



# NHPC Limited

(A Government of India Enterprise)

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

Advertisement No: Rectt/02/2014

## NHPC NEEDS COMPANY SECRETARY PROFESSIONALS ON FIXED TENURE BASIS

### Walk-in-interview on 06.05.2014

NHPC Limited, a 'MINIRATNA' premier hydropower utility with ability to construct hydro projects from concept to commissioning, urgently requires Company Secretary Professionals purely on Fixed Tenure Basis for a period of one year for assisting in Company Secretarial works of the Company. The period may be extended further by another year based on requirement of the company.

| Discipline   | Qualification   |
|--|---|
| Company Secretary Professional -FTB<br>(Post- 05 nos.) | Graduates with membership of the Institute of Company Secretaries of India with minimum 55 % marks or equivalent grade. |

#### 1. Terms of Remuneration:

The candidates selected for the post will be paid all-inclusive monthly consolidated remuneration of ₹ 16,500/- (Rupees Sixteen Thousand Five Hundred) per month.

#### 2. Place of Work:

NHPC Corporate Office, Faridabad.

#### 3. AGE LIMIT:

Upper age limit is 30 years as on 01.04.2014.

#### 4. Reservation:

Reservation of posts and relaxations for SC/ST/OBC and PwD candidates will be as per Government Directives.

#### 5. MEDICAL FITNESS:

Appointment will be subject to candidate being found medically fit by the Company's Medical Officer or Government Medical Officer.

#### 6. HOW TO APPLY:

- Eligible candidates have to download the four sets of application form as given below.
- Affix passport size photograph on each copy of application form. The candidate has to bring these four printouts duly filled in along with necessary supporting documents.
- Selection shall be made through Personal Interview.

## 6. Date of Interview :

- The Candidates will have to report for interview **on 06.05.2014 at 09.30 A.M. at NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)**. Registration of candidates and submitting the application along with all testimonials by the candidates shall be held only on the same day of Interview between 9.30 A.M. to 11.30 A.M.
- No TA/DA will be paid for attending the interview.

## GENERAL INFORMATION AND INSTRUCTIONS:

- 01 Only Indian Nationals are eligible to apply.
- 02 Before Coming for interview, the candidate should ensure that he / she fulfills the eligibility and other norms mentioned in this advertisement.
- 03 Candidate has to apply in the format given at our website only. No manual/paper application will be entertained.
- 04 Candidature of the 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 found in conformity with eligibility criteria mentioned in the advertisement.
- 05 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 given. All future correspondence shall be sent via E-mail only.
- 06 Candidates employed with Government Departments / PSUs/ Autonomous Bodies shall have to produce NOC at the time of Interview.
- 07 Caste Certificate /Disability Certificate should be in line with the proforma given at NHPC website. Candidates belonging to OBC category have to submit **latest OBC Certificate**.
- 08 Legal jurisdiction will be Faridabad in case of any dispute.

Note: The job offered is purely on **Fixed Tenure Basis** for a period of one year. THIS POST IS NOT AGAINST ANY PERMANENT VACANCY. This placement will not ensure any regular/permanent employment in NHPC in future.

NHPC reserves the right to cancel/restrict/enlarge the recruitment process without assigning any reason thereof, if need arises.

Candidates submitting incomplete application or testimonials will not be allowed to appear for interview.

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