



NTPC Limited
(A Govt. of India Enterprise)

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Advt. No.-17/22

NTPC Limited is India's largest integrated power company with installed capacity of 69,134 MW and has presence in the entire value chain of the power generation business. Commensurate with our country's growth challenges, NTPC has embarked upon an ambitious plan to attain a total installed capacity of 130 GW by 2032.

NTPC is looking for **Company Secretary** as per details given below:

Name of Post: Company Secretary – 01 Post (E8 Level)

Required Qualification: Member of ICSI (Institute of Company Secretaries of India)

Experience Profile: Minimum 23 years' experience in Company Secretarial Compliances in Govt./Public/Private Sector Company with minimum 10 years' experience in large scale company of repute. The incumbent should possess thorough knowledge of matters pertaining to institutional Finance, Company Law, Corporate and Secretarial functions. The candidate should be well versed with the provisions and regulations of Company Act and SEBI rules & regulations. The candidate should have experience of handling Board matters such as organizing Board meetings, presentation of Board memoranda/agendas and should have handled these matters independently. The candidate should have good administrative and liaising skills. The candidate should be able to cope up with all responsibilities of a Company Secretary in a large Company including statutory compliance under the Companies Act and other relevant Corporate Laws. A legal degree will be an added advantage.

Experience Requirement: Minimum 23 years of post-qualification experience in the executive cadre in the relevant area in a Govt./Public Sector Undertaking or Private company of repute, out of which 10 years' experience in the post and scale of Rs. 100000 – 260000 or above (IDA pay scale of E7 grade or above of NTPC effective from 01.01.2017) or equivalent level/post profile.

Upper Age Limit: 55 Years

Level/Pay Scale for Recruitment: E8 Grade-General Manager Level / IDA (Rs. 1,20,000 - 2,80,000)

Additionally, DA, Other perquisites and allowances, HRA/ Company Accommodation, Medical Facilities, PRP, Group Insurance, Terminal benefits etc as per Company's Rules in force from time to time.

Selection process: Candidates will be shortlisted based on their experience profile for personal interview.

RESERVATIONS

Name of the Post	Unreserved	EWS	OBC	SC	ST	Total
Company Secretary	01	-	-	-	-	01

Identified type of disabilities for the post of Company Secretary for PwBD candidates: a) B, LV, b) D, HH, c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV,MDy, d) MD involving(a) to (c)

HEALTH

The candidate should have sound health. Before joining, candidates will have to undergo medical examination at any of the NTPC hospitals and the decision will be final and binding. No relaxation in health standards is allowed. Detailed medical norms are available on the website **careers.ntpc.co.in**

GENERAL CONDITIONS:

- Only Indian Nationals are eligible to apply.
- All qualifications should be from Universities / Institutions recognized and approved in India.
- All computations of age/ experience requirement / qualification shall be done w.r.t. the last date of receipt of online application as mentioned in the advertisement.
- Candidates claiming to belong to any particular category shall necessarily have a valid EWS/OBC(NCL)/SC/ST/PwBD certificate, as the case may be, from the Competent Authority.
- Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment his / her services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.
- The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/ considered further for selection process.
- Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Delhi and courts / tribunals / forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause / dispute.
- In case any ambiguity/dispute arises on account of interpretation in versions other than English, the English Version will prevail.

HOW TO APPLY

Interested candidates should log on to our website **careers.ntpc.co.in** or visit careers section at **www.ntpc.co.in** for applying. No other means/ mode of application shall be accepted. Candidates are required to possess a valid email ID. NTPC will not be responsible for bouncing back of any email sent to the candidates.

After applying online, candidate is required to download the registration slip generated by the system with unique registration number. Copy of registration slip may be retained by the candidate for future reference. No document is required to be sent to us by post. **There is no application fee for this recruitment.**

It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post. Any further addendum/corrigendum/updates will only be published on our website.

Commencement of online application: 08.07.2022

Last date for online application: 22.07.2022

Leading the Power Sector