



Eligibility criteria for the Post of Director (Infrastructure) to be filed on Deputation.

1. Post, Pay Scale & Nature of Appointment	
Designation: Director Infrastructure	Number of the post: 1
Location: New Delhi	
PAY SCALE (Level): 14, 13A & 13 as per 7 th Pay Matrix	
Nature of Appointment	
Period of Deputation likely to be Project duration, i.e. 31 st December 2017 or further extend if project is extended further.	
2. Academic Qualification for incumbents competencies /skill	
Essential Qualification	
B.E/ B-Tech in Civil Engineering with good academic record from a recognized university/ institution or equivalent.	
Desirable Qualification	
i. Candidate with sound managerial and technical skills with experience of setting up the automobile/ automotive component plants/ automotive testing facilities/ highways/ tracks etc or large transport infrastructure facilities would have an added advantage.	
ii. MBA for recognized university/ institution or equivalent.	
Government Deputation:	
i. Candidate coming from Government deputation should be in analogous posts or in the pay level -13A or 13 (as per 7 th Pay Matrix) at least two years.	
ii. B.E./B-Tech in Civil Engineering with good academic record from a recognized university/ institution or equivalent.	
3. Age limit	
Not above 52 years- The age limit would be relaxed by 3 years in exceptionally deserving cases.	
4. Post qualification Experience	
Essential	
i. At least 15 years of experience out of which at least three years heading the large infrastructure and turnkey project having interface with experts of international repute.	
ii. Should have aptitude for planning, design co-ordination, execution and monitoring of large infrastructure projects having various multi disciplinary interface and should have established himself with proven qualities of leadership in the implementation of turnkey project.	
iii. He/ She should be very strong in project planning, facility layouts, utilities' planning and should have wide ranging skills for negotiations with suppliers of equipments	
Desirable	
i. 20 years of experience out of which at least three years heading the large infrastructure and turnkey project having interface with experts of international repute.	
ii. Formulation, implementation, monitoring and control of projects in Automobile sector.	



5. Mode of Recruitment / Probation period/confirmation of Service

- i. Only "Indian Citizens" shall be eligible to apply
- ii. Job description and candidate's qualification and experience shall be the parameters for selection the candidate

Government Deputation

Deputation includes deputation from Central/ State Government/PSU's/ large Government infrastructure projects initially for a project period or period three years whichever is earlier and can be extended as per requirement.

Internal Candidate

Suitable internal candidates in the rank of Additional Director/ Deputy Director may also apply against this post and shall be given appropriate weightage as approved.

6. Job Responsibility

- i. Planning, Designing, Execution and Monitoring of the entire Project Infrastructure.
- ii. Heading the core infrastructure team of NATRIP for comprehensive and organized implementation of the project.
- iii. Defining the entire infrastructural architecture of the testing and R&D facilities spread across seven location of NATRIP, in close coordination with Director (Technical)
- iv. Coordination the infrastructural aspects with Global Consultants in furtherance of the project implementation as per Government approval and in accordance with the Global Consultancy Agreement.
- v. Providing necessary infrastructural inputs to the Technical Advisory Team.
- vi. Assisting the Project Office in all infrastructural aspects in the implementation of the project.
- vii. Finalizing the specifications of civil works elevations, drawings, architectural layouts and for the entire process of procurement related to civil works.
- viii. Negotiations with suppliers/civil contractors/ construction supervisors.
- ix. Continuous monitoring of environmental aspects, licenses permissions for contractions with the relevant authorities and supervising commissioning of all equipments in close coordination with Director (Technical).
- x. Any other work as assigned from time to time.

Note

1. Application in the prescribed Performa should be forwarded through proper channel to *Sr. Administrative Officer, National Automotive Testing and R&D Infrastructure Project (NATRIP), 3rd Floor, NBCC Place, Pragati Vihar, Lodhi Road, New Delhi-110003*, by 5.00 pm on 15th December 2016.
2. Application received after the last date or without the complete documents, will not be considered.

APPLICATION FORM

(Form should be filled in Block letters in English)

Please affix
recent self
attested
photograph of
self

Name of the post: Director - Infrastructure

1. CANDIDATE'S NAME

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2. Father/ Husband Name

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3. Date of Birth:

Date

Month

Year

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4. Age: as on date of publication of vacancy

Years

Months

Days

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5. Gender:

Male

Female

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6. Nationality:

Indian

Other

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7. Write complete mailing address with contact no and email ID:-

Street Address-1:

Street Address-2:

Town:

State:

Pin Code:

Email ID:1

Email ID: 2

Mobile No:

Telephone No:

8. Educational/Professional Qualification in reverse chronological order upto 10th std. onwards:-

Educational/Professional Qualification	Year of Passing	Grade/ % Marks	Division	Name of Board/ University

9. Computer Literacy: Details

10. Languages Known:

11. Experience:- (A brief bio-data may enclosed)

Sr. No.	Designation & Place of posting	Brief listing of responsibilities*	From	To	Duration (No. of years, Month)

** If responsibilities included automotive related, then please mention specifically.*

12. Present Designation and Office Address:-

13. Present scale of pay and date of grant of/ empanelment to the level 13 or 13A (as per CCS Rule 2016):-

14. Details of awards, if any:-

15. Details of past penalties/warnings, if any:-

16. Self Certification and Declaration: I hereby certify and declare that:-

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.

2. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

3. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

SIGNATURE OF THE CANDIDATE

Place:

(UNSIGNED APPLICATION WILL BE REJECTED)

Forwarded by the Controlling Officer

(NOC and verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt/Ms..... for applying and being considered against the vacancy of Director (Infrastructure), NATRIP. Further, it is hereby certified that in the event of the office being selected for the said post, he/she shall be spared and relieved for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the official. Past records of the officer as well as details of ACRs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal:

**PAST RECORD OF THE OFFICIAL
(TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)**

1. Details of awards received by the officer, if any:-
2. Details of past disciplinary action/vigilance cases against the official, if any:-
3. Summary of ACRs for the past 5 years:-

Year	Overall Grading	Remarks, if any

The photocopy of the above mentioned ACRs should be duly authenticated and enclosed with the application form.

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal: