

Associate Position for Retired Executive for Land & HR (17/2024-25)

Job Description:

Facilitate and ensure timely lease payment of land, HR clearances, activities like coordination with Site for Office and Bachelor accommodation set up and other HR related works allocated from time to time.

Required Qualification:

MBA in HR or PG Diploma in PM & IR or PGDM in HR or MSW.

Required Experience Profile:

The candidate should have retired at a pay scale of E2-E8 level equivalent of NTPC Ltd. from Public Sector Undertakings or Autonomous Organizations of Central/ State Governments.

Candidates must have more than 20 years of experience, preferably in HR/Land/Industrial Relations. The candidate should have working experience in SAP and e-office system and knowledge of Microsoft Word, Power Point, Excel etc.

Other Criteria: At least 01 outstanding rating in last three years excluding in year of superannuation.

Period of Engagement: For a period of 06 months

Upper Age Limit: 62 years as on 26.12.2024

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 & HR: 13/24” at ngelcareers@ntpc.co.in.

No. of positions: 03

Location : Jaisalmer cluster , Khavda cluster and Jaipur.

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 24.01.2025

ANNEX - A

**APPLICATION FOR POSITION OF ASSOCIATE POSITION FOR NGEL, LAND & HR AT
BIKANER, JAISALMER AND KHAVDA (13/ 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)