**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**

**(A Government of India Enterprise)**

**Eastern Zonal Office, 3A Dr.S.N.Roy Road, Kolkata – 700 029**

**Phone: 033-24634965/24667371: Email ID:** [**npcc.ez@gmail.com**](mailto:npcc.ez@gmail.com)

**Advt. No. EZ/Contract Recruitment/1170 Dated: 17.03.2021**

**WALK-IN-INTERVIEW**

NPCC Limited, a Schedule “B” Premier Public Sector Enterprise, Mini Ratna Category-1 Company is engaged in Engineering Construction, Planning, Operation and Project Management Consultancy in the fields of Industrial Infrastructure, Thermal, Hydroelectric, Tunnelling, Railways, Surface Transport, Townships, Building, Dams, Weirs, Barrages, Public Health, Environmental Engineering and Border Fencing & Flood Lighting Works etc.

NPCC Ltd. is in urgent need of 01 (one) No. Assistant (Office Support)-Finance on Contract Basis for a period of 1 year under Eastern Zone, Kolkata.

**Details of Post**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Post | No. of Post | Method of Recruitment |
| 1. | Assistant (Office Support)-Finance | 01 | Walk-in-Interview |

**Details of Eligibility condition & Remuneration**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Consolidated Emoluments | Educational Qualification & Experience Eligibility |
| 1 | Rs.20,250/- per month with annual increment of Rs 400.00. In addition, the Employer’s contribution towards provident fund @12% & Medical allowance of Rs. 1250/- per month would be paid by the Corporation. | Candidate should be Graduate in any discipline from reputed college/university on regular course with typing speed on computer of 50 W.P.M. Candidate having knowledge in MS Office & Official works would be given preference. Candidates must have knowledge of Preparation of Financial Statement, MIS, Statutory Audit, Internal Audit, CAG Audit, Accounting, Banking, Project accounting, Direct and Indirect Taxation, etc. |

**Note:**

1. Upper age 40 years as on 31.03.2021.
2. Interested and eligible candidates may appear on 5th April, 2021 for walk-in-interview alongwith original & attested copies of documents in support of eligibility criteria with detailed.
3. Reservation and Relaxation to SC/ST/OBC Ex-Servicemen/PWD will be applicable as per extent Govt. rules.
4. The walk-in- interview will be held on **5th April, 2021** on 11 am onwards at NPCC Limited, Eastern Zonal Office, 3A Dr. S.N. Roy Road, Kolkata-700 029. Entry of the candidates will be permitted upto 11 am. Candidates coming after 11 am for the walk-in-interview will not be permitted.
5. The tenure of the selected candidate will be for a period of 1 year and extension of contractual engagement would be given considering the requirement of the Corporation and performance of the individual.
6. 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 vide e-mail only.
7. Any corrigendum / addendum / errata in respect of the above advertisement shall be made available only on our official website [www.npcc.gov.in](http://www.npcc.gov.in). No further press advertisement will be given. Hence, prospective applicants are advised to visit NPCC website regularly for the above purpose.

**General Conditions:**

1. Mere attending the walk-in-interview will not confer right for claiming appointment.

2. All qualifications should be from Indian Universities or Institutes recognised by appropriate statutory authorities.

1. Candidates employed in Central/State Government Department/Public Sector Enterprises etc. should produce NOC (No Objection Certificate) at the time of Interview from their employer or else have to produce proper relieving certificate at the time of joining.

4. Candidates belonging to SC/ST/OBC/PWD categories are required to submit copies of Caste Certificate/Disability Certificate issued by the Competent Authority in the prescribed format at the time of interview.

5. The candidates must furnish an OBC certificate (clearly mentioning as belonging to non-creamy layer) as per the format prescribed by the Government of India (not older than six months as on 01.03.2021, from the Competent Authority, at the time of interview.

6. Applicants having relevant work experience are required to submit an experience certificate in the letter head of the Company both in terms of Central/State Government Department/Public Sector Enterprises as well as Private.

7. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or after joining, without any reference given to the candidate.

8. Canvassing in any form will disqualify the candidature.

9. All candidates are requested to go through the detailed advertisement carefully to clear all doubts/queries.

10. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

11. Numbers of Posts indicated here are tentative and may be increased/decreased as per the requirement of the Corporation.

**ZONAL MANAGER**

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**

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**APPLICATION FOR THE POST OF ASSISTANT (OFFICE SUPPORT)-FINANCE ON CONTRACT BASIS**

1. Name of the Candidate (in Block letters) :

2. Father’s /Husband’s name :

3. Date of Birth :

4. Permanent Address :

5. Address for Correspondence :

6. E-mail & Mobile Number :

7. (a) Religion :

(b) Whether belong to Minority Community :

If yes, please specify

(c) Whether belonging to SC/ST/OBC :

(d) Whether PWD/Ex-Serviceman :

(e) Gender :

8. Details of Educational Qualification from Matriculation onwards (Enclose & separate sheet, duly authenticated by your signatures, if the space below is insufficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.  No. | Examination Passed | Year of Passing | Name of the College/Institute | University/  Board | % of marks division |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Contd...P/2..

9. Details of experience (in chronological order) enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Organisation | Designation | Period of Service | | Scale of Pay IDA/CDA | Last pay drawn Basic Pay & Gross Emoluments | Nature of duties |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

10. Details of Computer knowledge :

11. Languages known (Speak, Read & Write) :

12. Additional information, if any, which you :

would like to mention in support of your

Suitability for the post

**DECLARATION**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_