

## GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post.
3. Candidates will be required to submit documentary evidence of eligibility during the course of the short listing/selection process. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.
4. Only Online Applications will be accepted.
5. The cut-off date for determining the age limit & post qualification experience shall be the closing date of submission of online application i.e. **28.01.2020**.
6. Queries, if any can be emailed at **hrm.nbccrecruitment@gmail.com**, keeping the Post as the subject of the mail.
7. Candidates are **NOT** required to send printout of application or any other documents in hard copy to NBCC.
8. All the candidates are requested to remain updated at each step of the selection process by visiting our website **www.nbccindia.com**.
9. NBCC will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id or contact number.
10. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of Group Discussion / Interview.
11. Candidates are advised to submit only one application for one post. In case of multiple applications from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
12. All the details given in the submitted online form will be treated as final and no changes will be entertained.
13. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
14. In the event of non-receipt of application fee from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.
15. Furnishing of wrong/false information will lead to disqualification and NBCC will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong information and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Delhi.
16. The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by NBCC to any agency/individual.
17. **Fee, once paid, will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.**