



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)



ADVT. NO. 07/2011

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

S. No.	Post	Scale of pay (IDA Pattern) (Rs.)	No. of vacancies	Upper Age as on 01.12.2011 (yrs.)
1	Corporate Communication Professionals at the level - Dy. Manager (E2) / Assistant manager (E1) / Executive (E0)	20600-46500 (E-2)/ 16400-40500 (E-1)/ 12600-32500 (E0)	01 - UR	30 yrs. / 28 yrs. / 26 yrs.

UR- Unreserved

Note : Vacancies are subject to change. The cutoff date to reckon upper age & post qualification experience will be 01.12.2011.

Selection Procedure

Selection for the above posts shall be through interview.

QUALIFICATION, EXPERIENCE & JOB REQUIREMENTS:

(i) Graduation (as regular student) with minimum 60 % marks with English & Hindi or atleast English as subject of study at Graduation level (ii) minimum two years full time Post Graduate Diploma in Mass Communication / Journalism/Public Relations & Corporate Communication /Public Relations & Advertising from Government recognized institute. Post Qualification experience (i.e after PG Diploma) Minimum seven (07) years for E-2 level, minimum four (04) years for E-1 level & minimum two (02) years for E-0 level in Corporate Imaging in public domain, In-house Communication using appropriate media, Designing and production of News letters for external targets & Media management. Should have excellent command on written and spoken English and Hindi. Should have in-depth knowledge about the functioning of print and electronic mass media.

The selected candidates will be placed in the suitable scale of pay depending upon his exposure/experience

GENERAL

- Age Relaxation: Maximum Relaxation in upper age limit will be as under :-
 - Upto 05 years in the case of SC/ST candidates.
 - Upto 03 years in the case of OBC candidates.
 - upto 5 years (10 years for SCs/STs and 8 years for OBCs) for Physically Challenged persons.
 - In case of Ex-Serviceman, service rendered in the Armed forces plus 03 years.
- Upper age limit shall not apply in respect of the departmental candidates who have balance service of at least three years.
- Physically challenged applicants should have disability of not less than 40%.
- 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 interview failing which they will not be allowed to appear in interview and reimbursement of rail fare will not be admissible to them under any circumstances.
- Traveling allowance for interview will be paid only to SC/ST/PWD candidates.

6. Selected candidates should be prepared to serve in any part of the country or abroad where the Corporation has its operations.
7. 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 interview.
8. Fringe Benefits: HRA, CPF, LTC, gratuity, leave encashment, medical insurance, perks etc. will be admissible as per the rules of the Corporation.
9. Incomplete/unsigned /late applications/ applications without supporting documents will be summarily rejected.
10. NBCC reserves the right to cancel the advertisement and/or the selection process without assigning any reason.
11. Candidates can apply either in English or in Hindi language & 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 **Executive Director (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003 latest by**



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 "COMMITTED TO CUSTOMERS' DELIGHT"



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

Advt. No. 07/2011

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

D	D	M	M	Y	Y	Y	Y

5 AGE AS ON 01.12.2011

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.)*

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:							
	Date:						Signature of the candidate	