



NATIONAL BUILDINGS CONSTRUCTION CORPORATION
LIMITED

(A GOVT. OF INDIA ENTERPRISE)

'Committed to Customers' Delight'

NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003

**NBCC REQUIRES PERSONNEL FOR FOLLOWING
POSITIONS ON REGULAR BASIS**

- **GENERAL MANAGER (HRM)**
- **DY. GENERAL MANAGER (MECHANICAL)**
- **DY. GENERAL MANAGER (ELECTRICAL)**
- **MANAGER (MARKETING)**
- **EXECUTIVE (CORPORATE COMMUNICATION)**

FOR FURTHER DETAILS LOG ON : www.nbccindia.gov.in

**UNDER HEAD: HUMAN RESOURCE DEVELOPMENT /JOBS
@ NBCC**

SGM(HRM)



NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISE)
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Advt. No. 04/2011

NBCC under Schedule "A" classification is the leading CPSU with the excellent turn over and profits. It has been ranked as one of the 'TOP TEN CPSU' by the Government of India for last three consecutive years. For its operation, NBCC intend to engage dynamic and result oriented individuals on regular basis through Direct Recruitment:

S.No.	Post	Scale of pay (IDA Pattern) (Rs.)	No. of vacancies	Upper Age as on 30.06.2011 (yrs.)
1	General Manager (HRM)	36600-62000	01 – UR	45 yrs.
2	Dy. General Manager (Mechanical)	29100-54500	02 – UR	40 yrs.
3	Dy. General Manager (Electrical)	29100-54500	01 – UR	40 yrs.
4	Manager (Marketing)	24900-50500	02 UR & 01 OPH (OA/OL/BL)	35 yrs.
5	Executive (Corporate Communication)	12600-32500	01 (UR)	26 yrs.

UR- Unreserved; **OPH-** Orthopedically Physically Handicapped; **OA-** One Arm; **OL-** One Leg; **BL-** Both Leg

Note : Vacancies are subject to change. The cutoff date to reckon upper age & post qualification experience will be 30.06.2011.

Selection Procedure

Selection for the above posts shall be through interview.

Qualification and job requirements :-

GENERAL MANAGER (HRM) : Full time MBA (Specialization in HRM) from Government recognized University / an Institution of repute. Should have total relevant experience of atleast 16 years out of which post qualification experience (i.e after MBA) should not be less than 14 years in Public Sector or large Private Sector enterprise. Candidates working in Public sector/Govt. in the IDA scale of Rs. 32900-58000 or equivalent for the last two years are eligible to apply. Similarly candidates working in Private Sector as functional head atleast for the last two years and preferably reporting directly to Chief Executive are eligible to apply. Exposure in industrial environment and multiple trade unions, industrial relation scenario is desirable. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, application of HRM concepts, tools and practices, such as manpower planning, performance management, career management, succession planning, competency modeling, competency appraisal etc. Preference will be given to the candidates having Law degree.

Contd...2/-

DY. GENERAL MANAGER (MECHANICAL): Degree in Mechanical Engineering from a Government recognized Institute / University. Candidate should have **13** years of post qualification experience, out of which two years experience in the IDA scale of Rs 24,900-50,500 or equivalent for those working in PSU/Government. Candidates from Private Sector should also have total post qualification experience of 13 years and should be drawing monthly salary not below Rs 50,000/- during the last two years. Desirable experience in Design / Engineering of Mechanical systems for coal based Thermal Power Plants having 250 MW capacities or above in the following areas:

- Project Engineering in Water System, coal handling plants involving equipments like wagon tippers, conveyors, crushers, screens peddle/feeders, stackers reclaimers, pumps etc.
- Ash handling systems involving vacuum & pressure conveying of fly ash, slurry disposal system etc.
- Plant layout, system engineering, engineering activities for steam turbine, generators, condensers etc.
- Tendering, Execution, erection & commissioning of EPC for Boiler turbine generator /Material handling/ CHP & AHP and allied equipments.
- Exposure to concepts or process capability, preparation of specifications, estimation/evaluation / OEE/ Preventive maintenance in ERP.

DY. GENERAL MANAGER (ELECTRICAL): Degree in Electrical Engineering from a Government recognized Institute / University. Candidate should have **13** years of post qualification experience, out of which two years experience in the IDA scale of Rs 24,900-50,500 or equivalent for those working in PSU/Government. Candidates from Private Sector should also have total post qualification experience of 13 years and should be drawing monthly salary not below Rs 50,000/- during the last two years. Desirable experience in Design / Engineering, Erection & commissioning of HT/LT Switchgear, HT/LT Transformers, Motors, PLC, Lighting, PF Compensation equipments, cable engineering, electrical system engineering for Coal Handling/ Ash Handling in Coal Based Thermal Power Plants having 250 MW capacity or above. In addition to this, candidates should have exposure to design & procurement activities i/c preparation of design documents, technical specifications, calculations, schematic layout drawings, cable schedules and cable layouts. Design engineering, erection and commissioning of AC/DC drives and associated automation systems. Procurement engineering activities i/c preparation of technical specification, evaluation of offers and erection & commissioning of above including ventilation / power plants, lighting equipments, CCTC, PLCC, PAS etc.

MANAGER (MARKETING): Graduate in any discipline and full time MBA with specialization in Marketing from Govt. recognized University / Institute. Minimum **08** years post qualification experience in sales & marketing of Commercial / Residential properties in a reputed Real Estate Company. Candidate should have thorough knowledge of various sale & marketing strategies & sales promotion activities. Should have wide exposure of business development, creation & development of channels of sale promotion, analysis of Indian Real Estate market in terms of current market trend, new developments, legislation and customer requirements. The job profile requires proven track record in meeting targets, documentation like sale deeds / conveyance deeds, tripartite agreement with banks and financial institutions, creation and devolvement Customer Relationship Management procedures & practices. Candidate should have pleasing personality with excellent communication & presentation skills. Should be highly computer literate and conversant with relevant Information Technology used in sales & marketing. Persons having degree in Law/Civil engineering and marketing experience in PSU/large Corporate Sector will be given preference.

EXECUTIVE (CORPORATE COMMUNICATION): (i) Graduation (as regular student) with minimum 60 % marks with English & Hindi or atleast English as subject of study at Graduation level (ii) minimum two years full time Post Graduate Diploma in Mass Communication / Journalism/Public Relations & Corporate Communication /Public Relations & Advertising from Government recognized institute. Minimum three (03) years Post Qualification experience (i.e after PG Diploma) in Corporate Imaging in public domain, In-house Communication using appropriate media, Designing and production of News letters for external targets & Media management. Should have excellent command on written and spoken English and Hindi. Should have in-depth knowledge about the functioning of print and electronic mass media.

GENERAL

1. Age Relaxation: Maximum Relaxation in upper age limit will be as under :-
 - i) Upto 05 years in the case of SC/ST candidates.
 - ii) Upto 03 years in the case of OBC candidates.
 - iii) upto 5 years (10 years for SCs/STs and 8 years for OBCs) for Physically Challenged persons.
 - iv) In case of Ex-Serviceman, service rendered in the Armed forces plus 03 years.
2. Upper age limit shall not apply in respect of the departmental candidates who have balance service of at least three years.
3. Physically challenged applicants should have disability of not less than 40%.
4. Candidates in Govt. Semi-Govt. Organization/Public Sector Undertakings and Autonomous Bodies should route their application "Through Proper Channel" or furnish "NO OBJECTION CERTIFICATE" at the time of interview failing which they will not be allowed to appear in interview and reimbursement of rail fare will not be admissible to them under any circumstances.
5. Candidates called for interview will be paid to and fro 2nd AC Sleeper Class(other than Rajdhani Express) rail fare for posts mentioned at Sl. No. 1 to 4 and 3rd AC Sleeper Class(other than Rajdhani) rail fare for posts mentioned at Sl No. 5 from the nearest railway station of the declared place of residence by the shortest route beyond 30 km. subject to production of rail ticket.
6. Selected candidates should be prepared to serve in any part of the country or abroad where the Corporation has its operations.
7. Persons with higher educational qualification in the line will be preferred. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for interview.
8. Fringe Benefits: HRA, CPF, LTC, gratuity, leave encashment, medical insurance, perks etc. will be admissible as per the rules of the Corporation.
9. Incomplete/unsigned /late applications/ applications without supporting documents will be summarily rejected.

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

11. Candidates can apply either in English or in Hindi language & they can opt either English or Hindi language for interview.

The envelope should be superscribed with the Advt. No. and post applied for. Applications in the prescribed format along with attested photocopies of educational/ Professional qualification, Age, Caste & experience certificates should reach to the **Sr. General Manager (HRM), NBCC Limited, NBCC Bhawan, Lodhi Road, New Delhi-110003 latest by 09.08.2011.**

NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.

APPLICATION FORM FOR EMPLOYMENT IN NBCC ON REGULAR BASIS

(Advt. 04/2011)

Affix your recent
passport size self
attested
photograph here

POST APPLIED FOR :

1.NAME (IN CAPITALS)

2. FATHER'S /HUSBAND'S
NAME

3. GENDER

M	F
---	---

4. DATE OF BIRTH

DD		MM		YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. AGE (AS ON **30.06.2011**)

Y		M	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Indicate the category you belong to :

GEN / SC/ST/OBC [Non-Creamy Layer] / EX. SERVICEMAN(strike off in applicable)

If belongs to SC/ST/OBC/, State sub-caste.....

7. PHYSICALLY CHALLENGED : YES / NO. If YES, state the nature of disability:
(Orthopedically Handicapped / Visually Handicapped / Hearing Handicapped).

Cont./- 2

8 ADDRESS:

DOMICILE STATE : _____

MAILING	PERMANENT	FULL ADDRESS OF PRESENT EMPLOYER IF EMPLOYED
PIN CODE NO.:	PIN CODE NO.	PIN CODE NO

Mobile Number

e-mail I.D

9. ACADEMIC AND PROFESSIONAL QUALIFICATIONS :

Examination /Course Passed	Whether Full time / part time course	Duration of the course	Name of the Institution	Name of the University	Month & Year of Passing	Rank/ Class / Divn./Gra de obtained / % of marks

Contd.....3/-

10. Particulars of experience : Total Experience _____ Years (in chronological order).

S.No.	Name & Address of the Employer	Post held	Period				Job description in brief	Pay scale / Salary drawn
			From	To	Total			
					Year(s)	Month(s)		

11. Brief about achievements made in the present assignment (not exceeding 200 words):

(Separate sheet may be enclosed as Annexure)

12 Certified that the information furnished above is true to the best of my knowledge :

Place :

Date :

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY