manager (HRM) E-2 (Rs 20600-46500) 01 - (VH) LV	30 years	Full time MBA / MSW / two years Post Graduate Diploma from Government recognized University / Institute with Specialization in PM&IR/HRM	06 years experience in industrial relations having multiple trade unions 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.	Proficiency in use of computer software
2	Hindi Translator E-1 (Rs 16400-40500) 01 - (OPH) OA/OL/OAL/BL	35 years	Master's degree in Hindi with English upto Degree level or Master's Degree in English with Hindi upto Degree level. Minimum three months Diploma/ Certificate in translation from Govt. recognized Institute/Central Translation Bureau.	04 years experience in terminology work in Hindi or translation from English to Hindi & vice-versa, preferably of technical or scientific nature in Government/ Semi-Government/PSU /Autonomous bodies.	Journalistic experience / aptitude for public relations work / knowledge of Sanskrit or any other Indian language / experience in construction sector
3	Sr. Project Executive (Civil) E-1 (Rs 16400-40500) 01 - (OPH) OA/OL/OAL 01 - (HH)	30 years	Degree in Civil Engineering from Government recognized University/Institute.	04 years experience in planning and execution of wide range of civil engineering projects.	Master's Degree / proficiency in use of computer software
4	Jr. Engineer (Civil) S-2 Rs 9760+increment 3% (open) 01 – HH	22 years	Three years Diploma in Civil Engineering from Govt. recognized Institute/University.	Nil	Proficiency in use of computer softwares
5	Sr. Stenographer S-2 Rs 9760+increment 3% (open) 01 - OBC	28 years	Graduate. Stenography / typing speed in English 110/50 wpm and Stenography/typing speed in Hindi 100/40 wpm	3 years	Proficiency in use of computer softwares

Vacancies under General Recruitment:

S.No	Post/ Scale of pay (IDA)/ No. of vacancies	Upper Age as on 01.02.2012	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE	PREFERABLE QUALIFICATION/ EXPERIENCE
1	General Manager (HRM) E-6 (Rs 36600-62000) 01-UR	45 years	Full time MBA / MSW / two years Post Graduate Diploma from Government recognized University / Institute with Specialization in PM&IR/HRM	18 years experience in Public Sector or large Private Sector enterprise. Candidates working in Public sector/Govt. in the IDA scale of Rs. 32900-58000 or equivalent for the last 3 years are eligible to apply. Similarly candidates working in Private Sector as functional head atleast for the last three years and preferably reporting directly to Chief Executive/Board Member are eligible to apply. 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 modeling, competency appraisal etc. Exposure in industrial relations having multiple trade unions scenario is desirable.	Degree in Law
2	Additional General Manager (Engg.) Civil E-5 (Rs 32900-58000) 01-OBC	42 years	Degree in Civil Engineering from Govt. recognized Institute/University	15 years experience in planning and execution of wide range of civil engineering projects, out of which 3 years experience in one step below post if working in Government/PSU or should be drawing monthly salary not less than Rs 60,000 during the last three years, if working in private sector.	Masters Degree and/or having thorough computer software knowledge
3	Dy. Company Secretary E-5 (Rs 32900-58000) 01-UR	42 years	Qualified Company Secretary.	15 years experience. Candidate should have excellent communication & drafting skills. Adequate experience required in legal compliance as per Companies Act, 1956 and SEBI regulations/e-filing of documents with exposure to public issue/dividend related matters, handling of Investor's grievances and coordination with other regulatory agencies, Stock Exchanges, ROC etc.	Law Graduates/ICWA
4	Asstt. Company Secretary E-4 (Rs 29100-54500) 01-UR	40 years	Qualified Company Secretary.	12 years experience. Candidate should have excellent communication & drafting skills. Adequate experience required in legal compliance as per Companies Act, 1956 and SEBI regulations/e-filing of documents with exposure to public issue/dividend related matters, handling of Investor's grievances and coordination with other regulatory agencies, Stock Exchanges, ROC etc.	Law Graduates/ICWA

5	Dy. General Manager (Engg) (Mechanical) E-4 (Rs 29100-54500) 02-UR	42 years	Degree in Mechanical Engineering from a Government recognized Institute / University.	<p>12 years experience, out of which two years experience in the IDA scale of Rs 24,900-50,500 or equivalent for those working in PSU/Government. Candidates from Private Sector should also have total post qualification experience of 12 years and should be drawing monthly salary not below Rs 50,000/- during the last two years. Desirable experience in Design / Engineering of Mechanical systems for coal based Thermal Power Plants having 250 MW capacities or above in the following areas:</p> <ul style="list-style-type: none"> • Project Engineering in Water System, coal handling plants involving equipments like wagon tippers, conveyors, crushers, screens peddle/feeders, stackers reclaimers, pumps etc. • Ash handling systems involving vacuum & pressure conveying of fly ash, slurry disposal system etc. • Plant layout, system engineering, engineering activities for steam turbine, generators, condensers etc. • Tendering, Execution, erection & commissioning of EPC for Boiler turbine generator /Material handling/ CHP & AHP and allied equipments. • Exposure to concepts or process capability, preparation of specifications, estimation/evaluation / OEE/ Preventive maintenance in ERP. 	Proficiency in use of computer software
6	Manager (Marketing) E-3 (Rs 24900-50500) 02 – UR 01 - (OPH) OA/OL/OAL/BL	35 years	Full time MBA (after graduation) with specialization in Marketing from Govt. recognized University / Institute	<p>08 years experience in sales & marketing of Commercial / Residential properties in reputed Real Estate Company/PSU. Candidate should have thorough knowledge of various sale & marketing strategies & sales promotion activities, analysis of Indian Real Estate market in terms of current market trend, new developments, and legislation and customer requirements. The job profile requires proven track record in meeting targets, documentation like sale deeds / conveyance deeds, tripartite agreement with banks and financial institutions, creation and devolvement Customer Relationship Management procedures & practices.</p> <p>Candidates having 6 years & 4 years experience can also apply for the post of Dy. Manager (E-2 level) & Astd. Manager (E-1 level) respectively. Such applications will be considered only in case of non-availability of candidates at E-3 level.</p>	Degree in Law/Civil engineering/ Computer literate and conversant with relevant Information Technology used in sales & marketing / Pleasing personality with excellent communication & presentation skills.

7	Manager (PHE) E-3 (Rs 24900-50500) 01 - UR	35 years	Degree in Civil Engineering / Master Degree in Public Health Engineering / Environmental Engineering from Government recognized Institute / University.	08 years 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 .	Proficiency in use of computer software
8	Deputy Manager (Structural) E-2 (Rs 20600-46500) 01 – UR	35 years	Degree in Civil Engineering / Masters degree in Structural Engineering Government recognized Institute / University.	06 years post qualification experience in designing of heavy structures of all nature in a company of repute.	Knowledge of STAAD PRO and AUTOCAD.
9	Deputy Manager (Architectural) E-2 (Rs 20600-46500) 01 – UR	35 years	Degree in Architecture from Government recognized Institute / University.	06 years post qualification experience in planning & designing of large residential/ commercial complexes including interior designing.	Knowledge of AUTOCAD and 3 D software for generation of walk through / walk around animation presentations etc.
10	Deputy Project Manager (Electrical) E-2 (Rs 20600-46500) 01 – UR	35 years	Degree in Electrical Engineering from Government recognized Institute / University.	06 years post qualification experience in the field of designing, planning, preparing specifications and engineering drawings, project reporting, business development for electrical engineering works.	Proficiency in use of computer software like project management software, SKM power tools modeling software etc.
11	Deputy Project Manager (Civil) E-2 (Rs 20600-46500) 01 – UR 01 - SC 02 – OBC	35 years	Degree in Civil Engineering from Government recognized University/Institute.	06 years experience in planning and execution of wide range of civil engineering projects.	Master's Degree / proficiency in use of computer software.
12	Sr. Project Executive (Civil) E-1 (Rs 16400-40500) 02 - UR 02 – SC 03 – OBC	30 years	Degree in Civil Engineering from Government recognized University/Institute.	04 years experience in planning and execution of wide range of civil engineering projects.	Master's Degree / proficiency in use of computer software
13	Sr. Project Executive (Mechanical) E-1 (Rs 16400-40500) 02 – UR 01 - OBC	30 years	Degree in Mechanical Engineering from Government recognized University/Institute.	04 years experience in planning and execution of wide range of mechanical engineering projects.	Master's Degree / proficiency in use of computer software
14	Sr. Project Executive (Electrical) E-1 (Rs 16400-40500) 01 - ST	30 years	Degree in Electrical Engineering from Government recognized University/Institute.	04 years experience in planning and execution of wide range of electrical engineering projects.	Master's Degree / proficiency in use of computer software
15	Project Executive (Civil) E-0 (12600-32500) 12 – UR 03 – SC 01 - ST 05 – OBC	25 years	Degree in Civil Engineering from a Government recognized Institute/University.	02 years experience in execution of wide range of civil engineering projects.	Proficiency in use of computer softwares

16	Project Executive (Electrical) E-0 (12600-32500) 01 – UR 01 - OBC	25 years	Degree in Electrical Engineering from Government recognized Institute/University.	02 years experience in execution of wide range of electrical engineering projects.	Proficiency in use of computer softwares
17	Project Executive (Mechanical) E-0 (12600-32500) 02 – UR 01 - OBC	25 years	Degree in Mechanical Engineering from Government recognized Institute/University.	02 years experience in execution of wide range of mechanical engineering projects.	Proficiency in use of computer softwares
18	Secretarial Officer E-1 (Rs 16400-40500) E-0 (Rs 12600-32500) 01-UR	E-1 - 30 years E-0– 25 years	Qualified Company Secretary.	03 years experience for E-1 level and 01 year experience for E-0 level. Responsibilities involve Secretarial compliance of Limited Companies. The candidate should have adequate drafting skill.	Degree in Law
19	Jr. Engineer (Civil) S-2 Rs 9760+increment 3% (open) 09 – UR 07 – SC 03 – ST 08 – OBC	22 years	Three years Diploma in Civil Engineering from Govt. recognized Institute/University.	02 years experience in execution of wide range of civil engineering projects.	Proficiency in use of computer softwares
20	Jr. Engineer (Electrical) S-2 Rs 9760+increment 3% (open) 03 – UR 01 - OBC	22 years	Three years Diploma in Electrical Engineering from Govt. recognized Institute/University.	02 years experience in execution of wide range of electrical engineering projects.	Proficiency in use of computer softwares
21	Jr. Engineer (Mechanical) S-2 Rs 9760+increment 3% (open) 03 – UR 01 - OBC	22 years	Three years Diploma in Mechanical Engineering from Govt. recognized Institute/University.	02 years experience in execution of wide range of mechanical engineering projects.	Proficiency in use of computer softwares

Abbreviations: OPH-Orthopedically Physically Handicapped; OL-one Leg; OA-one Arm; OAL- One Arm & one Leg; BL-both Legs; VH(LV) - Visually Handicapped (Low Vision); HH – Hearing Handicapped

Selection Procedure

The Selection procedure will be decided by NBCC depending upon the response received against each post. The selection criteria can be by way of interview or by way of written test followed by interview. Decision of NBCC will be final in this regard.

GENERAL

1. Application should be filled up in prescribed proforma only with BOLD letters either in English or in Hindi. The post for which the application has been made should be clearly indicated. Non-refundable Application fee of Rs 100/- (Rupees one hundred only) in the form of Demand Draft favouring M/s NBCC Limited payable at New Delhi is required to be attached alongwith the application form. SC/ST/Persons with Disability/departmental candidates are exempted from payment of application fee. Candidate can appear for written test/ interview in English/Hindi language, as per their choice. Incomplete/unsigned/late applications/applications without supporting documents and without application fee will not be entertained and will be summarily rejected. Application received through email will also not be entertained.

2. Candidature will be liable for cancellation for the post applied and/ or removal from the services of the Corporation after joining, if at any stage 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 attested photocopies of the original documents/certificates etc. Before making application, candidate must ensure that the minimum criteria laid down for the posts are fulfilled.
3. Three posts in the cadre of Junior Engineer (Civil, Mechanical and Electrical) are reserved for Ex-Serviceman. One post of Project Executive (Civil) is reserved for Persons with Disability (Hearing Handicapped) category. However, Persons with Disability can also apply for any of the above post 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 will be applicable as per DPE OM No. 6/6/2011-DPE(SC/ST Cell) dated 02.01.2012.
4. The upper age limit indicated is for general category of candidates. Age relaxation for SC/ST/OBC/Physically challenged candidates will be as per Government guidelines in this regard. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Upper age limit not applicable in case of departmental candidates having atleast three years balance service.
5. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%.
6. 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.
7. Candidate working in Government, Semi-Government 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 also not be admissible to them under any circumstances.
8. Only SC/ST/PWD Candidates called for interview/written test will be paid to and fro rail fare (other than Rajdhani/Shatabdi Express) - 2nd AC sleeper for E-6 level, 3rd AC sleeper fare for E-3 to E-5 level and Sleeper Class for others i.e. below E-3 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.
9. Selected candidates will be required to serve in any part of India or abroad as per the discretion/requirement of NBCC.
10. Mere fulfilling the minimum requirement will not vest any right for selection test/interview. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria. In case of non suitability of candidates for the post applied for, NBCC at its discretion can offer a suitable post in the lower level.
11. Fringe Benefits: HRA, CPF, Gratuity, Leave Encashment, Perks; Performance Related Pay etc. will be admissible as per NBCC Rules.
12. NBCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.

The envelope should be superscribed with the Advt. No. and post applied for. Applications in the prescribed format along with attested photocopies of educational/ Professional qualification, Age, Caste & Experience certificates/application fee should reach to the **Executive Director (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003 latest by 05.03.2012.**



**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.
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Application No.....(to be filled by NBCC) **Advt. No. 01/2012**

POST APPLIED FOR Affix recent passport size self attested photograph

1 **NAME (IN CAPITAL)**

2 FATHER'S / HUSBAND'S NAME

3 GENDER (Put a tick mark) M F **MARITAL STATUS** Married/Unmarried/ Others

4 DATE OF BIRTH

D	D	M	M	Y	Y	Y	Y

5 AGE AS ON 01.02.2012

Years	Months		

6 CATEGORY (Put a tick mark) GEN SC ST OBC (NCL) EX-SEM SUB CASTE.....
(Attach documentary evidence)

7 PHYSICALLY CHALLENGED YES NO IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)..... *(Attach documentary evidence)*

8 **ADDRESS** *(Please give full postal address with Postal Pin No.)*

MAILING	PERMANENT	FULL ADDRESS OF PRESENT EMPLOYER, IF EMPLOYED
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MOBILE NO.	FAX. NO.	E-MAIL.
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9. LANGUAGE PREFERRED FOR TEST/INTERVIEW....

ENGLI	
SH	
HINDI	

10. APPLICATION FEE

Demand Draft No. _____ dated _____ drawn on _____ (Bank) for Rs 100/- (Rupees One hundred only) is enclosed.

11	ACADEMIC AND PROFESSIONAL QUALIFICATIONS							
Examination passed	Whether full time / part time	Duration of the course	Name of the institution	Name of the university	Month & year of passing	Percentage of marks obtained		
<i>(please attach copies of certificates/marksheets)</i>								
12	DETAILS OF EXPERIENCE (in chronological order):							
TOTAL EXPERIENCE.....(YRS.) TOTAL POST QUALIFICATION EXPERIENCE.....(YRS.)								
S.No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Months		
<i>(please attach copies of experience certificates)</i>								
13	ATTACH A SEPARATE SHEET AS ANNEXURE GIVING BRIEF ABOUT ACHIEVEMENTS MADE IN THE PRESENT ASSIGNMENT (NOT EXCEEDING 200 WORDS).							
14	CERTIFIED THAT THE INFORMATION FURNISHED ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF							
Place:		Signature of the candidate					Date:	