

No. NCRTC/CO/HR/Rectt./31/2025

18/06/2025

**VACANCY NOTICE**  
**(No. 31/2025)**

**WALK-IN INTERVIEW**

**REQUIREMENT OF PATWARI/ LEKHPAL ON RE-EMPLOYMENT BASIS**

National Capital Region Transport Corporation (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 Namo Bharat Project in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The Namo Bharat Project is a new, dedicated, high speed, rail based, high capacity, comfortable state of art, world class commuter service connecting regional nodes in NCR.

Three corridors are envisaged in the first phase, i.e. **Delhi-Meerut, Delhi-Gurugram-SNB-Alwar** and **Delhi-Panipat**. At present, NCRTC is implementing the Delhi-Meerut corridor, of which 55 km stretch of the corridor from New Ashok Nagar to Meerut South has been opened for commercial revenue run.

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 is 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 career 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 appear for Walk-in interview for the following posts:**

Sr. No.	Post	Level	Lumpsum Remuneration (Rs.)	Number of Vacancy / (ies)	Maximum Age	Nature of Employment
i).	Patwari/ Lekhpal	Corresponding to NE5 level in regular scale	32,439/- p.m. (HRA and other Benefits, as per Company Policy)	02	65 Years	Re-employment

**1. ELIGIBILITY CRITERIA (As on 18/06/2025)**

Sr. No.	Post	Level	Eligibility Criteria
i)	Patwari/ Lekhpal	Corresponding to the NE5 level in regular scale	<p><b>Qualification</b></p> <p>10<sup>th</sup> pass.</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Minimum 20 years of experience working in Central/ State Govt.</li> <li>- Should have experience of working in the State revenue department in Delhi/ Haryana.</li> </ul>

			<b>Job Description</b>	
			Land identification and acquisition process.	
			<b>Superannuated Pay Scale</b>	
		CDA	Rs. 25500-81100 (L4) or above <b>OR</b>	
		IDA	Rs. 25500-90650 (NE6) or above	

**Note:**

- i. *Before appearing in preliminary interview, 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 preliminary 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. Candidates who do not fulfill the age and minimum education qualification need not appear for the interview.*
- 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 on the basis of 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 Delhi - Gurugram - SNB - Alwar or Delhi - Panipat Namu Bharat Corridors or 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/ SCHEDULE OF WALK-IN-INTERVIEW:**

Vacancy Closing Date	18/07/2025
<b>Walk-In-Interview Date/ Time/ Venue</b>	<b>18/07/2025 (from 10:00 am to 5:00 pm).</b> <b>Venue</b> <b>NCRTC, Corporate office</b> <b>Gatishakti Bhawan, INA</b> <b>New Delhi- 110023</b>

## **6. SELECTION PROCESS**

- 6.1. The Venue, Date and Time of Interview is mentioned above in para 5.
- 6.2. Any request for a change in date or venue shall not be entertained.
- 6.3. The document verification of candidates shall be done before the Interview. The candidates are required to carry their original certificates along with a set of photocopies of all relevant documents along with application form duly filled by the candidate to facilitate the document verification, failing which the candidate shall not be allowed to attend the Interview.

## **7. PROCEDURE TO FOLLOW FOR APPEARING IN WALK-IN-INTERVIEW:**

- 7.1. The candidates shall appear for Interview as per schedule mentioned in para 5 above along with all original documents along with a set of photocopies of all relevant documents. No other mode of application will be entertained.
- 7.2. Before appearing in Interview, candidates are advised to go through detailed instructions mentioned in vacancy notification. The candidate should possess the following and keep the same handy while appearing in Interview:
  - i. Application form (Annexure 'A') duly filled and signed by the candidate.
  - ii. Valid E-mail ID and Mobile Number.
  - iii. All original documents (related to qualification and experience).
    - 10th Certificate/ Birth Certificate.
    - Degree Certificate (Graduation)
    - PPO/ Superannuation order.
    - Last Salary Slip.
    - Experience Certificate/ (s).
    - Experience/ Service Certificate/ Relieving order issued by previous organizations.
  - iv. A set of photocopies of all relevant documents (self-attested).
  - v. One passport size photograph.
- 7.3. Candidates appearing without supporting certificates/ documents as mentioned above, shall not be allowed for interview.
- 7.4. Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. 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*).
- 7.5. Candidates should take utmost care to furnish the correct details while filling the application form (Annexure 'A').

## **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 application form and the documents submitted by them 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 in the application form are final and binding. While filling application form, 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 application form 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 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 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](http://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 candidates regarding their eligibility will be entertained.
- 9.15. Canvassing by the candidate, 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](mailto:recttquery@ncrtc.in), mentioning "POST-Patwari/ Lekhpal - 31/2025" 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).

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# NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.

(A joint venture of Govt. of India and participating State Govts.)

## APPLICATION FOR THE POST OF- \_\_\_\_\_.

(Ref. Vacancy Notice No.....)

### **A. PERSONAL DETAILS:-**

1.	Applicant's Name		Affix your latest passport size photograph, duly self attested across
2.	Father's/ Husband's Name		
3.	Date of Birth (DD/MM/YYYY)		
	Age as on <b>18/06/2025</b>	.....Yrs.....Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organisation/ Department		
7.	Present Address		
	Permanent Address		
8.	Contact No. (with STD code)	Phone.....Mobile.....	
9.	E-mail ID		
10.	AADHAR No.		

### **B. EDUCATION DETAILS: - (Matric onwards)**

S.N.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage
1.				
2.				
3.				

### **C. EXPERIENCE DETAILS:-**

S.N.	Period		Designation	Organisation	Status of Organisation (Central/ State Govt./ PSU/ CPSE/ Autonomous Body/ Other Govt. instrumentality)	Responsibilities in brief
	From	To				


(Attach separate sheet, if required)

- Total work experience - ..... Years.
- Work experience in Land Acquisition - ..... Years.

**D. OTHER DETAILS**

1.	Whether any punishment awarded in last 10 years.	Yes/ No
	If Yes, please furnish details	
2.	Whether any disciplinary action/ inquiry is contemplated against the applicant	Yes/ No
	If Yes, please furnish detail	
3.	Time required for joining, if selected	

**E. CONFIRMATION:** I do hereby confirm that I am fulfilling the following criteria:-

S. N.	Criteria	Fulfilling (Yes/No)	Remarks (If any)
1.	Age as on 18/06/2025		
2.	Qualification		
4.	Worked in the required grade/ Pay-scale		
5.	Fulfilling total Experience criterion		
6.	Supporting documents attached		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

(Signature of the candidate)

Date:

Name: .....

Place:

Desig: .....