



NBCC (INDIA) LIMITED
(A Government of India Enterprise)
Advt. No. 09/2023

Date: 17/08/2023

NBCC (INDIA) LIMITED INVITES APPLICATIONS FROM RETIRED OFFICERS OF PSU/GOVT. TO BE ENGAGED AS EXPERT (PRINTING ADMINISTRATION) ON CONTRACT BASIS. APPLICATIONS ARE INVITED FROM THE WILLING APPLICANTS SATISFYING THE EXPERIENCE AND ELIGIBILITY CONDITIONS GIVEN BELOW LATEST BY 24/08/2023.

The Job specifications of the post are as under:

1	POST NAME	Expert (Printing Administration)
2	NO. OF POST	01 (One)
3	REMUNERATION	Rs. 85,000/- 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 minimum Bachelor's Degree from a Government recognized University. Candidates with LLB qualification shall be preferred. Should have retired from the regular post in Government / PSU from E-4 Level in the scale of pay of Rs. 70,000-2,00,000/- (IDA) & above or Level 12-Rs. 78,800-2,09,200/- (CDA) & above.</p> <p>c) Post Qualification Experience: Should have minimum 25 years of working experience in Government/PSUs in Printing/Publication area.</p> <p>Should have knowledge of the latest printing machines and equipments including expertise in procurement of printing machinery through National/Global tender, supervision of printing establishment including modernization of presses & liaisoning with Central Government Departments, Government Presses & Department of Publication etc.</p> <p>Desirable: Individual having good experience in dealing with Government entities, preference shall be given to individual who have printing press experience.</p>
5	DUTIES & RESPONSIBILITY	The duties and responsibilities includes (but not limited to) coordinating with Central Government Departments, providing guidance on procuring state-of-the-art printing machines and equipment, overseeing modernization of Government presses, government liaisons and managing administrative matters.

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 Expert (Printing 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 **Expert (Printing Administration)** latest by **24/08/2023 (Thursday)** 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 Bachelor's Degree, LLB degree (if available) 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 [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. **24/08/2023**. 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.)	24/08/2023
Closing Date for receiving application along with required supporting documents through Email.	24/08/2023 (Thursday)
