

**Associate Position for Retired Executive for Corporate Communication**  
**(14/2024-25)**

**Job Description:**

To develop systems for effective Corporate Communication mechanism and ensure suitable branding of NGEL.

**Required Qualification:**

Post Graduate Degree/Diploma in Journalism/Advertisement & Public Relations/Mass Communication.

**Required Experience Profile:**

The candidate should have retired at a pay scale of E7-E8 level equivalent of NTPC Ltd. from Public Sector Undertakings or Autonomous Organizations of Central/ State Governments.

Candidates must have more than 25 years of experience, preferably in Corporate Communication function at Corporate Level.

**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 06 months

**Upper Age Limit:** 62 years on 18.09.2024

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 Corporate Communication: 14/24” at [ngelcareers@ntpc.co.in](mailto: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 : 02.10.2024

**ANNEX - A**

**APPLICATION FOR POSITION OF ASSOCIATE POSITION FOR NGEL, CORPORATE  
COMMUNICATION AT GREATER NOIDA, UP (14/ 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	<b>EDUCATIONAL QUALIFICATION</b>					
	Qualification	Particulars	Subjects	Institute / University	%, or, CGPA	Passing Year
A	GRADUATION					
B	POST GRADUATION					
C	OTHERS					
12	<b>WORK EXPERIENCE DETAILS (FILL ONLY THE APPLICABLE COLUMN)</b>					
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	<b>BRIEF DESCRIPTION OF THE WORK EXPERIENCE (Separate sheet may be enclosed if required)</b>					
IV	<b>ANY OTHER RELEVANT INFORMATION (DISTINCTION/AWARD/CERTIFICATE, etc.)</b>					

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)