VACANCY NOTICE NO. 39/2026 · DIRECT RECRUITMENT

National Capital Region Transport Corporation (NCRTC)

Assistant Manager – Corporate Communications (Creative Production)

NCRTC, the implementing agency of the Namo Bharat project, invites online applications for one Assistant Manager post at Level E2 on a direct recruitment basis.

VACANCY	PAY SCALE	MAX AGE	LAST DATE
01 (UR)	₹50,000 – 1,60,000	40 Years	21 Nov 2026

Post Overview

POST **Assistant Manager / Corporate Communications (Creative Production)**	LEVEL **E2 (IDA)**	NATURE OF EMPLOYMENT **Direct Recruitment**
ADVERTISEMENT **No. 39/2026** Ref: NCRTC/HR/Rectt./39/2026	AGE RECKONING DATE **22 Oct 2026**	PLACE OF POSTING **Any NCRTC office / project unit**

or subsidiaries / JVs

Eligibility Criteria

- Qualification: Full-time P.G. Degree / P.G. Diploma in Mass Communication / Public Relations or equivalent
- Experience: Minimum 5 years of post-qualification experience
- Current Pay Requirement (CDA): ₹56,100–1,77,500 (L10) / ₹53,100–1,67,800 (L9) or above, or last 3 years in ₹47,600–1,51,100 (L8)
- Current Pay Requirement (IDA): ₹50,000–1,60,000 (E2) or above, or last 3 years in ₹40,000–1,40,000 (E1)
- Private Sector: Minimum CTC of ₹11.10 lakh per annum
- Other: Only Indian nationals who are currently employed on the reckoning date (22.10.2026) can apply; only full-time regular courses count; teaching / freelancing experience is not considered

Job Profile

- Outdoor publicity & hoardings – standees, kiosks, station branding
- Printing & production management – brochures, reports, annual reports, campaign collaterals
- Procurement, branding & brand management with vendors / creative agencies
- Corporate publications – annual report, coffee-table books, corporate profiles

Age Relaxation

CATEGORY	RELAXATION
SC / ST	5 Years
OBC (Non-Creamy Layer)	3 Years
PwBD	10 Years
Ex-Servicemen (as per notice)	5 Years

Cumulative relaxation is admissible across categories. NCRTC employees get relaxation equal to completed years of service (minimum 1 year).

Selection Process

WRITTEN TEST / CBT
80% Weightage

INTERVIEW
20% Weightage

MINIMUM QUALIFYING
60%

INTERVIEW SHORTLISTING
1 : 5 ratio

Document verification takes place before the interview. Bring all original certificates.

Salary & Service Terms

- Basic pay of ₹50,000–1,60,000 (IDA) + VDA + perks & allowances under cafeteria approach
- Service bond of ₹5 lakh + GST and training cost (if any) for a minimum of 3 years
- Probation as per company policy; medical fitness required

How to Apply

1. Apply online through the NCRTC career portal on or before 21 Nov 2026 .
2. Keep ready: valid e-mail ID, mobile number, photo (3.5 × 4.5 cm) and signature scans (JPG, up to 100 KB each).
3. Download the system-generated application form with your Unique Registration Number and take a print-out.
4. Attach self-attested supporting documents and send by hand / post by 21 Nov 2026 to the address below.

Address: Career Cell, HR Department, Gatishakti Bhawan, National Capital Region Transport Corporation, INA Colony, New Delhi – 110023
Envelope to be superscribed: “Application for the post of Assistant Manager / Corporate Communications (Creative Production) on Direct Recruitment Basis – 39/2026”

Queries: recttquery@ncrtc.in (Subject: “POST – AM/ Corporate Communications (Creative Production) - 39/2026”) · Phone: 011-24666700 (10:00 AM – 4:30 PM)

Important Links

Official Notification PDF

Apply Online

Source: Official NCRTC Vacancy Notice No. 39/2026 · Candidates should verify all details from the official notification before applying.