

**No. O-17034/24/2021-PS (e-9112145)**

Government of India  
Ministry of Urban Development  
(P.S. DESK)

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Nirman Bhawan, New Delhi

Date: 25.04.2022

**OFFICE MEMORANDUM**

**Sub.: Selection for the post of Director (Commercial), NBCC (I) Ltd. –Reg.**

The undersigned is directed to enclose herewith the Advertisement for the post of Director (Projects), NBCC and to intimate that the advertisement has been uploaded on MoHUA's website (link: <https://mohua.gov.in/publication.php?sa=notifications.php>).

2. It is requested to upload the same on PESB website for wider publicity.



(C.V. Sarada)

Under Secretary (PS)

(Tel No. 011-2306 1828)

**Encl: As above**

To

Section Officer, PESB, Ministry of Personnel, Public Grievance and  
Personnel, New Delhi. (e-mail:so-pesb@nic.in)

**Government of India**  
**Ministry of Housing & Urban Affairs**

**Appointment to the post of Director (Commercial), NBCC India Limited on immediate absorption basis through Search Cum Selection Process**

<b>NAME OF THE CPSE</b>	NBCC (INDIA) LIMITED
<b>NAME OF THE POST</b>	DIRECTOR (COMMERCIAL)
<b>DATE OF VACANCY</b>	10.06.2021
<b>SCHEDULE OF THE CPSE</b>	SCHEDULE 'A'
<b>SCALE OF THE POST</b>	Rs 1,80,000 – 3,40,000

**I. COMPANY PROFILE**

NBCC (India) Limited was incorporated in November, 1960 under the Companies Act, 1956, as a Govt of India Civil Engineering Enterprise having its Registered and Corporate Office in New Delhi. At Present it holds the status of Schedule 'A' / Navratna CPSE in Contract and Construction Services sector with the administrative jurisdiction of Ministry of Housing and Urban Affairs. The Company has been awarded and identified as 'Best Workplaces' in Construction and Infrastructure sector under the recent study of Great-Place-to-Work Institute for the year 2021. At present the Company has manpower strength of 1496 regular employees (Executives 962, and Non-Executives 534) as on 31.03.2021. The authorized and paid up capital of the Company were Rs.200 crore and Rs.180 crore respectively as in 31.03.2021. The shareholding of the Government of India in the company is 61.75%.

**II. JOB DESCRIPTION AND RESPONSIBILITIES**

Director (Commercial) is a member of Board of Directors and reports to the Chairman-cum-Managing Director.

He shall be Responsible for Procurement and execution of Projects in both Real Estate and Redevelopment segment including Real Estate Marketing.

He shall also be responsible for Business development of Company in domestic and international market and execution of overseas projects, etc. However he may have to deal with PMC and EPC projects also as per the requirement of the Company.

### (III) ELIGIBILITY

#### 1. AGE : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years of residual service as on the date of vacancy w.r.t. the date of superannuation.

#### 2. EMPLOYMENT STATUS

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings:-

- Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- Central Government including the Armed Forces of the Union and All India Services;
- State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs 5000 crore or more;**
- Private Sector in company where the annual turnover is **\*Rs 5000 crore or more. Preference would be given to candidates from listed Companies.**

*(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits.)*

#### 3. QUALIFICATION

The candidate should be an Engineering Graduate or equivalent in Civil/Electrical/Mechanical Engineering with good academic record from a recognised university/institution.

#### 4. EXPERIENCE

The applicant should have at least 5 years cumulative experience/exposure in Commercial/Marketing/Business Development in the Construction/ Infrastructure/Real Estate Sector, during the last 10 years.

## 5. PAYSCALE

### a. Central Public Sector Enterprises

#### Eligible Scale of Pay

(i)	Rs 7250-8250	(IDA) Pre 01/01/1992
(ii)	Rs 9500-11500	(IDA) Post 01/01/1992
(iii)	Rs 20500-26500	(IDA) Post 01/01/1997
(iv)	Rs 51300-73000	(IDA) Post 01/01/2007
(v)	Rs 120000-280000	(IDA) Post 01/01/2017
(vi)	Rs 18400-22400 01/01/1996	(CDA) Pre-revised post
(vii)	Rs 37400-67000 + GP 10000	(CDA) Post 01/01/2006
(viii)	Rs 144200-218200 (Level 14)	(CDA) Post 01.01.2016

The minimum length of service required in the eligible **scale** will be one year for internal candidates, and two years for others as on the date of vacancy

- b. (i) **Applicants from Central Govt. / All India Services** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay **on the date of application.**

(ii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force **on the date of application.**

- c. **Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level **on the date of application.**

## 6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

## 7. DURATION OF APPOINTMENT

The appointment shall be for a period of five years or up to the date of superannuation whichever is earlier.

## 8. METHOD OF RECRUITMENT

The post will be filled on immediate absorption basis through the Search-cum-Selection Committee (SCSC) with the approval of Appointments Committee of the Cabinet (ACC).

## 9. SUBMISSION OF APPLICATIONS

1. The applicants should submit their applications through proper channel as follows:-
  - a. Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority.
  - b. CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry.
  - c. Below Board level in CPSE: through the concerned CPSE.
  - d. CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government.
  - e. Below Board level in SPSE: through the concerned SPSE.
  - f. Private Sector: directly to Ministry of Housing and Urban Affairs.
2. Applicant from Private Sector must submit the following documents along with the Application Form:
  - a. Annual Reports of the Company for the last 3 years preceding the Calendar year in which the post was advertised (**please provide URL or attach/enclose copies**);
  - b. Whether the Company is listed or not; if yes, the documentary proof (**please provide URL or attach/enclose copies**);
  - c. Evidence of working at Board Level or atleast a post of the level immediately below the Board Level;
  - d. Self-attested copies of documents in support of age and qualifications;
  - e. Relevant job handled in the past with details.

## 10. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government/Armed Forces of the Union/ All India Services
  - a. The appointment is on immediate absorption basis.
  - b. (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
  - c. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.
2. For candidates from CPSE
  - a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of

- interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
3. For candidates from SPSE/ Private Sector
    - a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
    - b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.
    - c. In the above cases, no request for relaxation or otherwise would be entertained
11. The applicants can download Application Form and Undertaking can be downloaded from the website of Urban Affairs (<https://mohua.gov.in/>) under its tab Publication→Notification.

**Applications are to be addressed to:**

**Director (Delhi Division),**  
Ministry of Housing and Urban Affairs,  
Room no. 211-C Wing, Nirman Bhawan, New Delhi  
Email: rahul.kashyap71@gov.in  
Tel No. 011-23062387 Mobile 9891105275

Note: Last time/date of receipt of completed application duly forwarded to the Ministry of Housing and Urban Affairs is by **1500 hrs on 23<sup>rd</sup> May 2022**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. Search-cum-Selection Committee (SCSC) reserves the right to shortlist applicants for interview.

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR  
ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF  
THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/  
PRIVATE SECTOR**

(Through proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post and the Guidelines for the processing cases of  
Board level appointments in Central Public Sector Enterprises at MoHUA website  
(<https://mohua.gov.in/publication.php?sa=circulars.php>)

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms) \_\_\_\_\_  
(b) Designation of the Applicant (in full) \_\_\_\_\_  
(c) Name of the company \_\_\_\_\_  
(d) Category as per Employment Status Officer of a CPSE/Central Government/ Armed  
(Please tick as applicable) Forces of the Union/ All India Services/SPSE/Private  
(e) Office Address: \_\_\_\_\_  
(f) Address for communication \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Email Id \_\_\_\_\_
4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on date of vacancy (Years/Months/Days) \_\_\_\_\_
5. (i) Educational /Professional Qualifications:



Sl. No.	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self- Declaration Whether meets the eligibility qualification requirement		
			From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	other
1	2	3	4	5	6	7							

\*Should be exactly as per Degree/ Certificate issue by the university

(ii) Position held during the last ten years, from the date of uploading the vacancy circular on the PESB/MHI/HMT website

Sl. No.	Complete designation & Place of posting	Name of the Organization	Pay scale**	Period		Reporting to Designation*	Self- Declaration Whether meets the eligibility qualification requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5	6	7	8		

\*Should be exactly as per specific office order issued by the CPSE/Ministry/ SPSE/Employer.

\*\* Private sector – CTC/remuneration/emoluments drawn

NB: The position should be indicated in order of the most recent assignment.

Note: II. Please attach a write-up, Part A: Achievements during the career so far and Part B: vision for the post applied for, not exceeding 2000 characters each, in support of your candidature, for reference at the time of interview. The Full Form of abbreviations used must be given in the prescribed limit of characters

6. (a) Do you hold lien in any organisation other than where currently working?

Yes	No
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If yes:

- i. Name of the organisation in which the lien is held :
- ii. Date from which the lien is held :

(b) Are you on deputation?

Yes	No
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If yes :

- i. Name of parent organisation:
- ii. Date from which on deputation:

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

- i) Civil / Criminal
- ii) Departmental Inquiry

Yes	No
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(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof

- i) Civil / Criminal
- ii) Department Inquiry

Yes	No
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I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)



**STATE PUBLIC SECTOR ENTERPRISES**

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees)

(i) Please provide URL of the company website & CIN (Corporate Identity Number) of Company

(a) URL (Company Website Address) .....

(b) CIN (Corporate Identity Number) .....

(ii) I certify that I am

(a) Working at Board level position

Yes	No
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If yes: Please provide your DIN (Director Identification Number)  
.....

(b) Holding a post at the level immediately below the Board.

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

**PRIVATE SECTOR**

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in calendar year 2017).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

\*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date if uploading of vacancy (advertisement) on the PESB website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN (Corporate Identity Number) \_\_\_\_\_

(ii) I certify that I am

(b) Working at Board level 

Yes	No
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 position

If yes: Please provide your 

DIN (Director Identification Number)
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 \_\_\_\_\_

(c) Holding a post at the level immediately below the Board.

Yes	No
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(iii) Whether the Company in which I am working is listed on the stock exchange.

Stock exchange \_\_\_\_\_

Yes	No
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Proof of listing may be accessed over \_\_\_\_\_ (please provide URL)

(iv) Self certified copies for proof of age and educational qualifications (enclosed)

(v) Please give the details of 2 references. (Name, Designation, Mobile, Email-ID)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief.

In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

**Declaration**

I.....Son/Daughter of .....hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union/All India Services

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name and Signature of the applicant)

For candidates from CPSEs

I hereby undertake to join the post, if selected. I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

Date:

(Name and Signature of the applicant)

For candidates from SPSE/ Private Sector

I hereby undertake to join the post, if selected. I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name and Signature of the applicant)

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•

**Verification**

**(To be filled by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)**

**It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.**

**Signature & Designation of the  
Competent Authority  
With Telephone No. & e-mail address**

Write-Up:

A: Achievements during the career so far (2000 characters):

B: Vision for the post applied for (2000 characters):