

## **Associate Position for Retired Executive for Land & HR (13/2024-25)**

### **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:**

Degree/Diploma in Engineering and MBA in HR/PGDM in PM & IR or HR /MSW.

### **Required Experience Profile:**

The candidate should have retired at a pay scale of E5-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 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 Land & HR: 13/24” at [ngelcareers@ntpc.co.in](mailto:ngelcareers@ntpc.co.in).

No. of positions: 03

Location: Bikaner, Jaisalmer and Khavda

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 15.10.2024

**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 ORGANISATIONFROM WHERE RETIRED					
<b>11</b>	<b>EDUCATIONAL QUALIFICATION</b>					
	Qualification	Particulars	Subjects	Institute / University	%, or, CGPA	Passing Year
A	GRADUATION					
B	POST GRADUATION					
C	OTHERS					
<b>12</b>	<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)