

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 Marketing Executive on Contract basis for a period of two years.**

**APPLICATIONS ARE INVITED IN PRESCRIBED PROFORMA FOR APPOINTMENT OF
“MARKETING EXECUTIVE” ON CONTRACT BASIS**

The specification for the post is as under:

| Post | No of Posts | Essential Educational Qualification | Upper Age Limit | Essential Post Qualification Experience | Remuneration |
|--|---------------------------------------|---|-----------------|--|--|
| Marketing Executive Job Location: Bhubaneswar, Lucknow, Kochi, Alwar, Delhi (NCR) | 15 (UR-08, OBC-03, SC-2, ST-1, EWS-1) | Full time MBA/Two years Post Graduate Diploma in Management and Specialization in Marketing as major subject from Government recognized Institute/University with 60% aggregate marks. SC, ST & PWD category candidates having a minimum of 55% aggregate marks shall also be eligible to apply. | 35 Years | Minimum 2 years of experience in Leading Real Estate firms/ Brokerage Agency (who has carried out both Pre & Post Sales work for reputed Real Estate firms) in Real Estate Business Development/ Marketing / Customer Handling. Candidates having minimum 01 year of experience in direct sales will be preferred. (Candidates will be required to serve in any part of India) | Rs. 42,500/- per month (Consolidated) |

*Job location mentioned above is tentative & may vary.

Duties and Responsibilities:

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

- Pre & Post sale activities for Real Estate projects such as marketing, branding, coordination/communication with prospective buyers and other works like collection of Rent, property tax, issuance of demand letter, Issuance of Agreement to sell, allotment letters, NOC for availing bank loan by customers and after clearance of all dues etc.
- RERA Registration of the project with concerned authority & compliances for RERA Registered Real Estate Projects.
- Empanelment of International Property Consultant for valuation of properties.
- Conducting the allotment process through e-auction for commercial projects & draw of lots for residential projects.
- Designing & publishing of advertisement in leading / local newspapers for sale launch. Use of promotion tools like mailers, radio jingle, banners, hoardings etc. near project site for wider publicity and reach.
- Setting up of marketing camps at project sites for generating leads, client meetings & client get together for building customer relationship & sale conversion.
- Customer support service within the stipulated time period regarding project progress status, grievance redressal, handling the RTI replies, requests for transfer, possession status cancellation, refunds & organizing customer meets for verifying and payment of bills of Maintenance agency and advocate bills.

Pay & Other Benefits:

Other than the consolidated remuneration mentioned, selected candidates will also be entitled for PLI, Medical reimbursement, Mobile facility, Canteen Subsidy etc. as per the company policy applicable to contract employees & as amended from time to time. **The annual CTC shall be Rs 6.4 lakhs per annum approx.**

Application Fee & Procedure for Applying

- Applicants/Candidates are required to pay a non-refundable amount of **Rs.250/-** as Application Fee. SC, ST, PWD & Departmental candidates (NBCC India Ltd.) are exempted from payment of application fee.
- The Application Fee is payable through **Demand Draft drawn in favor of “NBCC (India) Limited” payable at New Delhi.** The name of candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.
- No other mode of payment will be accepted. Application Fee once paid will not be refunded under any circumstances.
- The application is to be made in the prescribed application form which is attached with this advertisement.

Selection Procedure:

The Selection will be done by way of inviting applications first and shortlisting candidates on various criterion viz. their profile, age, educational qualification, experience etc. for Interview. Decision of NBCC will be final in this regard.

The applicants shortlisted as per the job requirement shall attend Interview through Video Conferencing on the desired date, the link for which shall be provided to the shortlisted candidates by email only.

General Conditions:

1. 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 in the prescribed proforma should be sent to **General Manager (HRM), NBCC (I) Limited, NBCC Bhawan, 2nd Floor, Corporate Office, Near Lodhi Hotel, Lodhi Road, New Delhi-110003** accompanied with the copy of following documents:
 - a) Resume / bio- data of the applicant stating clearly the academic qualification, experience details etc.
 - b) Matriculation/ Secondary certificate as proof of date of birth.
 - c) Self-attested Photocopies of all necessary Pass Certificates and Mark Sheets of Educational Qualifications (Xth, XIIth, Graduation, Post-Graduation, Professional etc.) and other qualifications, if any.
 - d) Self-attested Photocopies of all Post Qualification Experience Certificate (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. experience certificate, pay slip, Form-16, job assignment, joining & separation order etc).
 - e) Self-attested Certificate of Scheduled Caste / Tribe / latest OBC (NCL) / latest EWS / PWD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
 - f) Self-attested proof of identification (Aadhar card, PAN card, Voter Identity Card, Indian passport etc.)
 - g) One recent passport size color photograph. The photo-print should be clear and should have full face, front view, eyes open.
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. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Internal candidates (NBCC India Ltd.) will be given age relaxation of five years. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against the unreserved posts. However, age relaxation will not be allowed to such category candidates against unreserved posts.
6. Such persons who suffer from not less than 40% of relevant disability would be eligible for the benefit of reservation/relaxation under PWD quota in accordance with government of India guidelines in force. For availing this benefit a candidate has to submit a disability certificate issued by Competent Authority in prescribed format.
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 verification of documents, 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. Job location mentioned above is tentative and may change depending on the requirement of the company. 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.
9. Candidature will be liable for cancellation at any stage if 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.
10. The cut-off date for determining the age, experience etc. shall be the closing date of receiving application i.e. **10/11/2020 (Tuesday)**. 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.
11. 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.
12. Candidates are required to retain a copy of the application form submitted for future reference.
13. NBCC (India) Ltd. reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
14. In-complete applications / applications without relevant supporting documents / applications without application fees through demand draft (if applicable) will be rejected.
15. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website i.e. www.nbccindia.com under the head "**Human Resources**"- **Sub Head- "Career"**. Hence prospective applicants are advised to visit NBCC website regularly for the above purpose.
16. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at **talent@nbccindia.com**.
17. 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.

INTERESTED AND ELIGIBLE CANDIDATES SHOULD SEND DULY FILLED APPLICATION FORM WITH PHOTOGRAPH ALONG WITH DEMAND DRAFT IN THE PRESCRIBED FORMAT (ANNEXED HEREWITH) AND SUPPORTING DOCUMENTS MENTIONED ABOVE BY POST/COURIER TO "GENERAL MANAGER (HRM), NBCC (I) LTD., NBCC BHAWAN, 2nd FLOOR, CORPORATE OFFICE, NEAR LODHI HOTEL, LODHI ROAD, NEW DELHI-110003 TO REACH ON OR BEFORE 10/11/2020 [LATEST BY 5 PM] WITH THE NAME OF THE POST SUPERSCRIBED ON TOP OF THE SEALED ENVELOPE.

APPLICATIONS NOT IN CONFORMITY WITH THE REQUIREMENTS MENTIONED ABOVE/NOT IN GIVEN PROFORMA /WITHOUT RELEVANT SUPPORTING DOCUMENTS/ INCOMPLETE / WITHOUT APPLICATION FEES THROUGH DEMAND DRAFT (IF APPLICABLE) WILL BE REJECTED AND NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS REGARD.

APPLICATIONS RECEIVED THROUGH POST AFTER 10/11/2020 [LATEST BY 5 PM] WILL NOT BE CONSIDERED/ ENTERTAINED.

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NBCC (INDIA) LIMITED
(A Government of India Enterprise)

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| Application No.....(to be filled by NBCC) | | | | | | Advt. No. 03/2020 | | | | | | | | | | | | | | | | | | | | | |
| 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 | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td align="center">D</td> <td align="center">D</td> <td align="center">M</td> <td align="center">M</td> <td align="center">Y</td> <td align="center">Y</td> <td align="center">Y</td> <td align="center">Y</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | | | | | | | D | D | M | M | Y | Y | Y | Y | | | | | | | | | | |
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| 6 | AGE AS ON CLOSING DATE OF RECEIVING APPLICATION | | 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 (Please give full postal address with Postal Pin No.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 ID OF CANDIDATE | | | | | | | | | | | | | | | | | | | | | |

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|--------------------|---|------------------------|-------------------------|------------------------|---------------------------|--------------------------------|
| 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 |
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* 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 pass certificates & marksheets)

| 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 | | |
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(please attach copies of experience certificates along with proof of salary drawn)

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| 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: _____ Date: _____</p> <p align="right">Signature of the candidate</p> |
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|---|---|
| For Official Use | |
| Eligible <input type="checkbox"/> | Not Eligible <input type="checkbox"/> |
| Reason for Non Eligibility:..... | |
| Place: _____ Date: _____ | Signature of Dealing Officer/Executive |