



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

**Advt. No. 04/2016**

NBCC a Schedule "A" Navratana CPSU requires dynamic and result oriented persons on regular basis through Direct Recruitment for its operation.

S.No	Post / Level Scale of pay (IDA) / No. of vacancies	Upper Age as on Closing date i.e 11.04.2016	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE
01	General Manager (Engg.)-(Civil)/ E-6 / (Rs.36,600-62,000 (IDA))  <b>TOTAL – 08</b>  <b>UR-04</b> <b>SC-02</b> <b>ST-01</b> <b>OBC-01</b>	49 years	Full time Degree in Civil Engineering or equivalent from a Govt. recognized University / Institute.	Total 15 years experience in the field of PMC / EPC / Real Estate / Infrastructure. Should be presently working on regular basis for a minimum period of 2 years in one step below post (E5) in the scale of pay of Rs. 32,900-58,000/- (IDA) or Rs. 37400-67000 GP-8700/- (CDA), if working in PSU/Government or otherwise drawing minimum annual CTC of Rs. 15 Lacs for the last two years, if working in private sector Company/Banks. The candidate should have experience in overall execution & monitoring of Multi – disciplinary large value Projects independently (residential, Commercial, Industrial, Institutional, highways, railways and infrastructure sector etc). Should have thorough knowledge of various tender formats including CPWD, FIDIC conditions etc. Should be well conversant with the preparation of Project budget, cash flow etc. Shall possess ability to lead multidisciplinary team of engineers and should be able to handle Division / Region independently. Shall possess knowledge of PPP projects and preparation of presentations for the management. Should have handled matters which are normally associated with senior positions like Corporate Affairs, Business Development, Arbitration, Claims & Liaison work with Govt. Departments / Ministries. Candidates having proficiency in use of Computer will be preferred.
02	General Manager (Finance)/ E-6 / (Rs.36600-62000 (IDA))  <b>TOTAL – 05</b>  <b>UR-03</b> <b>SC-1</b> <b>OBC-01</b>	49 years	Associate / Fellow Member of ICAI/ICWAI or Full Time MBA (Finance) from Government recognized University / Institute.	Total 15 years relevant experience and should be presently working on regular basis for a minimum period of 2 years in one step below post (E5) in the scale of pay of Rs. 32900-58000/- (IDA) or Rs. 37400-67000, GP-8700/- (CDA), if working in PSU / Government or otherwise drawing minimum annual CTC of Rs. 15 Lacs for the last two years, if working in private sector company / banks. Should have experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.

03	Additional General Manager (Finance)/ E-5 / (Rs 32900-58000 (IDA))  <b>TOTAL – 04</b>  <b>UR-02</b> <b>SC-1</b> <b>OBC-01</b>	45 years	Associate/Fellow Member of ICAI/ICWAI or Full Time MBA (Finance) from Government recognized University / Institute.	Total 12 years relevant experience and should be presently working on regular basis for a minimum period of 2 years in one step below post (E4) in the scale of pay of Rs. 29100-54500/-(IDA) or Rs. 15600-39100, GP-7600/- (CDA), if working in PSU / Government or otherwise drawing minimum annual CTC of Rs. 12 Lacs for the last two years, if working in private sector company / banks. Should have experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.
04	Dy. General Manager (Finance) / E-4 / (Rs.29100-54500 (IDA))  <b>TOTAL – 05</b>  <b>UR-02</b> <b>SC-1</b> <b>ST-1</b> <b>OBC-01</b>	41 years	Associate / Fellow Member of ICAI/ICWAI or Full Time MBA (Finance) from Government recognized University / Institute with aggregate 60% marks in MBA (Finance).	Total 09 years relevant experience and should be presently working on regular basis for a minimum period of 2 years in one step below post (E3) in the scale of pay of Rs. 24900-50500/-(IDA) or Rs. 15600-39100, GP-6600/- (CDA), if working in PSU / Government or otherwise drawing minimum annual CTC of Rs. 09 Lacs for the last two years, if working in private sector company / banks. Should have experience in managing working capital both at Unit and Corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization and familiarity with computerized system.

### **PROCEDURE FOR APPLYING**

The candidates are required to apply online. The relevant link will be made available from 0000 hrs on 12.03.2016 under the head “**CAREER**” of NBCC website i.e. [www.nbccindia.gov.in](http://www.nbccindia.gov.in). Online submission of application will be allowed on the website up to 2359 hrs on 11.04.2016. No other means / mode of application shall be accepted. Before filling the application online, candidates should keep ready scanned copy of passport size photograph & signature in jpg/jpeg format (Photo size less than 500 KB and signature size less than 200 KB). Fill in the online form with all the relevant details. Upload scanned copy of the photograph & signature. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NBCC online application is correct. Detailed procedure regarding payment of fees is explained under “**PAYMENT OF APPLICATION FEE**”.

### **PAYMENT OF APPLICATION FEE**

- Applicants/Candidates belonging to the General & OBC (NCL) category are required to pay a non-refundable amount of Rs.1000/- (Candidate will be levied service tax and service charge from their transaction bank, as applicable). SC, ST, PWD & Departmental (Internal) candidates are exempted from payment of application fee.
- Candidates are required to make application fee payment through debit card/credit card/net-banking. The candidate will be automatically/redirected to make online payment (wherever fee is applicable), once the form is successfully completed.

- No other mode of payment will be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fee.

### **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 Personal Interview or by way of Group Discussion (GD) followed by Personal Interview or written test followed by Group Discussion followed by Personal Interview or by any other appropriate way. Decision of NBCC will be final in this regard.

The names of shortlisted candidates will be displayed on [www.nbccindia.gov.in](http://www.nbccindia.gov.in) under head “**CAREER**” Separate individual e-mails will be sent to the shortlisted candidates. The final selection of the candidates will be based on the performance in the Personal Interview, where after the “Offer of Appointment” shall be issued. Selected candidates will be on probation for one year.

### **GENERAL INSTRUCTIONS**

1. Candidates applying for more than one post should apply separately for each post.
2. Fee, once paid, will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
3. Candidates can appear for GD and Personal Interview, as the case may be, in English/Hindi language, as per their choice.
4. 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 GD / Personal Interview / Written test, failing which the candidates will be dis-qualified for appearing in GD / Personal Interview / Written test. 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 or is not found in conformity with the eligibility criteria mentioned in the advertisement.
5. 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. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%. 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.
6. The upper age limit indicated is for general category of candidates. Age relaxation for SC/ST/OBC (NCL)/Persons with Disabilities (PWD) 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. Departmental candidate will be given age relaxation of five years provided they have atleast three years of service left before superannuation. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against the unreserved posts. However, age relaxation will not be allowed to such category candidates against unreserved posts.
7. 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 his/her 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 and notarized affidavit in this regard.
8. 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 may be relaxed suitably to fill up the reserved posts.

9. The crucial date for determining the age limit and post qualification experience shall be the closing date of online application i.e. **11.04.2016**. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience for a post / level shall be counted from the said date onwards.
10. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" at the time of GD / written examination / Personal Interview. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of written examination/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.
11. Only SC/ST/PWD Candidates called for GD / interview/written test will be paid to and fro 3<sup>rd</sup> AC rail fare or Bus fare from the nearest railway station / bus stand of the declared place of residence by the shortest route beyond 30 km. subject to production of proof of journey undertaken and onward journey.
12. Selected candidates will be required to serve in any part of India or abroad including subsidiaries and JVs companies as per the discretion/requirement of NBCC.
13. Wherever CGPA/OGPA or grading system in a degree / diploma 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.
14. 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, 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. Only shortlisted candidates will be intimated through email or by post for the proposed written test/GD/Personal Interview.
15. Candidates should bring copy of printout of online filled application form and interview call letter along with photograph and self attested copies of documents viz. (a) matriculation/ secondary certificate as proof of date of birth (b) complete set of mark sheets / degree certificate in support of qualification (c) proof of complete experience along with pay scales for each position held (d) caste certificate in format prescribed by Govt. of India (if applicable) (e) disability certificate issued by the competent authority (if applicable) & (f) Pay-in-slip (if applicable) along with all original certificates / experience certificates for verification.
16. Fringe Benefits: HRA, CPF, Gratuity, Leave Encashment, Perks; Performance Related Pay etc. will be admissible as per NBCC Rules, as applicable from time to time.
17. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.
18. NBCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
19. 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.
20. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.nbccindia.gov.in](http://www.nbccindia.gov.in). **under head: "CAREER"**. No further press advertisement will be given. Hence prospective applicants are advised to visit NBCC website regularly for above purpose.

21. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
22. 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 jurisdiction of Courts at Delhi. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version will prevail.

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