

NTPC Limited is India's largest integrated energy company with installed capacity of 17,393 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 enhance its installed capacity by 134 GW by 2032. NTPC is looking for experienced executives in the function of Company Secretary at various levels. The requirements are as under:

S.No.	Name of Post	No. of Posts
01.	CGM (E7 level)	01
02.	Manager (E5 level)	03
03.	Deputy Manager (E4 level)	01
04.	Assistant Manager (E3 level)	03
05.	2 executives on Fixed Term Basis	03

Details are as below:

01. CGM (E7 level) - 01 Post

Required Qualification: Member of ICS (posts in of Company Secretaries of India Experience Requirement:-

- For candidates currently working in Govt./ Public Sector Undertakings - Minimum 15 years of post-qualification experience (including minimum 4 years in a listed company) on the executive cadre in the relevant areas in a Govt. company/ Public Sector Undertaking or Private Company, out of which at least 10 years experience in the post and scale of Rs. 70,000 - 1,40,000 or above. 25% pay scale (E7 grade) or above of NTPC executives from 01.01.2017.
- For candidates currently working in Private Sector - Minimum 18 years of post-qualification experience (including minimum 6 years in a listed company, in the relevant areas in the relevant areas.

Upper Age Limit: 47 Years

Level Pay/Scale of Recruitment: E7 Grade - Deputy General Manager level (DA Rs. 1,40,000-1,80,000). Additionally, DA, other statutory and allowances, HRA, Company Accommodation, Medical Facilities, PFR Group Insurance, Terminal Benefits etc. as per Company Rules in force from time to time.

02. Manager (E5 level) - 03 Posts

Required Qualification: Member of ICS (posts in of Company Secretaries of India Experience Requirement:-

- For candidates currently working in Govt./ Public Sector Undertakings - Minimum 15 years of post-qualification experience (including minimum 4 years in a listed company) on the executive cadre in the relevant areas in a Govt. company/ Public Sector Undertaking or Private Company, out of which at least 10 years experience in the post and scale of Rs. 70,000 - 1,40,000 or above. 25% pay scale (E5 grade) or above of NTPC executives 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 relevant areas in the relevant areas.

Upper Age Limit: 43 Years

Level Pay/Scale of Recruitment: E5 Grade - Manager level (DA Rs. 80,000-1,20,000). Additionally, DA, other statutory and allowances, HRA, Company Accommodation, Medical Facilities, PFR Group Insurance, Terminal Benefits etc. as per Company Rules in force from time to time.

03. Deputy Manager (E4 level) - 01 Post

Required Qualification: Member of ICS (posts in of Company Secretaries of India Experience Requirement:-

- For candidates currently working in Govt./ Public Sector Undertakings - Minimum 15 years of post-qualification experience in the executive cadre in the relevant areas in a Govt. company/ Public Sector Undertaking or Private Company, out of which at least 10 years experience in the post and scale of Rs. 60,000 - 1,20,000 or above. 25% pay scale of E4 grade or above of NTPC executives from 01.01.2017.
- For candidates currently working in Private Sector - Minimum 9 years of post-qualification experience (including minimum 2 years in a listed company, in the relevant areas in the relevant areas.

Upper Age Limit: 40 Years

Level Pay/Scale of Recruitment: E4 Grade - Deputy Manager level (DA Rs. 70,000-1,10,000). Additionally, DA, other statutory and allowances, HRA, Company Accommodation, Medical Facilities, PFR Group Insurance, Terminal Benefits etc. as per Company Rules in force from time to time.

04. Assistant Manager (E3 level) - 03 Posts

Required Qualification: Member of ICS (posts in of Company Secretaries of India Experience Requirement:-

- For candidates currently working in Govt./ Public Sector Undertakings - Minimum 15 years of post-qualification experience in the executive cadre in the relevant areas in a Govt. company/ Public Sector Undertaking or Private Company, out of which at least 10 years experience in the post and scale of Rs. 60,000 - 1,20,000 or above. 25% pay scale of E3 grade or above of NTPC executives 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 areas.

Upper Age Limit: 37 Years

Level Pay/Scale of Recruitment: E3 Grade - Assistant Manager level (DA Rs. 60,000-1,00,000). Additionally, DA, other statutory and allowances, HRA, Company Accommodation, Medical Facilities, PFR Group Insurance, Terminal Benefits etc. as per Company Rules in force from time to time.

Required Experience Profile for posts at E4-E6:

- The incumbent should possess thorough knowledge of matters pertaining to Company Law, Corporate & Securities Laws, and statutory provisions.
- 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 resolutions/agendas and minutes, taking compliance, drafting and vetting of agreements, inter-alia formation of joint ventures, matters related with mergers, acquisitions, incorporation of companies.
- The candidate should have good speaking, communication skill and handling skills.
- A degree in law from recognized university / Chartered Accountant (CA) & Management/Accounts will be an added advantage.

Note: Candidates for all Posts at E5, E6, E7.

For candidates from Govt./ Public Sector Undertakings

05. Executive on Fixed Term Basis - 03 Posts

Required Qualification: Member of ICS (posts in of Company Secretaries of India Experience Requirement:-

- Minimum 3 years of post-qualification experience in the relevant areas in a Govt. company/ Public Sector Undertaking or Private company.
- Upper Age Limit: 35 Years
- Remuneration: Monthly Consolidated amount of Rs. 90,000. Additionally, HRA, Company Accommodation, Pension Benefit and Medical facility for self, spouse, dependent parents and two children.
- Security of Employment:** 03 years

REMARKATIONS

Name of Post	UR	SC	ST	EW	BC	BT	Total
CGM (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 probable vacancies indicated above may increase/decrease at the discretion of NTPC management. Reservation for PwD candidates as per Govt. of India, reserved types of disabilities for all above posts: (a) BL, (b) LD, (c) HA, (d) CA, (e) SA, (f) GA, (g) LA, (h) TA, (i) AA, (j) PwD (including) as per Govt. of India.

UPLOADING OF DOCUMENTS:

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

- Scanned & signed certificate/Marksheet for 10th and 12th grade.
- Photograph of candidate.
- Address Card and PAN Card.
- Marking Certificate and Final Marksheet issued by the Institute of Company Secretaries of India (ICSI).
- Under Declaration Final Declaration degree if applicable - Completed Marksheet/Transcript/semester marksheet/degree certificate/degree certificate of marks in all semesters.
- Caste Certificate (candidate for SC/ST/BC/CL/PwD/Other candidates as notified).
- DOB/POB certificate should be in central format for the current financial year (FY 2024-25).
- PwD candidates need to submit current year Income & Asset certificate in the prescribed format. The certificate should be valid up to FY 2024-25 based on the income of FY 2023-24.
- Disability certificate should be as per the latest prescribed Central Govt. Format generated online through the Disability Certificate portal, clearly indicating the type & percentage of disability in line with the disability certificate in the prescribed mode mentioned in the advertisement.
- Documents in support of repeated experience with reference to the post applicable - 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, termination letter, resignation letter, etc. If any promotion order, job assignment order, transfer order, service certificate, relieving letter and 2 pay slips per year in support of the tenure of service of repeated experience candidates.
- Candidates currently working in private sector should also submit Form 16 of current previous financial year.
- Candidates currently working in Govt./ Public Sector Undertaking should provide pay band and grade to verify the retirement years in the prescribed mode.

Note: The candidates should necessarily upload all documents while applying. Applications with incomplete/incorrect 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 medical centres. Candidates not found fit according to health standards in the above medical centres will not be considered for the medical fitness purpose.

GENERAL CONDITIONS

- Only Indian Nationals are eligible to apply.
- All candidates are required to have a valid Aadhaar Card as approved in India.
- All computations of age/experience/eligibility/qualification shall be done as on the date of the last date of receipt of applications.
- In case the vacancy is for any reserved category candidate, failing to belong to the particular category that nominally holds a valid SC/ST/BC/CL/Disability certificate, in this case may be, upon the Government's 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-SC candidates, by 10 years for PwD candidates. Relaxation of age for Ex-Bankers will be as per Govt. guidelines.
- For SC/ST categories the experience will be relaxed by a maximum of one year if potential experience is 3 to 5 years, a maximum of two years if potential experience is 6 to 10 years.
- Depending on the requirement, the Company reserves the right to cancel/revoke/withdraw the number of vacancies, extend the notice, without further notice and without assigning any reason for such action.
- In order to restrict the number of candidates for further selection process, if required, the management reserves the right to conduct preliminary selection process which may comprise of application of shortlisting, written examination, interview, etc. or combination of the above or to raise the minimum educational qualification, experience, etc. as required.
- The management has the right to submit application against the advertisement and expediting further the criteria as prescribed in the advertisement will not be taken as further the right to be entirely called for interview/considered further selection process.
- Posting will be at any of the Stationed Project/Zone/Division/Corporate Centre.