



Advt. No.- 11/25

Identified type of disabilities for **Electrical:** a) D, HH b) OA,OL,Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c)

Post	Grade	SC	ST
Assistant Engineer (Operations), Discipline: Mechanical	E0	1	-
Assistant Chemist	E0	1	-
Assistant Manager (Operation/Maintenance), Discipline: Mechanical	E3	3	3
Assistant Manager (Operation/Maintenance), Discipline: Electrical	E3	5	4

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from Universities / Institutions recognized and approved in India.
3. All computations of age/ experience requirement / qualification etc. shall be done w.r.t. the last date of receipt of online application as mentioned in the advertisement.
4. The category once filled in the online application form cannot be changed and no benefit of other category will be admissible later. Candidates claiming to belong to a particular category should necessarily have the applicable year's/valid SC/ST/ Disability certificate, as the case may be, from the Competent Authority (in the latest prescribed format of Govt. of India). The upper age is relaxed by 10 years for PwBD candidates. Relaxation of age to Ex-Serviceman will be as per Govt. guidelines.
5. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / increase the number of vacancies, if need arises, without any further notice and without assigning any reason thereof.
6. In-order to restrict the number of candidates for further selection process, if so required, the management reserves the right to conduct multi-stage selection process which may comprise of application shortlisting/screening (based on qualification/percentage of marks, no. of years of post-qualification experience etc.), written/computer-based test, personal interview etc. or combination of the above or to raise the minimum eligibility standards/ criteria, as per requirement.
7. It is pertinent to mention that the mere fact that a candidate is fulfilling the minimum eligibility criteria as prescribed in the advertisement would not bestow on him/her the right to be shortlisted/called for written test/Interview or to be considered further for the selection process.
8. Posting shall be at any of the Stations/ Projects/ JVs/ Subsidiaries of NTPC. All posts are transferable at the sole discretion of the Management.
9. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcomings are detected even after appointment his / her services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.
10. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Delhi and courts / tribunals / forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause / dispute.
11. In case of any ambiguity/dispute arises on account of interpretation in versions other than English, the English Version will prevail.

HOW TO APPLY

1. Interested candidates should log on to our website **careers.ntpc.co.in** or visit the careers section at **www.ntpc.co.in** to apply. No other means/ mode of application shall be accepted. Candidates are required to possess a valid email ID. NTPC will not be responsible for bouncing back any email sent to the candidates.
2. **After applying online, the candidate is required to download the application slip generated by the system with unique application number.** Copy of application slip may be retained by the candidate for future reference. No document is required to be sent to us by post.
3. It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post. Any further addendum/corrigendum/updates will only be published on our website.

UPLOADING OF DOCUMENTS: The candidates should necessarily upload all documents while applying. Applications with incomplete / insufficient documents are liable to be rejected / not considered for further process.

List of documents is given here:

- i. Class X passing certificate /Marksheet and PAN Card for Name and DOB proof (Name & DOB should appear in conformity on all documents)
- ii. B.E. /B.Tech./ M.Sc Chem. Degree (Final/Provisional) certificate
- iii. Consolidated Marksheet/Transcript/ all semester marksheets clearly indicating aggregate % of marks in all semesters
- iv. Marks conversion formula from the university/Institute for conversion of marks in CPGA/CGPI/DGPA/CGI/CPI etc. into percentage (%)
- v. Caste/Disability certificate (For SC/ST/PwBD candidates) as applicable
- vi. Disability certificate should be as per the latest prescribed central Govt. Format generated online through the Swavalamban/UDID portal (clearly indicating the type and percentage of disability) in line with the identified disability for the posts as mentioned in this advertisement.
- vii. All experience related documents (if or as required for the post) for one organization/company need to be placed together in a chronological order, starting from the first to the last/current company. Document set should include (but not limited to) the following documents to corroborate the required experience eligibility: **Experience/Service certificate (as per NTPC prescribed sample format), Offer of appointment/Appointment letter/Offer Letter + Confirmation/Absorption Letter/Order on completion of training (if any), Joining Order/Letter, Role Assignment orders, Promotion orders, Transfer orders, Organization charts etc. to corroborate the work area/ department/section, 02 pay slips per every year for each organization etc.**
- viii. The candidates currently working in private sector should also submit Form 16 of current/previous employer for the applicable financial years of experience.
- ix. **The candidates currently working in Govt/Public Sector undertakings must submit NOC (No Objection Certificate) from the current employer.**

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