

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: 21.10.2024

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)