

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector-33, Faridabad

TeleFax : 0129-2272142

Website : www.npti.gov.in

Sub.: Appointment on deputation on foreign service terms to the post of **Senior Assistant** (Level-4) in National Power Training Institute.

National Power Training Institute, an ISO 9001 & 14001 Autonomous Organisation of Ministry of Power, Government of India has been established vide The Gazette of India – July 3, 1993 to function as National Apex Body for Training and Human Resources Development in Power Sector. NPTI operates from its Corporate Office, Faridabad having 08 Institutes located at Badarpur (New Delhi), Nangal (Punjab), Neyveli (Tamil Nadu), Bangalore (Karnataka), Durgapur (West Bengal), Guwahati (Assam), Nagpur (Maharashtra) and 02 upcoming Institutes at Alappuzha (Kerala) and Shivpuri (Madhya Pradesh).

NPTI invites applications for filling up 02 posts of **Senior Assistant** (Level-4). on deputation/transfer on foreign service terms initially for a period of one year which may be extended upto three years. The period of deputation/short-term contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall not be exceeding 3 (three years).

NPTI follows mutatis mutandis Central Government Rules and Regulations so for as service matters and pay and allowances are concerned.

The last date of receipt of applications is **31th January, 2020**. Applications should be sent to Director(F&A), NPTI Complex, Sector-33, Faridabad-121003 by Registered A.D. post/Courier. Candidates working in Central / State Government / Electricity Boards / Universities / Public Sector Enterprises / Statutory / Semi-Govt. or Autonomous Organisations etc. should forward their applications through proper channel in the prescribed format alongwith attested copies of ACRs/APARs of last five years and vigilance clearance certificate. Advance copies shall not be entertained. Incomplete applications or the ones received after the prescribed date shall not be considered.

The pay of the officer selected for appointment on deputation basis will be regulated in terms of DoPT O.M. No.6/8/2009-Estt.(Pay-II) dated 17.6.2010 and as amended from time to time.

In case of out-station candidates, single AC3T class return rail fare or actual expenses by other mode of conveyance by the shortest route from the place of residence as given in the application to the place of interview (if required), whichever is less, will be reimbursed on production of necessary proof viz. money receipts, tickets or PNR number etc.

The details regarding qualification, experience etc. (Annexure-I) and Format in which to apply (Annexure-II) are given hereunder.

NATIONAL POWER TRAINING INSTITUTE

1.	Name of the Post	Senior Assistant
2.	Classification	Group 'C'
3.	Number of Post	02 (Two)
4.	Place of Posting	National Power Training Institute Alappuzha, Kerala / Shivpuri, MP
5.	Pay Matrix/level	Rs.25500-81100 / Level-4 plus other allowances as applicable to the Central Government employees
6.	Eligibility	<p>i) Upper Division Clerks grade of CSCS or equivalent. ii) Lower Division Clerks grade of CSCS or equivalent with 5 years service in the grade.</p> <p>(The period of deputation/short-term contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall not be exceeding 3 (three) years).</p>
7.	Qualifications / Experience	<p>Essential</p> <p>i) Degree or equivalent from a recognized University or Institution ii) 5 years experience of working as Lower Division Clerk in Central / State Government Departments / Autonomous Bodies / Public Sector Undertakings. iii) Adequate knowledge of Rules and Regulations of Central Government</p> <p>Desirable</p> <p>i) Should be well conversant with maintenance of Cash Book, contingent registers and preparation of all types of bills. ii) Should be well conversant with the maintenance of stores and stock register</p>

Annexure-II

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FORMAT

PART-A (FOR APPLICANT)

Paste here recent
passport size colour
photograph

APPLICATION FOR THE POST OF SENIOR ASSISTANT (LEVEL-4) NATIONAL POWER TRAINING INSTITUTE ON DEPUTATION BASIS

1.	Name & Address (in block letters)	
2.	Father's Name	
3.	a) Date of Birth	
	b) Age (years & months)	
4.	Religion	
5.	Whether belongs to SC/ST/OBC	
6.	a) Full Postal Address	
	b) Contact telephone number (landline with STD code)	
	c) Mobile Number	
	d) Fax	
	e) E-mail address	

7. 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

8.	Name of the Present Employer with full address and telephone number	
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9.	Present post held	
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10. Details of employment/experience in chronological order (a separate sheet, duly signed may be appended if the space below is insufficient)

Office/ Organisation	Post Held	From	To	Pay Band+GP/ Level in the Pay Matrix	Nature of duties performed

11.	Details of training underwent, if any	
12.	Present total emoluments and the date from which drawn with pay band + GP / level in the pay matrix, basic pay and allowances etc.	
13.	Additional information, if any	

Signature of the Candidate
Name _____

Date :

Place :

PART-B
(For Sponsoring Organisation)

Name of the Organisation/Office _____

It is certified that :

The particulars viz. date of birth, qualifications/experience etc. given by the following officer(s) recommended for the post of **Senior Assistant** in National Power Training Institute have been verified and found to be correct :

Sl. No.	Name and Designation
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1. The integrity of the above mentioned Officer(s) is beyond doubt;
2. No vigilance or disciplinary proceedings are pending or contemplated against the officer(s) mention under (1) above;
3. Attested Copies of ACRs / APARs for the last five years of the officer(s) concerned are enclosed; and
4. National Power Training Institute will be informed at the earliest, if any, disciplinary proceedings are initiated or contemplated against the Officer(s) mentioned above.

Signature

Name and Designation of the
Competent Authority
(with seal)

Date :
Place :