



**NBCC (INDIA) LIMITED**  
(A Government of India Enterprise)  
**Advt. No. 21/2021**

**Date: 15/12/2021**

NBCC (India) Limited, a Government of India Navratna, Central Public Sector Enterprise under the Ministry of Housing and Urban Affairs **requires dynamic and result oriented professionals** who are passionate to excel & take the organization to new heights for filling up of backlog vacancies for the post of **Marketing Executive on Contract basis initially for a period of two years.**

**APPLICATIONS ARE INVITED IN PRESCRIBED PROFORMA FOR APPOINTMENT OF  
“MARKETING EXECUTIVE” ON CONTRACT BASIS**

**The specification for the post is as under:**

Name of the Post	No. of Posts	Upper Age Limit	Essential Educational Qualification	Essential Post Qualification Experience	Remuneration
Marketing Executive	12 [OBC (NCL)-05, SC-03, ST-01, EWS-03] (including 01 post of PwBD)	35 Years	Full time MBA/Two years Post Graduate Diploma in Management and Specialization in Marketing as major subject from Government recognized Institute/University with 60% aggregate marks.  SC, ST & PwBD category candidates having a minimum of 55% aggregate marks shall also be eligible to apply.	Minimum 2 years of experience in Leading Real Estate firms/ Brokerage Agency (who has carried out both Pre & Post Sales work for reputed Real Estate firms) in Real Estate Business Development/ Marketing / Customer Handling. Candidates having minimum 01 year of experience in direct sales will be preferred. (Candidates will be required to serve in any part of India)	Rs. 42,500/- (Consolidated) per month.

**Job Location: Anywhere in India**

For Marketing discipline, the following category of disability has been identified for PwBD candidates.

a) Locomotor Disability (OA, OL, BL) including Leprosy cured, Acid Attack Victims and, Dwarfism b) Blind & Low Vision c) Deaf & Hard of Hearing d) Multiple Disabilities – from amongst (a) to (c) above.

**Duties and Responsibilities:**

**The duties would include (but not limited to) following:-**

- Pre & Post sale activities for Real Estate projects such as marketing, branding, coordination/communication with prospective buyers and other works like collection of Rent, property tax, issuance of demand letter, Issuance of Agreement to sell, allotment letters, NOC for availing bank loan by customers and after clearance of all dues etc.
- RERA Registration of the project with concerned authority & compliances for RERA Registered Real Estate Projects.
- Empanelment of International Property Consultant for valuation of properties.
- Conducting the allotment process through e-auction for commercial projects & draw of lots for residential projects.

- Designing & publishing of advertisement in leading / local newspapers for sale launch. Use of promotion tools like mailers, radio jingle, banners, hoardings etc. near project site for wider publicity and reach.
- Setting up of marketing camps at project sites for generating leads, client meetings & client get together for building customer relationship & sale conversion.
- Customer support service within the stipulated time period regarding project progress status, grievance redressal, handling the RTI replies, requests for transfer, possession status cancellation, refunds & organizing customer meets for verifying and payment of bills of Maintenance agency and advocate bills.

**Pay & Other Benefits:**

Apart from the consolidated remuneration of Rs. 42,500/- per month, selected candidates will also be entitled for Annual PLI, Medical reimbursement of Rs. 6,000/- per annum (payable quarterly in equal installments), CUG SIM facility, PF/Gratuity etc. as per company rules.

The selected candidate will also be entitled for 8 Casual Leave & 20 Earned Leave in a year apart from Festival/Gazetted holidays as per rules of the company. Leave encashment as per the company policy shall also be applicable. **The annual CTC shall be Rs 6.5 lakhs per annum approx.**

**Procedure for Applying:**

The Candidates are required to apply through **offline mode**. The application is to be made in the prescribed application form which is attached with this advertisement. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, etc. entered in NBCC application form is correct. Detailed procedure regarding payment of fee is explained under "Payment of Application Fee". Applications without prescribed application form will be rejected.

**Payment of Application Fee:**

- Applicants/Candidates are required to pay a non-refundable amount of **Rs.500/-** as Application Fee. SC, ST, PwBD & Departmental candidates (NBCC India Ltd.) are exempted from payment of application fee.
- The Application Fee is payable through **Demand Draft drawn in favor of "NBCC (India) Limited" payable at New Delhi**. The name of candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.
- No other mode of payment will be accepted. Application Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fee.

**Submission of Hard Copy of Application Form:**

Candidates should send Hard copy of duly filled application form in the prescribed proforma & Demand Draft drawn in favor of "NBCC (India) Limited" payable at New Delhi to **Chief General Manager (HRM), NBCC (I) Limited, NBCC Bhawan, 2<sup>nd</sup> Floor, Corporate Office, Near Lodhi Hotel, Lodhi Road, New Delhi-110003** along with a copy of the following documents:

- a) Duly filled application form.
- b) Resume / bio- data of the applicant stating clearly the academic qualification, experience details etc.
- c) Self -attested Matriculation/ Secondary certificate as proof of date of birth.
- d) Self-attested Photocopies of all necessary Pass Certificates and Mark Sheets of Educational Qualifications (X<sup>th</sup>, XII<sup>th</sup>, Graduation, Post-Graduation, Professional etc.) and other qualifications, if any. If the marks are not in percentage, please provide the criteria of conversion into percentage of marks as per the guidelines provided by the University.
- e) Self-attested Photocopies of all Post Qualification Experience Certificate (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. experience certificate, pay slip, Form-16, job assignment, joining & separation order etc).

- f) Self-attested Certificate of Scheduled Caste / Scheduled Tribe / latest OBC (NCL) / latest EWS / PwBD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
- g) Self-attested proof of identification (Aadhar card, PAN card, Voter Identity Card, Indian passport etc.)
- h) One recent passport size color photograph. The photo-print should be clear and should have full face, front view, eyes open.

**Selection Procedure:**

The Selection will be done by way of inviting applications first and shortlisting candidates on various criterion viz. their profile, age, educational qualification, experience etc. for Interview. Decision of NBCC will be final in this regard.

The applicants shortlisted as per the job requirement shall attend Interview through Video Conferencing on the desired date, the link for which shall be provided to the shortlisted candidates by email only.

**General Conditions:**

1. Candidate should read the complete advertisement carefully and ensure that he/she fulfills the eligibility criteria for the posts advertised in all respects.
2. Application should be filled up in prescribed Proforma only [**IN HARD COPY**] in BOLD letters either in English or in Hindi. Candidates should send only single application for a post and application once submitted cannot be altered.
3. **Application received through e-mail will not be entertained.**
4. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form are to be produced at the time of verification of documents, failing which the candidate will be disqualified. Candidature is liable to be rejected at any stage of 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 in the advertisement.
5. Reservation for SC /ST /OBC (NCL) /EWS/ PwBD (including age relaxation) shall be as per Govt. guidelines. Age Relaxation for Ex-Serviceman will be service rendered in the Armed forces plus 03 years. Internal candidates (NBCC India Ltd.) will be given age relaxation of five years.
6. Such persons who suffer from not less than 40% of relevant disability would be eligible for the benefit of reservation/relaxation under PwBD quota in accordance with government of India guidelines in force. For availing this benefit a candidate has to submit a disability certificate issued by Competent Authority in prescribed format.
7. In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to education / professional qualification / caste / etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of verification of documents, failing which the candidature shall be liable to be cancelled. In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate and notarized affidavit in this regard.
8. Selected candidate will be required to serve in any part of India or abroad including subsidiaries and JV companies as per the discretion/requirement of the Company.
9. Candidature will be liable for cancellation at any stage if it is found that information furnished in the application is misleading/incomplete/false. Candidates are advised to give specific /correct/ full information and attach proof thereof by way of **self attested photocopies** of the original documents/certificates, wherever required.
10. The cut-off date for determining the age, experience etc. shall be the closing date of receiving application i.e. **13/01/2022 (Thursday)**. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience for the post / level shall be counted from the said date onwards.

11. Candidates are advised to keep their E-mail ID active at least for one year. No change in E-mail ID will be allowed once entered. **All future correspondence shall be sent via e-mail only.**
12. **Candidates are required to retain a copy of the application form submitted for future reference.**
13. 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.
14. In case of overwhelming response, the minimum eligibility standards/ criteria may be raised to restrict the number of candidates, if so required.
15. In-complete applications / without signature/ without Photograph/ applications without necessary supporting documents / applications without application fees through demand draft (if applicable) will be rejected.
16. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website i.e. [www.nbccindia.in](http://www.nbccindia.in) under the head **“Human Resources”- Sub Head-“Career”**. Hence prospective applicants are advised to visit NBCC website regularly for the above purpose.
17. Any queries/issues regarding above advertisement are to be addressed to NBCC only through email at [talent@nbccindia.com](mailto:talent@nbccindia.com).
18. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
19. 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 will prevail.
20. **All correspondence shall be made through email only and no communication would be sent through courier/post or through any other mode.**

**INTERESTED AND ELIGIBLE CANDIDATES SHOULD SEND DULY FILLED APPLICATION FORM WITH PHOTOGRAPH ALONG WITH DEMAND DRAFT IN THE PRESCRIBED FORMAT (ANNEXED HEREWITH) AND SUPPORTING DOCUMENTS MENTIONED ABOVE BY POST/COURIER TO “CHIEF GENERAL MANAGER (HRM), NBCC (I) LTD., NBCC BHAWAN, 2<sup>nd</sup> FLOOR, CORPORATE OFFICE, NEAR LODHI HOTEL, LODHI ROAD, NEW DELHI-110003 TO REACH ON OR BEFORE 13/01/2022 (THURSDAY) [LATEST BY 5 PM] WITH THE NAME OF THE POST SUPERSCRIBED ON TOP OF THE SEALED ENVELOPE.**

***APPLICATIONS RECEIVED THROUGH POST AFTER 13/01/2022 (THURSDAY) [LATEST BY 5 PM] WILL NOT BE CONSIDERED/ ENTERTAINED.***

***Candidates are requested to visit the NBCC website regularly to know the latest information, important dates, corrigendum etc., if any.***

**IMPORTANT DATES**

Cutoff date for eligibility criteria (age, experience etc.)	<b>13/01/2022</b>
Closing Date for receiving Hard Copy of Application form in the prescribed proforma along with supporting documents.	<b>13/01/2022 (17: 00 Hrs)</b>

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Application No.....(to be filled by NBCC)						<b>Advt. No. 21/2021</b>				
1	<b>POST APPLIED FOR</b>			..... <b>(ON CONTRACT BASIS)</b>				Affix recent passport size self attested photograph		
2	<b>NAME (IN CAPITAL)</b>									
3	FATHER'S / HUSBAND'S NAME									
4	GENDER (Put a tick mark)	M	F	MARITAL STATUS (Put a tick mark) Married/ Unmarried/Others						
5	DATE OF BIRTH		<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
6	<b>AGE AS ON CLOSING DATE OF RECEIVING APPLICATION</b>		<b>Years</b>		<b>Month</b>					
7			CATEGORY (Put a tick mark)		GEN	SC	ST	OBC (NCL)	EWS	EX-SEM
			<i>(Attach latest documentary evidence)</i>							
8	PHYSICALLY CHALLENGED		YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH/MD)..... <i>(Attach documentary evidence)</i>					
9	<b>ADDRESS</b> (Please give full postal address with Postal Pin No.)									
<b>MAILING</b>			<b>PERMANENT</b>				<b>FULL ADDRESS, CONTACT NO., FAX NO. &amp; E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED</b>			
MOBILE NO. OF CANDIDATE			RESIDENTIAL TELEPHONE NO., OF CANDIDATE (IF ANY)				E-MAIL ID OF CANDIDATE			

10 ACADEMIC AND PROFESSIONAL QUALIFICATIONS						
Examination passed	Whether full time/ part time/ Correspondence	Duration of the course	Name of the institution	Name of the university	Month & Year of passing *	CGPA/OGPA/ Percentage of marks **

\* date of declaration of result / date of issue of final semester mark sheet/provisional certificate / degree, whichever is earlier will be considered as the date of passing the examination.

**(Please attach copies of pass certificates along with mark sheets of all above academic & professional qualification acquired.)**

\*\*If the marks are not in percentage, please provide the criteria of conversion into percentage of marks as per the guidelines provided by the University.

11 **DETAILS OF EXPERIENCE (in chronological order):**  
**POST QUALIFICATION EXPERIENCE.....(YRS.)**

S.No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Month		

**(please attach copies of experience certificates indicating clearly the date of joining and relieving of the posts along with proof of salary drawn)**

12 CERTIFIED THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT; MY APPLICATION WILL BE LIABLE TO BE REJECTED.

**Place:** \_\_\_\_\_ **Signature of the candidate**

**Date:** \_\_\_\_\_

**For Official Use**

Eligible  Not Eligible

Reason for Non Eligibility:.....

**Place:** \_\_\_\_\_ **Signature of Dealing Officer/Executive**

**Date:** \_\_\_\_\_