

No. NCRTC/CO/HR/Rectt./03/2024

09/01/2024

VACANCY NOTICE
(No.03/2024)

REQUIREMENT OF EXECUTIVE/ CORPORATE HOSPITALITY ON IMMEDIATE ABSORPTION 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 Regional Rapid Transit System (RRTS) in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The RRTS will be a new, dedicated, high speed, rail based, high capacity, comfortable state of art, world class commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point and safe regional travel at high speed along dedicated pathway for relatively longer distance with fewer stops and at higher speed.

The technology and system would ensure the convenience of quality last mile connectivity, addressing the needs of all categories of travelers on the network. The corridors being developed under RRTS Phase-I are **Delhi -Ghaziabad- Meerut, Delhi- Gurugram- SNB - Alwar** and **Delhi - Panipat**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

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 needs 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 (IDA) (Rs)	Total Number of Vacancy/(ies)	Maximum Age as on	Nature of Employment
i)	Executive/ Corporate Hospitality	E-o	30000-120000	02	40 Years	Immediate Absorption

1. ELIGIBILITY CRITERIA (As on 09/01/2024)

Sr. No.	Post	Level	Eligibility Criteria
i)	Executive/ Corporate Hospitality	E-o	<p>Qualification</p> <p>Graduate in Hospitality and Hotel Administration/ Hospitality Management/Hotel Management.</p> <p>Job Description</p> <ul style="list-style-type: none"> - Seamless coordination and execution of hospitality services are to be carried out during high-profile visits, corporate events, and engagements with government functionaries, dignitaries, foreign delegates, and other stakeholders. - Requires strategic and professional approach to enhance the company's image and leave a lasting positive impression on key stakeholders. <p>Experience</p> <p>Minimum 07 years of post-qualification experience, which includes-</p>

		<p>- Event Management Proven experience in planning and executing high-profile events, including attention to details such as venue coordination, catering, and logistics.</p> <p>- Stakeholder Engagement Background in effectively engaging with diverse stakeholders, including government officials, dignitaries, and foreign delegates, to ensure positive relationships and successful outcomes.</p> <p>- Hospitality Services Previous roles involving the management of hospitality services, showcasing an understanding of guest relations, protocol, and the ability to provide a high standard of service.</p> <p>- Professional Communication Strong communication and interpersonal skills, with the ability to interact professionally with individuals at all levels, including high-ranking officials and executives.</p> <p>- Strategic Thinking Demonstrated ability to think strategically and contribute to the development and implementation of plans that align with organizational goals.</p> <p>- Crisis Management Experience in handling unexpected situations or crises during events, showcasing the ability to remain composed and find effective solutions under pressure.</p> <p>- Collaboration Background in collaborating with various departments, such as security, operations, and communications, to ensure a cohesive and coordinated approach to hospitality services.</p> <p>- Protocol and Etiquette Familiarity with official protocols and etiquette related to engagements with government functionaries and dignitaries.</p> <p>Skills Sets</p> <p>- Proven experience in managing hospitality services for high-profile events and engagements.</p> <p>- Strong communication and interpersonal skills.</p> <p>- Ability to work under pressure and handle sensitive situations with diplomacy.</p> <p>- Knowledge of protocol and etiquette related to official engagements.</p>				
		<p>Current Pay Scale</p> <table border="1"> <tr> <td>CDA</td> <td> <ul style="list-style-type: none"> - Rs. 44900-142400 (L-7) or above, <li style="text-align: center;">OR - 03 years of services in pay scale Rs. 29200 - 92300 (L-5) or above </td> </tr> <tr> <td>IDA</td> <td> <ul style="list-style-type: none"> - Rs. 30000-120000 (E-0) or above, <li style="text-align: center;">OR - 03 years of services in non-executive grades in the pay scale Rs. 25500-90650 or above. </td> </tr> </table>	CDA	<ul style="list-style-type: none"> - Rs. 44900-142400 (L-7) or above, <li style="text-align: center;">OR - 03 years of services in pay scale Rs. 29200 - 92300 (L-5) or above 	IDA	<ul style="list-style-type: none"> - Rs. 30000-120000 (E-0) or above, <li style="text-align: center;">OR - 03 years of services in non-executive grades in the pay scale Rs. 25500-90650 or above.
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Note:

- i. *Before applying, the candidates shall ensure that they fulfill 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 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.*

- ii. *Essential Education Qualification(s) required as indicated above against each post are mandatory.*
- iii. *Only Full Time/ Part Time Regular Courses will be considered.*
- 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). No claim of possession equivalent to a prescribed qualification shall be entertained (Except for Ex-Servicemen).*
- v. *Candidates claiming equivalence in qualification shall be required to produce a copy of the 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. Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and Perks and Allowances under Cafeteria Approach.
- 2.2. Other Benefits and Allowances, as per extant Company Rules.

3. PLACE OF POSTING

- 3.1. The selected candidate may be posted at any office/workplace/Project units of NCRTC or any of the subsidiaries/Joint Ventures of NCRTC.
- 3.2. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the Company, including working in shift operations.

4. IMPORTANT DATES

Opening of website link for applying online	09/01/2024
Closing Date for applying online	01/02/2024
Written Test/ CBT	Date of Written Test/ CBT will be notified on the website
Issuance of Admit Card	10-15 days before Written Test / CBT

5. SELECTION PROCESS

- 5.1. The selection process will comprise of Written Test/CBT (80% Weightage) and Interview (20% Weightage).
- 5.2. The Venue, Date and Time of Written Test/CBT will be notified on website in advance.
- 5.3. Any request for change in date or venue of the selection process (Written Rest/CBT/Interview) shall not be entertained.
- 5.4. Candidates will appear for the Written Test/ CBT at the allotted center at his/her own risks & expenses and NCRTC will not be responsible for any injury or losses etc. of any nature.
- 5.5. No TA/DA shall be payable for attending the Written Test/CBT.
- 5.6. The candidates will be shortlisted in the order of merit in the ratio of 1:5 for interview.
- 5.7. The document verification of candidates shall be done before the interview and the candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the interview.

6. HOW TO APPLY

- 6.1. The candidates shall apply online through NCRTC website (www.ncrtc.in) under 'Career Section' as per the eligibility criteria indicated above. No other mode of application will be entertained.

- 6.2. 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 black pen) of the candidate (File Size upto 100 kb, in .jpg/.jpeg format only).
- 6.3. While applying online, candidate needs to upload copies of the following self-attested documents:
- i. 10th Certificate/ Birth Certificate.
 - ii. Degree Certificate of Graduation and Post-Graduation 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.
- 6.4. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.
- 6.5. After submitting online application, candidate is required to download the Application Form generated by the system with Unique Registration Number, attach supporting documents, and send it to the below mentioned address by hand/ Post:

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

- 6.6. The envelope containing the print-out of the application and supporting documents, should be superscribed as '**APPLICATION FOR THE POST OF- EXECUTIVE/ CORPORATE HOSPITALITY ON IMMEDIATE ABSORPTION BASIS**'.
- 6.7. 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*).
- 6.8. 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.

7. HEALTH/MEDICAL FITNESS

- 7.1. Candidates shall be exempted from undergoing pre-appointment medical checkup. However, the candidate should be physically and medically fit enough.

8. SERVICE BOND AND PROBATION PERIOD

- 8.1. The selected candidate/(s) shall have to execute a Service Bond of Rs. 2 lakhs plus GST and cost of training, if any, to serve the Corporation for a minimum period of two (02) years.
- 8.2. After joining, an employee has to undergo a probation period as per Corporation Policy.

9. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- 9.1. Only Indian Nationals above 18 years of age are eligible to apply.
- 9.2. The candidates should ensure that they fulfill 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. In any of these shortcoming(s) is/are found even after the appointment, his/her services shall be summarily rejected.
- 9.3. 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.
- 9.4. 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.
- 9.5. 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.
- 9.6. 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.
- 9.7. 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.
- 9.8. Teaching experience shall not be considered.
- 9.9. 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.
- 9.10. Canvassing by the applicant, directly or indirectly will result in disqualification of his/her candidature. Any dispute with regards to recruitment against this Vacancy Notice will be settled within the jurisdiction of Delhi High Court only.
- 9.11. In case of any query, candidates may write to recttquery@ncrtc.in, mentioning "POST-EXECUTIVE/ CORPORATE HOSPITALITY-03/2024" 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).
