

Associate Position for Retired Executive for Land-Lease (16/2024-25)

Job Description:

To manage lease payments to various landowners and other HR works allocated from time to time.

Required Qualification:

Degree/ Diploma in any stream, from a recognised institution.

Required Experience Profile:

The candidate should have retired at a pay scale of E4 to E8 (AGM) level equivalent of NTPC Ltd. from Public Sector Undertakings or Autonomous Organizations of Central/ State Governments.

Candidate must have experience working on materials function in ERP-SAP and must be conversant with raising PR, preparing PO, creation of Vendor Code and other related works.

Other Criteria: At least 01 OS rating in the last 03 years in PMS, excluding the year of superannuation.

Period of Engagement: For a period of 01 year

Upper Age Limit: 62 years on 07.10.2024

Applicants are required to submit their biodata including, DOB, Qualifications, designation/grade/level wise experience details with period of experience and name(s) of Organisation/department etc in the enclosed Format (Annex – A) through email mentioning subject as “Retired Associate for Land-Lease: 16/24” at ngelcareers@ntpc.co.in.

No. of positions: 01

Location: Greater Noida

Remarks: The no. of positions and locations are tentative and are subject to increase/ decrease/ change as per requirement.

Last date of application extended till 11.12.2024

ANNEX - A
APPLICATION FOR POSITION OF ASSOCIATE POSITION FOR NGEL, AT GREATER
NOIDA, UP (16/ 2024-25)

| S.NO | DETAILS | PARTICULARS | | | | |
|------|--|---|------------------|---|-------------|--------------|
| 1 | NAME OF THE POST | | | | | |
| 2 | APPLICANT'S NAME (Sh./Smt./Ms.) | | | | | |
| 3 | FATHER'S / HUSBAND'S NAME (Sh.) | | | | | |
| 4 | DATE OF BIRTH (DD/MM/YYYY) | | | | | |
| 6 | CORRESPONDENCE ADDRESS | | | | | |
| | | STATE: | | PINCODE: | | |
| 7 | TELEPHONE NUMBER WITH STD CODE | | | | | |
| 8 | MOBILE NUMBER | | | | | |
| 9 | EMAIL ID | | | | | |
| 10 | a. ORGANISATION FROM WHERE RETIRED | | | | | |
| | b. EMPLOYEE NO./ CODE IN ORGANISATION FROM WHERE RETIRED | | | | | |
| 11 | EDUCATIONAL QUALIFICATION | | | | | |
| | Qualification | Particulars | Subjects | Institute / University | %, or, CGPA | Passing Year |
| A | GRADUATION | | | | | |
| B | POST GRADUATION | | | | | |
| C | OTHERS | | | | | |
| 12 | WORK EXPERIENCE DETAILS (FILL ONLY THE APPLICABLE COLUMN) | | | | | |
| I | TOTAL WORK EXPERIENCE | | | YEARS | MONTHS | DAYS |
| II | Complete details of service / position held since joining (separate sheet may be attached if required) | | | | | |
| | Post Held | Organization Name with place of posting | Pay Scale/ Level | Period (From - To) dd/mm/yyyy - dd/mm/yyyy | | |
| A | | | | | | |
| B | | | | | | |
| C | | | | | | |
| III | BRIEF DESCRIPTION OF THE WORK EXPERIENCE (Separate sheet may be enclosed if required) | | | | | |
| IV | ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.) | | | | | |

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled, if, any information is found to be incorrect / false, at any point in time.

Date:

Signature of Candidate

Place

Name:

(Additional sheets may be enclosed if required)