



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED



An IS/ISO 9001:2008 Company

(A Government of India Enterprise) CIN-L74899DL1960GOI003335
NBCC Bhawan, Lodhi Road, New Delhi

(for Consultancy & Project Management Division)

Advt. No. 09/2016

NBCC a Schedule "A" Navratana CPSU requires dynamic and result oriented persons on regular basis through Direct Recruitment for its operation

Sl. No.	Post / Level / Scale of pay (IDA) / No. of vacancies	Upper Age as on Closing date i.e 04.07.2016	ESSENTIAL QUALIFICATION	ESSENTIAL POST QUALIFICATION EXPERIENCE
01	Protocol Officer (E-0) (Rs. 12600-32500) TOTAL - 01 (UR-01)	28 years	Full time MBA/2 Years Post Graduate Diploma in Management in any Stream with 60 % aggregate marks. The candidate possessing additional qualification in hospitality at Degree or PG Degree/ Diploma level will be preferred.	Minimum 2 years experience in Govt. sectors i.e. Central/State Govt. in the area of Protocol/Liasing. Must have excellent written and verbal communication skills. Should possess excellent organizing and management skills, public relations and liaising service. The officer must have experience in escorting/accompanying the higher officials to various official meetings, official tours (including protocol duty at Airport) and appointments with various ministries. Looking after various requirements of the Top Management pertaining to issuance of passes for various ministerial level meetings. Co-ordinate conduct of workshops, training, seminars and other such events as per the requirements of the company. Arrangement of Hotel accommodation for visiting officers. Be aware about the etiquettes of handling the work of top Management including Board of Directors. Coordination & liaising with Ministries, Govt. Departments, Authorities etc.

The candidate should send duly filled application form in the prescribed format along with Demand Draft and properly self-attested photocopies of the following documents:

- a) Matriculation/Secondary Certificate as proof of date of birth.
- b) Complete set of all mark-sheet/degree certificate in support of qualifications.
- c) Proof of complete experience along with pay scale for each position held.
- d) Caste certificate in format prescribed by Government of India (if applicable).
- e) Disability certificate issued by competent authority (if applicable)

The envelope should be superscribed **Advt. No. 09/2016, Post Applied for** Protocol officer (E-O) and should be sent by post/courier to "**General Manager (HRM), NBCC Ltd., NBCC Bhawan, Lodhi Road, New Delhi-110003**" to reach on or before 04.07.2016.

PAYMENT OF APPLICATION FEE

Candidate belonging to the General and OBC category are required to pay a non-refundable amount of Rs 1000/- through Demand draft drawn in favour of "NBCC Ltd" payable at New Delhi. SC/ST, PWD & Departmental (Internal) candidates are exempted from payment of application fee.

SELECTION PROCEDURE

Selection will be made on the basis of performance in the Written Test/Skill test. The names of shortlisted candidates will be displayed on . under head "CAREER". Separate individual e-mails will be sent to the shortlisted candidates. Selected candidate will be on probation for one year.

GENERAL INSTRUCTIONS:

1. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form will be checked at the time of Written Test/Skill Test failing which the candidates will be disqualified for appearing in Written Test/Skill Test. Candidature of the candidate 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.
2. The upper age limit indicated is for general category of candidates. Age relaxation for Persons with Disabilities (PWD) will be as per Government guidelines in this regard. Candidate from reserved category such as SC/ST/OBC (NCL) can also apply against unreserved post. However, age relaxation will not be allowed to such category of candidates. Age relaxation for Ex Serviceman will be service rendered in the Armed forces plus 03 years. Departmental candidate will be given age relaxation of five years provided they have at least three years of service left before superannuation. Internal candidate working on contractual establishment will be entitled for age relaxation of five years subject to fulfilment of other eligibility criteria and terms and conditions.
3. 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 Skill Test, failing which the candidature shall be liable to be cancelled. In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate.
4. The crucial date for determining the age limit shall be the closing date of application i.e 04.07.2016. 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.
5. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" along with the application form. However, in the event of difficulty in getting NOC from their parent department, they may

submit an undertaking at the time of Written Test/Skill Test 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.

6. Only SC/ST/PWD candidates called for Skill Test will be paid to & 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.

7. Selected candidates will be required to serve in any part of India or abroad including its subsidiaries & JVs companies as per the discretion/requirement of the Company.

8. 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 Skill Test.

9. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for skill test / considered further for selection process. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria. Only shortlisted candidates will be intimated through email or by post for the proposed written Test /Skill Test.

10. No. of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.

11. Fringe Benefits: HRA, CPF, Gratuity, Leave Encashment, Perks; Performance Related Pay etc. will be admissible as per NBCC Rules, as applicable from time to time.

12. NBCC reserves the right to cancel this advertisement and/or the selection process without assigning any reason.

13. 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.

14. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website . under head: "CAREER". No further press advertisement will be given. Hence prospective applicants are advised to visit NBCC website regularly for above purpose.

15. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

16. 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.



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

(A Government of India Enterprise)

CIN-L74899DL1960GOI003335

An ISO 9001:2008 Company
(for Consultancy & Project Management Division)

A Navratna CPSE

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

Advt. No. 09/2016

1	POST APPLIED FOR				Affix recent passport size self attested photograph
2	NAME (IN CAPITAL)				
3	FATHER'S / HUSBAND'S NAME				
4	GENDER (Put a tick mark)	M	F	MARITAL STATUS	Married/Unmarried/ Others

5	DATE OF BIRTH	<table border="1"> <tr> <th>Date</th> <th>Month</th> <th colspan="2">Year</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Date	Month	Year					
Date	Month	Year											

6	AGE AS ON CLOSING DATE 04.07.2016	<table border="1"> <tr> <th>Years</th> <th>Months</th> </tr> <tr> <td></td> <td></td> </tr> </table>		Years	Months		
Years	Months						

7	CATEGORY (Put a tick mark)	GEN	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE.....
---	----------------------------	-----	----	----	-----------	--------	----------------

(Attach documentary evidence)

8	PHYSICALLY CHALLENGED	YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)..... (Attach documentary evidence)
---	-----------------------	-----	----	--

9	MINORITY COMMUNITY	YES	NO	IF YES, TICK APPROPRIATE ONE (MUSLIM, SIKH, CHRISTIAN, BUDDHISHT, JAIN, ZOROASTRIAN)
---	--------------------	-----	----	--

10	WHETHER DEPARTMENTAL (NBCC) CANDIDATE	YES	NO	IF YES, TICK APPROPRIATE ONE (REGULAR EMPLOYEE / CONTRACTUAL EMPLOYEE)
----	---------------------------------------	-----	----	--

11 **ADDRESS** (Please give full postal address with Postal Pin No.)

MAILING	PERMANENT	FULL ADDRESS, CONTACT NO., FAX NO. & E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED
----------------	------------------	---

MOBILE NO. OF CANDIDATE	E-MAIL. OF CANDIDATE
-------------------------	----------------------

DETAILS OF APPLICATION FEES

DD No	Amount	Name of Bank
-------------	--------------	--------------------

12 ACADEMIC AND PROFESSIONAL QUALIFICATIONS

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)

13 DETAILS OF EXPERIENCE (starting from present organization): TOTAL POST QUALIFICATION EXPERIENCE.....(YRS.)

S.No	Name & address of the employer	Post held	Period				Pay scale IDA /CDA (in case working in PSU / Govt) or annual CTC in case working in Pvt. Sector / banks	Job description in brief
			From	To	Total			
					Years	Months		

(Please attach copies of experience certificates alongwith proof of salary drawn)

14 ATTACH A SEPARATE SHEET AS ANNEXURE GIVING BRIEF ABOUT ACHIEVEMENTS MADE IN THE PRESENT ASSIGNMENT (NOT EXCEEDING 200 WORDS).

15	CERTIFIED THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY APPLICATION WILL BE LIABLE TO BE REJECTED. Place: Date:	Signature of the candidate
----	---	-----------------------------------