

NBCC (India) Limited, a Government of India Navratna, Central Public Sector Enterprise under the Ministry of Housing and Urban Affairs **requires dynamic and result oriented professionals for the post of Senior Executive (Corporate Communication) on**

CONTRACT BASIS FOR A PERIOD OF TWO YEARS

THROUGH

WALK-IN INTERVIEW AT NEW DELHI

The specification for the post is as under:

Posts	No. of Post	Category	Essential Educational Qualification	Upper Age Limit	Essential Post Qualification Experience	Scale of Pay
Senior Executive(CC)	02 (Two)	UR	<p>1. Graduate from a recognized University/Institute with English as one of the subjects with Post Graduate diploma course in PR / Corporate Communications / PR & Advertising / Mass Communication / Journalism / Multimedia from Institute of repute (or) Bachelor in Journalism and Mass Communications from a recognized University/ Institute.</p> <p>2. Excellent command over written & spoken English would be added advantage.</p>	30 Years	Minimum two years of experience in relevant field.	Rs.16,400-40,500/- (E-1)

Duties and Responsibilities: The duties would include (but not limited to) following:-

- i. Designing, editing, printing and production of publications.
- ii. Making corporate films.
- iii. Handling of digital communication including website and social media.
- iv. Organizing exhibitions, events etc.
- v. Preparation of PPT presentations, operate system software like Ms-excel, Ms-word etc.
- vi. Managing print and electronic media, issuing press releases, tracking media etc.

Pay & Other Benefits:

Other than the pay scale 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.

General Conditions:

1. Before applying, candidate should read the complete advertisement carefully and ensure that he /she fulfills the eligibility criteria for the post advertised in all respects.
2. Application should be filled up in prescribed Proforma only [IN HARD COPY] in BOLD letters either in English or in Hindi.
3. Application form should be accompanied with resume / bio- data of the applicant stating clearly the academic qualification, experience details etc.
4. **Application received through e-mail will not be entertained.**
5. Reservation for SC / ST / OBC (NCL) / EWS / PWD (including age relaxation) shall be as per Govt. guidelines in the matter.
6. 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.
7. 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.
8. 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.
9. The cut-off date for determining the age, experience etc. shall be the date of Walk-In Interview. 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. Post qualification experience for the post / level shall be counted from the said date onwards.
10. 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.
11. NBCC reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
12. 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.

13. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at hrm.recruitment@nbccindia.com.
14. 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.
15. No TA/DA will be admissible for attending the Walk-in-interview.
16. In case the interview is 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.
17. Production of following documents in original along with 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 / EWS / 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) MAY REPORT FOR WALK-IN INTERVIEW ON 13.08.2019 (Tuesday) AT NBCC (I) Ltd., CORPORATE OFFICE, NBCC BHAWAN, LODHI ROAD, NEW DELHI-110003 BETWEEN 10:00 AM TO 11:30 AM.

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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NBCC (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)



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

Advt. No. 01/2019

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)	EWS	EX-SEM	SUB CASTE	
		<i>(Attach documentary evidence)</i>							
8 PHYSICALLY CHALLENGED		YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH/MD)..... <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/ Correspondence	Duration of the course	Name of the institution	Name of the university	Month & Year of 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 along with 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>							