

No. NCRTC/CO/HR/Rectt./18/2024

13/05/2024

VACANCY NOTICE
(No. 18/2024)

REQUIREMENT OF LAND RECORD ASSOCIATE ON RE-EMPLOYMENT BASIS

National Capital Region Transport Company (NCRTC) – a Joint Venture of Govt of India and participating State Governments of Delhi, Haryana, Rajasthan and UP, under the administrative control of the Ministry of Housing and Urban Affairs is mandated for implementing the Regional Rapid Transit System (RRTS) in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The RRTS will be a new, dedicated, high speed, rail based, high capacity, comfortable state of art, world class commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point and safe regional travel at high speed along dedicated pathway for relatively longer distance with fewer stops and at higher speed.

The technology and system would ensure the convenience of quality last mile connectivity, addressing the needs of all categories of travelers on the network. The corridors being developed under RRTS Phase-I are **Delhi - Ghaziabad - Meerut, Delhi - Gurugram - SNB - Alwar** and **Delhi - Panipat**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

These projects will not only provide a vital new transport infrastructure backbone to the region, but also act as a catalyst for development of suburban centers, creating jobs in the Indian economy and decongesting cities. The diversity of individuals and skills we require to execute the project boundless. Further, the learning opportunities in an organization that is at its inflexion point of initiating some of the largest infrastructure projects in this country will be immense. The complexity of the project and need to draw upon international learning will offer an accelerated opportunity for skill development of talented and motivated individuals, leading to exciting careers prospects for the future. Our motto “**Gati se Pragati**”, applies to both the project and the motivated team that will embark on this journey with us.

To be part of the journey of NCRTC, interested and eligible candidates can apply for the following posts:

Sr. No.	Post	Level	Lumpsum Remuneration (Rs.)	Number of Vacancy/ (ies)	Maximum Age	Nature of Employment
i)	Land Record Associate	Equivalent to NE7 level in regular scale	39,117/- p.m.	03	65 Years	Re-employment
ii)		Equivalent to NE6 level in regular scale	36,350/- p.m.			
iii)		Equivalent to NE5 level in regular scale	32,439/- p.m.			

1. ELIGIBILITY CRITERIA (As on 13/05/2024)

Sr. No.	Post	Level	Eligibility Criteria				
i)	Land Record Associate	Equivalent to the NE7 level in regular scale	<p>Qualification</p> <p>Graduate</p> <p>Experience</p> <ul style="list-style-type: none"> - Should have minimum 20 years of experience related to dealing in Land record and revenue matters for acquisition of Govt./ Private land in Haryana, including experience related to land records and revenue matters for acquisition of land for linear projects in Haryana. <p>Skill Sets</p> <ul style="list-style-type: none"> - Knowledge of scrutinizing and examining ownership of revenue documents like jamabandi, intkal, shazra, tatima, musabi, badar and filed book, etc. - Collection and verification of Khasra Maps, taking care of court cases and Coordination with concerned revenue authorities. - Knowledge of computer-based digitization of Shazra/ other documents for preparation of digitized Shazra and land plans. <p>Job Description</p> <p>The incumbent should be able to collect all required records/ details from revenue and other Government agencies, scrutinize and examine the records, site survey/ getting demarcation of land at site, prepare digitized Shazra document & land acquisition proposal and actively pursue so that timely land acquisitions can be done for RRTS Project.</p> <p>Superannuated Pay Scale</p> <table border="1" data-bbox="703 1192 1539 1304"> <tr> <td data-bbox="703 1192 784 1247">CDA</td> <td data-bbox="784 1192 1539 1247">Rs. 35400-112400 (L6) or above OR</td> </tr> <tr> <td data-bbox="703 1247 784 1304">IDA</td> <td data-bbox="784 1247 1539 1304">Rs. 29500-105850 (NE8) or above</td> </tr> </table>	CDA	Rs. 35400-112400 (L6) or above OR	IDA	Rs. 29500-105850 (NE8) or above
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ii)	Land Record Associate	Equivalent to the NE6 level in regular scale	<p>Qualification</p> <p>Graduate</p> <p>Experience</p> <ul style="list-style-type: none"> - Should have minimum 20 years of experience related to dealing in Land record and revenue matters for acquisition of Govt./ Private land in Haryana, including experience related to land records and revenue matters for acquisition of land for linear projects in Haryana. <p>Skill Sets</p> <ul style="list-style-type: none"> - Knowledge of scrutinizing and examining ownership of revenue documents like jamabandi, intkal, shazra, tatima, musabi, badar and filed book, etc. - Collection and verification of Khasra Maps, taking care of court cases and Coordination with concerned revenue authorities. - Knowledge of computer-based digitization of Shazra/ other documents for preparation of digitized Shazra and land plans. 				

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iii)	Land Record Associate	Equivalent to the NE5 level in regular scale	<p>Qualification</p> <p>Graduate</p> <p>Experience</p> <ul style="list-style-type: none"> - Should have minimum 20 years of experience related to dealing in Land record and revenue matters for acquisition of Govt./ Private land in Haryana, including experience related to land records and revenue matters for acquisition of land for linear projects in Haryana. <p>Skill Sets</p> <ul style="list-style-type: none"> - Knowledge of scrutinizing and examining ownership of revenue documents like jamabandi, intkal, shazra, tatima, musabi, badar and filed book, etc. - Collection and verification of Khasra Maps, taking care of court cases and Coordination with concerned revenue authorities. - Knowledge of computer-based digitization of Shazra/ other documents for preparation of digitized Shazra and land plans. <p>Job Description</p> <ul style="list-style-type: none"> - The incumbent should be able to collect all required records/details from revenue and other Government agencies, scrutinize and examine the records, site survey/ getting demarcation of land at site, prepare digitized Shazra document & land acquisition proposal and actively pursue so that timely land acquisitions can be done for RRTS Project. 				
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IDA	Rs. 25500-90650 (NE6) or above						

Note:

- i. *Before applying, the candidates shall ensure that they fulfill all eligibility criteria as mentioned in the Vacancy Notice for the post/ (s). NCRTC will verify the eligibility with reference to the original documents on the date of interview. If the candidates are not found eligible during document verification, they will not be considered for the next stage of selection process and their candidature will be rejected. Their admission to all the stages of selection process will be purely provisional, subject to meeting the prescribed eligibility criteria. Applicants who do not fulfill the age and minimum education qualification need not apply for the post.*
- ii. *Essential Education Qualification(s) required as indicated above is mandatory.*
- iii. *All essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved course from Autonomous Indian Institutions/ concerned statutory council (wherever applicable).*

- iv. *Candidates claiming equivalence in qualification shall be required to produce a copy of equivalence certificate.*
- v. *In case of Degree/ Diploma in Management qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.*

2. TERM OF CONTRACT

Six (06) Months, the term of contract may be extended further, subject to the requirement of the corporation and based on performance of the individual.

3. EMOLUMENTS

- 3.1. Lumpsum remuneration as mentioned above.
- 3.2. HRA and other Benefits, as per Company Policy.

4. PLACE OF POSTING/ASSIGNMENT

- 4.1. The selected candidate may be posted at any office/ workplace/ Project units of NCRTC or any of the subsidiaries/ Joint Ventures of NCRTC.
- 4.2. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company, including working in shift operations.

5. IMPORTANT DATES

Opening of website link for applying online	13/05/2024
Closing Date for applying online	28/05/2024

6. SELECTION PROCESS

- 6.1. Based on eligibility, candidates meeting the criteria will be called for interview.
- 6.2. The Venue, Date and Time of Interview will be informed in advance.
- 6.3. Any request for a change in date or venue shall not be entertained.
- 6.4. The document verification of candidates shall be done before the Interview. The candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the Interview.

7. HOW TO APPLY

- 7.1. The candidates shall apply online through NCRTC website (www.ncrtc.in) under ‘Career Section’ as per the eligibility criteria indicated above. No other mode of application will be entertained.
- 7.2. Before registering/ applying online, candidates are advised to go through detailed instructions. The candidate should possess the following and keep the same handy while applying online:
 - i. Valid E-mail ID and Mobile Number.
 - ii. Scanned Copy of self-attested recent passport size coloured photograph (3.5. X 4.5 cm)of the candidate (File Size upto 100 kb, in .jpg/ .jpeg format only).
 - iii. Scanned copy of signature (signed on white paper with blue/ black pen) of the candidate (File size upto 100 kb, in .jpg/ .jpeg format only).
- 7.3. While applying online, candidate needs to upload copies of the following self-attested documents:
 - i. 10th Certificate/ Birth Certificate.

- ii. Degree Certificate (Graduation)
 - iii. PPO/ Superannuation order.
 - iv. Last Salary Slip.
 - v. Experience Certificate/ (s).
 - vi. Experience/ Service Certificate/ Relieving order issued by previous organizations.
- 7.4. Applications without supporting certificates/ documents as mentioned above, shall be summarily rejected.
- 7.5. After submitting online application, candidate is required to download the Application Form generated by the system with Unique Registration Number, take a print and attach supporting documents, and send it to the below mentioned address by hand/ Post:

**Career Cell,
HR Department,
National Capital Region Transport Corporation,
Gatishakti Bhawan, INA Colony,
New Delhi - 110023**

- 7.6. The envelope containing the print-out of application and supporting documents, should be superscribed as '**Application for the post of Land Record Associate (Level) – 18/2024 on Re-Employment Basis**'.
- 7.7. Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration Number, Password and all other important communication will be sent on the same registered e-mail id (*Please ensure that email sent to this mailbox is not redirected to junk/ spam folder*).
- 7.8. Candidates should take utmost care to furnish the correct details while filling in the on-line application. Candidates can edit the information at any stage before submission. Hence, candidates are advised to take a preview of the application before submitting the same. Once the form is submitted, it cannot be edited.

8. HEALTH/ MEDICAL FITNESS

The candidate should be physically and medically fit.

9. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

- 9.1. The candidates should ensure that he/ she fulfills all the eligibility criteria and other conditions of this Vacancy Notice and that all particulars furnished by them in the online application and the documents submitted by them later are correct in all respects. Mere admission to the selection process does not imply that NCRTC has been satisfied about the candidate's eligibility. In case it is found at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. In any of these shortcoming(s) is/ are found even after appointment, his/ her services shall be summarily rejected.
- 9.2. The details entered by the candidate at the time of online registration are final and binding. While applying, the candidates should enter their name as it appears in the SSC/ Matriculation Certificate. Further, request for change of Mailing Address/ E-mail ID/ Category/ Post/ (s) as declared in the online application shall not be entertained.
- 9.3. Candidates should possess a valid e-mail ID. Candidates are advised to keep the email-ID (to be entered compulsorily in the online application form) active for at least one year. No change in e-mail ID will be entered. All correspondence with candidates shall be done through email only. NCRTC will not be responsible for any loss of email sent, due to invalid/ wrong e-mail ID provided by the candidate and no correspondence in this regard shall be entertained.

- 9.4. The candidature of the registered candidate is liable to be rejected at any stage of the 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 above.
- 9.5. NCRTC reserves the right to raise the minimum eligibility standards. NCRTC also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- 9.6. The prescribed qualification/ experience criteria are minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. NCRTC's decision shall be final in this regard.
- 9.7. Teaching or freelancing experience shall not be considered qualifying experience.
- 9.8. Any revision, clarification, addendum, corrigendum, time extension, etc., to the above Vacancy Notice will be hosted on 'Career' Section of NCRTC (www.ncrtc.in) only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
- 9.9. Experience on a post/ level shall be counted from the date of assumption of charge. Experience means work experience after acquiring highest essential qualification prescribed under the eligibility criteria.
- 9.10. No person shall be eligible for appointment who has previously been dismissed, removed, or compulsorily retired from the service of the Company or from a department of a state or the central government or a local authority or from public sector undertaking, or from an autonomous company.
- 9.11. No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.
- 9.12. No candidate who has more than one spouse living or who having a spouse living contracts another marriage which is void by reason of it taking place during lifetime of such spouse, shall be eligible for appointment to any post/ (s) in the Company except where this may be permitted under the Central Government Rules for its employees.
- 9.13. In case any dispute arises on account of interpretation of clauses in any version of this Vacancy Notice other than English, the English version shall prevail.
- 9.14. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- 9.15. Canvassing by the applicant, directly or indirectly will result in disqualification of his/ her candidature. Any dispute with regards to recruitment against this Vacancy Notice will be settled within the jurisdiction of Delhi High Court only.
- 9.16. In case of any query, candidates may write to recttquery@ncrtc.in, mentioning "POST- Land Record Associate (Level) - 18/2024" in the Subject Line. Candidates are advised to add this e-mail ID to their address book. NCRTC will not be responsible for non-delivery of e-mail/ delivery of e-mail to junk or spam folder. Contact No. 011-24666700 (10:00 AM to 4:30 PM).
