



# NTPC Limited

(A Govt. of India Enterprise)

NTPC Bhawan, SCOPE Complex, 7, Institutional Area,  
Lodi Road, New Delhi - 110003, Website: [www.ntpc.co.in](http://www.ntpc.co.in)  
CIN: L40101DL1975GOI007966

NTPC Limited is India's largest integrated power company with installed capacity of 77393 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 **experienced professionals in Finance on fixed term basis** as per details given below:

### I. Name of the Post: Executive (Finance CA/CMA – Inter.), 50 Posts

**Qualification Requirement:** Graduate from a recognized university/institution and CA/CMA intermediate.

**Experience Requirement:** Minimum 02 years' post qualification experience (excluding articleship) in the area of Finance/Accounts.

**Upper Age Limit: 30 years**

**Remuneration:** Monthly consolidated amount of Rs.71000/-. Additionally, HRA, Retention benefit and medical facility for self, spouse, two children and dependent parents.

### II. Name of the Post: Executive (Finance CA/CMA - B), 20 Posts

**Qualification Requirement:** Graduate from a recognized university/institution and fully qualified CA/CMA.

**Experience Requirement:** Minimum 02 years' post qualification experience (excluding articleship period) in the area of Finance/Accounts.

**Upper Age Limit: 35 years**

**Remuneration:** Monthly consolidated amount of Rs.90000/-. Additionally, HRA, Retention benefit and medical facility for self, spouse, two children and dependent parents.

### III. Name of the Post: Executive (Finance CA/CMA - A), 10 Posts

**Qualification:** Graduate from a recognized university/institution and fully qualified CA/CMA.

**Experience Requirement:** Minimum 05 years' post qualification experience (excluding articleship period) in the area of Finance/Accounts.

**Upper Age Limit: 40 years**

**Remuneration:** Monthly consolidated amount of Rs.125000/-. Additionally, HRA, Retention benefit and medical facility for self, spouse, two children and dependent parents.

### RESERVATIONS:

| Sl. No. | Name of the Post                    | No. of Post | Vacancies |     |     |    |    |
|---------|-------------------------------------|-------------|-----------|-----|-----|----|----|
|         |                                     |             | UR        | EWS | OBC | SC | ST |
| I       | Executive (Finance CA/CMA – Inter.) | 50          | 22        | 05  | 13  | 07 | 03 |
| II      | Executive (Finance CA/CMA - B)      | 20          | 10        | 01  | 05  | 03 | 01 |
| III     | Executive (Finance CA/CMA - A)      | 10          | 06        | 01  | 02  | 01 | -  |

Reservation for PwBD candidates will be as per Govt. guidelines.

The total number of projected vacancies indicated above may increase / decrease at the discretion of NTPC management.

### Common for all the above posts

- (i) **Tenure of Engagement** - 3 years (can be further extended for 2 years based upon requirement/performance).
- (ii) **Identified type of disabilities:** a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above.
- (iii) **HEALTH:** Before joining, candidates will have to undergo medical examination by the NTPC Medical Board/Officer, and their decision will be final and binding. No relaxation in prescribed health standards is allowed. Detailed medical norms are available on the website [careers.ntpc.co.in](http://careers.ntpc.co.in). Hence, all applicants are advised to go through the medical norms before applying.

### Uploading of Documents

All the candidates have to upload the following documents while applying:

- i. Class X passing certificate /Marksheet for Name and DOB proof.
- ii. Aadhar Card and PAN Card.
- iii. Graduation Provisional/Final Degree (as applicable) along with all marksheets.
- iv. Final/Intermediate Certificate of CA/CMA (as applicable) along with all marksheets.
- v. Caste/Disability certificate (For SC/ST/OBC-NCL/PwBD/EWS candidates) as applicable. OBC-NCL certificate should be in central format for the current financial year (FY 2024-25).
- vi. EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2024-25 based on the income of FY 2023-24.
- vii. Disability certificates should be as per the latest prescribed central Govt. Format generated online through the **Swavalamban/UDID** portal (clearly indicating the type and percentage of disability) in line with the identified disability for the posts as mentioned in this advertisement.
- viii. Documents in support of your **post qualification experience (excluding articleship period)** - Relieving Letter from current employer (if applicable), Experience/Service certificate (sample available on our website) indicating nature of experience, offer letter, appointment letter, confirmation letter/order on completion of training/internship (if any), promotion order/s, 02 pay slips per year to substantiate the tenure. All experience documents should be uploaded in chronological order.

**Note- The candidates should necessarily upload all documents while applying. Applications with incomplete/insufficient documents are liable to be rejected / not considered for further process.**

### GENERAL CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from Universities/Institutions recognized and approved in India.
3. 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. The date of declaration of result/issuance of Mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience on a post/ level shall only be counted from the said date onwards.
4. Candidates claiming to belong to any particular category shall necessarily submit a copy of EWS/OBC/SC/ST/PwBD certificate, as the case may be, from a Competent Authority. Where there is vacancy identified for such category, upper age limit is relaxed by 5 years for SC/ST candidates, by 3 years for OBC candidates, by 10 years for PwBD candidates. Relaxation of age to Ex-Serviceman as per Govt. guidelines. In case of post mentioned at S.No. (III), total required experience will be relaxed by 01 year for SC category.
5. In order to restrict the number of candidates to be called for an interview, if so required, the Management reserves the right to conduct multistage screening process comprising of application shortlisting/screening (based on qualification, experience etc.), written/computer based test, interview etc. or to raise the minimum eligibility standards/ criteria, as per requirement. Candidates are required to indicate their choice for test centres at the time of online application. NTPC reserves the right to change the test centres depending upon the response/ feasibility.
6. 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.
7. Posting shall be at any of the Stations/ Projects/ JVs/ Subsidiaries of NTPC. All posts are transferable at the sole discretion of the Management.
8. 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.
9. 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.
10. 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.
11. 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](http://careers.ntpc.co.in) or visit careers section at [www.ntpc.co.in](http://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.

Candidate belonging to General/EWS/OBC category are required to pay a non-refundable application fee of Rs. 300/-. **The SC/ST/PwBD/XSM category & female candidates need not pay the application fee.**

**Payment in offline mode:** State Bank of India has been authorized to collect the application fee, in a specially opened account (A/C No. 30987919993) at CAG branch, New Delhi (Code: 09996), on behalf of NTPC. Candidate has to approach the nearby SBI branch with a printout of the "pay-in-slip" which is available on the application portal. The pay-in-slip printed from the portal should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the bank will issue a unique Journal Number and a Branch Code of the bank collecting the money. This journal number and the branch code are to be filled up by the candidate during online application. NTPC will not be responsible, in case a candidate deposits the fee in wrong account.

**Payment in online mode:** Candidates also have the option to pay the fees online (through Net banking / Debit Card / Credit Card). The online payment option will be available in the online application form.

**Fee once paid will not be refunded under any circumstances.** Candidates are therefore requested to verify their eligibility criteria before paying the application fee. **After applying online, candidate is required to download the application slip generated by the system with unique application number.** Copy of application slip may be retained by the candidate for future reference. No document is required to be sent to us by post.

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: 05.03.2025**

**Last date for online:19.03.2025**

**Advt. No. 05/25**

**Leading the Power Sector**

**Size: 25cms (w) x 38cms (h)**