

NTPC Limited is India's largest integrated energy company with installed capacity of 77,393 MW and has presence in the entire value chain of the power generation business. Commensurate with our country's growth challenges, NTPC has embarked upon an ambitious plan to attain a total installed capacity of 130 GW by 2032.

NTPC is looking for experienced executives in the function of Company Secretary at various levels. The requirements are as under:

Sl.No.	Name of Post	No. of Posts
01.	DGM (E7 level)	01
02.	Manager (E5 level)	02
03.	Deputy Manager (E4 level)	01
04.	Assistant Manager (E3 level)	02
05.	Executive on Fixed Term Basis	03

Details are as below.

01. DGM (E7 level) – 01 Post

Required Qualification: Member of ICSI (Institute of Company Secretaries of India)

Experience Requirement:

- **For candidates currently working in Govt./ Public Sector Undertakings -** Minimum 16 years of post-qualification experience (including minimum 4 years in a listed company) in the executive cadre in the relevant area in a Govt. company/ Public Sector Undertaking out of which atleast 03 years' experience in the post and scale of Rs. 90,000 – 2,40,000 or above. (IDA pay scale of E6 grade or above of NTPC executive from 01.01.2017)
- **For candidates currently working in Private Sector -** Minimum 16 years of post-qualification experience (including minimum 4 years in a listed company) in the executive cadre in the relevant area in private company of repute.

Upper Age Limit: 47 Years

Level/ Pay-Scale of Recruitment: E7 Grade – Deputy General Manager level/ IDA (Rs. 1,00,000-2,60,000). Additionally, DA, other perquisites and allowances, HRA/ Company Accommodation, Medical Facilities, PRP, Group Insurance, Terminal Benefits etc. as per Company's Rules in force from time to time.

02. Manager (E5 level) – 02 Posts

Required Qualification: Member of ICSI (Institute of Company Secretaries of India)

Experience Requirement:

- **For candidates currently working in Govt./ Public Sector Undertakings -** Minimum 11 years of post-qualification experience (including minimum 2 years in a listed company) in the executive cadre in the relevant area in a Govt. company/ Public Sector Undertaking out of which atleast 03 years' experience in the post and scale of Rs. 70,000 – 2,00,000 or above. (IDA pay scale of E4 grade or above of NTPC executive from 01.01.2017)
- **For candidates currently working in Private Sector -** Minimum 11 years of post-qualification experience (including minimum 2 years in a listed company) in the executive cadre in the relevant area in private company of repute.

Upper Age Limit: 42 Years

Level/ Pay-Scale of Recruitment: E5 Grade – Manager level/ IDA (Rs. 80,000-2,20,000). Additionally, DA, other perquisites and allowances, HRA/ Company Accommodation, Medical Facilities, PRP, Group Insurance, Terminal Benefits etc. as per Company's Rules in force from time to time.

03. Deputy Manager (E4 level) – 01 Post

Required Qualification: Member of ICSI (Institute of Company Secretaries of India)

Experience Requirement:

- **For candidates currently working in Govt./ Public Sector Undertakings -** Minimum 9 years of post-qualification experience in the executive cadre in the relevant area in a Govt. company/ Public Sector Undertaking out of which atleast 03 years' experience in the post and scale of Rs. 60,000 – 1,80,000 or above. (IDA pay scale of E3 grade or above of NTPC executive from 01.01.2017)
- **For candidates currently working in Private Sector -** Minimum 9 years of post-qualification experience in the executive cadre in the relevant area in private company of repute.

Upper Age Limit: 40 Years

Level/ Pay-Scale of Recruitment: E4 Grade – Deputy Manager level/ IDA (Rs. 70,000-2,00,000). Additionally, DA, other perquisites and allowances, HRA/ Company Accommodation, Medical Facilities, PRP, Group Insurance, Terminal Benefits etc. as per Company's Rules in force from time to time.

04. Assistant Manager (E3 level) – 02 Posts

Required Qualification: Member of ICSI (Institute of Company Secretaries of India)

Experience Requirement:

- **For candidates currently working in Govt./ Public Sector Undertakings -** Minimum 7 years of post-qualification experience in the executive cadre in the relevant area in a Govt. company/ Public Sector Undertaking out of which atleast 03 years' experience in the post and scale of Rs. 50,000 – 1,60,000 or above. (IDA pay scale of E2 grade or above of NTPC executive from 01.01.2017)
- **For candidates currently working in Private Sector -** Minimum 7 years of post-qualification experience in the executive cadre in the relevant area in private company of repute.

Upper Age Limit: 37 Years

Level/ Pay-Scale of Recruitment: E3 Grade – Assistant Manager level/ IDA (Rs. 60,000-1,80,000). Additionally, DA, other perquisites and allowances, HRA/ Company Accommodation, Medical Facilities, PRP, Group Insurance, Terminal Benefits etc. as per Company's Rules in force from time to time.

Required Experience Profile for posts at Sl.Nos. 01-04

- The incumbent should possess thorough knowledge of matters pertaining to Company Law, Corporate & Secretarial functions, and institutional finance.
- The candidate should be well versed with the provisions and regulations of the Companies Act and SEBI rules & regulations.
- The candidate should have experience of handling Board matters such as organizing Board & general meetings, drafting and presentation of Board memoranda/agendas and minutes, listing compliances, drafting and vetting of agreements related to formation of joint ventures, matters related with mergers & acquisitions, incorporation of companies etc.
- The candidate should have good drafting, communication skill and liaising skills.
- A degree in law from recognized university / Chartered Accountant / Cost & Management Accountant will be an added advantage.

Note: Common for all Posts at Sl.Nos. 01-04

For candidates from Govt./ Public Sector Undertakings

- Candidates from Govt./ Public Sector Undertakings along with the total years of service, should have the minimum years of service in the scale prescribed above as per the post applied for. Documents in support of the same are to be submitted along with the application.

For Private Sector,

- For Private Sector, the candidate should submit Form 16 related to Income Tax Return for last 03 financial years

05. Executive on Fixed Term Basis – 03 Posts

Required Qualification: Member of ICSI (Institute of Company Secretaries of India)

Experience Requirement:

Minimum 3 years of post-qualification experience in the relevant area in a Govt. company/Public Sector Undertaking or Private sector of repute.

Upper Age Limit: 35 Years

Remuneration: Monthly Consolidated amount of Rs. 90,000/-. Additionally, HRA/ Company Accommodation, Retention Benefit and Medical facility for self, spouse, dependent parents and two children.

Tenure of Engagement: 03 years

RESERVATIONS

Name of Post	UR	OBC	EWS	SC	ST	Total
DGM (E7 level)	01	-	-	-	-	01
Manager (E5 level)	02	-	-	-	-	02
Deputy Manager (E4 level)	01	-	-	-	-	01
Assistant Manager (E3 level)	02	-	-	-	-	02
Executive on Fixed Term Basis	03	-	-	-	-	03

The total number of projected vacancies indicated above may increase/decrease at the discretion of NTPC management. Reservation for PwBD candidates as per Govt. Guidelines. Identified types of disabilities for all above posts: a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above

UPLOADING OF DOCUMENTS:

All the candidates have to upload the following documents while applying:

- Class X passing certificate/Marksheet for Name and DOB proof.
- Photograph of candidate
- Aadhar Card and PAN Card.
- Membership certificate and Final Marksheet issued by the Institute of Company Secretaries of India (ICSI)
- Under Graduation/ Post Graduation degree (if applicable) - Consolidated Marksheet/ Transcript/all semester marksheets/Degree clearly indicating aggregate % of marks in all semesters.
- Caste/Disability certificate (For SC/ST/OBC-NCL/PwBD/EWS candidates) as applicable.
- OBC-NCL certificate should be in central format for the current financial year (FY 2024-25).
- EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2024-25 based on the income of FY 2023-24.
- Disability certificates should be as per the latest prescribed Central Govt. Format generated online through the Swavalamban/UDID portal (clearly indicating the type & percentage of disability) in line with the identified disability for the posts as mentioned in this advertisement.
- Documents in support of relevant experience with reference to the post applied for – Experience documents should be in chronological order and should include Experience certificate indicating nature of experience along with documents such as appointment letter, offer letter, confirmation letter/order on completion of training, if any, promotion order, role assignment order, transfer order, service certificate, relieving letter and 2 pay slips per year to substantiate the tenure & nature of experience of the candidate.
- Candidates currently working in private sector should also submit Form 16 of current/ previous employer for last 03 financial years.
- Candidates currently working in Govt./ public sector undertaking should provide pay-scale circular/ matrix to verify the minimum years of service in the prescribed scale.

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

HEALTH

The candidate should have sound health. Before joining, candidates will have to undergo medical examination at any of the NTPC hospitals and the decision will be final & binding. No relaxation in health standards is allowed. Detailed medical norms are available on the website careers.ntpc.co.in. All applicants are advised to go through the medical norms before applying.

GENERAL CONDITIONS

- Only Indian Nationals are eligible to apply.
- All qualifications should be from Universities/Institutions recognized & approved in India.
- All computations of age/experience requirement/qualification shall be done w.r.t. the last date of receipt of online application as mentioned in the advertisement.
- In case the vacancy is for any reserved category, candidates claiming to belong to the particular category shall necessarily have a valid SC/ST/OBC-NCL/Disability/EWS certificate, as the case may be, from the Competent Authority. Where there is vacancy identified for such category,
 - Upper age limit is relaxed by 5 years for SC/ST candidates, by 3 years for OBC-NCL candidates, by 10 years for PwBD candidates. Relaxation of age to Ex-Serviceman will be as per Govt. guidelines.
 - For SC/ST categories the experience will be relaxed by: • a maximum of one year if prescribed experience is 3 to 5 years. • a maximum of two years if prescribed experience is 6 to 10 years.
- Depending on the requirement, the Company reserves the right to cancel/restrict/curtail/enlarge the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- 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 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.
- The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process.
- Posting shall be at any of the Stations/Projects/JVs/Subsidiaries/Corporate Centre of NTPC. All posts are transferable at the sole discretion of the Management.
- 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 shortcoming(s) is/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 any ambiguity/dispute arises on account of interpretation in versions other than English, the English Version will prevail.

HOW TO APPLY

Interested candidates should log on to our website careers.ntpc.co.in or visit careers section at www.ntpc.co.in for applying. 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 of any email sent to the candidates. Candidates belonging to General/EWS/OBC category are required to pay a non-refundable application fee of ₹300/-. The SC/ST/PwBD/XSM category & female candidates need not pay the application fee.

Payment in offline mode: State Bank of India has been authorized to collect the application fee, in a specially opened account (A/C No. 30987919993) at CAG branch, New Delhi (Code: 09996), on behalf of NTPC. Candidate has to approach the nearby

SBI branch with a printout of the "pay-in-slip" which is available on the application portal. The pay-in-slip printed from the portal should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the bank will issue a unique Journal Number and a Branch Code of the bank collecting the money. This journal number and the branch code are to be filled up by the candidate during online application. NTPC will not be responsible, in case a candidate deposits the fee in wrong account.

Payment in online mode: Candidates also have the option to pay the fees online (through Net banking/Debit Card/Credit Card). The online payment option will be available in the online application form.

Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility criteria before paying the application fee. After applying online, 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.

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.

Commencement of online application : **15.02.2025**

Last date for online application : **01.03.2025**

Leading the Power Sector