



NHPC Limited

(A Government of India Enterprise)

NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)

Advertisement No: Rectt. /4/ 2009

SPECIAL RECRUITMENT DRIVE TO FILL UP BACKLOG VACANCIES OF Physically Disabled Persons and Other Backward Classes (Non-Creamy Layer)

JOIN HANDS WITH NHPC IN NATION BUILDING

NHPC Limited A Govt. of India Schedule 'A' Mini Ratna Enterprise, was incorporated in the year 1975 with an objective to plan, promote and organize integrated and efficient development of Hydro Power in India & abroad. NHPC is also diversifying in the fields of Thermal, Geothermal, Tidal & Wind energy resources.

At present, **NHPC is among the TOP TEN companies in the country in terms of investment** with an authorized share capital of Rs. 1,50,000 Million and an investment base of over Rs. 2,85,350 Million. Over the years NHPC has positioned itself as the pioneer in the field of Hydro Power, driven by a multidisciplinary & highly knowledgeable workforce drawn across the country. NHPC invites you to be a part of this excellent knowledge pool where vacancies exists in the following positions:

Sr. No.	Designation/ Grade/ Pay scale *	Vacancy Position	Minimum Qualification & experience	Upper Age limit as on 1.6.2009 **
1	Trainee Officer (Human Resource) (E-2) Rs. 8600-14600 (IDA)	02-PH (OL, BL, OA, B, BP)	Full time Regular Post Graduate Degree/ Post Graduate Diploma in Personnel Management (Two years) or MBA with specialization in Personnel Management & Industrial Relations or Master of Social Works from recognized Indian University / Institute approved by AICTE with minimum 50% marks or equivalent grade.	30 yrs
2.	Medical Officer / Lady Medical Officer (E-2A) Rs.10750-16750 (IDA)	03-PH (OL, BA)	MBBS Degree. 2 years post internship experience.	33 yrs

3.	Assistant Hindi Officer (E-1) Rs. 8000-13400 (IDA)	02- OBC (Non-creamy layer)	<p>Master's Degree of a recognized University in Hindi with English as an elective subject at the degree level OR Master's Degree of a recognized University in English with Hindi as an elective subject at the degree level.</p> <p>Experience: 3 years post qualification experience in the relevant field in any Central/State Govt. Department/PSU or reputed Public Limited Company. Out of which at least 2 years in the scale of pay Rs. 7200-3.5%-13100(IDA) or equivalent. The candidate should have experience of terminology work in Hindi and / or translation work from English to Hindi and vice-versa, preferably of technical or scientific literature in Central / State Govt./PSU or teaching, research, writing or journalism in Hindi. Specialization / Research work in the relevant area would be an added advantage.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i) Knowledge of any Local language / dialect will be an advantage to the candidate applying for the post. ii) Knowledge of Sanskrit and /or any Modern Indian Language. iii) Experience of organizing Hindi classes or workshops or noting & drafting. iv) Administrative experience 	35 yrs
4.	Stenographer - Gr. III (W-4) Rs. 5800-10790 (IDA)	01-PH (PD,B, OH)	<p>Graduate with 80/80 w.p.m. speed in English/Hindi Shorthand and 40 w.p.m. speed for English typing and 40 w.p.m. speed for Hindi Typing.</p> <p>Experience: 2 years post qualification experience in relevant field.</p> <p>Computer literacy is essential.</p>	29 yrs
5.	Stenographer - Gr. II (W-5) Rs. 6700-12500 (IDA)	02-PH (OL, BL. OA, B, BP)	<p>Graduate with 100/80 w.p.m. speed in English/Hindi Shorthand and 40 w.p.m. speed for English typing and 40 w.p.m. speed for Hindi Typing.</p> <p>Experience: 5 years in Govt./PSU/Large Public Ltd., Company out of which 2 years service in the immediate lower scale.</p> <p>Computer literacy is essential.</p>	32 yrs

Note: * Above Pay Scale are under upward revision w.e.f. 01.01.2007.

Abbreviations used:

OL - One leg affected (R or L) {impaired reach/weakness of grip}
BL - Both legs affected but not arms
OA - One arm affected (R&L) {impaired reach/weakness of grip}
B - Blind
BP - Partially Blind
BA - Both arms affected {impaired reach/weakness of grip}
PD - Partially deaf
OH - Orthopedically Handicapped

PLACEMENT:

Candidates will be placed, in various parts of the country or abroad, at Projects / Power Stations/ Offices including Joint Ventures & Subsidiary Companies of NHPC.

COMPENSATION PACKAGE:

NHPC offers one of the best pay packages in the industry.

Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance. Other Allowances and Benefits such as Housing or HRA, Conveyance reimbursement, LTC, Leave encashment, Gratuity, EPF, Group Insurance, Employees' Pension, Medical reimbursement, Children Education Expenditure, News paper / Magazine Allowance and Special Compensatory Allowance etc. will be admissible as per corporation rules in force from time to time.

SELECTION PROCESS:

- For the post of **Stenographer Gr.II & Stenographer Gr.III:** written Test and/or skill test followed by personal interview.
- For the post of **Trainee Officer (HR) & Asstt. Hindi Officer:** Written test followed by personal interview.
- For Post **Medical Officer/Lady Medical Officer:** Only Personal Interview.

Candidates short-listed after written test/skill test, as the case may be, shall only be allowed to appear for the interview.

Registered candidates will have to appear for Written Test/Personal Interview. The list of such candidates will be made available at www.nhpcindia.com & will also be e-mailed. The written test/ interview will be held at our Corporate Office, Faridabad (Haryana) or in case any change in venue of written test/ interview same shall be intimated to the concerned candidates.

For written test/ Personal Interview candidates must bring Registration Form, which is to be downloaded only from the site by candidates and will have to be produced at the time of written test/interview.

OBC category candidates are required to pay a non-refundable registration fee of Rs. 250/- through Demand Draft only in favour of "NHPC Limited" payable at Faridabad / New Delhi. They are advised to submit D.D. at the time of written test only. No other mode of payment will be accepted.

No registration fee will be charged from PH candidates.

SERVICE AGREEMENT BOND [only for the post of Trainee Officer (HR)]:

The selected candidates of PH (Gen/OBC) category will be required to execute a service agreement bond of Rs. 2.50 lacs and for PH(SC/ST) Rs. 1.25 lacs to successfully complete a minimum period of four years of service in the corporation including the period spent on training.

HOW TO APPLY:

Eligible candidates have to apply through online registration system of NHPC. To apply, visit: www.nhpcindia.com with valid e-mail ID. Candidates can visit the online registration site from **1300 hours of 15-06-2009 to midnight of 30-06-2009.**

Steps for applying:

Step-1: Log on to www.nhpcindia.com & click on recruitment.

Step-2: Read all instructions given on the website.

Step-3: Fill the On Line Form with relevant details and submit.

Step-4: Take the print of the registration form generated by the system in quadruplicate with Unique Registration Number.

RELAXATIONS:

- 01 ** The upper age limit is relaxable by 3 years for OBC. It is relaxable by 10 years for PH- General, 13 years for PH-OBC and 15 years for PH-SC/ST candidates.
- 02 Upper age limit is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during 01.01.1980 to 31.12.1989.
- 03 SC/ST candidates appearing for written test shall be reimbursed single to & fro 2nd class rail /ordinary bus fare by the shortest route limited to the nearest examination center to the mailing address mentioned in their application form on production of proof. Candidates appearing for the for interview shall be reimbursed single to & fro 2nd class rail /ordinary bus fare by the shortest route limited to venue of Interview to the mailing address mentioned in their application

GENERAL INFORMATION AND INSTRUCTIONS:

- 01 Only Indian Nationals are eligible to apply.
- 02 Before applying, the candidate should ensure that he / she fulfills the eligibility and other norms mentioned in this advertisement.
- 03 Internal PH / OBC candidates, as the case may be, having requisite qualifications are eligible to apply.
- 04 Candidate has to apply online only. No manual/paper application will be entertained.
- 05 Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any Information provided by the

candidate is found to be false or is not in conformity with the eligibility criteria mentioned in the advertisement.

- 06 Candidature is also liable to be rejected if valid registration slip is not produced at the time of written test / interview and a Demand Draft of Rs. 250/- by the OBC candidate.
- 07 Candidates are advised to keep the E-mail ID active for at least one year. No change in E-mail ID will be allowed once entered. All future correspondence shall be sent through E-mail only.
- 08 Candidates employed with Government Departments /PSUs/ Autonomous Bodies have to produce NOC at the time of Interview.
- 09 Mere submission of application does not guarantee the candidature for being considered for further selection process.
- 10 Management reserves the right to raise the eligibility standards incase the applicants are in very large number
- 11 In case of any ambiguity / dispute on account of interpretation in version other than English, English version will prevail.
- 12 NHPC reserves the right to cancel / modify or alter the recruitment process, including vacancy position so advertised, without issuing any further notice or assigning any reason there of.
- 13 Legal jurisdiction will be Faridabad in case of any dispute.