



**NBCC (INDIA) LIMITED**  
(A Government of India Enterprise)  
**Advt. No. 02/2020**

**Dated: 10/09/2020**

NBCC (India) Limited, a Government of India Navratna, Central Public Sector Enterprise under the Ministry of Housing and Urban Affairs **requires dynamic and result oriented professionals for the post of Assistant Executive (IT) on Contract basis for a period of two years.**

**APPLICATIONS ARE INVITED IN PRESCRIBED PROFORMA FOR APPOINTMENT OF  
“ASSISTANT EXECUTIVE (IT)” ON CONTRACT BASIS**

**The specification for the post is as under:**

Post/ No. of Post	Essential Educational Qualification	Upper Age Limit	Job Description	Experience	Remuneration
Assistant Executive (IT) 06 (5 -UR & 1- OBC)	Degree in Bachelor in Computer Application (BCA) and Masters in Computer Application (MCA) from Government recognized Institute/ University.	35 Years	<ol style="list-style-type: none"><li>1. The candidate should have relevant experience in an ERP Environment and well versed in management and upkeep in IT system/ communication systems including web designing, database, software, hardware, networking, video conferencing &amp; allied equipment.</li><li>2. Working knowledge of network security infrastructure and network management systems.</li><li>3. Relevant Experience of working on e-office and providing technical support as &amp; when required.</li><li>4. Working knowledge on development of Web based Test Portal.</li><li>5. Must have good background in installing, configuring, and maintaining basic network equipment's such as switches, routers, and access points.</li><li>6. Working Knowledge of html to manage/update content in Web-based applications.</li><li>7. Strong Troubleshooting Skill and capable of resolving network problems.</li><li>8. Should have interest in learning new technology adapted by NBCC (I) Ltd.</li></ol>	Minimum two (02) years of experience in relevant field.	Consolidated Rs.40,000/- per month

### **Pay & Other Benefits:**

Other than the remuneration as applicable, selected candidates will also be entitled for PLI/Bonus, Medical facility, Mobile facility, Canteen Subsidy etc. as per the company policy applicable to contract employees & as amended from time to time.

### **Selection Procedure:**

The Selection will be done by way of inviting applications first and shortlisting candidates on various criterion viz. their profile, age, educational qualification, experience etc. for Personal Interview. Decision of NBCC will be final in this regard.

Names of the shortlisted candidates will be displayed on [www.nbccindia.com](http://www.nbccindia.com) under the head “**Career within Human Resources**”. The applicants shortlisted as per the job requirement shall be called for the personal interview on the desired date which shall be informed to the shortlisted candidates by email only.

### **General Conditions:**

1. Candidate should read the complete advertisement carefully and ensure that he /she fulfills the eligibility criteria for the post advertised in all respects.
2. Application should be filled up in prescribed Proforma in BOLD letters either in English or in Hindi and scanned copy of the same should be **sent through email only. Application received through post shall not be entertained.**
3. Application form should be accompanied with resume / bio- data of the applicant stating clearly the academic qualification, experience details etc.
4. Reservation for SC /ST /OBC (NCL) /EWS/ PWD (including age relaxation) shall be as per Govt. guidelines. Internal candidates (NBCC India Ltd.) will be given age relaxation of five years. 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.
5. Such persons who suffer from not less than 40% of relevant disability would be eligible for the benefit of reservation/relaxation under PWD quota. For availing this benefit a candidate has to submit a disability certificate issued by Competent Authority in prescribed format.
6. Selected candidate will be required to serve in any part of India or abroad including subsidiaries and JV companies as per the discretion/requirement of the Company.
7. Candidature will be liable for cancellation at any stage if 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 self attested photocopies of the original documents/certificates, wherever required.
8. The cut-off date for determining the age, experience etc. shall be the closing date of receiving application i.e. **26/09/2020 (Saturday)**. 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.
9. 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.
10. NBCC (India) Ltd. reserves the right to cancel this advertisement and/or the selection process without assigning any reason.

11. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website i.e. [www.nbccindia.com](http://www.nbccindia.com) under the head “Human Resources”- Sub Head- “Career”. Hence prospective applicants are advised to visit NBCC website regularly for the above purpose.
12. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at [talent@nbccindia.com](mailto:talent@nbccindia.com).
13. Any legal proceeding 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.
14. No TA/DA will be admissible for attending the Personal Interview.
15. In case the interview is not held on the prescribed day due to any unavoidable reason, and is postponed to the next day, the applicant has to make her/his own arrangement for boarding & lodging. NBCC shall neither make any arrangements nor reimburse any expenditure on this account.
16. Scanned copy of all the necessary documents as mentioned below should be sent by the applicant through email only and it's the responsibility of the applicant to check all the documents before sending the same. **Application form along with scanned documents is to be submitted through single email only.**
  - a) Application Form in the prescribed Proforma (as attached)
  - b) Resume / Bio-data
  - c) Self attested Photocopies of all necessary educational qualifications and experience certificates
  - d) Matriculation/ Secondary certificate as proof of date of birth.
  - e) All Experience Certificate (including from present employer) indicating clearly the date of joining and relieving on the posts.
  - f) Certificate of Scheduled Caste / Scheduled Tribe / OBC / EWS / PWD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
  - g) Proof of identification.
  - h) One Passport size photograph.

**INTERESTED AND ELIGIBLE CANDIDATES SHOULD SEND DULY FILLED APPLICATION FORM ALONG WITH THEIR ONE RECENT PASSPORT SIZE PHOTOGRAPH IN THE PRESCRIBED FORMAT (ANNEXED HEREWITH) AND SUPPORTING DOCUMENTS MENTIONED ABOVE THROUGH EMAIL ONLY at [talent@nbccindia.com](mailto:talent@nbccindia.com) ON OR BEFORE 26.09.2020.**

**INCOMPLETE OR WRONGLY FILLED UP APPLICATION OR APPLICATION WITHOUT THE NECESSARY DOCUMENTS WILL SUMMARILY BE REJECTED.**

**APPLICATIONS RECEIVED THROUGH EMAIL AFTER 26.09.2020 WILL NOT BE CONSIDERED/ ENTERTAINED.**

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**NBCC (INDIA) LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)



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

**Advt. No. 02/2020**

<b>1 POST APPLIED FOR</b>		..... <b>(ON CONTRACT BASIS)</b>						Affix recent passport size self attested photograph	
<b>2 NAME (IN CAPITAL)</b>									
<b>3 FATHER'S / HUSBAND'S NAME</b>									
<b>4 GENDER</b> (Put a tick mark)	M	F	<b>MARITAL STATUS</b>		Married/ Unmarried/Others				
<b>5 DATE OF BIRTH</b>		<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>6 AGE AS ON CLOSING DATE OF RECEIVING APPLICATION</b>		<b>Years</b>		<b>Months</b>					
<b>7 CATEGORY</b> (Put a tick mark)		GEN	SC	ST	OBC (NCL)	EWS	EX-SEM	SUB CASTE	
		<i>(Attach documentary evidence)</i>							
<b>8 PHYSICALLY CHALLENGED</b>		YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH/MD)..... <i>(Attach documentary evidence)</i>					
<b>9 ADDRESS</b> (Please give full postal address with Postal Pin No.)									
<b>MAILING</b>		<b>PERMANENT</b>				<b>FULL ADDRESS, CONTACT NO., FAX NO. &amp; E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED</b>			
MOBILE NO. OF CANDIDATE		RESIDENTIAL TELEPHONE NO, OF CANDIDATE (IF ANY)				E-MAIL ID OF CANDIDATE			

10	<b>ACADEMIC AND PROFESSIONAL QUALIFICATIONS</b>					
Examination passed	Whether full time/ part time/ Correspondence	Duration of the course	Name of the institution	Name of the university	Month & Year of passing *	CGPA/OGPA/ Percentage of marks

\* date of declaration of result / date of issue of final semester mark sheet/provisional certificate / degree, whichever is earlier will be considered as the date of passing the examination.  
**(please attach copies of certificates/marksheets)**

11	<b>DETAILS OF EXPERIENCE (in chronological order):</b>							
<b>EXPERIENCE.....(YRS.)</b>								
S.No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Month		

**(please attach copies of experience certificates along with proof of salary drawn)**

12	<p>CERTIFIED THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE &amp; BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT; MY APPLICATION WILL BE LIABLE TO BE REJECTED.</p> <p><b>Place:</b> <b>Date:</b></p> <p align="right"><b>Signature of the candidate</b></p>
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<p>Eligible <input type="checkbox"/></p> <p><b>Place:</b> <b>Date:</b></p>	<p><b>For Official Use</b></p> <p>Not Eligible <input type="checkbox"/></p> <p>Reason for Non Eligibility:.....</p> <p align="center"><b>Signature of Dealing Officer/Executive</b></p>
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