एनटीपीसी लिमिटेड
(भारत सरकार का उद्यम)
NTPC Limited
(A Govt. of India Enterprise)

केन्द्रीय कार्यालय/ Corporate Centre

Ref.No.: 01:HR:Rectt:ET-Engg/2016/3

Date: 09.08.2016

GATE Reg. No.: CS16S66066007
NTPC Reg. No.: 2003791

IMPORTANT DATES
MEDICAL EXAMINATION: 30.08.2016
JOINING FORMALITIES: 31.08.2016

RAGHUNATH DAS
VILL-GOPINATHPUR
P.O.-BHANGABANDH
MIDNAPORE, PASCHIM MEDINIPUR
West Bengal- 721211

Dear Sir/Madam,

Sub: Offer of Appointment to the post of Executive Trainee (ET-2016 Batch)

Congratulations on your selection as Executive Trainee-2016 in NTPC Ltd.!
It gives us immense pleasure to welcome you to become a part of the NTPC family. The detailed terms and conditions of your appointment along with applicable emoluments and benefits are enclosed for your ready reference.

We request you to carefully note the following:

1.0 You are required to undergo a medical examination to be conducted by Company's Medical Board. The date for medical examination is indicated above. You will have to report empty stomach for your medical examination at Power Management Institute, Plot No 5-14, Sector-16A, Noida on the scheduled date latest by 07.00 AM. Please carry this letter, filled up Medical Form and 4 Passport Size Photographs along with you. For details of NTPC Medical Norms, please visit our website www.ntpccareers.net.

2.0 At the time of reporting for joining, you are required to bring all the documents as mentioned at **Serial No.-5 of** Terms and Conditions of Appointment given at **Annexure-I.** The general instructions for Medical & Joining are given at **Annexure-II.**

It is essential that all **joining formalities including medical examination by the Company's Medical Board are completed** before the commencement of training, so that, you do not miss any module of the training programme. ***(You would be allowed to join NTPC only if you are declared medically fit by the Company's Medical Board).***

3.0 You will be required to undergo training for a period of one year. The training programme is scheduled to commence immediately after your joining in NTPC. During the training period, you may be deputed for training to any of the Training Centers of NTPC Projects/Stations or other outside institutes, as decided by the Management.

4.0 On successful completion of one year training, you will be posted at any of NTPC's Projects/ Stations including Subsidiaries and Joint Venture Companies. The place of posting i.e. Project/ Station, in which you will be finally placed, will be decided based on your performance during the training, as assessed periodically.

Further, you will be required to serve at Project/station locations for a minimum period of five(05) years on initial appointment. On successful completion of training, you will be posted at one of the NTPC projects/stations as per the list enclosed as **Annexure-V**.

5.0 The current rate of emoluments and other details of benefits applicable etc. are enclosed herewith at **Annexure-III.**

6.0 Please note that this offer shall stand automatically withdrawn and cancelled without any further notice to you, if you do not submit your acceptance (in the format available on www.ntpccareers.net) by email to recruitment@ntpc.co.in, within ten days from the date of issuance of this letter and if you do not report for completion of medical examination and joining formalities on the stipulated dates.

7.0 Please note that the Service Agreement Bond (refer **Annexure-IV**), as required, should be brought duly completed in all respects at the time of joining. It may also be noted that offer of appointment is subject to your fulfilling the eligibility criteria as stipulated in Advt. No. 04/15 (detailed), which is also available on our website- **www.ntpccareers.net.**

We once again congratulate you on your selection as Executive Trainee (ET-2016 Batch) in NTPC and look forward to your long and fruitful association with us.

Welcoming you to NTPC family!

Yours faithfully,
For and on behalf of NTPC LTD.

Debaleena Das
9/8/16

(Debaleena Das)
Manager (HR-Rectt.)

HR Recruitment Group, NTPC Limited
SCOPE Complex, 7-Institutional Area, Lodhi Road, New Delhi-110003, Telephone Nos. 011- 24387338, 011-24387433
E-mail: **recruitment@ntpc.co.in**; Website: **www.ntpccareers.net**

Annexure-I

TERMS AND CONDITIONS OF APPOINTMENT AS EXECUTIVE TRAINEE

1. Training

You will undergo training for a period of one year which may be extended at the discretion of the management. The decision of the management regarding extension of training period or termination of service in the event of unsatisfactory performance shall be final and binding.

During the training period, your pay shall be fixed at ₹ 24900/- in the pay scale of ₹ 24900 – 50500/-. Besides this, you will be entitled to variable Dearness Allowance, Field Compensatory Allowance (in case of Project posting only), House Rent allowance (if free hostel accommodation is not provided), Group Life Insurance, Leave and free medicare for self etc. as per Company's rules in force from time to time.

Leave credited to your Leave Account as per terms and conditions of appointment, may be availed by you only after prior sanction by the Competent Authority. Any unauthorized absence during training shall provide the management a right to terminate your services forthwith, without assigning any reason thereof.

The Company's Provident Fund and Gratuity Scheme shall not apply to you during training period but on your absorption in the regular cadre/post, you will be covered by the rules of the company that are operative from time to time.

2. Absorption in the Company

At the end of training period, your suitability for absorption in the Company will be determined on the basis of your performance during training and final appraisal rating.

Your absorption in the Company, placement and posting to any of the units/ enterprises in India or abroad, will be at the discretion of the Management.

If found suitable for absorption, you will be placed in the pay scale ₹ 24900-50500/- at a Basic Pay of ₹ 25650/- in the Company's regular executive cadre. In addition to Basic Pay, you will be entitled to allowances and benefits like Dearness Allowance, other perks & allowances limited to 47% of your basic pay, House Rent Allowance or subsidized Housing or leased accommodation, as the case may be, Filed Compensatory Allowance (in case of Project posting only), Reimbursement of Conveyance/ Transport Allowance, Car Loan Facility, Computer Loan, Leave Encashment, Gratuity, Free Medical facilities, Group Insurance, Contributory Provident Fund etc. as per Company's rules in force from time to time.

3. Probation/confirmation

After absorption, you will be on probation for a period of one year, which may be extended at the discretion of the management if considered necessary. The probation shall be deemed to have been completed only when you are informed about it, in writing, by the Management.

4. Service Agreement Bond

You and your surety, who should be a person of substantial means, will have to execute a Service Agreement Bond on a ₹ 100/- Stamp Paper (non – judicial) to complete the training and to remain in the service of NTPC or at the discretion of NTPC Management to serve any other department or Organization or Institution or Enterprise of the Government of India for at least three years after successful completion of your training. In case you fail to complete your training successfully and/or serve the Company for the stipulated period of three years thereafter, you and your surety shall jointly and severally compensate the company for Stipend/Salary, joining expenses, TA/DA, medical expenses etc. paid during the training period and training expenses incurred by it on account of and in connection with your training and this amount will be recovered from you if you leave the Organization within the training/bond period. However, the total amount recoverable under this clause shall not exceed Rupees Two lakhs and fifty thousand plus service taxes as applicable, in case of General/OBC category candidates and Rupees One lakh twenty five thousand plus service taxes as applicable, for SC/ST/PWD candidates. Further you will be required to serve on month notice while on training and/or probation after absorption and three months notice on regularization after successful completion of probation, or pay salary (notice pay) in lieu thereof in addition to fulfilling the obligation stipulated in the Service Agreement Bond/ Rule of the Company.

You shall not be released during your training period or during the period of operation of Service Agreement Bond for any employment elsewhere. You shall not apply for employment elsewhere during your training period or service period of three years thereafter, without the prior permission of the NTPC management. In case you have already applied and/or appeared in any such test, interview etc. before joining the service of NTPC, in the event of your selection you shall not join the new organization, unless you have fully complied with the terms and condition of the Service Agreement Bond.

5. At the time of reporting for joining, you are required to bring the following documents:

(a) Registration slip downloaded from the website.

(b) Your degree or provisional degree certificate and all semester mark sheets alongwith self attested photocopies.

(c) The original and one self-attested copy each of the Matriculation Certificate in support of your age. Also, original and one self-attested photocopy each of 12th Standard certificate and marksheet.

(d) Gate Scorecard in original.

(e) Relieving Letter from current employer.

(f) Declaration & Nomination form –duly filled up and completed in all respects (download the format from our website www.ntpccareers.net)

(g) Attestation forms (4 sets) – all four sets to be duly filled up and completed in all respects. Character certificates from **two different** persons not related to you from among the following:

(i) Gazetted officer of Central or State Governments.
(ii) Members of Parliament/State Legislatures.
(iii) District Magistrate or Sub – Divisional Magistrates.
(iv) Tehsildars or Naib/Deputy Tehsildars, authorized to exercise magisterial powers.
(v) Principals of the recognized Educational Institutions last attended.

Download the 4 sets of Attestation forms and 2 Character Certificates from our website www.ntpccareers.net.

(h) Caste Certificate (if applicable) as mention at point no. 7.

(i) The Service Agreement Bond (format available on www.ntpccareers.net), duly signed by you and the person standing surety for you as per item no. 4 of the enclosed terms and conditions of appointment. Guidelines for completing the Bond proforma are enclosed as Annexure-IV. **You are advised to study the guidelines carefully before executing the Bond (Annexure IV). You may note that you shall not be allowed to join without the Service Agreement Bond completed in all respects.**

(j) Declaration (posting) – Annexure VI (enclosed).

(k) Undertaking (other employment)-Annexure VII (enclosed).

6. Joining Expenses

You will be reimbursed Joining TA by First Class/AC-II tier train fare for self only, from the place to which this letter has been posted or the place from which you have actually travelled whichever is nearer to the place of reporting for joining for the purpose of training i.e. Noida by the shortest route. **Reimbursement will be subject to production of original traveling ticket.** No reimbursement will be made if you are declared medically unfit by NTPC medical board.

7. Applicable to candidates belonging to SC/ST/OBC/PWD category

(a) Candidate belonging to SC/ST/OBC community should bring the original caste certificate as per proforma issued by the competent authority prescribed by the Govt. of India alongwith a self-attested photocopy of the same. Candidates belonging to OBC – Non Creamy Layer are required to bring caste certificate from the Competent Authority, issued in the Current Year. Formats of caste certificate are available on www.ntpccareers.net. In addition to this, candidates belonging to OBC category are required to submit an Income Declaration certificate, indicating their status as OBC-non creamy layer candidates.

(b) Scheduled Caste candidates on adopting a religion other than Hinduism, Sikhism and Buddhism must intimate the change in their religion, immediately on such a change.

(c) Persons with disabilities (PWDs) should bring the original Disability Certificate (disability of 40% and above) issued by the competent authority in the format prescribed on the website (www.ntpccareers.net) alongwith a self-attested photocopy of the same.

(d) The appointment is provisional and is subject to the Caste/Tribe certificates being verified through the proper channel and if the verification reveals that the claim to belong to SC / ST / OBC / PWD category as the case may be, is false, the services will be terminated forthwith/

D Das

without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

8. General

(a) You will be subject to Company's Service Rules and Regulation including the Conduct, Discipline and Appeal Rules, and such other rules and administrative orders that may be in force from time to time during training and thereafter when you are regularized.

(b) You will be required to furnish a certificate at the time of your joining duties that if already married, you have not more than one spouse living and that you will not contract another marriage without first obtaining permission of the Company not withstanding that such subsequent marriage is permissible under the personal law applicable to you.

(c) Details about allowance / benefits and rules stated above are only indicative. They are subject to the detailed rules and orders in force from time to time.

(d) Your appointment is subject to:

(i) Verification of character and antecedents being found satisfactory. If found unsatisfactory, your services are liable to be terminated without assigning any reason or notice thereof, at any time during training or afterwards.

(ii)Your medical fitness as adjudged by NTPC Medical Board (details of NTPC standard and norms for medical fitness are available on our website www.ntpccareers.net) **The decision of the Medical Board will be final.**

Apart from the routine medical tests/examination that will be carried out in NTPC, you should not be suffering from any medical disability, illness, wound or injury which is likely to hamper your employability in NTPC, including posting at Project locations. In case it is detected at a later stage that you had concealed any information pertaining to your medical status, the company will be forced to cancel the offer of appointment. In case of such evidence coming to light after your joining, your services will be liable for termination without notice at any time and you will accordingly cease to be in the employment of the Company.

(e) The designation assigned to you, from time to time, is subject to change depending upon work assignment.

(f) Postings in the company are transferable. The company reserves the right to post you at any of its Units/Offices/Projects, JVs/Subsidiaries or any Govt. Deptt/Statutory Body/Public Sector Undertaking, anywhere in India or abroad, as per Rules/requirement.

(g) Rule – 17 of NTPC conduct, Discipline and Appeal Rules States, **"No employee shall bring or attempt to bring outside influence to bear upon any Superior Authority to further his/her interest in respect of matters pertaining to his/her service in the company."** Such actions are construed as misconduct and shall be viewed very seriously by the Management and action initiated as per rules of the Company.

Dhas

(h) The offer of appointment is liable to be withdrawn at any point before joining and if joined, liable for termination without notice if NTPC comes across any evidence/ knowledge that the qualification, caste/ category and/or any other particulars indicated by you in your application/ personal resume/ other forms/ formats submitted to NTPC are not recognized/ false/ misleading and /or amounts to suppression of information/ particulars / facts, which should have been brought to the notice of NTPC.

(i) Inadvertent omission or commission or mistakes, if any appearing in the offer of appointment are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the extant policy/rules and regulations of the Company that may be in force from time to time.

(j) You will be retired from the services of NTPC on attaining the age of superannuation.

(k) Executive Trainees in NTPC are registered under the Apprenticeship Act and upon your joining as Trainee you will have to complete, as advised, necessary formalities there under.

(l) The above terms and condition are not exhaustive and this offer is subject to the understanding that during training, probation and subsequent service, you will be governed by the relevant rules, regulations and administrative orders that are framed from time to time.

(m) **As the training modules are linked to the whole batch, and not to individual trainees, it will not be possible to give extension in joining time to candidates irrespective of the reason indicated. It is, therefore, essential that candidates join on the scheduled date itself, failing which the offer will stand cancelled and withdrawn without further notice to the candidates.**

(n) We need candidates with initiative and drive and who are ready to take upon challenges like working in shift duties for operation of control rooms in state of the art power station. Person with enthusiasm and an open mind to work hard and cope up with the difficult situations will be an ideal candidate to become a power professional in NTPC.

(o) You will honor and observe the Company's vision, mission and values at all times to maintain high esteem of the company.

(p) You will strive to observe and adopt such practices & philosophies as may be considered essential by the management in furtherance or company strategy and business needs.

(q) You shall not have any reservation in undergoing training and developmental programmes you are nominated to, in the course of employment.

(r) The training module is IT enabled and reading material is available through electronic media. You will therefore have to get equipped with Laptop/PC to pursue the training.

(s) Any legal proceeding respect of any matter of claim or dispute arising out of this offer of appointment shall be instituted in the courts at Delhi only.

D Das

Annexure II

MEDICAL EXAMINATION INSTRUCTIONS

1. You will have to report empty stomach for your medical examination on specified date by 7 AM. You may come one day before the date of medical examination. We will make necessary arrangements for your stay. You may contact Tagore Hostel reception, NTPC Ltd., Power Management Institute, Plot No. 5-14, Sector 16A, Noida, on reaching PMI for accommodation. Food and tea snacks etc. will be provided on chargeable basis on request.

2. You will have to carry the Offer of Appointment alongwith your 4 Passport size photographs.

JOINING INSTRUCTIONS

1. You will have to report at Saraswati Auditorium, PMI latest by 9 AM for document verification and completion of joining formalities on scheduled date.

2. You will be required to join the services of NTPC immediately on your being found medically fit and completion of other joining formalities and as such you should come prepared for joining alongwith necessary personal effects and also for proceeding out-station if need be for training.

3. Service Agreement Bond, as required, should be brought duly completed in all respects at the time of joining.

4. You may please carry enough money to take care of your stay, food, travel etc. till you receive the first month's salary.

5. Please bring 10-12 Passport size photographs along with you, which will be used for opening bank account, applying for PAN card, etc.

6. Male candidates are requested to wear dark colour trouser (Black/Navy Blue) and a white full sleeves shirt on the day of inaugural function, while female candidates have the option to wear either dark colour trouser (Black/Navy Blue) and a white full sleeves shirt or White Salwar Suit. Therefore come prepared accordingly.

DKDas

ANNEXURE-III

Emoluments & Benefits

(For Executive Trainee during training period and after absorption)

1. During training period your basic pay shall be fixed at Rs. 24900/- in the pay scale of Rs.24900 - 3%- 50500/-. Besides this, you will be entitled to Dearness Allowance (variable), Transport Allowance Canteen Allowance/ Meal Vouchers, Washing Reimbursement, House Rent Allowance (if free hostel accommodation is not provided), Group Insurance, Leaves and Free Medicare for self etc. as per Company's Rules in force from time to time. The indicative emoluments and benefits at current rates during training period are given under:

S. No.	Item	Applicable Amount/ Rate as % of basic pay				
		At Delhi/ Other cities	At Projects/ Stations			
a.	Basic Pay	Rs. 24900/-	Rs. 24900/-			
b.	Dearness allowance (Variable) (As on 01.07.2016)	114.80%	114.80%			
c.	Transport Allowance	5%	5%			
d.	Canteen Allowance/ Meal Vouchers	7.5%	7.5%			
e.	Washing Allowance	5%	5%			
f.	Locational Allowance	Not Payable	Sites where commercial operation have started Varies from 4% to 10% of basic pay depending on the place of posting			
g.	Accommodation/ House Rent Allowance	Free bachelor hostel accommodation on sharing basis or HRA as per rules (if accommodation is not available).				
h.	Medical Benefits	Medical facility for self at Project hospitals of NTPC or reimbursement of medical treatment for self, as per medical Reimbursement Rules of the Company.				
i.	Holiday and leave/ year (at all places)	Earned Leave	Casual Leave	Sick Leave	National and Festival Holidays	Restricted Holidays
		30 days	12 days	10 days	08 days	06 days
j.	Insurance	Company provides insurance coverage, as per GIS and GPAIS Schemes.				

Annexure IV

GUIDELINES FOR EXECUTING THE SERVICE AGREEMENT BOND

*Please read the following instructions carefully before you proceed to execute the Service Agreement Bond:

1. The bond format is available on our website www.ntpccareers.net. The first page of the service agreement bond should be printed on non-judicial Rs.100/- stamp paper purchased from a stamp vendor in any State with the specific purpose of executing Service Agreement Bond in favour of NTPC Ltd.

2. For your convenience, we have photocopied pages no. 2 to 8 of the bond, which are available on the website. You should fill in the blank space in the service agreement bond as per instructions given herein. No cutting or erasing or addition or deletion or alteration should be made on any of these pages.

3. The candidate and the surety should sign on all pages of the bond, **but should not put any date**. All cuttings, erasing or over-writings if any, should be duly initialled or authenticated by the executants. However, no cutting should be done on the first and last page.

4. It will be preferable if all the signatories to the bond i.e. trainee, surety, witnesses and Gazetted Officers put their signatures without indicating the date. In case they put dates below their signatures, please ensure that the dates put on all the pages i.e. from 1 to 8 are the same.

5. The surety should be a person of substantial means and his/her Income Tax Permanent Account Number should be indicated in the bond legibly under his signature.

6. Witnesses should be persons known to Trainee and Surety respectively.

7. **In case of General/OBC candidates, amount of bond is Rs. 2,50,000/- plus service taxes (as applicable) and for candidates belonging to SC/ ST/ PWD categories, amount of bond is Rs. 1,25,000/- plus service taxes (as applicable).**

8. The blank spaces in the Service Agreement Bond have to be filled in the manner as detailed below:

For Page- 1:

1. Trainee should enter his/her name, his/her father's name, his/her surety's name, surety's father name and addresses in the space provided on page 1. The address should be written in full, in block letters indicating house no., street no., District, State, pincode etc.

2. Indicate the date of issue of the offer of appointment as indicated on the top of your offer letter, in the space provided.

3. Trainee and Surety should put their signatures at the bottom in the space provided, without dates.

For Pages- 2 to 7:

1. Trainee and Surety are required to put their signatures in the space provided at the bottom. Do not put any date.

2. On page-7, enter your name and surety's name in the space provided.

For Page 8:

1. The word "Delhi" in the first sentence should not be altered in any case.

2. It will be preferable, if no date is put in the space for date of execution. However, if date is filled in, **it must be same** as the dates indicated against signatures by Trainee, Surety, Witnesses and Gazetted Officers etc., on all pages of the Service Agreement Bond.

3. Fill up the information required in respect of Trainee, Surety, Witnesses in the space provided for name, occupation (and organisation) and complete address.

4. The signatures of the Trainee and Surety on the Service Agreement Bond must be attested with seal/stamp by a Gazetted Officer/Notary Public/Magistrate/Village Sarpanch, independently in the space provided for different authorities.

5. **Surety should write his/her PAN in the space provided.**

Annexure-V

PLACE OF POSTING ON SUCCESSFUL COMPETION OF TRAINING

(Executive Trainee-2016)

FOR O&M	FOR CONSTRUCTION
NPGCL (JV), Bihar	Rammam Hydel Power Project
BRBCL (Subsidiary), Bihar	Gadarwara Super Thermal Power Project, M.P.
Kanti Bijlee Utpadan Nigam Ltd. (Subsidiary), Bihar	Khargone Super Thermal Power Project, M.P.
Bongaigaon Thermal Power Project, Assam	Kudgi Super Thermal Power Project, Karnataka
Talcher Super Thermal Power Station, Orissa	Lara Super Thermal Power Project, Chhattisgarh
Singrauli Super Thermal Power Station, U.P.	North Karanpura Super Thermal Power Project, Jharkhand
Vindhyachal Super Thermal Power Station, M.P.	
Rihand Super Thermal Power Station, U.P	
Korba Super Thermal Power Station, Chhattisgarh	

Annexure-VI

On a Non Judicial Stamp Paper of Rs. 10 Denomination duly notarised by public notary

DECLARATION

(To be filled by selected candidates before joining NTPC)

I, _____ s/o/d/o of _____ hereby declare that:

The system of posting of Executive Trainee in NTPC has been sufficiently explained to me. I have also gone through the system (as enclosed) and I fully understand that:

- I have been recruited to work for initial 05 years in Projects/stations/locations of the Region which will be allocated to me. I also understand that no postings will be done at Corporate office/NCR location like Badarpur, Dadri, Faridabad etc.
- During the first 05 years of my service in NTPC, my request for transfer will not be entertained.
- I understand that bringing outside influence in matters pertaining to my service in the company, especially for Transfer, will be construed as misconduct and shall be viewed very seriously by the management and action, as deemed fit, will be taken as per the rules of the company.

I further declare that I would abide by the same.

Date:

Encl: a/a

Signature: _____

Name: _____

Witness-1_____

NTPC Reg No: _____

Witness-2_____

GATE Reg No: _____

Annexure-VII

UNDERTAKING

(To be filled by candidates before joining NTPC)

With reference to your Offer of Appointment (Ref:01:HR:Rectt:ET-Engg/2016/ 3) for the post of Executive Trainee-2016 batch in NTPC Ltd. I, (name) RAGHUNATH DAS hereby undertake that I will not apply/appear for any UPSC Examination without prior permission from NTPC, as long as the Service Agreement Bond is in operation.

I understand that I will not be released during the operation of the Service Agreement Bond for any employment elsewhere unless I fully comply with the terms and conditions of the Offer of Appointment and the Service Agreement Bond.

In case of my failure to comply, I shall have no claim against cancellation of my candidature and/or taking other legal action as deemed fit by NTPC.

I hereby undertake to abide by the decision of the management of NTPC in this regard

Signature: Raghunath Das

Name: RAGHUNATH DAS

Discipline: IT

GATE-2016 Reg. No.: CS16S66066007

To,
DGM (HR-Rectt.)
HR Recruitment Group,
NTPC Limited,
Core-6, 4th Floor,
SCOPE Complex,
Lodhi Road, New Delhi-110003