



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

(A Government of India Enterprise)

NBCC Bhawan, Lodhi Road, New Delhi-110003
CIN-L74899DL1960GOI003335



An IS/ISO 9001:2008 Company

(for Consultancy & Project Management Division)

A Navratna CPSE

NBCC a Schedule "A" Navratna CPSU requires dynamic and result oriented persons on regular basis through Direct Recruitment for its operation. CURRENT / SHORTFALL / BACKLOG VACANCIES

ADVT. 06/2015

Sl. No.	Post/Scale of pay (IDA)/ No. of vacancies	Upper Age as on Closing date	Essential Qualification	Essential Post Qualification Experience
1.	General Manager (Finance) E-6 (Rs.36600-62000) TOTAL - 02 (UR-02)	49 Years	Associate / Fellow Member of ICAI/ ICWAI or Full Time MBA (Finance) from Government recognized University / Institute.	15 years experience , out of which 2 years experience in one step below post in the scale of pay of ₹32900-58000(IDA) or CDA pay scale ₹ 37400-67000, GP-8700, if working in PSU / Government or otherwise drawing minimum annual CTC of ₹ 15 Lacs, if working in private sector / 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.
2.	Addl. General Manager (Law) E-5 (₹32,900-58,000) TOTAL- 01 UR- 1	45 Years	Full Time Degree in Law from Government recognized Institute / University. Must be an enrolled advocate.	12 years experience out of which 2 years experience in one step below post in the scale of pay of ₹29100-54500 (IDA) or CDA pay scale ₹15600-39100, GP-7600, if working in PSU / Government or otherwise drawing minimum annual CTC of ₹12 Lacs, if working in private sector / banks. The Candidate should have sound knowledge of Company laws, Arbitration Matters, Contracts, Property Matters, Civil & Criminal Cases & Stay Orders. Candidate should have exposure in service Matters, Employee Disciplinary matters, Industrial dispute act issues. Should have hand on experience in Contract Law Suite, Draft of deeds, Licenses & Permissions, Govt. Audit, Agreements, Legal Document Preparation. Candidates having knowledge and proficiency in use of Computer will be preferred.
3.	Dy. General Manager (Engg.)-Civil E-4 (₹29100-54500) TOTAL- 22 UR- 10 SC- 5 ST- 2 OBC-5	41 years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	09 years experience in the field of PMC / EPC / Real Estate / Infrastructure, out of which 2 years experience in one step below post in the scale of pay of ₹24900-50500(IDA) or CDA pay scale ₹15600-39100, GP-6600, if working in PSU / Government or otherwise drawing minimum annual CTC of ₹09 Lacs, if working in private sector / banks. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates should have proficiency in use of Computer will be preferred
4.	Project Manager -Civil E-3 (₹24900-50500) TOTAL-20 UR- 10 SC-3 ST-2 OBC-5 (INCLUDING HH-1)	37 years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	06 years experience in the field of PMC / EPC / Real Estate / Infrastructure. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates should have proficiency in use of Computer will be preferred.
5.	Dy. Project Manager -Civil E-2 (₹20600-46500) TOTAL-19 UR- 12 SC-2 ST-1 OBC-4	33 years	Full time Degree in Civil Engineering or equivalent from Government recognized University/Institute with 60 % aggregate marks.	03 years experience in the field of PMC / EPC / Real Estate / Infrastructure. The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage. Candidates should have proficiency in use of Computer will be preferred.
6.	Dy. General Manager (Finance) E-4 (₹29100-54500) TOTAL - 09 UR- 5 SC-2 ST-1 OBC-1 (INCLUDING OPH-1)	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).	09 years experience , out of which 2 years experience in one step below post in the scale of pay of ₹24900-50500(IDA) or CDA pay scale ₹15600-39100, GP-6600, if working in PSU / Government or otherwise drawing minimum annual CTC of ₹09 Lacs, if working in private sector / 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.
7.	Manager (Finance) E-3 (₹24900-50500) TOTAL - 10 UR-7 SC-1 OBC-2	37 years	Associate/Fellow Member of ICAI/ICWAI or Full Time MBA (Finance) from Government recognized University / Institute with aggregate 60% marks in MBA (Finance).	Should have 06 years 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.
8.	Dy. General Manager (HRM) E-4 (₹29100-54500) TOTAL - 02 UR-1 OBC-1	41 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM / IR as major subject with 60% aggregate marks	09 years experience out of which 2 years experience in one step below post in the scale of pay of ₹24900-50500(IDA) or CDA pay scale ₹15600-39100, GP-6600, if working in PSU / Government or otherwise drawing minimum annual CTC of ₹09 Lacs, if working in private sector/banks. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, Disciplinary matters, application of HRM concepts, tools and practices, such as manpower planning, Performance management, career planning, succession planning, competency modeling, competency appraisal etc. Exposure in industrial relations having multiple trade unions scenario is desirable. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Candidates having knowledge and proficiency in use of Computer will be preferred. Desirable Qualification: Degree in Law
9.	Manager (HRM) E-3 (₹24900-50500) TOTAL - 05 UR- 4 OBC-1	37 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM/IR as major subject with 60% aggregate marks.	Candidates having 6 years experience and working in PSU / Gov. / large Private Sector in Middle level capacity in HRM are eligible to apply. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, Disciplinary matters, application of HRM concepts, tools and practices, such as manpower planning, Performance management, career planning, succession planning, competency modeling, competency appraisal etc. Exposure in industrial relations having multiple trade unions scenario is desirable. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Candidates having knowledge and proficiency in use of Computer will be preferred. Desirable Qualification: Degree in Law
10.	Dy. Manager (HRM) E-2 (₹20600-46500) TOTAL - 4 UR- 2 ST - 1 OBC - 1 (INCLUDING VH-LV-1)	33 years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM/IR as major subject with 60% aggregate marks.	Candidates having 3 years experience and working in PSU / Gov. / large Private Sector in HRM discipline are eligible to apply. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, Disciplinary matters, application of HRM concepts, tools and practices, such as manpower planning, Performance management, career planning, succession planning, competency modeling, competency appraisal etc. Exposure in industrial relations having multiple trade unions scenario is desirable. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Candidates having knowledge and proficiency in use of Computer will be preferred. Desirable Qualification: Degree in Law.

11. ASSTT. MANAGER (HRM) E-1 (₹16400-40500) TOTAL – 7 UR-4 SC – 1 OBC – 2 (INCLUDING VH-LV-1)	30 Years	Full time MBA / MSW / two years Post Graduate Diploma in Management from Government recognized University / Institute with Specialization in HRM / PM/IR as major subject with 60 % aggregate marks.	Candidates having 2 years experience and working in PSU / Gov. / large Private Sector in HRM discipline are eligible to apply. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, Disciplinary matters, application of HRM concepts, tools and practices, such as manpower planning, Performance management, career planning, succession planning, competency modeling, competency appraisal etc. Exposure in industrial relations having multiple trade unions scenario is desirable. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Candidates having knowledge and proficiency in use of Computer will be preferred. Desirable Qualification: Degree in Law
12. ASSTT. MANAGER (Law) E-1 (₹16400-40500) TOTAL – 2 SC-1 OBC-1	30 Years	Full time Degree in Law from Government recognized Institute / University. Must be an enrolled advocate.	2 years experience. The Candidates should have experience as interns / junior advocate. Exposure in service matters, employee disciplinary matters, Industrial dispute issues, Legal document preparation. Candidates having knowledge and proficiency in use of Computer will be preferred.
13. ASSTT. MANAGER (Marketing) E-1 (₹16400-40500) TOTAL – 1 OPH-1	30 Years	Full time MBA/ two years Post Graduate Diploma in Management and specialization in Marketing as major subject, from Government recognized Institute / University with 60 % aggregate marks.	Total 02 years experience in business development /marketing. Responsible for generating sales with existing customers and developing opportunities with new customer. Business development/marketing of Real Estate projects (Commercial / residential properties). Sales & marking of commercial / residential properties. Liasioning between customers and the company for up-to-date status of service, pricing and new project release launches. Developing sales strategies and setting targets. Should have proven abilities in devising result oriented plans for augmenting business, developing new markets segments, pre-sales efforts and targeted marketing. Establishing, maintaining and expanding customer base increasing business opportunities through various channels to market. Should be able to generate cross functional collaboration with various functionaries like banks, finance institutions etc. Should have sound knowledge of banking procedures, home / property loans, property shows, documentation like sale deeds / conveyance deeds, tripartite agreement with banks, financial institutions and skills of negotiation and finalizing of deals. Preference will be given to candidates working in Real Estate Sector / Banking Sector / Financial Service sector. Should have knowledge and proficiency in use of computers.
14. ASSTT. MANAGER (Company Secretary) E-1 (₹16400-40500) TOTAL – 1 UR-1	30 Years	Qualified Company Secretary (Associate Company Secretary)	02 years experience. Candidate should have excellent communication and 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. Candidates having knowledge and proficiency in use of Computer will be preferred.
15. Sr. Stenographer S-2 (₹9760 (open ended)) TOTAL – 1 OBC-1	25 Years	Graduate in any stream. Stenography / typing speed in English 110/50 wpm and stenography / typing speed in Hindi 100/40 wpm	2 years previous experience in stenography line
16. Office Assistant (Stenography) W-3 (₹7,300 (Open Ended)) TOTAL – 3 OBC-3	22 Years	Graduate in any stream. Speed in English and Hindi Shorthand 70/70 wpm and typing speed on Computer 35/30 wpm respectively.	NIL

PROCEDURE FOR APPLYING:

The candidates are required to apply online. The relevant link will be made available from **0000 hrs. on 13.06.2015** under the head "CAREER" of NBCC website i.e. www.nbccindia.gov.in. Online submission of application will be allowed on the website up to **2359 hrs. on 07.07.2015**. No other mean / mode of the application shall be accepted. Before filling 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 should be correct. Detailed procedure regarding payment of fees is explained under "PAYMENT OF APPLICATION FEE".

PAYMENT OF APPLICATION FEE

- Applicants/Candidates are required to pay a non-refundable amount of Rs. 1000/- for Executive Posts (E-1 & above) & Rs. 500/- for Non-Executive Posts. (Sr. Stenographer/ Office Assistant (Stenography) (Candidate will be levied service tax and service charge from their transaction bank, as applicable). SC, ST, PWD & Departmental 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 fees 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 & Personal Interview or written test followed by Group Discussion & 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 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, whereafter the "Offer of Appointment" shall be issued. Selected candidates will be on probation for one year.

GENERAL INSTRUCTIONS

- Candidates applying for more than one post should apply separately for each post.
- Fee, once paid, will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
- Candidates can appear for GD & Personal Interview either in English or in Hindi language, as per their choice.
- 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 disqualified 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 eligibility criteria mentioned in the advertisement.
- 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.
- 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.
- 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 the 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.

- 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.
- The crucial date for determining the age limit & post qualification experience shall be the closing date of online application. 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 on a post / level shall be counted from the said date onwards.
- 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 GD / 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.
- Only SC/ST/PWD Candidates called for Test / Group Discussion / Personal Interview will be paid to and fro (3rd AC in case of E-1 level to E-5 level posts and Second Class in case of S-2 and W-3 posts) 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. on production of proof of journey undertaken and onward journey.
- Selected candidates will be required to serve in any part of India or abroad including its subsidiaries & JVs companies as per the discretion/requirement of the Company.
- 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.
- 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.
- Candidates should bring copy of printout of online filled application form and interview call letter along with photograph and 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.
- 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.
- No. of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.
- NBCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
- 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.
- Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website 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.
- Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
- 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 jurisdictions of Courts at Delhi. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version will prevail.