



NBCC (INDIA) LIMITED

(A Government of India Enterprise)

CIN-L74899DL1960GOI003335

Corporate Office : NBCC Bhawan, Lodhi Road, New Delhi-110003

Advertisement No. : 07/2021

Dated : 18.05.2021

NBCC (India) Limited, is a premier Government of India Navratna Public Sector Enterprise under the aegis of Ministry of Housing and Urban Affairs. The Company posted a profit of Rs 79.86 Crores, while its total income is Rs 5210.33 Crores during FY 2019-20. Having an immense strength in the construction sector, NBCC has a PAN India as well as global presence.

Certified with ISO 9001:2015 from the Bureau of Indian Standards in respect of Project Management Consultancy & Execution of the Projects, the Company's present areas of operations are categorized into three main segments, i.e. (i) **Project Management Consultancy (PMC) including Re-Development, (ii) Real Estate Development & (iii) EPC Contracting.**

The company requires dynamic and result oriented professionals on regular basis who are passionate to excel & take the organization to new heights.

S. No.	Post / Level/ Scale of pay (IDA) / No. of vacancies	Upper Age as on Closing date	Essential Qualification	Essential Post Qualification Experience
1.	MANAGEMENT TRAINEE (HRM) (E-1) IDA Pay Scale – Rs. 40,000-1,40,000/- No. of Post – 05 (UR-04 & OBC-01) (Including 01 post of PwBD)*	29 Years	Full time MBA / MSW / two years Post Graduate Degree/ Post Graduate Diploma in management from Government recognized University / Institute with Specialization in HRM / PM/ IR as major subject with 60% aggregate marks.	NIL
2.	JUNIOR HINDI TRANSLATOR (S-2) IDA Pay Scale – Rs. 24,640/- (OPEN ENDED) No. of Post - 02 (UR-02) (Including 01 post of PwBD)**	27 Years	Master's Degree in Hindi with English upto Degree level or Master's Degree in English with Hindi upto Degree Level.	01 Year Experience in translation from English to Hindi & vice-versa related to the nature of work in Govt./PSU.

*For HRM discipline, the following category of disability has been identified for PwBD candidates. a) Locomotor Disability – (OA, OL, OAL, BL including Leprosy cured, Acid Attack Victims and Dwarfism, b) Blind, Low Vision, c) Deaf & Hard Hearing, d) Multiple disabilities – from amongst (a) to (c) above.

**For Junior Hindi Translator, the following category of disability has been identified for PwBD candidates. a) Locomotor Disability – (OL, OA, OAL, BL, including Leprosy cured, Cerebral Palsy, Acid Attack Victims, Dwarfism and Muscular Dystrophy, b) Blind & Low Vision, c) Deaf & Hard Hearing, d) Autism, intellectual disability, specific learning disability and mental illness, e) Multiple disabilities – from amongst (a) to (d) above except Deaf-blindness.

PROCEDURE FOR APPLYING

The Candidates are required to apply online. The relevant link for online application will be made available from **10:00 hrs on 22/05/2021 under the head "CAREER within Human Resources" on NBCC website i.e. www.nbccindia.in. Final Online submission of application will be open till 17:00 hrs on 21/06/2021.** No other means/mode of application shall be accepted.

Before filling application online, candidates should keep ready scanned copy of –

- **Passport size Photograph (Size 40 KB to 100 KB) & Signature in jpg/jpeg format (Size 20 KB to 50 KB).**

- **SC/ST/OBC (NCL)/EWS/PWD certificate (if applicable). (Size 100 KB to 300 KB).**

Candidates should have valid e-mail ID in operation for more than one year. Fill in the online form with all the relevant details. Upload scanned copy of the photograph; signature, SC/ST/OBC (NCL)/EWS/PWD certificate, (if applicable). Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NBCC online application form is correct.

Detailed procedure regarding payment of fee is explained under "PAYMENT OF APPLICATION FEE".

PAYMENT OF APPLICATION FEE

- Applicants/Candidates are required to pay a non-refundable amount of **Rs.500/-** (Candidates will be levied tax/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/UPI. The candidates 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

A. MT (HRM)

The selection criteria for candidates applying for the post of **Management Trainee (HRM)** will be through Computer Based Test (CBT) followed by Personal Interview. Decision of NBCC will be final in this regard.

Minimum qualifying marks in CBT will be 60%. Candidates who qualify the CBT will be called for Personal Interview in accordance of their category wise merit in the ratio of 1:10. The weightage for written test/skill test followed by interview will be 70% and 30% respectively. The final selection would be done on the basis of total marks secured.

Scheme of Test:

The CBT will consist of 120 multiple choice questions. The duration of CBT will be 120 minutes. There will be no negative marking. The scheme of Test will be as under –

Domain	No. of Questions
Subject related Questions	90
Reasoning	20
General Knowledge	10
TOTAL	120

Mock Test for CBT of 20 minutes duration will be available on the application portal. Candidates may attend the same to familiarize with the CBT.

Examination Centre –

The CBT for the post of MT (HRM) will be conducted in 21 cities namely Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Guwahati, Jammu, Chandigarh, Jaipur, Ahmedabad, Lucknow, Patna, Bhubaneswar, Indore, Pune, Hyderabad, Vishakhapatnam, Kochi, Dehradun, Ranchi & Raipur.

Candidates need to give two cities of his choice for Examination Centre. However, Examination Centre will be allotted based on availability and feasibility of the test centre. The decision of NBCC in this regard will be final.

PLACEMENT - Selected & appointed candidates will undergo comprehensive on the job training during the probation period of one year. Upon successful completion of training, they will be confirmed at E-1 level on the post of Assistant Manager (HRM) in the IDA pay scale of Rs. 40,000 - 1,40,000/- subject to fulfilling the required performance related /

other criterion.

REMUNERATION - During the training / probation period, Management Trainees will be eligible for remuneration consisting of Basic Pay, DA (on IDA pattern), HRA and Perks & Allowances under cafeteria approach. Upon confirmation, besides Basic Pay, DA, HRA and Perks & Allowances, the employees will also be entitled for Performance Related Pay (PRP). In addition to this CPF, Medical facility for self and dependents, Gratuity, Leave encashment is paid as per the rules of the Company.

SURETY BOND - A Surety Bond will be obtained from the candidates upon their appointment as Management Trainee to ensure that they serve the Company for at least 3 years or pay liquidated damages amounting to Rs. 1,50,000/- (Rupees One lakh fifty thousand only) in case they resign earlier.

B. JUNIOR HINDI TRANSLATOR

Selection will be on the basis of performance in Skill Test to be held at New Delhi only. Decision of NBCC will be final in this regard.

The names of shortlisted candidates will be displayed on www.nbccindia.in under head "CAREER within Human Resources". 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:

- Candidate should read the complete advertisement carefully and ensure that he /she fulfills the eligibility criteria for the posts advertised in all respects.
- Candidates applying for more than one post should apply separately for each post.
- Application received through e-mail will not be entertained. No hard copy of application is required to be sent to any address by 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 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 verification of documents, failing which the candidate will be disqualified. Candidature 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.
- Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.
- Persons with disabilities can also apply for any of the above post in accordance with government of India guidelines in force. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%.
- The upper age limit indicated is for general category candidates. Age relaxation for OBC (NCL)/Persons with Disabilities (PWD) will be as per Government guidelines in this regard. OBC (NCL) & PWD candidates are required to upload scanned copy of their caste / disability certificate (as applicable) along with the application form. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Internal candidates (NBCC India Ltd) will be given age relaxation of five years provided they have at least 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 verification of documents, failing which the candidature shall be liable to be cancelled. In case of change of surname of female candidates 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 cut-off date for determining the age limit & post qualification experience shall be the closing date of submission 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 document verification.

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However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of document verification 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.

13. Selected candidates will be required to serve in any part of India or abroad including its subsidiaries & JV companies as per the discretion/requirement of the Company.
14. 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 verification of documents.
15. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria. **Shortlisted candidates will be intimated through email only and no other mode of communication will be followed.**
16. **Candidates are required to retain a copy of the online submitted application form for future reference.**
17. Number of vacancy 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 given in the Application form active for at least one year. No change in e-mail ID will be allowed. **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.in under the head: **"CAREER within Human Resources"**. No further press advertisement will be given. Hence prospective applicants are advised to visit NBCC website regularly for latest updates.
21. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
22. Only SC/ST/PWD Candidates called for Personal Interview will be paid to and fro 3rd 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, on production of proof of journey undertaken and onward journey.
23. 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. **ED (HRM)**