



NBCC (INDIA) LIMITED

(A Government of India Enterprise)
(Formerly known as National Buildings Construction Corporation Ltd.)

Advt. No.06/2018

NBCC (India) Limited, a blue-chip Government of India Navratna, Public Sector Enterprise **requires Experienced Company Secretary as Consultant (Company Secretary) on**

CONTRACT BASIS FOR A PERIOD OF ONE YEAR

THROUGH

WALK IN INTERVIEW AT NEW DELHI

APPLICATIONS ARE INVITED IN PRESCRIBED PERFORMA FOR APPOINTMENT OF CONSULTANT (COMPANY SECRETARY) ON CONTRACT BASIS.

The specification for the post is as under:

1	POST	Consultant (Company Secretary)
2	NO. OF POSTS	01(UR)
3	REMUNERATION	Rs. 73,000/- PM (Consolidated)
4	UPPER AGE ON CLOSING DATE (05.02.2018)	Not more than 62 years.
5	DUTY STATION	Corporate Office, New Delhi.
6	ESSENTIAL QUALIFICATION	Qualified Company Secretary (ACS).
7	EXPERIENCE	Experienced Company Secretary from Pvt./Govt./PSUs with atleast 20 years of experience.

The Duties and Responsibilities of the post would include (but not limited to) following:-

1. PSUs merger and acquisition.
2. Formation of subsidiaries / JVs.
3. To provide expert advice to the company secretaries of Holding/subsidiaries /JV Company.
4. Proving Consultancy services on Shareholding, Investor Matters etc.

GENERAL INSTRUCTIONS:

1. Before applying, candidate should read the complete advertisement carefully and ensure that he /she fulfill the eligibility criteria for the post advertised in all respects.
2. Application should be filled up in BOLD letters in the prescribed performa only in English or in Hindi. **Application received through email will not be entertained.**
3. Reservation for SC/ST/OBC(NCL)/PWD (including age relaxation) as per Govt. guidelines in the matter.
4. Only such person would be eligible for the benefit of reservation/relaxation under PWD quota who suffers from not less than 40% of relevant disability. For availing this benefit a candidate has to submit a disability certificate issued by Competent Authority in prescribed format.
5. Selected candidate will be required to serve in any part of India or abroad including subsidiaries and JV companies as per the discretion/requirement of the Company.

6. 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 attested photocopies of the original documents/certificates etc.
7. 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 Interview, 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 and notarized affidavit in this regard.
8. Mere fulfilling the minimum requirement will not vest any right for selection. In case of overwhelming response, NBCC reserves the right to shortlist the candidates by fixing revised eligibility criteria.
9. NBCC reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
10. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.nbccindia.com under head "Career" within "HRM". Hence prospective applicants are advised to visit NBCC website regularly for above purpose.
11. All queries/issues regarding above advertisement are to be addressed to NBCC only through e-mail: hrm.recruitment@nbccindia.com.
12. 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.
13. No TA/DA will be admissible for attending the Walk-in-interview.
14. In case Interviews are not held on the prescribed day due to any unavoidable reasons, the same will be postponed to the next day and 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.

INTERESTED AND ELIGIBLE CANDIDATES ALONG WITH DULY FILLED IN APPLICATION IN THE PRESCRIBED PERFORMA (ANNEXED HEREWITH) MAY REPORT FOR WALK-IN INTERVIEW ON 05.02.2018 (Monday) AT NBCC (I) Ltd., CORPORATE OFFICE, NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003 BETWEEN TO 10:00 AM to 11:30 AM.

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

1. Complete set of mark sheets, diploma/degree certificate in support of qualification/ Professional Qualification.
2. Matriculation/ Secondary certificate as proof of date of birth.
3. All Experience Certificate (including from present employer) indicating clearly the date of joining and relieving on the posts.
4. Certificate of Scheduled Caste / Tribe / OBC / PWD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
5. Proof of identification.
6. One Passport size photograph.

Note: Applications received after 11:30 AM on the date of Walk-in-Interview will not be considered/entertained.



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Application No.
(FOR OFFICE USE)

Application for the Post of _____

Advt No. /2018

Photo

1	Name (IN BLOCK LETTERS)				
2	Father's / Husband's Name				
3	E-Mail Id:				
4	Gender				
5	Date of Birth (dd/mm/yyyy)				
6	Age as on Closing date of application ()				
7	Marital status				
8	Religion				
9	Nationality				
10	Category (Please tick ✓) Enclose copy of certificate in case of SC/ST/OBC (Non Creamy Layer)	GENERAL	OBC (Non Creamy Layer)	SC	ST
11	Whether the candidate is Physically Challenged? (Please tick ✓)	Yes:		No:	
12	If yes, nature of Handicap & percentage of disability	OH	HH	VH	Disability: _____%age
13	Whether the candidate is an Ex-Serviceman? (Please tick ✓)	Yes:		No:	
14	Address (Please give full postal address with Postal Pin No)				
	<u>Present / Mailing Address:</u>		<u>Permanent Address:</u>		
	State:	Pin:	State:	Pin:	
	Contact No:		Contact No:		

15 Educational Qualifications in Chronological Order:				
Name of Course/ Degree or Examination passed	Whether full time / part time / Correspondence	Month & Year of Passing	Name of Board/ Institution/ University	Duration of Course
* 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.				

16 Details of Post Qualification Experience _____ Yrs (In chronological order)								
S. No	Name of the organization (Full name with address)	Post held	Period (Exact dates to be given)				Job Description in brief	Pay Scale/ Salary Drawn
			From	To	Total Period			
					Years	Months		

If selected, period of notice required to join _____

I certify, that the information furnished above is true, complete and correct to the best of my knowledge & belief. If at any stage, any information is found to be false or incorrect, my candidature may be cancelled and my appointment if made, shall stand terminated without any notice and compensation

Place:

Date:

Signature of Applicant

Eligible	<input type="checkbox"/>	For Official Use	Not Eligible	<input type="checkbox"/>
Reasons for Non Eligibility ;				
Place:				Signature of Dealing Officer/Executive
Date:				