



**NATIONAL BUILDINGS CONSTRUCTION CORPORATION
LIMITED**

(A GOVERNMENT OF INDIA ENTERPRISE)

'Committed to Customers' Delight'

NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003

**SPECIAL RECRUITMENT DRIVE FOR SC/ST/OBC & PERSONS WITH
DISABILITIES**

**NBCC REQUIRES PERSONNEL FOR FOLLOWING
POSITIONS ON REGULAR BASIS**

- **Dy. GENERAL MANAGER (CIVIL)**
- **DY. MANAGER (HRM)**
- **HINDI TRANSLATOR**
- **SR. STENOGRAPHER**
- **SR. PROJECT EXECUTIVE (CIVIL)**
- **SR. PROJECT EXECUTIVE (ELECTRICAL)**
- **PROJECT EXECUTIVE (CIVIL)**
- **JR. ENGINEER (CIVIL)**

**FOR FURTHER DETAILS LOG ON : www.nbccindia.gov.in
UNDER HEAD: HUMAN RESOURCE DEVELOPMENT /JOBS
@ NBCC**



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

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Advt. No. 05/2011

SPECIAL RECRUITMENT DRIVE FOR SC/ST/OBCs & PERSONS WITH DISABILITIES

NBCC under Schedule "A" classification is the leading CPSU with the excellent turn over and profits. It has been ranked as one of the 'TOP TEN CPSU' by the Government of India for last three consecutive years. For its operation, NBCC intend to engage dynamic and result oriented individuals on regular basis through Direct Recruitment under Special Recruitment Drive.

S.No.	Post	Scale of pay (IDA Pattern) (Rs.)	No. of vacancies	Upper Age after relaxation as on 30.06.2011 (yrs.)
1	Dy. General Manager (Civil)	29100-54500	01 – SC	SC – 45 yrs SC(OPH/HH)-50 yrs
2	Dy. Manager (HRM)	20600-46500	01 (VH) LV	Gen.(VH) -35 yrs. SC/ST(VH) -40yrs. OBC(VH) - 38 yrs
3	Hindi Translator	16400-40500	01 (OPH) OA/OL/OAL/BL	Gen.(OPH) – 40 yrs. SC/ST(OPH)- 45 Yrs. OBC(OPH) - 43 yrs
4	Sr. Project Executive (Civil)	16400-40500	01 (OPH) OA/OL/OAL 01 (HH)	Gen.(OPH/HH) – 35 yrs. SC/ST(OPH/HH)- 40 Yrs. OBC(OPH/HH) - 38 yrs
5	Sr. Project Executive (Electrical)	16400-40500	01 OBC	OBC – 33 yrs. OBC(OPH/HH) – 38 yrs.
6	Project Executive(Civil)	12600-32500	01 (OPH)OL/OA	Gen.(OPH) - 30 yrs. SC/ST(OPH) - 35 Yrs. OBC(OPH) - 33 yrs
7	Sr. Stenographer	9760 + increment 3% (open)	01 OBC	OBC – 31 yrs. OBC (OPH/HH/VH) - 41
8	Jr. Engineer (Civil)	9760 + increment 3% (open)	01 HH	Gen.(HH) - 32 yrs. SC/ST(HH) - 37 Yrs. OBC(HH) - 35 yrs

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

Contd...2/-

Selection Procedure

Selection for the posts mentioned at Sl. No. 1 & 2 shall be through interview. While selection for the posts mentioned at Sl. No. 3 to 8 will be in two stages comprising written examination/skill test and interview. Only those who pass written examination/skill test scoring the prescribed percentage / marks shall be eligible to appear in interview.

Qualification and job requirements :-

DY. GENERAL MANAGER (CIVIL): Degree in civil engineering from Government recognized Institution of repute. Candidates having Masters Degree in Management and proficiency in use of computer and computer softwares will be preferred. Candidate should have **13** years of post qualification experience in planning and execution of wide range of civil engineering projects, 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 13 years and should be drawing monthly salary not below Rs 50,000/- during the last two years.

DY. MANAGER (HRM) : The candidate should be MBA(HRM) from Government recognized Institute/University. Should have minimum 06 years experience 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.

HINDI TRANSLATOR : Master's degree in Hindi with English upto Degree level or Master's Degree in English with Hindi upto Degree level and Post Graduate Diploma/ Degree in translation from Government recognized Institute / University. Preference will be given to those having journalistic experience and aptitude for public relations work and knowledge of Sanskrit or other Indian language. Minimum 05 years post qualification 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. Those who have experience in construction sector will have a definite edge.

SR. PROJECT EXECUTIVE (CIVIL): Degree in Civil Engineering from Government recognized University/Institution of repute. Candidates having Master's Degree in Management and proficiency in use of computer and computer software will be preferred. Candidates must have **05 years** experience in planning and execution of wide range of civil engineering projects.

SR. PROJECT EXECUTIVE (ELECTRICAL): Degree in Electrical engineering from Government recognized University/Institution of repute. Candidates having Masters Degree in Management and proficiency in use of computer and computer softwares will be preferred. Candidate must have **05 years** experience in planning and execution of wide range of electrical engineering projects.

PROJECT EXECUTIVE(CIVIL): Degree in Civil Engineering from a reputed Government recognized Institute/University. Candidates having proficiency in use of computer and project management soft wares will be preferred. Candidates must have **02 years** experience in execution of wide range civil engineering projects.

SR. STENOGRAPHER: Candidate should be Graduate with minimum 03 years experience. Speed in English & Hindi shorthand 110 /100 w.p.m respectively and typing speed on computer 50/40 w.p.m. respectively. Candidate can opt to appear for shorthand/typing test either in Hindi or in English language for provisional appointment. However, subsequently he will be required to qualify shorthand/typing test in leftover language i.e. Hindi or English, as the case may be within the prescribed time period for regular appointment. Proficiency in use of latest operating systems on computer in office environment is desirable.

JR. ENGINEER (CIVIL): Three years Diploma in Civil Engineering from Govt. recognized Institute/University. Candidates having proficiency in use of computer and computer software will be preferred

GENERAL

1. Age Relaxation in case of Ex-Serviceman will be service rendered in the Armed forces plus 03 years.
2. Upper age limit can be relaxed in case of departmental candidates who have atleast three years balance service.
3. Disability of applicants applying against the above posts should not be less than 40%.
4. Relaxation of standard in selection against reserved vacancies- If sufficient numbers of reserved category persons are not available on the basis of laid down general standard, the general standard could be relaxed suitably by NBCC to fill up the reserved post(s).
5. 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.
6. Candidates called for interview will be paid to and fro 2nd AC sleeper (other than Rajdhani/Shatabdi Express) rail fare for post mentioned at Sl. No. 1, 3rd AC sleeper for post mentioned at Sl. No. 02 and Sleeper Class rail fare for posts from Sl No. 3 to 8 from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
7. Selected candidates should be prepared to serve in any part of the country or abroad where the Corporation has its operations.
8. Persons with higher educational qualification in the line will be preferred. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for selection test/interview.
9. Fringe Benefits: HRA, CPF, LTC, gratuity, leave encashment, medical insurance, perks etc. will be admissible as per the rules of the Corporation.
10. Incomplete/unsigned /late applications/ applications without supporting documents will be summarily rejected.
11. NBCC reserves the right to cancel this advertisement and/or the selection process without assigning any reason.

12. Candidates can apply either in English or in Hindi & they can opt either English or Hindi language for interview.

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 should reach to the **Sr. General Manager (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003 latest by 23.08.2011.**



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
 "COMMITTED TO CUSTOMERS' DELIGHT"



Application No.....(to be filled by NBCC)

Advt. No. 05/2011

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	<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y														
5	AGE AS ON 30.06.2011	<table border="1"> <tr> <td>Years</td> <td>Months</td> </tr> <tr> <td></td> <td></td> </tr> </table>		Years	Months																
Years	Months																				
6	CATEGORY (Put a tick mark)	GEN	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE.....														
		<i>(Attach documentary evidence)</i>																			
7	PHYSICALLY CHALLENGED	YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)..... <i>(Attach documentary evidence)</i>																	
8	ADDRESS <i>(Please give full postal address with Postal Pin No.)</i>		DOMICILE STATE.....																		
MAILING		PERMANENT		FULL ADDRESS OF PRESENT EMPLOYER, IF EMPLOYED																	
MOBILE NO.....																					
FAX NO.....																					
E-MAIL.....																					

9	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>								
10	PARTICULARS 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>								
11	ATTACH A SEPARATE SHEET AS ANNEXURE GIVING BRIEF ABOUT ACHIEVEMENTS MADE IN THE PRESENT ASSIGNMENT (NOT EXCEEDING 200 WORDS).							
12	CERTIFIED THAT THE INFORMATION FURNISHED ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF							
Place:		Signature of the candidate						
Date:								