ncrtc
राष्ट्रीय राजधानी क्षेत्र परिवहन निगम लिमिटेड
(भारत सरकार एवं प्रतिभागी राज्य सरकारों का एक संयुक्त उपक्रम)
National Capital Region Transport Corporation Limited
(A Joint venture of Government of India and participating State Governments)
गति से प्रगति

No. NCRTC/CO/HR/Rectt./29/2025 17/06/2025

VACANCY NOTICE
(No. 29/2025)

REQUIREMENT OF GROUP GENERAL MANAGER/ DESIGN (CIVIL STRUCTURE) ON DEPUTATION BASIS

National Capital Region Transport Corporation (NCRTC) – a Joint Venture of Govt of India and participating State Governments of Delhi, Haryana, Rajasthan and UP, under the administrative control of the Ministry of Housing and Urban Affairs is mandated for implementing the Namo Bharat Project in National Capital Region (NCR), ensuring a balanced and sustainable urban development throughbetter connectivity and access. The Namo Bharat Project is a new, dedicated, high speed, rail based, high capacity, comfortable state of art, world class commuter service connecting regional nodes in NCR.

Three corridors are envisaged in the first phase, i.e. **Delhi-Meerut**, **Delhi-Gurugram-SNB-Alwar** and **Delhi-Panipat**. At present, NCRTC is implementing the Delhi-Meerut corridor, of which 55 km stretch of the corridor from New Ashok Nagar to Meerut South has been opened for commercial revenue run.

These projects will not only provide a vital new transport infrastructure backbone to the region, but also act as a catalyst for development of suburban centers, creating jobs in the Indian economy and decongesting cities. The diversity of individuals and skills we require to execute the project is boundless. Further, the learning opportunities in an organization that is at its inflexion point of initiating some of the largest infrastructure projects in this country will be immense. The complexity of the project and need to draw upon international learning will offer an accelerated opportunity for skill development of talented and motivated individuals, leading to exciting career prospects for the future. Our motto **"Gati se Pragati"**, applies to both the project and the motivated team that will embark on this journey with us.

To be part of the journey of NCRTC, interested and eligible candidates can apply for the following post/ (s):

Sr. No.	Post	Level	Pay Scale (Rs.)	Number of Vacancy/ (ies)	Maximum Age as on (17/06/2025)	Nature of Employment
i)	Group General Manager/ Design (Civil Structure)	E8	120000-280000 (IDA)	01	55 Years	Deputation Basis
		L14	144200-218200 (CDA)			

1. ELIGIBILITY CRITERIA (As on 17/06/2025)

Sr. No.	Post	Eligibility Criteria
i)	Group General Manager/ Design (Civil Structure)	**Qualification** **Essential:** B.E./ B. Tech. in Civil Engineering or its equivalent (Full Time) **Preferable:** M.E./ M. Tech. in Structural/ Geo-technical/ Soil Mechanics & Foundation Engg.

		Job Description - Lead the design development process for assigned projects from concept to execution. - Prepare and review design drawings, models, and specifications using industry-standard software (AutoCAD, Revit, SketchUp, etc.). - Collaborate with cross-functional teams including architects, engineers, planners, and clients. - Ensure designs comply with applicable codes, standards, and client requirements. - Conduct site visits, surveys, and design audits to validate design intent and implementation. - Provide innovative and sustainable design solutions within budget and time constraints. - Create presentations and visualizations to communicate design concepts effectively. - Review and revise designs based on feedback from stakeholders and regulatory bodies. - Stay updated with emerging trends, materials, and technologies relevant to the field. **Years of Experience** - Minimum 18 years of post-qualification experience for offices of Organized Group 'A' services OR - Minimum 20 years of post-qualification experience (of the level of E2/ L9 or above) for officers working in (CPSEs/ PSUs/ Central Govt./ State Govt.) - Experience in designing of Metro/ Railways structures, including underground/ elevated structures etc. Experience at HoD/ Project Head level.	
		Required/Current Pay Scale	
		CDA	Working in analogous pay scale of Rs. 144200-218200 (L14) or above.
		IDA	- Working in analogous pay scale of Rs. 120000-280000 (E8) or above, **OR** - Last 4 years of service in pay-scale Rs. 100000-260000 (E7).

Note:

i. The eligibility criteria for Deputation of Central/ State Govt. employees shall be as per DoPT guidelines on the subject.

ii. Before applying, the candidates shall ensure that they fulfil all eligibility criteria as mentioned in the Vacancy Notice for the post/ (s). NCRTC will verify the eligibility with reference to the original documents on the date of interview. If the candidates are not found eligible during document verification, they will not be considered for the next stage of selection process and their candidature will be rejected. Their admission to all the stages of selection process will be purely provisional, subject to meeting the prescribed eligibility criteria. Applicants who do not fulfil the age and minimum education qualification need not apply for the post.

iii. Essential Education Qualification(s) required as indicated above is mandatory.

iv. All essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved course from Autonomous Indian Institutions/ concerned statutory council (wherever applicable).

v. Candidates claiming equivalence in qualification shall be required to produce a copy of equivalence certificate.

vi. In case of Degree/ Diploma in Management qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

2. EMOLUMENTS

2.1. The pay and allowances for deputation shall be regulated as per the DoPT rules. In addition, the Corporation offers Transport, Medical, Laptop, Mobile handset, Electricity, Phone charges, etc. subject to limits and other allowances as per Company policy.

3. PLACE OF POSTING/ ASSIGNMENTS

3.1. The selected candidate may be posted at any office/ workplace/ Project units of NCRTC or any of subsidiaries/ Joint Ventures of NCRTC.

3.2. The selected candidate may be assigned jobs/ functions/ assignments, as per the business requirements of the Company, including working in shift operations.

4. TERM OF DEPUTATION

4.1. Normal term of deputation, but the period of deputation will in no case exceed 05 (Five) years.

5. RESIDENTIAL ACCOMMODATION

5.1. NCRTC will be providing Company Accommodation/ Leased Accommodation, as per entitlement to the officer who joins NCRTC on deputation.

6. APPLICABLE MEDICAL & HEALTH STANDARD

6.1. The candidate should be physically and medically fit enough.

7. IMPORTANT DATES

Opening of website link for applying online	17/06/2025
Closing Date for applying online	17/07/2025

8. SELECTION PROCESS

8.1. Based on the eligibility, candidates meeting the criteria will be called for Interview.

8.2. The Venue, Date and Time of Interview will be informed in advance.

8.3. Any request for change in date or venue shall not be entertained.

8.4. The document verification of candidates shall be done before the Interview, the candidate is required to carry his/her original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the Interview.

9. HOW TO APPLY

9.1. The candidates shall apply online through NCRTC website (www.ncrtc.in) under 'Career Section' as per the eligibility criteria indicated above.

9.2. Before registering/ applying online, candidates are advised to go through detailed instructions. The candidate should possess the following and keep the same handy while applying online:

i. Valid E-mail ID and Mobile Number.
ii. Scanned Copy of self-attested recent passport size coloured photograph (3.5. X 4.5 cm) of the candidate (File Size upto 100 kb, in .jpg/ .jpeg format only).
iii. Scanned copy of signature (signed on white paper with blue/ black pen) of the candidate (File Size upto 100 kb, in .jpg/ .jpeg format only)

9.3. While applying online, candidate needs to upload copies of the following self-attested documents:
i. 10th Certificate/ Birth Certificate.
ii. Degree Certificate highlighting the stream/ specialization.
iii. Appointment letter, Joining Order and latest salary slip of present organization.
iv. Copies of the APARs (Last Three Years).
v. Office Orders indicating promotions.
vi. Experience/ Service Certificate/ Relieving order issued by previous organizations.
vii. Last 3 months' salary slips.

9.4. The application should be routed through the Administrative Officer (HQ/ Board, etc.) for forwarding the same to NCRTC, duly indicating No Objection, Vigilance/ DAR clearance, etc., as per form attached at Annexure-I.

9.5. Applications without supporting certificates/ documents as mentioned above, shall be summarily rejected.

9.6. After submitting online application, candidate is required to download the Application Form generated by the system with Unique Registration Number, take a print and attach supporting documents, and send it to the below mentioned address by hand/ Post within 5 days from closing date of the applications:

Career Cell,
HR Department,
Gatishakti Bhawan,
National Capital Region Transport Corporation,
INA Colony, New Delhi - 110023

9.7. The envelope containing the print-out of application and supporting documents, should be superscribed as **'APPLICATION FOR THE POST OF GROUP GENERAL MANAGER/ DESIGN (CIVIL STRUCTURE) ON DEPUTATION BASIS'**

9.8. Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration Number, Password and all other important communication will be sent on the same registered e-mail ID (Please ensure that email sent to this mailbox is not redirected to junk/ spam folder).

9.9. Candidates should take utmost care to furnish the correct details while filling in the online application. Candidates can edit the information at any stage before submission. Hence, candidates are advised to take a preview of the application before submitting the same. Once the form is submitted, it cannot be edited.

10. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

10.1. Only Indian Nationals 18 or above years of age are eligible to apply.

10.2. The candidate should ensure that he/ she fulfills all the eligibility criteria and other conditions of this Vacancy Notice and that all particulars furnished by them in the online application and the documents submitted by them later on are correct in all respects. Mere admission to the selection process does not imply that NCRTC has been satisfied about the candidate's eligibility. In case it is found at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any

incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcoming(s) is/ are found even after appointment, his/ her services shall be summarily rejected.

10.3. The details entered by the candidate at the time of online registration are final and binding. While applying, the candidates should enter their name as it appears in the SSC/ Matriculation Certificate. Further, request for change of Mailing Address/ E-mail ID/ Category/ Posts as declared in the online application shall not be entertained.

10.4. Candidates should possess a valid e-mail ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in e-mail ID will be entered. All correspondence with candidates shall be done through email only. NCRTC will not be responsible for any loss of email sent, due to invalid/ wrong e-mail ID provided by the candidate and no correspondence in this regard shall be entertained.

10.5. The candidature of the registered candidate is liable to be rejected at any stage of the 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 above.

10.6. NCRTC reserves the right to raise the minimum eligibility standards. NCRTC also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.

10.7. Candidates once selected but did not join for any reason shall be debarred to apply for any positions in NCRTC for a period of two (02) years from the date of Offer of Appointment issued to them.

10.8. The prescribed qualification/ experience criteria are minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. NCRTC's decision shall be final in this regard.

10.9. Teaching or freelancing experience shall not be considered as qualifying experience.

10.10. Any revision, clarification, addendum, corrigendum, time extension etc., to the above Vacancy Notice will be hosted on 'Career' Section of NCRTC (www.ncrtc.in) only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.

10.11. Experience on a post/ level shall be counted from the date of assumption of charge. Experience means work experience after acquiring highest essential qualification prescribed under the eligibility criteria.

10.12. No person shall be eligible for appointment who has previously been dismissed, removed, or compulsorily retired from the service of the Corporation or from a department of a state or the central government or a local authority or from public sector undertaking, or from an autonomous corporation.

10.13. No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.

10.14. In case any dispute arises on account of interpretation of clauses in any version of this Vacancy Notice other than English, the English version shall prevail.

10.15. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.

10.16. Canvassing by the applicant, directly or indirectly will result in disqualification of his/ her candidature. Any dispute with regard to recruitment against this Vacancy Notice will be settled within the jurisdiction of Delhi High Court only.

10.17. In case of any query, candidates may write to recttquery@ncrtc.in, mentioning "POST– Group General Manager/ Design (Civil Structure) (Deputation) - 29/2025" in the Subject Line. Candidates are advised to add this e- mail ID to their address book. NCRTC will not be

responsible for non- delivery of e-mail/ delivery of e-mail to junk or spam folder. Contact No. 011-24666700 (10:00 AM to 4:30 PM).

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Annexure-I

राष्ट्रीय राजधानी क्षेत्र परिवहन निगम लिमिटेड
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PRESCRIBED PROFORMA

FOR SUBMISSION OF APPLICATIONS FOR DEPUTATION

Important *(Please don't leave blanks)*	**Vacancy Notice No. / Date** *(Appears on the top right side of the notice)*	
	Post against which application has been submitted	

1. Personal Data

i.	Name	:	
ii.	Gender	:	
iii.	Service	:	
iv.	Department	:	
v.	Category	:	
vi.	Date of Birth	:	
vii.	DITS (Date of entry into Time Scale)	:	
viii.	Date of entry in Gr. 'A' Service (Wherever applicable)	:	
ix.	Present pay level and basic pay as on date of application	:	
	Date w.e.f. in present grade	:	
x.	Whether the grade/pay indicated above is on substantive basis or under MACP/in ex-cadre /deputation post (if under MACP/in ex-cadre/deputation post, please indicate the post held in cadre and grade of the cadre post)	:	
xi.	Present Designation	:	
xii.	Contact Details		
a.	Email ID	:	
b.	Telephone (O)	:	
c.	Telephone (R)	:	
d.	Mobile Number	:	

2. Educational Qualification:

Sl. No.	Qualification/Degree	Year/ Division	Institution/University

3. Experience Details:

Sl. No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To	Nature of duties performed

4. Other Details:

i.	Details of previous deputation/ Foreign Assignment, if any	:	
ii.	Whether debarred from deputation? If yes, please furnish details.	:	
iii.	Whether cooling off period completed? If yes, date of return from the previous deputation with details, wherever applicable.	:	
iv.	Details of awards/punishment	:	
v.	Have you ever been convicted, if yes details thereof	:	
vi.	Any criminal case lodged against you	:	

5. I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

6. I also certify that a copy of the application has been endorsed to my Administrative Officer viz .....for forwarding the application to NCRTC indicating No objection, vigilance/ DAR clearance etc.

(Name and Signature of the applicant)

Place:

Date: