

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector-33, Faridabad

TeleFax : 0129-2272142

Website : www.npti.in

VACANCY NOTICE

Sub.: Recruitment on Direct Recruitment basis for National Power Training Institute, Hydro Power Training Centre (HPTC), Nangal (Punjab).

National Power Training Institute (NPTI), is an Autonomous Body under the Ministry of Power set up by the Government of India for Human Resources Development in the Power Sector. Apart from its Corporate Office at Faridabad, NPTI has 8 Institutes located at Badarpur (New Delhi), Nangal (Punjab), Nagpur (Maharashtra), Durgapur (West Bengal), Guwahati (Assam), Bangalore (Karnataka) and Neyveli (Tamil Nadu).

NPTI invites applications for its Institute located at Nangal (Punjab) from Punjab domicile holders for the following posts to be filled on direct recruitment basis as per the details given hereunder :

Name of the Post	No. of Posts	Pay Band/ Grade Pay	Essential Qualification	Age Limit
Librarian	01 (UR)	Rs.9300-34800 +4200 (GP)	i) Degree or equivalent from a recognized University or Institution.	30 years

			ii) Bachelor in Library Science from a recognized University or Institution.	
Junior Engineer (Civil)	01 (UR)	Rs.5200-20200 +2800 (GP)	Diploma in Civil Engineering	30 years
Private Secretary Grade-III	02 (UR)	Rs.5200-20200 +2400 (GP)	12 th Class pass or equivalent from a recognized Board or University. Skill test on computer in English : Dictation 10 mts @ 80 w.p.m., Transcription 50 mts.	18-27 years
Electrician	01 (UR)	Rs.5200-20200 +2400 (GP)	i) ITI certificate in Electrician trade ii) 7 years experience in corresponding trade	30 years
Assistant (LDC) English/Hindi Typist	03 (UR)	Rs.5200-20200 +1900 (GP)	12 th Class pass or equivalent from a recognized Board or University. Proficiency in typewriting with a minimum speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi on computer	18-27 years

Age limit is relaxable by 5 years for SC/ST and 3 years for OBC category. No TA/DA will be paid to the candidates called for interview/test. However, single return sleeper class rail fare by the shortest route will be reimbursed to the candidates belonging to SC/ST community on production of the tickets.

NPTI follows mutatis mutandis Central Government Rules and Regulations so far as service matters and pay and allowances are concerned.

Typed applications on plain paper in the prescribed format (enclose Annexure-I) alongwith a non-refundable fee of Rs.100/- (Rs.50/- for SC/ST) by Demand Draft drawn in favour of National Power Training Institute payable at Faridabad together with attested copies of Certificates/Testimonials in support of age, qualifications/experience and Caste should reach the Director (Fin. & Admn.), National Power Training Institute, NPTI Complex, Sector-33, Faridabad-121003 (Haryana) latest by 27.12.2012 in a cover subscribing “Application for the post of _____ for its Institute located at Nangal (Punjab).”

Candidates working in Central / State Government / Boards / Universities / Public Sector Enterprises / Statutory / Semi-Govt. or Autonomous Organisations etc. should forward their applications through proper channel in the prescribed format alongwith vigilance clearance certificate. Advance copies of applications shall not be entertained. Although the present vacancies are at NPTI(HPTC), Nangal (Punjab), selected candidates can be posted anywhere in India where the Institutes of NPTI are located. Tests/Interviews will be held at NPTI(HPTC), Nangal (Punjab)

Note : Separate applications are required to be submitted in case any candidate wishes to apply for more than one post.

The Format in which to apply (Annexure-I) is given hereunder.

Annexure-I
(Page 1 of 2)

Paste here recent
passport size
coloured
photograph

FORMAT

APPLICATION FOR THE POST OF
_____ IN THE PAY BAND OF
Rs. _____ IN THE NATIONAL POWER
TRAINING INSTITUTE LOCATED AT
_____ ON DIRECT RECRUITMENT BASIS

1.	Name & Address (in block letters)	
2.	Father's Name	
3.	a) Date of Birth	
	b) Age (years & months)	
4.	Religion	
5.	Whether belongs to SC/ST/OBC	
6.	a) Full Postal Address	

	b) Contact telephone number	
	c) Mobile Number	
	d) Fax	
	e) E-mail address	

7. Educational and other qualifications (from matriculation onwards) with supporting documents :

Examination	Year of Passing	Name of School / College	Name of University/ Board/ Institution	Class/percentage of marks obtained

8.	Professional achievements	
----	---------------------------	--

9.	Name of the Present Employer with full address and telephone number	
10.	Present post held	

11. Details of employment/experience in chronological order with supporting documents (a separate sheet, duly signed may be appended if the space below is insufficient)

Office/ Organisation	Post Held	From	To	Scale of Pay/ Pay Band/GP	Nature of duties performed

13.	Details of training underwent, if any	
14.	Present total emoluments and the date from which	

	drawn with scale of pay and allowances	
15.	Details of the Demand Draft	
16.	Additional information, if any	

Signature of the Candidate

Name

Date :

Place :