



# NBCC (INDIA) LIMITED

(A Government of India Enterprise)

**Advt. No. 09/2021**

**Dated: 13.07.2021**

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 201.74 Crores, while its total income is Rs 5120.07 Crores during FY 2020-21. 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 area 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
01	ASSISTANT MANAGER (CORPORATE COMMUNICATION) (E-1) IDA Pay scale – Rs.40,000-1,40,000/- No. of Post - 01 (UR-01)	30 Years	Post Graduate Degree/Diploma in Mass Communication/ Journalism/ Advertising & Public Relations of two years from Government recognized Institute/ University with 60% aggregate marks.	02 years experience in corporate Imaging in Public domain, In- house communication, Designing and production of Newsletters/other publications, Media Management. In-depth knowledge of print and electronic mass media as well as advertising. Candidate should have excellent command in English - both written and spoken. Candidates having knowledge and proficiency in use of Computer will be preferred.
02	EXECUTIVE (CORPORATE COMMUNICATION) (E-0) IDA Pay scale – Rs.30,000-1,20,000/- No. of Post - 01 (UR-01)	28 Years	Bachelors Degree in Mass Communication/ Mass Media/ Journalism/ Advertising and Public Relations with 60% aggregate marks from Govt. recognized University.	One year of relevant work experience in corporate Imaging in Public domain, In- house communication, Designing and production of Newsletters / other publications, Media Management. In-depth knowledge of print and electronic mass media as well as advertising. Candidate should have excellent command in English - both written and spoken. Candidates having knowledge and proficiency in use of Computer will be preferred.

### 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 13.07.2021 under the head "CAREER within Human Resources" on NBCC website i.e. [www.nbccindia.com](http://www.nbccindia.com). Final Online submission of application will be open till 17:00 hrs on 12.08.2021.** 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).**
- **Matriculation/ Secondary certificate as proof of date of birth.**
- **All necessary Pass Certificates and Mark Sheets of Essential Educational Qualifications which makes you eligible for the post and other qualifications, if any.**
- **All Post Qualification Experience Certificate (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. experience certificate, pay slip, Form-16, joining & separation order etc).**
- Candidates must keep their e-mail ID in operation for one year. Fill in the online form with all the relevant details.

Upload scanned copy of the photograph, signature, SC/ST/OBC (NCL)/PWD certificate (if applicable) and all the Essential Qualification & Post Qualification experience documents, (if applicable) as mentioned above. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NBCC online application form is correct.

<b>Opening Date for Online Registration</b>	<b>13.07.2021 from 1000 hrs</b>
<b>Closing Date of Online Registration</b>	<b>12.08.2021 upto 1700 hrs</b>

### PAYMENT OF APPLICATION FEE:

- Applicants/Candidates are required to **pay a non-refundable amount of Rs. 1000/-**. (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. 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

The selection criteria will be by way of Group Discussion followed by Personal Interview. Decision of NBCC will be final in this regard. Group Discussion & Personal Interviews will be held at New Delhi only.

The names of shortlisted candidates will be displayed on [www.nbccindia.com](http://www.nbccindia.com) 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:

1. Candidate should read the complete advertisement carefully and ensure that he /she fulfills the eligibility criteria for the posts advertised in all respects.
2. Candidates applying for more than one post should apply separately for each post.
3. **Application received through e-mail will not be entertained.**
4. Fee, once paid, will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
5. 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.

6. 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.
7. 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%.
8. The upper age limit indicated is for general category candidates. Age relaxation for Persons with Disabilities (PWD) will be as per Government guidelines in this regard. PWD candidates are required to upload scanned copy of their 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.
9. 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.
10. 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.
11. 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. 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.
12. 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.
13. 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.
14. 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.**
15. **Candidates are required to retain a copy of the online submitted application form for future reference.**
16. Number of vacancy mentioned above may increase or decrease depending upon the requirement of the Company.
17. NBCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
18. 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.**
19. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.nbccindia.com](http://www.nbccindia.com) 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.
20. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
21. 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.
22. 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)**