



NBCC (INDIA) LIMITED
(A Government of India Enterprise)
Advt. No. 04/2025

Date: 22.04.2025

NBCC (INDIA) LIMITED INVITES APPLICATIONS FROM RETIRED OFFICERS OF PSU/GOVT. TO BE ENGAGED AS SENIOR EXPERT (HRM/ADMINISTRATION) ON CONTRACT BASIS. APPLICATIONS ARE INVITED FROM THE WILLING APPLICANTS SATISFYING THE EXPERIENCE AND ELIGIBILITY CONDITIONS GIVEN BELOW LATEST BY 29.04.2025

The Job specifications of the post are as under:

1	POST NAME	Senior Expert (HRM/Administration)
2	NO. OF POST	01 (one)
3	REMUNERATION	Rs. 1,40,000 per month (Consolidated).
4	ELIGIBILITY CRITERIA	<p>a) Age: Not more than 65 years (as on closing date of receiving application)</p> <p>b) Qualification: Retired officers having Post Graduate Diploma in Personal Management and Industrial Relation or MBA (HRM) or MSW from a Government recognized University.</p> <p>Desirable: Candidates having Degree in Law will be preferred</p> <p>Should have retired from the regular post in Government / PSU in the scale of pay of Rs 1,20,000-2,80,000/- (IDA) & above or Level 14 Rs. 1,44,200-2,18,200/- (CDA) & above.</p> <p>Post Qualification Experience: Should have minimum 25 years of working experience in Government /PSUs/ Autonomous Organization. Experience in the field of HRM/Administrative matter shall be preferred.</p>
5	DUTIES & RESPONSIBILITY	The duties and responsibilities includes (but not limited to) providing expert opinions on HRM issues, RTI issues, Conduct-Discipline and Appeal matters, Liaising with Govt. Agencies/ Autonomous Bodies including Ministries, Employee related legal issues, PSU policies, Corporate Governance and Administrative matters pertaining to CPSEs

JOB LOCATION:

Delhi

BRIEF TERMS & CONDITIONS FOR ENGAGEMENT:

1. The engagement will be on contract basis (full time) initially for a period of **one (01) year**.
2. The Retired Officer is to be considered for post retirement engagement only on receipt of vigilance clearance/vigilance inputs. The Vigilance clearances for the purpose of engagement of Senior Expert (HRM/Administration) shall be taken through the vigilance department of Company or parent organization, as the case may be. In case a retired officer had served more than one organization, vigilance clearance will be obtained from all the organization where the retired officer has served during a period of 10 years prior to his retirement.

PROCEDURE FOR APPLYING:

Eligible and interested Retired Officers of Govt. /PSU should send scanned copy of the following documents through email at talent@nbccindia.com for the post of **Senior Expert**

(HRM/Administration) latest by **29.04.2025** without which application will be rejected:

- a) Detailed Resume/Bio-data mentioning name of the post applied for, age, qualification, experience & last grade/level held on the date of retirement.
- b) Self attested copy of pass certificate of Post Graduate Diploma in Personal Management and Industrial Relation or MBA (HRM) or MSW from a Government recognized University.
- c) Self-attested copy of all Post Qualification Experience Certificate indicating clearly the date of joining and relieving of the posts, Level/scale of the post last held [e.g. Service/Experience certificate, last pay slip, job assignment order (if any)].
- d) Self-attested proof of identification (Aadhar card, PAN card, Voter Identity Card, Indian passport etc.)
- e) One recent passport size color photograph.

SELECTION PROCEDURE:-

The Selection will be done by way of inviting applications first and short listing applicants on various criterion viz. their profile, age, educational qualification, experience etc by Selection Committee. Decision of NBCC will be final in this regard. The mode of selection will be through Personal Interview.

GENERAL CONDITIONS:

1. Applicants should read the complete advertisement carefully and ensure that he/she fulfills the eligibility criteria for the post advertised in all respects.
2. Candidature will be liable for cancellation at any stage if it is found that information furnished in the application is misleading/incomplete/false.
3. The cut-off date for determining the age, experience etc. shall be the closing date of receiving application i.e. **29.04.2025** The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and shall be used for calculating experience.
4. **VRS optees/ in-service applicants will not be considered.**
5. 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.
6. Prospective applicants are advised to visit NBCC website regularly for any corrigendum/addendum/errata in respect of the above advertisement.
7. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at talent@nbccindia.com.
8. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
9. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Delhi. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version shall prevail.
10. **All correspondence shall be made through email only and no communication would be sent through courier/post or through any other mode.**

IMPORTANT DATES:

Cutoff date for eligibility criteria (age, experience etc.)	29.04.2025
Closing Date for receiving application along with required supporting documents through Email.	29.04.2025
