



Advt. No. 14/25

Power Your Career with NTPC – India's Energy Leader!

NTPC Limited, India's largest integrated power utility, is driving the nation's progress with an installed capacity of **82,977 MW** and a strong presence across the entire power generation value chain. As we set our sights on an ambitious **150 GW capacity by 2032**, we are looking for promising, energetic and young professionals with brilliant academic record to join NTPC Projects/Stations on this journey of innovation, sustainability, and growth as **Executive Trainee (HR)**. The qualifying requirements are as under:

Name of Post: Executive Trainee (Human Resource)- 15 Posts

QUALIFICATION

Graduates with at least two years full time Post Graduate Degree/ Post Graduate Diploma / Post Graduate Program in Management with specialization in Human Resource / Industrial Relations / Personnel Management or Masters in Social Work or MHROD or MBA with specialization in HR from recognized Indian University/ Institutes (recognized by appropriate statutory authority) with not less than 65% marks, as per respective university/institute norms.

AGE LIMIT

Max. 29 years as on last date of online application.

Selection Process:

- Eligible candidates will have to appear for All India based Online Selection Test. The online selection test will have two parts i.e. Subject Knowledge Test (SKT) & Executive Aptitude Test (EAT). The candidates are required to qualify both in Subject Knowledge Test (SKT) and Executive Aptitude Test (EAT), separately.
- Based on merit and requirement of the post; candidates will be short listed for Personal Interview/ GD and Personal Interview both. All shortlisted candidates after written test will have to secure minimum qualifying marks in Personal Interview/GD and Personal Interview, as applicable.

Test Centers:

Candidates have to choose any two cities as preference-1 and preference-2, as Test Center and no change in any circumstance will be considered subsequently. However, NTPC reserves the right to cancel or add any center depending on the response of the candidates for that area / center.

Projected Vacancies

Category-wise projected vacancies are given below:

Post	Total	UR	EWS	OBC	SC	ST
ET-HR	15	8	1	3	2	1

The vacancies for PwBDs are reserved as per Govt. guidelines.

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

Identified type of disabilities for the post of ET-HR: a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw,AAV,MDy d) SLD, MI,ASD e) MD involving (a) to (d)

COMPENSATION PACKAGE:

Selected candidates will be placed in the **pay scale (IDA) of Rs.40,000-1,40,000 at the basic pay of Rs. 40,000/- (E1 Grade)**. The other benefits such as Dearness Allowance, other perquisites and allowances, terminal benefits, etc. will be admissible as per company rules in force from time to time during training / after absorption.

PLACEMENT:

The selected candidates shall undergo one-year training at various places. The final place of posting will be decided after completion of training. Candidates can be placed, across the country, in any of the projects/ stations including Subsidiaries/JVs companies of NTPC.

RESERVATIONS AND RELAXATIONS:

- Candidates claiming to belong to any particular category shall necessarily have a valid EWS/OBC-NCL/SC/ST/Disability certificate, as the case may be, from the Competent Authority. Reservations and relaxations for SC/ST/OBC/XSM/EWS/ PwBD (degree of disability 40% or above) candidates will be provided as per Government guidelines. **Relaxations will be extended in vacancies identified for SC/ST/OBC/PwBD category.**
- Category (SC/ST/OBC/EWS/PwBD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- Where there is vacancy identified for such category, SC, ST and PwBD candidates with at least 55% marks in qualifying examination are eligible to apply for the post. The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) candidates. It is relaxed by 10 years for PwBD-General/EWS, 13 years for PwBD-OBC(NCL) and 15 years for PwBD-SC/ST candidates. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The EWS/ OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority **issued in the current year only**. In addition, the age relaxation for Ex-servicemen (XSM) will be as per Government of India norms.

SERVICE AGREEMENT BOND:

The selected candidates who belong to General, EWS and OBC categories will be required to execute a service agreement bond of Rs. 5,00,000/- (Rs. 2,50,000/- for candidates belonging to SC, ST, PwBD categories) to serve the company for at least 3 years after successful completion of one-year training.

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**. Hence, all applicants are advised to go through the medical norms before applying.

GENERAL INFORMATION AND INSTRUCTIONS:

- Only Indian Nationals are eligible to apply.
- The candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement. All qualifications should be from Universities / Institutions recognized and approved in India.
- All computations of age/ qualification etc. shall be done w.r.t. the last date of receipt of online application as mentioned in the advertisement.

- TA/DA will not be paid to any candidate for appearing for the online test.
- 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 shortcomings 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 admit card indicating roll number, name of the allocated test center and guidelines for the test will be made available on the same site to the candidates found apparently eligible based on the online data. The candidate has to download his/her Admit card for appearing in the online test from the website. **Please note that the admit card will not be sent by post.**
- The E-mail ID entered in the online application form must remain valid for at least next one year. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only.
- Candidates employed with Government Departments / PSUs / Autonomous Bodies etc. are required to submit relieving letter from current organization at the time of joining, if selected for the said post.
- It is pertinent to mention that the mere fact that a candidate is fulfilling the minimum eligibility criteria as prescribed in the advertisement would not bestow on him/her the right to be shortlisted/called for written test/Interview or to be considered further for the selection process.
- Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / increase the number of vacancies, if need arises, without any further notice and without assigning any reason thereof.
- 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 the careers section at **www.ntpc.co.in** to apply. 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 any email sent to the candidates
- Candidate belonging to General/EWS/OBC category is required to pay a non-refundable application fee of Rs. 500/-. **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 an online application. NTPC will not be responsible, in case a candidate deposits the fee in the 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.
- Fees 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, the 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.
- Uploading of Documents: The candidates should necessarily upload all documents while applying. Applications with incomplete / insufficient documents are liable to be rejected / not considered for further process.**
List of documents is given here:
 - Class X passing certificate /Marksheet, PAN Card and Aadhar Card for Name and DOB proof (Name & DOB should appear in conformity on all documents).
 - Graduation Degree or Provisional Certificate and marksheets.
 - Final year or Consolidated Marksheet/Transcript/ all semester marksheets clearly indicating aggregate % of marks in all semesters.
 - Qualifying Degree Final/Provisional certificate. (Specialization should be clearly mentioned in the documents)
 - Marks conversion formula from the university/Institute for conversion of marks in CGPA/CGPI/DGPA/CGI/CPI etc. into percentage (%).
 - 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 (FY2025-26).
 - EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2025-26 based on the income of FY2024-25.
 - Disability certificate 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.

IMPORTANT DATES:

a.	Commencement of Online application	26.08.2025
b.	Last date for online application	09.09.2025