

NBCC (India) Limited, a Government of India Navratna, Central Public Sector Enterprise **requires dynamic and result oriented professionals for one of its subsidiary company.**

WALK-IN INTERVIEW

APPLICATIONS ARE INVITED IN PRESCRIBED PROFORMA FOR APPOINTMENT ON SECONDMENT BASIS FOR VARIOUS OFFICES OF HSCL (A SUBSIDIARY OF NBCC (I) LTD.) ALL OVER INDIA FOR A PERIOD OF TWO YEARS ON CONTRACT BASIS.

The specification for the posts is as under:

S.No.	Posts	Essential Educational Qualification	Upper Age Limit	Essential Post Qualification Experience	No. of Posts	Job Description
1.	Sr. Executive (Finance) Consolidated Rs 60,000	ICAI / ICWAI	39 Years	08 years	01	Experience in managing working capital both at Unit and Corporate level, finalization of accounts at unit level and consolidation of accounts at corporate level, exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits and familiarity with computerized system. Candidates having experience in Govt. /PSU construction companies will be preferred.
2.	Executive (Finance) Consolidated Rs 50,000	ICAI / ICWAI	37 Years	03 years	04	
3.	Assistant Executive (Finance) Consolidated Rs 40,000	ICAI / ICWAI	35 Years	02 years	01	
4.	Assistant (Finance) Consolidated Rs 30,000	CA (Inter) / ICWAI (Inter)	35 Years	03 years	02	
5.	Executive(IT) Consolidated Rs 50,000	Full time Degree in Bachelor in Computer Application (BCA) and Full Time Masters in Computer Application (MCA) with 60% marks in both BCA & MCA from Government recognized Institute/ University	37 Years	03 years	02	

Pay & Other Benefits:

Other than the consolidated pay as applicable, selected candidates will also be entitled for PLI/Bonus, Medical facility, Mobile facility, Canteen subsidy etc. as per the company policy applicable to contract employees & as amended from time to time.

Selection Procedure:

The Selection will be done through Walk-In Interview.

General Conditions:

1. Application should be filled up in prescribed Proforma only [IN HARD COPY] in BOLD letters either in English or in Hindi.
2. Application form should be accompanied with resume / bio- data of the applicant stating clearly the academic qualification, experience details etc.
3. Candidature will be liable for cancellation if at any stage it is found that information furnished in the application is misleading/incomplete/false. Candidates are advised to give specific /correct/ full information and attach proof thereof by way of self attested photocopies of the original documents/certificates, wherever required.
4. The cut-off date for determining the age, experience etc. shall be the date of Walk-In Interview for the respective posts as mentioned in the table below. 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.
5. 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.
6. NBCC reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
7. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website **<http://www.nbccindia.com>** under the head "**HRM**"- **Sub Head-"Career"**. Hence prospective applicants are advised to visit NBCC website regularly for above purpose.
8. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at hrm.recruitment@nbccindia.com.
9. Any legal proceeding 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.
10. No TA/DA will be admissible for attending the Walk-in-interview.

11. In case Interviews are not held on the prescribed day due to any unavoidable reason, and is postponed to the next day, the applicant has to make her/his own arrangement for boarding & lodging. NBCC shall neither make any arrangements nor reimburse any expenditure on this account.

12. Production of following documents in original alongwith self attested copies thereof by the candidates are mandatory at the time of interview:

- a) Application Form in the prescribed Proforma (as attached)
- b) Resume / Bio-data
- c) Self attested Photocopies of all necessary educational qualifications and experience certificates
- d) Matriculation/ Secondary certificate as proof of date of birth.
- e) All Post Qualification Experience Certificate (including from present employer) indicating clearly the date of joining and relieving on the posts.
- f) Certificate of Scheduled Caste / Tribe / OBC / PWD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
- g) Proof of identification.
- h) One Passport size photograph.

INTERESTED AND ELIGIBLE CANDIDATES ALONG WITH DULY FILLED IN APPLICATION IN THE PRESCRIBED PROFORMA (ANNEXED HEREWITH) AND THE NECESSARY DOCUMENTS AS MENTIONED ABOVE MAY REPORT FOR WALK-IN INTERVIEW BETWEEN 10.00 AM TO 11.30 AM, AS PER THE SCHEDULE GIVEN BELOW:

S No.	Post	Date of Walk-in Interview
1	Sr. Executive (Finance)	08.01.2019 (Tuesday)
2	Executive (Finance)	08.01.2019 (Tuesday)
3	Assistant Executive (Finance)	09.01.2019 (Wednesday)
4	Assistant (Finance)	09.01.2019 (Wednesday)
5	Executive(IT)	10.01.2019 (Thursday)

The venue for the Walk-In Interview shall be: - NBCC (I) Ltd., CORPORATE OFFICE, NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003[NEAR LODHI HOTEL].

PRODUCTION OF DOCUMENTS IN ORIGINAL ALONGWITH SELF ATTESTED COPIES THEREOF BY THE CANDIDATES IS MANDATORY AT THE TIME OF INTERVIEW.

Note: *Candidates reporting after 11:30 AM on the date of Walk-In Interview will not be considered/ entertained.*

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NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)



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

Advt. No. 15/2018

1 POST APPLIED FOR	 (ON CONTRACT BASIS)						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		D	D	M	M	Y	Y	Y	Y
6 AGE AS ON DATE OF WALK-IN INTERVIEW		Years		Months					
7 CATEGORY (Put a tick mark)		GEN	SC	ST	OBC (NCL)	EX-SEM	SUB CASTE.....		
		<i>(Attach documentary evidence)</i>							
8 PHYSICALLY CHALLENGED		YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH)..... <i>(Attach documentary evidence)</i>					
9 ADDRESS <i>(Please give full postal address with Postal Pin No.)</i>									
MAILING			PERMANENT				FULL ADDRESS, CONTACT NO., FAX NO. & E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED		
MOBILE NO. OF CANDIDATE			RESIDENTIAL TELEPHONE NO, OF CANDIDATE (IF ANY)				E-MAIL. OF CANDIDATE		

10	ACADEMIC AND PROFESSIONAL QUALIFICATIONS							
Examination passed	Whether full time / part time/ Corresponden	Duration of the course	Name of the institution	Name of the university	Month year passing *	CGPA/OGPA/ Percentage of marks		
<p>* 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)</p>								
11	DETAILS OF EXPERIENCE (in chronological order):							
POST QUALIFICATION EXPERIENCE.....(YRS.)								
S.No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Month		
(please attach copies of experience certificates alongwith proof of salary drawn)								
12	<p>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.</p> <p>Place: _____ Signature of the candidate</p> <p>Date: _____</p>							