

Annexure – A



NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Govt. of India Enterprise)

98, Nehru Colony, Dehradun

Under UP ZONAL OFFICE, Lucknow

Ph. 01352971725 Email ID npccnwz@gmail.com.

Advt. No. UPZO/Contract/2022/Recruitment/283

Dated : 04/06/2022

NPCC Limited, a subsidiary of WAPCOS Ltd., a schedule 'B' Premier Public Sector Enterprise 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. of Assistant (Office Support)-Finance on contract basis for different ongoing projects in the zone.

A. Details of Post.

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

B. Details of Eligibility Criteria.

Sr. No.	Name of the Post	Consolidated Emoluments	Educational Qualification & Experience.
1	Assistant (Office Support)-Finance on contract	Rs.20,250.00 with Annual Increment of Rs.300/- (The employer's contribution towards provident Fund @12% & medical Allowance of Rs.1250/- per month would be paid by the company)	1. <u>Qualifications for candidates:-</u> B.Com/M.Com Candidates having knowledge of Computer and Tally will be given preference.
	Nature of Job		Finance profile generally includes- Preparation of Financial Statement, MIS, Statutory Audit, Internal Audit, CAG Audit, Accounting, Banking, project Accounting, Direct and Indirect Taxation etc.

Note:

- Upper age 40 years as on 31.05.2022.
- Reservation and Relaxation to SC/ST/OBC/Ex-Servicemen/PWD as per extent Govt. orders.
- Interested and eligible candidates may appear for **Walk-in Interview on 20th June, 2022, at Dehradun (candidates should register their attendance up to 3.00 PM on the same day)** along with original & self attested copies of documents in support of eligibility criteria with details. The interview timings will be 3:00 PM to 5:00 PM.
- The tenure of the selected candidates will be for a period of 01 (One) year and extension of contractual engagement would be given considering the requirement of the Corporation and performance of the individual.

Candidates fulfilling the above criteria may appear for the Walk-in Interview along with duly filled proforma, 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.

General Conditions:

1. Mere submission of application will not confer right for claiming appointment.
2. All qualifications should be from Indian Universities or Institutes recognized by appropriate statutory authorities.
3. Candidates belonging to SC/ST/OBC/PwD 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 31.05.2022), from the Competent Authority, at the time of Interview.
5. The 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 candidate 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.
11. Number of Posts can be increased/decreased at the time of selection.

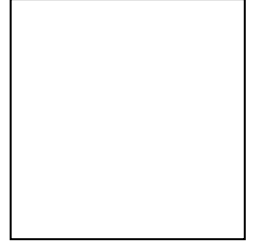
s/d

ZONAL MANAGER



Annexure – B

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
98, Nehru Colony, Dehradun
Under UP ZONAL OFFICE, Lucknow
Ph. 01352971725 Email ID - npccnwz@gmail.com.



APPLICATION FR THE POST OF _____ 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 belongs to Minority Community,
If yes, please specify :
(c) Whether belongs to SC/ST/OBC :
(d) Whether PwBD/Ex-serviceman :
(e) Gender :
8. Details of Educational Qualification from matriculation onwards (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sr. No	Examination Passed	Year of passing	Name of the College/Institute	University/Board	% of marks/ division
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9. Details of experience in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Sr. No.	Organization	Designation	Period of service		Scale of Pay IDA/CDA	Last Pay Drawn Basic Pay & Goss Emoluments	Nature of duties
			From	To			

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 :