



NTPC Limited

(A Govt. of India Enterprise)

Regd. Office: NTPC Bhawan, 7, Institutional Area, Lodi Road, New Delhi-110003
Website : www.ntpc.co.in

NTPC Ltd is the largest utility in the country with an installed capacity of 39,174 MW through its 16 coal based, 7 gas/ liquid fuel and 7 joint venture power stations. The company has been conferred with coveted Maharatna status by Govt. of India for its outstanding achievements over the years.

NTPC added a record capacity of 2820 MW during the year 2011-12 surpassing its earlier best capacity addition of 2490 MW during 2010-11. The company plans generation capacity of 1,28,000 MW by the year 2032. NTPC has been ranked No. 3 in the Great Place to Work & The Economic Times Survey in 2012.

NTPC is looking for Public Relations Officers at E1 level for its Projects/Stations and details are mentioned below:

PUBLIC RELATIONS – (E1 Level): 10 posts

QUALIFICATION REQUIREMENT:

Graduation and full time Post Graduate Degree or Post Graduate Diploma in Communication/ Advertising and Communication Management/ Public Relations/Mass Communication/Journalism with atleast 60% marks.

EXPERIENCE REQUIREMENT:

1 Year of post qualification executive experience in the relevant area in the post and scale of pay of Rs. 12600 – 32500/- (IDA pay scales effective from 01.01.2007) or equivalent level/post profile or above.

EXPERIENCE PROFILE:

Candidates should be familiar with planning & implementing publicity and public relations activities including house journals, media planning, advertising, press relations, exhibitions, films and writing features for radio/television/press. They should have adequate experience in planning, setting up and organizing events for a large and reputed organization in the public or private sector.

UPPER AGE LIMIT: 37 years

RESERVATIONS

Area/Level	UR	OBC	SC	ST	Total	Identified disabilities for PWDs
Public Relations	04	04	01	01	10	OH [OA, OL] VH [B, LV]

ABBREVIATIONS USED:

OH = Orthopaedically Handicapped, OL = One Leg, OA = One Arm
VH = Visually Handicapped, B = Blind, LV = Low Vision

Pay Scale (IDA pattern)

E1 : Rs. 20600 – 46500/-

GENERAL CONDITIONS:

- Only Indian Nationals are eligible to apply.
- All qualifications should be from Universities/Institutions recognized and 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. The date of declaration of result / issuance of Mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience on a post/ level shall be counted only from the said date onwards.
- In order to restrict the number of candidates to be called for interview and / or screening test, if so required, the Management reserves the right to raise the minimum eligibility standards / criteria. Management may also relax / lower the qualifying standards / criteria in case suitable candidates are not available.
- Candidates claiming to belong to any particular category shall necessarily submit a copy of OBC/SC/ST/PWD certificate, as the case may be, from a Competent Authority. Upper age is relaxable by 5 years for SC/ST candidates, by 3 years for OBC candidates, by 10 years for PWD candidates, by 5 years for candidates who had

ordinarily been domiciled in the State of Jammu & Kashmir during the period 01.01.80 to 31.12.89. Relaxation of age to XSM is as per Govt. guidelines. The requirement of 60% marks in qualification is relaxable to 'pass marks' for SC/ST/PWD candidates.

- 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.
- Posting can be at any of the Units / Projects/ JVs/ Subsidiaries of NTPC. All posts are transferable at the sole discretion of the Management.
- While applying for any 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.
- 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.
- 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.
- 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 www.ntpcareers.net 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.

Candidate belonging to General/OBC category is required to pay a non-refundable registration fee of Rs. 300/-. The SC/ST/PWD category candidate need not pay the registration fee.

State Bank of India has been authorized to collect the registration 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 registration 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 registration. NTPC will not be responsible, in case a candidate deposits the fee in wrong account. There will not be any other mode of payment of registration amount. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the registration fee.

After applying online, candidate is required to download the registration slip generated by the system with unique registration number. Copy of registration slip may be retained by the candidate for future reference. No document is required to send 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.

Commencement of online registration of application: 11.09.2012.

Last date for on-line registration of application: 01.10.2012.