

No. NCRTC/HR/Rectt.-Dep/41/2020

Dated:10.11.2020

VACANCY NOTICE**(No.41/2020)****REQUIREMENT OF NON-EXECUTIVE STAFF ON DEPUTATION BASIS**

National Capital Region Transport Corporation (NCRTC) – a Joint Sector Company of Govt of India and States of Delhi, Haryana, Rajasthan and U.P, under administrative control of the Ministry of Housing and Urban Development, is mandated for implementing the Regional Rapid Transit System (RRTS) in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The RRTS will be a new, dedicated, high speed, rail based, high capacity, comfortable state of art, world class commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point and safe regional travel at high speed along dedicated pathway for relatively longer distance with fewer stops.

The technology chosen would allow covering distances of 100 km. in an hour with scheduled stoppages. The system would also ensure the convenience of quality last mile connectivity, addressing the needs of all categories of travelers on the network. The corridors being developed under RRTS Phase-1 are **Delhi - Meerut**, **Delhi - Panipat** and **Delhi - Alwar**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

NCRTC requires Non-Executive staff on deputation basis, the detail of the post is as under:-

1.	Nomenclature of the post	General Assistant/ Office Assistant
2.	No. of vacancies	01(One)
3.	Location	Delhi- NCR region
4.	Term of deputation	Normal term of deputation, but the period of deputation will in no case exceed 05(five) years.
5.	Eligibility	Working in pay-scale Matrix Level-3 Rs.21700-69100(CDA) or in identical grades in IDA pay-scales. or, Working in pay-scale Matrix Level-2 Rs.19900-63200 (CDA) or in identical grades in IDA pay-scales, for more than two years.
6.	Age, Qualification & Experience	<u>Age</u> : Not more than 30 years at the time of advertisement of the vacancy. <u>Qualification</u> : Graduate <u>Experience</u> : Minimum 2(Two) years' experience of office work, maintaining documents. Should have good knowledge of MS Office.
7.	Whether the company/ organization has been exempted from the rule of permanent absorption and if so, the date up-to which the exemption is valid.	DoPT vide its OM No. AB.14017/86/2007-Estt. (RR) dated 16.01.2008 has granted exemption for deputationist Officers joining Joint Sector companies like DMRC etc. set up for Metro Projects, from the rule of permanent absorption so long as they are in "construction mode". MoHUA has extended these instructions for NCRTC also vide its letter No. K-14011/17/2016-MRTC-1dated 03.01.2017.

Registered & Corporate Office:

7/6, सिरी फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049

7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

CIN: U60200DL2013GOI256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

8.	Perks & benefits	Deputation Allowance plus other benefits as per Corporation policy.
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SELECTION PROCESS:

Selection of suitable candidate shall be made on the basis of work experience. However, in case of higher number of applications a written examination may be conducted.

HOW TO APPLY:

Eligible and interested persons may apply in the prescribed application format, Annexure-I, attached. All relevant documents should also be enclosed with the application. Complete filled-up application should reach this office on or before 30.11.2020.

Envelope containing the duly filled-up application should be super-scribed as-

**“APPLICATION FOR THE POST OF – GENERAL/ OFFICE ASSISTANT
ON DEPUTATION BASIS”**

and should be addressed to:-

**Career Cell, HR Department,
National Capital Region Transport Corporation,
7/6 Siri Fort Institutional Area,
August Kranti Marg,
New Delhi-110049.**

A scanned copy of the application may be sent online on email applyonline@ncrtc.in, as Advance copy.

The application should be forwarded officially to NCRTC, duly indicating No Objection, Vigilance/ DAR clearance etc.

