



NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad-121003 (Haryana)
TeleFax : 0129-2272142
Website : www.npti.gov.in



Advertisement No. R-1/STC/2023

Engagement of Faculty/Staff on short term contract/fixed tenure basis

National Power Training Institute, Sector-33, Faridabad, an ISO 9001 & 14001 an Autonomous Organisation of Ministry of Power, Government of India established vide The Gazette of India – July 3, 1993 to function as National Apex Body for Training and Human Resources Development in Power Sector having 10 Institutes located at Badarpur (New Delhi), Nangal (Punjab), Neyveli (Tamil Nadu), Bangalore (Karnataka), Durgapur (West Bengal), Guwahati (Assam), Nagpur (Maharashtra), Alappuzha (Kerala) and Shivpuri (Madhya Pradesh).

NPTI invites applications for the following posts on short term contract. The engagement is on short term contract purely on a temporary basis on consolidated remuneration initially for a period of two years, which may be further extended up to 2 years based on performance, requirement and discretion of the management. Performance of the engaged professional shall be evaluated periodically. Continuance of contract up to total 4 years would depend upon such periodical assessment/evaluation of performance and organizational requirement.

The details of the posts (monthly remuneration, qualifications, nature of duties etc.) which are to be filled on short term contract/fixed tenure basis are given below.

Sl. No.	Name of the Post and age limit	No. of Posts	Monthly Remuneration Consolidated in Rs.	Qualification/Experience	Nature of Duties
1	Asstt. Director (Tech./Faculty) Age Limit: 40 years	3	Rs.80,000/-	Essential: 1. Degree in Electrical/ Electrical & Electronics/Mechanical/Electronics/Instrumentation Engg./Electronics and Communication/Electronics and Instrumentation/Power Engg./IT/Computer Science Engg. or Equivalent from a recognised university or Institution 1. Two years industry experience in the relevant area in Power Sector or M.Tech/Ph.D Desirable: 1. Ph.D/M.Tech in Engg. 2. Aptitude for Training 3. Knowledge of Computer/ Simulator	To conduct training programs, delivering lectures and other works assigned time to time
2	Assistant Director (Admn)	1	Rs.70,000/-	Essential: 1. Degree or equivalent from a recognised university/Institution	To implement HR policies, process the individual cases of employs, look after the

	Age Limit: 40 years			<p>2. Four years Experience at the level of Section Officer or equivalent in reputed organisation</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Master Degree in HR 2. Thorough knowledge of Rules, Regulations and Administrative and Financial Procedures under Central Government 3. Knowledge of Computer 	disciplinary proceedings and legal cases, centralise the administration of NPTI at Corporate Office, Maintain reservation roster, Digitisation of all Administration Records and other works assigned from time to time.
3	Private Secretary Gr-II Age Limit: 30 years	1	Rs.40,000/-	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree or equivalent from a recognised university/Institution 2. Five years Experience in Office Automation <p>Desirable:</p> <ol style="list-style-type: none"> 1. Proficiency in English, English Typing 2. Thorough knowledge of Rules, Regulations and Administrative procedures under Central Government 3. Knowledge of Computer 	Note drafting, Reply of letters, preparation of various reports, coordination with Ministry and other organisation, conduct of online & off line meetings and preparation of MoM thereof and other works assigned from time to time.
4	Private Secretary Gr-III Age Limit: 30 years	1	Rs.35,000/-	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree or equivalent from a recognised university/Institution 2. Three years Experience in Office Automation <p>Desirable:</p> <ol style="list-style-type: none"> 1. Proficiency in English, English Typing 2. Thorough knowledge of Rules, Regulations and Administrative procedures under Central Government 3. Knowledge of Computer 	Note drafting, Reply of letters, preparation of various reports, coordination with Ministry and other organisation, conduct of online & off line meetings and preparation of MoM thereof and other works assigned from time to time.
5	Sr. Assistant Age Limit: 20 years	3	Rs.35,000/-	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree or equivalent from a recognised university/Institution 2. Five years Experience of working as LDC in Central/State/autonomous bodies/PSUs/reputed organisations <p>Desirable:</p> <ol style="list-style-type: none"> 1. Should be well conversant with maintenance of office records/store records/stock register/ preparation of all types of bills 2. Thorough knowledge of Rules, Regulations and Administrative and Financial Procedures under Central 	Note drafting, Reply of letters, preparation of various reports, maintenance of office records/store records/stock register/preparation of all types of bills and other works assigned from time to time.

				Government 3. Knowledge of Computer	
6	Senior Technician Age Limit: 30 years	1	Rs.35,000/-	Essential: 1. Matriculation with ITI certificate in Refrigeration and Air Conditioning from recognised Institutes 2. Five years Experience of AC repairing/maintenance in reputed organisations Desirable: 1. Knowledge of maintenance/repairing of all types of ACs and Registration Systems 2. Should be well conversant with maintenance of records/stock register	Maintenance of ACs in Office Complex including Auditorium, Hostels, Guest Houses and other works assigned from time to time.
7	Electrician Age Limit: 25 years	1	Rs.25,000/-	Essential: 1. Matriculation with ITI certificate in Electrical trade from recognised Institutes 2. Three years Experience of Electrical maintenance in reputed organisations	Electrical Maintenance in Office Complex including Auditorium, Hostels, Guest Houses, Quarters and other works assigned from time to time.

Selection Process

Candidates meeting the criteria for the post mentioned above shall be short listed for Interview.

Candidates will have to qualify in the interview to be adjudged suitable for appointment by the selection committee. The offer of appointment shall be issued to the suitable candidates in the order of merit and based on the number of vacancies. However, the final appointment of selected candidates will be subject to candidates being found medically fit (Candidate has to submit medical certificate issued by Government Hospital at the time of joining).

Steps for applying

Step-1: Log on to www.npti.gov.in & download the application form along with instructions

Step-2: Read all instructions carefully and fill the application form properly if fulfilling the eligibility criteria as mentioned.

Step-3: Interested Candidates who fulfils eligibility conditions may submit their application along with non-refundable fee of Rs.1500/- (Rs.750/- for SC/ST) for Asstt. Director posts and Rs.1,000/- (Rs.500/- for SC/ST) for other posts by Demand Draft drawn in favour of NPTI, Faridabad payable at SBI Sarai Khwaja, Faridabad (Branch Code No.3245) together with self-attested copies of Certificates/testimonials in support of age, qualification/experience etc. to the Director (Admn), National Power Training Institute, NPTI Complex, Sector-33, Faridabad, Haryana, PIN: 121003 latest by 20th March, 2023.

Terms and Conditions

The engagement is on short term contract purely on a temporary basis on consolidated remuneration initially for a period of two years, which may be further extended up to 2 years based on performance,

requirement and discretion of the management. Performance of the engaged professional shall be evaluated periodically. Continuance of contract up to total 4 years would depend upon such periodical assessment/evaluation of performance and organizational requirement.

This engagement does not confer any right on the applicant to claim either continuous employment or permanency in future.

The Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.

The Institute reserves the right to select or reject a candidate without assigning any reason/s thereof.

The candidates must satisfy him/her self against the eligibility before applying for the post.

Application form received without relevant supporting documents/testimonials shall be treated incomplete and will be summarily rejected and no correspondence will be entertained in this regard.

Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is not found in conformity with the eligibility criteria.

Date of Interview and Document verification will be informed after last date of submission of form. The same will be published at www.npti.gov.in. Candidates are advised to check the website regularly.

No TA/DA will be paid for attending interview.

The candidate may be posted in any of the Institute of NPTI after selection.

The candidate will have to sign a contract agreement with NPTI once he/she accepts the offer.

Accommodation will be provided in the staff quarters on request subject to availability and license fee, electricity & water charges are born by individual as per rules.

APPLICATION FORM

Advertisement No. R-1/STC/2023

Paste here
recent passport
size colour
photograph

APPLICATION FOR THE POST OF _____ IN NATIONAL POWER TRAINING
INSTITUTE ON SHORT TERM CONTRACT/FIXED TENURE BASIS

1.	Name & Address (in block letters)	
2.	Father's Name	
3.	a) Date of Birth	
	b) Age (years & months)	
4.	Gender	
5.	Marital Status	
6.	Nationality	
7.	Religion	
8.	Whether belongs to SC/ST/OBC/EWS	
9.	a) Full Postal Address	
	b) Mobile Number	
	c) E-mail address	

10. Educational and other qualifications (from matriculation onwards)

Examination	Year of Passing	Name of School/ College	Name of University/ Board/Institution	Division/percentage of marks obtained

11. Details of employment/experience in chronological order (a separate sheet, duly signed may be appended if the space below is insufficient)

Name of the Organisation with address and contact No.	Post Held	From	To	Salary Drawn/Pay scale	Nature of duties performed

12.	Professional achievements / Membership of Institutions/ special credentials (publication, award etc.) etc.	
13.	Details of training underwent, if any	
14.	Additional information, if any	
15.	Details of Demand Draft	

16. DECLARATION

I, hereby declare that the information furnished by me above are true and correct in every aspect to the best of my knowledge and belief. In the event of any information being found false or incorrect before or after the selection, my candidature is liable to be cancelled.

Name & Signature of the Applicant

Date:

Place: