



No. NCRTC/HR/Rectt.-Cont. /62/2021

Dated:10.12.2021

**VACANCY NOTICE**  
**(No.62/2021)**

**REQUIREMENT OF HINDI CONTENT WRITER ON CONTRACT BASIS**

National Capital Region Transport Corporation (NCRTC) – a Joint Venture Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, under the administrative control of 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, high capacity, comfortable commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point safe regional travel at high speed for relatively longer distance with fewer stops.

The technology chosen would allow covering distances of 100 km. in an hour with scheduled stoppages. The system would also 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-1 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.

NCRTC needs a talented Hindi Content Writer to create compelling blog posts, white papers, product descriptions, social media content and web copy etc. regarding developments of RRTS project. The post is purely on contract basis. detail is given below:-

Name of the post	Hindi Content Writer (On contract basis)
Number of posts	01(one)
Place of posting	Meerut, however, transferable to anywhere in NCR.
Age	Not more than 35 years, as on 10.12.2021*
Qualification, Eligibility criteria and experience	<b><u>Qualification-</u></b> - Bachelors/ Master's Degree in Journalism & Mass Communication/ Hindi Literature. <b><u>Eligibility-</u></b> - Should have a pay-package (CTC) of minimum Rs.5 lakh per annum. <b><u>Experience-</u></b> - Should have minimum 5 years' post qualification experience in Hindi writing/ Hindi journalism or as Hindi content writer with a PR firm or 5 years of working experience with a reputed publishing/ media house. The candidate should be conversant of working in a computerized environment. The candidate should possess good command over Hindi and English languages. Apart from written skills, the candidate should have capabilities to carry out research on work related matters and collect reliable information from different sources. The job also involves significant translation work from Hindi to English and from English to Hindi, with accuracy and proficiency.

Remuneration	A lump-sum amount, as decided by the company, shall be paid on monthly basis.
Term of employment	-Initial term of contract 1(One) year which can be extended upto 3 years. -Term of engagement can be terminated after giving a three months' notice from either side.

**Other terms and conditions of NCRTC shall be applicable.**

- As on 10.12.2021. The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.
- Numbers of vacancy is subject to change.
- CTC shall be verified from IT Return filed by the candidate for the previous Financial Year.

**The post is purely on contract basis. Employment will not confer right to regularization of services in NCRTC.**

**PHYSICAL & MEDICAL FITNESS:**

The applicant should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Corporation policy.

**SELECTION PROCESS:**

- (a) Eligible candidates will be shortlisted on the basis of eligibility criteria i.e. experience, desirable qualification etc. and will be called for interview.
- (b) Management may relax any of the condition/s, in accordance to the response to meet the requirement.
- (c) A three months' prior notice will be required to be served before seeking resignation from the Corporation.

**TERM OF CONTRACT:**

Initial term of contract will be of 01 (one) year, which can be extended up to 3 years as per the requirement of the project, subject to the performance of the contractual employee. Services of the contract employee may be terminated at any time giving three months' notice or payment in lieu of notice, without assigning any reason.

**COMPENSATION PACKAGE & POSTING:**

The Company will pay a lumpsum amount on monthly basis, which will be inclusive of all the salary components like various allowances, Leave pay, other/ terminal benefits etc. admissible to an employee of the Corporation.

The job is transferable, and the selected candidates can be posted/ transferred to any of the office/ Project sites of NCRTC in India during the course of contractual employment.

**RETENTION MONEY:**

A deduction @20% from the lumpsum amount paid on monthly basis shall be made during the one year of contractual employment. This amount shall be released on completion one year of contractual service or upon termination, whichever is earlier. The release of retention money on termination of the contract before completion of one year of contractual service, shall be dealt on case-to-case basis.

**LEAVE ENTITLEMENT:**

The Contract employees will be entitled for 12 or 8 days (in Field and Corporate Office, respectively) Casual Leave and can avail 30 days Leave (without pay) in a year, as leave has already been monetized and included in the lumpsum monthly amount / pay-package.

**HOW TO APPLY:**

1. Applications will be accepted ONLINE through the link provided in the "Career section" of the NCRTC website i.e. <https://www.ncrtc.in>. Candidates are required to upload recent passport sized photograph (not more than 3 months old), scanned copies of the supporting documents.

The application should be supported with scanned copies of the following documents: -

- Copies of Educational Certificates (Matriculation onwards)

- Work experience Certificates, Appointment letter and latest salary slip (issued by current employer).
- IT Form 26A
- Certificate/ Office Order/Duty allocation order etc.
- Letter showing present working level/ designation/ pay-package
- Experience Certificate/ Office Order/Duty allocation order etc.
- Letter showing present level/ grade/ pay-package.
- For Govt. employees, 'NOC' from concerned Department. In case of non-availability, undertaking to submit the same at further stage of selection.

**Application without supporting certificates/ documents, as mentioned above, shall be summarily rejected.**

2. Soon after submission of online application, a print-out of the same alongwith supporting documents, should be sent to the following address through post: -

**Career Cell,  
HR Department,  
National Capital Region Transport Corporation,  
Gati Shakti Bhawan, INA  
New Delhi-100023.**

Envelope containing the print-out of application and supporting documents, should be super-scribed as-

**“APPLICATION FOR THE POST OF –  
Hindi Content Writer (Contract Basis)”**

### **GENERAL INSTRUCTIONS:**

**Last date for Online Registration and submission of applications is 24.12.2021.**

1. Before applying, the candidate should ensure that he/ she fulfills the eligibility criteria and other norms mentioned in this advertisement. Scanned copies of passport sized photograph, educational certificates, and experience certificate should be kept ready, as these documents would be required to be uploaded at the time of filling up of online application form.
2. The size of photograph should be 10kb the allowed types are .jpg or .jpeg.
3. More than one application for a post may lead to cancellation of candidature.
4. All computations of Age, Post Qualification Experience etc., shall be as on the given date.
5. All information regarding this recruitment process would be made available in the career section of NCRTC website, i.e. www.ncrtc.in, only. Applicants are advised to check the web site periodically for important updates. Once registered for NCRTC, all correspondences shall be made through their registered e-mail ID and/ or candidate login.
6. In case of any query the same may be sent to recttquery@ncrtc.in with “POST – Hindi Content Writer” 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. 011-4106 6943 (10:00 AM to 4:30 PM).

**Canvassing in any form shall disqualify the candidate.**

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