



No. NCRTC/HR/Rectt./22/2021

Dated:22.05.2021

**VACANCY NOTICE**  
**(No.22/2021)**

**REQUIREMENT OF CIVIL & ARCHITECTURE EXPERTS/ PROFESSIONALS ON LONG TERM CONTRACTUAL BASIS**

National Capital Region Transport Corporation (NCRTC) – a Joint Venture Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, under the administrative control of Ministry of Housing and Urban Affairs, 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, high capacity, comfortable commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point safe regional travel at high speed 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- Ghaziabad- Meerut, Delhi- Gurugram-SNB-Alwar and Delhi- Panipat**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

NCRTC invites applications from experienced Civil Engineers and Architects for the following posts, to be filled on contract basis: -

**(A) Vacancy detail, Max. age, required Qualification & Experience: -**

S. N.	Post & CTC	No. of Post & Cat.	Max. Age (Yrs.)	Qualification	Experience
1.	Senior Design Expert (Approx. CTC Rs.42 Lakh per annum)  or,  Additional Design Expert (Approx. CTC Rs.40 Lakh per annum)	01 UR	55	B.E./ B.Tech.(Civil/ Structural Eng.)  Preferable-ME/ M. Tech. in Structural/ Geo-technical/ Soil-mechanics & Foundation Engineering from a reputed Institute.	-Should have minimum 20/18 (for SDE & ADE, respectively) years post qualification experience in structural designs of Buildings, Viaducts, Station Buildings, Property Development Buildings, Flyovers, Bridges/ Tunnels etc. with superstructures comprising of steel structures, composite structures, segmental, U-girder, I-girder, Box-girder including design of pre-stressed and RCC spans for Rail/road bridges. -Out of which minimum 10/9 (for SDE & ADE, respectively) years' experience should be of structural design of bridges, Viaduct, Station Buildings, Tunnels of Railways/ DFCCIL/Metros / Highways. -Should have good hands-on experience on design software like STAAD, Midas etc. and sound knowledge of IS, IRS, IRC and other relevant codes related to design of above components. Knowledge of relevant European codes, International codes and basic design philosophy.

S. N.	Post & CTC	No. of Post & Cat.	Max. Age (Yrs.)	Qualification	Experience
2.	Deputy Chief Architect (Approx. CTC Rs.28 Lakh per annum)	02 UR	50	-B.Arch. (Registered with Council of Architecture)	<p>-Should have minimum 10 years' post qualification experience in handling Architecture projects.</p> <p>- Should be well versed with:</p> <p>a. Codes applicable to RRTS/Metro station design such a NFPA, NBC &amp; building bye laws</p> <p>b. Building information modelling</p> <p>c. Transit oriented development norms</p> <p>d. Green building design.</p> <p>-Experience in coordination with external consultants and interface with system contractors for Architecture work of underground and elevated station of Railways/ Metro Rail projects will be preferred.</p> <p>- Should have working knowledge of software like REVIT, AutoCAD, Sketchup and Google earth pro etc.</p>
3.	Assistant Site Associate (Approx. CTC Rs.19 Lakh per annum)	09 UR-06 OBC-02 SC-01	40	B.E./ B.Tech.(Civil)	<p>-Should have minimum 5 years' experience-</p> <p>- In site execution works for the construction of tunnels, underground/ elevated stations, viaduct/ tracks, bridges/ flyovers etc. in Metro Rail/ Railways Projects.</p> <p>Or,</p> <p>- In civil project auditing/ Quality Control with large construction projects, preferably Railways/ Metro Rail construction projects.</p> <p>Or,</p> <p>- In Bid process management/ Contract management. Should have deep knowledge of pre-qualification process, bidding process, evaluation, issuance of LOA and preparation of contract agreement etc.</p> <p>Or,</p> <p>- Of Detail design of Rail Alignment &amp; Track Design for LRT, Metro, Monorail, High Speed and/or Freight Railways and other Guided Transport Systems.</p>
4.	Assistant Design Expert (Approx. CTC Rs.21 Lakh per annum)	03 UR	40	<p>B.E./ B.Tech.(Civil/ Structural Eng.)</p> <p>Preferable-ME/ M. Tech. in Structural/ Geo-technical/ Soil-mechanics &amp; Foundation Engineering from a reputed Institute.</p>	<p>-Should have minimum 5 years' work experience of design of viaduct/ tunnels/ large road bridges etc.</p> <p>-Should be aware of international design codes.</p> <p>-Knowledge of Indian codes is mandatory. Familiarity with US, BS, Eurocodes is a plus.</p> <p>-Working knowledge of current industry software, including ETABS, SAFE, STAAD, WALLAP, RS2, LUSAS, AutoCAD, and Microsoft Office &amp; Excel design sheets is desirable.</p> <p>-Work experience with Metro Rail/ Railways will be preferred.</p>

S. N.	Post & CTC	No. of Post & Cat.	Max. Age (Yrs.)	Qualification	Experience
5.	Assistant Architect (Approx. CTC Rs.19 Lakh per annum)	03 UR	40	-B.Arch. (Registered with Council of Architecture)	Should have minimum 05 years post qualification experience in handling Architecture projects. - Should have knowledge of: a. Codes applicable to RRTS/Metro station design such a NFPA, NBC & building bye laws b. Building information modelling software like Revit and other software like sketchup, AutoCAD, Google earth pro etc. c. Transit oriented development norms d. Green building design  - Experience in coordination with external consultants and interface with system contractors for Architecture work of underground and elevated station of Railways/ Metro Rail projects will be preferred. -- Should have working knowledge of software like REVIT, AutoCAD, Sketchup and Google earth pro etc
6.	Associate Architect (Approx. CTC Rs.10 Lakh per annum)	02 UR	35	-B.Arch. (Registered with Council of Architecture)	-Should have minimum 3 years post-qualification work experience of Architectural work in a large project. - Should have good hands on experience of software like Revit, Sketchup, AutoCAD, Google earth pro etc.

**(B) Eligibility Criteria (Required Pay-scales/ Pay-package):**

Post (Level)	Pay Scale/ Annual compensation (CTC)		
	Candidates working with Govt. org./ CPSEs/ Metro Rail Corporation & Govt. instrumentalities		Candidates working with Private Sector Companies
	CDA Scales	IDA Scales	
<b>Senior Design Expert</b>	-In pay-scale Rs.123100-215900 (L13),	-In pay-scale Rs.100000-260000(E7), or -4 years in Rs.900000-240000(E6)	-Having minimum annual pay package of Rs.32 Lakh
<b>Additional Design Expert</b>	-3 years in pay-scale Rs.78800-209200 (L-12),	- In pay-scale Rs.90000-240000 (E6), or - 1½ years in Rs.80000-220000 (E5)	-Having minimum annual pay package of Rs. 28 Lakh
<b>Deputy Chief Architect</b>	-Working in pay-scale Rs.78800-209200(CDA) L12 or, -Has been working for 1½ years in pay-scale Rs.67700-208700(CDA)L11	-Working in pay-scale Rs.70000-200000 (IDA) E4 , or -Has been working for 1½ years in pay-scale Rs.60000-180000(IDA) E3	-Having minimum annual pay package of Rs.18 Lakh
<b>Assistant Site Associate/ Assistant Design Expert/ Assistant Architect</b>	- In pay-scale Rs.56100-177500 (L10)/ Rs.53100-167800(L9), or -For 1½ years in Rs.47600-151100(L8) or -6 yrs. in Rs.44900-142400(L7)	-In pay-scale Rs.50000-160000 (E2), or -For 1½ years in Rs.40000-140000(E1) or -6 yrs. in Rs.30000-120000(E0)	-Having minimum annual pay package of Rs.8 Lakh
<b>Associate Architect</b>	-In pay-scale Rs.44900-142400(L7), or -For 1½ years in Rs.35400-112400(L6)	- In pay-scale Rs.30000-120000(E0), or - For 1½ years in Rs.29500-105850(NE8)	-Having minimum annual pay package of Rs.4 Lakh

- Candidates holding preferable qualification, i.e. PG Degree, shall be given two years relaxation in total experience.
- **Candidate should fulfill all eligibility criteria on 22.05.2021.**
- Qualification should be obtained from Govt. recognized University/ Institute/ Government body.
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.
- Numbers of vacancies are subject to change at any stage of the selection as per the requirement of the Project.

**These posts are purely on contract basis. Employment shall not confer right to regularization of services in NCRTC.**

**PHYSICAL & MEDICAL FITNESS:**

The applicant should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Corporation policy.

**SELECTION PROCESS:**

- (a) After scrutiny of the applications, candidates will be shortlisted on the basis of eligibility criteria i.e. experience, desirable qualification etc. and will be called for interview.
- (b) In certain categories, Management may relax any of the condition/s, in accordance to the response to meet the requirement.

**SURETY BOND:**

The selected candidates shall have to execute a Surety Bond of Rs.3,00,000 plus GST and cost of training, to serve the Corporation for a minimum period of 2 (two) years.

After joining, the candidate has to undergo a probation period as per Corporation policy. A three months' prior notice will be required to be served before seeking resignation from the Corporation.

**TERM OF CONTRACT:**

Initial term of contract will be of 3 (Three) years, which may be extended as per the requirement of the project, subject to the performance of the contractual employee. Services of the contract employee may be terminated at any time giving one month's notice or payment in lieu of notice, without assigning any reason.

**COMPENSATION PACKAGE & POSTING:**

The Company offers attractive pay-package as indicated above. This includes all salary components, like various allowances, Leave pay, other/ terminal benefits admissible to an employee of the Corporation. All includes CDA, TADK, Medical, Office expenses, Telephone/ Mobile bill, Training/ Seminar etc., subject to admissibility as per the level of the employee.

The job is transferable and the selected candidates can be posted/ transferred to any of the office/ Project sites of NCRTC during the course of their contractual employment.

**RETENTION MONEY:** A deduction of 10% per month of the remuneration amount beyond 20 lakh per annum and @20% for remuneration amount below Rs.20 lakh per annum shall be made for the first year of contractual employment. This amount shall be released on completion of two years of contract service or upon termination, whichever is earlier. The release of Retention money on termination of the contract shall be dealt on case-to-case basis. In case of leaving before completion of two years the amount of Surety Bond shall be recovered from the Retention money.

**LEAVE ENTITLEMENT:** The Contract employees will be entitled for 12 or 8 days (in Field and Corporate Office, respectively) Casual Leave and can avail 30 days Leave (without pay) in a year, as leave has already been monetized and included in the pay-package.

**HOW TO APPLY:**

Eligible and interested candidates may apply as per the application format at 'Annexure-I', attached. All relevant documents should be enclosed with the application.

**GENERAL INSTRUCTIONS:**

1. **Complete filled-up application should reach this office latest by 11.06.2021.**  
Envelope containing the duly filled-up application should be super-scribed as-

**“APPLICATION FOR THE POST OF- .....  
(Contract 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.**

Incomplete or applications received after due date shall not be accepted. NCRTC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

**To facilitate the job aspirants, online applications will also be accepted for all the above posts. Application, along with supporting documents, in a “single pdf file”, can be sent on email address- [applyonline@ncrtc.in](mailto:applyonline@ncrtc.in)**

2. The application should be supported with the following documents, **duly self-attested**:-
  - (i) Copies of Educational Certificates (Matriculation onwards)
  - (ii) Work experience Certificate issued by last employer and Letter/ Offer of appointment and latest salary slip issued by current employer.
  - (iii) Copies of the APARs/ Performance Appraisal Letter.
  - (iv) Experience Certificate/ Office Order/Duty allocation order etc.
  - (v) Letter showing present level/ grade
  - (vi) Form 26A, ITR & form 16 (for private sector candidates)
  - (vii) **For Govt./ PSU employees, ‘NOC’ from concerned Department/ Employer. In case of non-availability, undertaking to submit the same at further stage of selection.**
  
3. Shortlisted candidates will be informed on their email address and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
  
4. **Canvassing in any form shall disqualify the candidate.**

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# NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

(A joint venture of Govt. of India and participating State Govts.)

## APPLICATION FOR THE POST OF- \_\_\_\_\_

### (CONTRACT BASIS)

(Ref.: Vacancy Notice No.22/2021)

#### A. PERSONAL DETAILS:-

1.	Applicant's Name		Affix your <b>latest</b> passport size colour photograph, duly self-attested across	
2.	Father's/ Husband's Name			
3.	Date of Birth			
	Age as on <b>22.05.2021</b>	.....Yrs.....Months.....Days		
4.	Gender			
5.	Category (UR/SC/ST/OBC/PWD)			
6.	Organisation/ Department			
7.	Employer organization status (Strike-out which are not applicable)	Central/ State Govt./ PSU/ CPSE/ Autonomous Body/ Other Govt. instrumentality/ Private Sector Company		
8.	Present Designation			
9.	Present Pay-Scale and Basic pay/ Pay-package	Pay-scale- Present Basic Pay/ Pay-package-		
	Holding present pay-scale w.e.f.			
	Period of holding the present grade	.....Years    .....Months    ..... days		
10.	Present Address			
	Permanent Address			
11.	Contact No. (with STD code)	Phone.....Mobile.....		
12.	E-mail ID			
13.	AADHAR No.			

**B. EDUCATION DETAILS**

S.N.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

**C. EXPERIENCE DETAILS: -**

S.N.	Period		Designation & Pay-scale/ Pkg.	Organisation	Place of posting	Responsibilities in brief
	From	To				

(Attach separate sheet, if required)

- Total work experience - ..... Years.
- Work experience in required field - ..... Years.

**D. OTHER DETAILS**

1.	Whether any punishment awarded in last 10 years.	Yes/ No	
	If Yes, please furnish details		
2.	Whether any disciplinary action/ inquiry is contemplated against the applicant	Yes/ No	
	If Yes, please furnish detail		
3.	Furnish Annual Performance Appraisal Report (APAR) grading (Outstanding/ Very Good/ Good/ Average/ Below average), if applicable.	2016-17	
		2017-18	
		2018-19	
		2019-20	
4.	Time required for joining, if selected		

**E. REFERENCE OF TWO OFFICERS UNDER WHOM WORKING/ WORKED PREVIOUSLY-**

S.N.	Name	Designation & Organisation	Mobile No. & Email
1.			
2.			

**F. CONFIRMATION:** I do hereby confirm that I am fulfilling the following criteria:-

<b>S. N.</b>	<b>Criteria</b>	<b>Fulfilling (Yes/No)</b>	<b>Remarks (If any)</b>
1.	Age as on <b>22.05.2021</b>		
2.	Qualification		
3.	Presently working with Govt. org./ CPSEs/ PSU/ Autonomous Body/ Govt. instrumentality/ Private Company		
4.	Working in the required grade/ Pay-scale/ Pay-package		
5.	Fulfilling total Experience criterion		
6.	Supporting documents attached		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place:

Name.....

Desig.....