



National Projects Construction Corporation Limited
(A. Government of India Enterprise)
South Eastern Zone, Plot no VII-H/166, SailashreeVihar,
Bhubaneswar, Odisha-751021.
Email ID – npccbbsr@gmail.com.

Advt. No. SEZ/Rect./Contract/2024/3877

Date: 14, March, 2024

NPCC Limited, a subsidiary of WAPCOS Ltd., a Schedule 'B' Premier Public Sector Enterprise Mini Ratna Category-I Company is engaged in Engineering Construction, Planning, Operation and Project Management Consultancy in the fields of Industrial Infrastructure, Thermal, Hydroelectric, Tunneling, Railways, Highways, Surface Transport, Townships, Buildings, Dams, Weirs, Barrages, Public Health, Environmental Engineering and Border Fencing & Flood Lighting Works etc.

NPCC is in urgent need of 01 no. Assistant (Office Support)-HR **on contract basis for one year in the Zonal Office under South Eastern Zone, Bhubaneswar, Odisha.**

A. Details of Post :-

Sr.No	Name of the Post	No. of Posts	Method of Recruitment
1	Assistant(Office Support)- HR	01 (UR)	On Short Term Contract

B. Details of Eligibility Condition :-

Sr. No	Name of the Post	Consolidated Emoluments	Educational Qualification	Post Qualified Experience required
1	Assistant(Office Support)	Rs. 20,225/- Per month	Graduate (Regular Course) in any discipline with Typing speed on Computer of 50 W.P.M, Age Limit- 40 years	Nil

In addition, employers' contribution towards Provident fund @ 12% shall be borne by the Company and a fixed Medical Allowance of Rs. 1250/- per month shall also be paid by the Corporation.

Note :-

- Upper age limit shall be 40 years as on 31.03.2024.
- Reservations and Relaxations to SC/ST/OBC/Ex-Servicemen/PwBD will be applicable as per extent Government Orders.
- Interested and eligible candidates may apply in the format as per Annexure A & Self attested copies of documents in support of eligibility criteria with detailed resume should be attached.
- The cutoff date for determining the age limit, Post Qualification shall be 31.03.2024.
- The candidate will be posted anywhere in South Eastern Zone or as per the requirement of the Corporation.

Candidates fulfilling the above criteria may apply in the pro-forma, which may be downloaded from the NPCC Website www.npcc.gov.in. Candidates are advised to keep their E-mail ID active at least for one year. No change in email.id will be allowed once entered. All future correspondence shall be sent via e-mail only.

Any corrigendum / addendum / errata in respect of the above advertisement shall be made available only on our official website 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.

DATE OF SUBMISSION OF APPLICATION:The last date of submission of the application for the above post is 12th April, 2024. Application received after due date will not be entertained. Application completed in all respects in the enclosed format along with latest pass port size photographs and signed photocopies of testimonials should reach at the following address:-

**The Zonal Manager, N.P.C.C. Limited,
South Eastern Zonal Office,
Plot no VII-H/166, SailashreeVihar,
Bhubaneswar, Odisha – 751021.**

General Conditions:

1. Mere submission of application will not entail right for claiming Appointment.
2. All qualifications should be from Indian Universities or Institutes recognized by **UGC/AICTE** appropriate statutory authorities.
3. Candidates belonging to SC/ST/OBC/PwBD categories are required to submit copies of Caste Certificates/Disability Certificate issued by the Competent Authority in the prescribed format at the time of Interview.
4. 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 31.03.2024), from the Competent Authority, at the time of Interview.
5. Candidates employed in Central/State Government Departments/Public Sector Enterprises etc. should produce NOC (No Objection Certificate) at the time of Interview from their employer.
6. Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company having details of the Company.
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. All correspondence to the candidates will be made via E-mail ID provided by the candidate in the application form. No other mode of communication will be adopted.
 9. Canvassing in any form will disqualify the candidature.
 10. All candidates are requested to go through the detailed advertisement carefully to clear all doubts/queries. Management will take the further process of screening on the merit/experience etc. of the candidate.
 11. Shortlisted candidates will be called for interview at South Eastern Zonal Office, NPCC Limited, Bhubaneswar.
 12. Candidates shortlisted for the interview have to produce their all Original Certificates/documents at the time of interview.

Zonal Manager
South Eastern Zone - BBSR



**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)**

SOUTH EASTERN ZONAL OFFICE

Plot No.VII-H/166,SailashreeVihar, Bhubaneswar, Odisha-751021

Phone: 0674-2741417 Email ID – npcbbsr@gmail.com

Annexure – A

Advt. no. NPCC/SE Zone/Contract/2024/

Application for the post of: Assistant (Office Support) - HR

Affix Your
Recent
Passport
Size Color
Photograph

1. Name of Candidate (as recorded in Matriculation or equivalent certificate):

2. Father's Name (as recorded in Matriculation or equivalent certificate):

3. Mother's Name (as recorded in Matriculation or equivalent certificate):

4. Gender:

5. Religion:

6. Marital Status:

(If married, Spouse Name & Nationality)

Married	Unmarried	
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7. Date of Birth (DDMMYYYY):

8. Birth Place/District:

9. Birth State/UT:

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10. Nationality:

11. Mother Tongue:

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12. Age as on 31/03/2024): Years _____ Months _____ Days _____

13. Domicile:

14. Blood Group:

15. Identification Marks:

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16. Candidate belongs to:

SC	ST	OBC(NCL)	ESM	PwBD	EWS	UR
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17. Languages Known:

Language	Read	Write	Speak

18. Educational/Professional Qualifications:

Name of Examination	Name of School/ College/ Institute	University/Board	Year & Month of Passing	% of marks	Div./ Class

19. Highest qualification in Hindi: _____

20. Post Qualification Experience:

Post Held	Name of Organization	Pay Scale/Salary Drawn / CTC	Period of Service		Regular Basis/ Contract Basis / Any other
			From DD/MM/YY	To DD/MM/YY	

21. Total Post Qualification Experience (as on 31/03/2024): Years: _____ Months: _____ Days: _____.

22. Correspondence Address:

23. Permanent Address:

PIN:	Mob/Phone No.:	PIN:	Mob/Phone No.:

24. PAN No.: _____ 25. Aadhar Card No.: _____

26. Guardian/Emergency Contact No.: _____ 27. Valid E-Mail ID: _____

28. Passport No.: _____ Valid up to _____

Note: CV may be attached separately giving details of experience and/or any other information that candidate may like to furnish.

DECLARATION:

I hereby certify that the above information furnished is true & correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information. In case, I have given wrong information and / or suppressed any factual information, then my services are liable to be terminated without giving any notice or reasons thereof.

Date:

Place:

Signature of Applicant