



एनटीपीसी बीएचईएल पाँवर प्रोजेक्ट्स प्राइवेट लिमिटेड
NTPC BHEL Power Projects Private Limited
(A Joint Venture Company of NTPC & BHEL)

email: recruitment2024@nbppl.in

ADVERTISEMENT NO. 1 /2024

RECRUITMENT OF COMPANY SECRETARY ON FIXED TENURE BASIS

NTPC BHEL Power Projects Private Limited (NBPPL) is a joint venture company of NTPC Ltd. and Bharat Heavy Electrical Ltd., two leading maharatna companies of India. The prime objective of the Company is to enhance the Engineering, Procurement & Construction (EPC) capability and Manufacturing capacity of the Power Sector and supplement the efforts of both the promoter companies.

NBPPL, as an EPC Company, takes up turn-key jobs of power plant with a view to provide total business solution to the customer from concept to commissioning. NBPPL has established an Equipment Manufacturing Facility at Mannavaram, near Tirupati, in Andhra Pradesh for Balance of Plant equipment such as Coal Handling, Ash Handling Plant.

NBPPL is looking for experienced **Company Secretary** Professional **to be engaged purely on Fixed Tenure Basis for** a period of **two years** as per the details indicated below.

Sl. No	Discipline	Experience	Location	Vacancy	Tenure of Engagement	Consolidated Remuneration (Per month)
01.	Company Secretary	1 year	Delhi / Noida	01	2 Years	Rs 48330

JOB SPECIFICATION:

Essential Qualification: Should be a Member of the Institute of Company Secretaries of India (ICSI) with at least 1 year experience of Secretarial Work in a Central Public Enterprise/ Government Department/Private company

Desirable Qualification: Chartered Accountant/ LLB/ MBA (Finance)



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WORK EXPERIENCE:

Minimum 1 year experience.

Candidate must possess post qualification executive experience in Central Govt./ PSU or in a private company. For the purpose of experience, the component of 15 months “on the job training” shall not be considered. The candidate should possess the thorough knowledge of matters pertaining to Institutional finance, Company Law, Corporate & secretarial functions and should have handled / organized Board meetings, presentation of Board memorandum / agenda, issue of securities etc.,. The candidate should be able to handle the responsibilities of statutory compliance under companies act and other relevant corporate laws.

UPPER AGE LIMIT:

32 years as on 26.04.2024 (26th April 2024)

Upper Age limit is relaxable by:

- 1.10 years for Physically Challenged candidates with locomotor disability or hearing impairment. The definition of locomotor disability and hearing impairment for Physically Challenged candidates is as per “The Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act 1995;
2. 5 years for the candidates who had domiciled in the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.
3. Age relaxation for Ex-Servicemen will be as per Govt. Rules;

Total Vacancies / Posts:

Un-reserved	Total
1	1

TERMS OF ENGAGEMENT / REMUNERATION (OTHERS):

1. Increment shall be @ 3% on consolidated pay after one year.
2. In addition to consolidated remuneration, reimbursement will be made for premium paid for Medclaim Policy upto Rs.2 Lakhs for self & family.



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GENERAL INSTRUCTIONS:

1. The post is purely temporary in nature and offered on Fixed Tenure basis for a period up to two years only. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular / permanent employment in NBPPL in future.
2. Candidates should possess the work experience as on 26.04.2024
3. Candidates not having relevant post qualification work experience need not apply.
4. Candidates shall download the Application form available on the website.
5. Candidates are advised to download the application form, fill all required information as sought in the application format, make the fee payment either through UPI / Net banking and enter the transaction number in the application form. Candidates are advised to keep scanned copies of all supporting documents in proof of eligibility criteria (Age, Qualification, Experience, etc wherever applicable) ready while filling the application
6. Scan copy of duly filled-in and signed application with requisite supporting documents in proof of eligibility criteria (Age, Qualification, Experience, etc wherever applicable) is to be sent on the email recruitment2024@nbpl.in. on or before: 03.05.2024 (17:00 Hrs). Kindly mention in the subject line "**Application for the post of Company Secretary under Fixed Tenure Appointment (FTA).**" Only PDF format is accepted. Applications/ documents which are not legible shall be rejected. E-mails received after 03.05.2024 (17:00 Hrs) shall not be considered. No hard copies are required to be sent.
7. All candidates are required to pay a non – refundable Processing Fee of Rs.500/- (Rupees Five hundred only) by means of net banking transfer (account details given in the application format) or through UPI (ID given in the application format).
8. Candidates are advised to possess **a valid e-mail ID** which is to be entered in the Application Form. They are also advised to retain this e-mail ID active for at least one year as any important intimation to the candidates shall be provided by NBPPL through e- mail. They are further requested to **check their e-mails regularly** for any communication from NBPPL in this regard.
9. Candidates invited for personal interview shall be reimbursed to and fro actual fare limited to Sleeper class train fare from the starting station or mailing address whichever is nearer to the place of interview by the shortest route on production of proof of journey. Alternatively, interviews shall be held through online mode also at the discretion of the Management.
10. Candidates employed in Govt / Semi Govt / PSU / Nationalized Bank / Autonomous Body shall be required to apply through proper channel. However, in the event of difficulty, they may apply directly and produce the relieving order from their organization in the event of selection.
11. Candidates should be of sound health. On selection, their appointment will be subject to medical examination.



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12. Incomplete applications i.e. columns of the format not filled in or those in format other than the one prescribed in our website www.nbppl.in or <http://nbppl.in/recent-opening> against this advertisement will not be entertained.
13. Candidates are required to enclose self certified scanned copies of all the relevant documents viz, Date of Birth, Qualification, Experience, PH Certificate (if applicable), J & K Domicile Certificate (if applicable), Latest Pay Slip, etc along with their application. However, supporting documents in original as prescribed will be required for verification at the time of interview / appointment.
14. Candidates should ensure that they fulfil the essential eligibility criteria prescribed for the post for which they are applying. In case it is found at any stage of the selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not fulfil the essential eligibility criteria, his/her candidature/service are liable for rejection/termination without notice.
15. Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reason/change the number of posts / raise the standard of specification.
16. No correspondence shall be entertained with the candidates not selected for interview / Appointment
17. Only Indian national need apply.
18. Canvassing in any form will be a disqualification.

DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:

The following documents shall be produced in original for verification at the time of interview / appointment (in the case of interviews conducted through online). If any of the following documents are not produced by the candidates at the time of interview / appointment for verification, then he or she will neither be allowed to appear for the interview nor any fare re-imbursed to him / her (in case of interviews conducted in person) or take up the appointment (in the case of interviews conducted through online) as the case may be.

1. Class 10 (High School) certificate for Date of Birth
2. Mark sheets of all semesters/ years in support of educational qualification
3. Degree Certificate for graduation / post graduation
4. Valid Physically Challenged Certificate, Discharge Certificate in case of Ex-servicemen, if applicable.
5. If claiming age relaxation as candidates from J&K, relevant certificate.



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DOCUMENTS IN SUPPORT OF DURATION OF WORK EXPERIENCE

Offer of Appointment / Joining Letter / Experience Certificate issued by the Employers along with latest salary slip. Experience Certificates produced should clearly indicate date of joining and date of release from each organization where worked.

IMPORTANT DATES :

Milestones	Scheduled Date
Commencement of Download of Applications	06.04.2024 (11:00 Hrs)
Closing of Download of Applications	26.04.2024 (17:00 Hrs)
Last date for receipt of filled-in and duly signed application form along with relevant supporting documents through email: recruitment2024@nbppl.in	03.05.2024 (17:00 Hrs)

Please Note:

The recruitment process can be cancelled / suspended / terminated without assigning any reasons. The decision of the Management will be final and no appeal will be entertained on what so ever matter.

NBPPL reserves the right to cancel, alter, modify this advertisement in full or a part thereof without assigning any reason.

Corrigendum/Extension etc., if any, shall be published in our website www.nbppl.in and <http://nbppl.in/recent-opening> only.

For any queries, candidates may kindly reach at recruitment2024@nbppl.in.



A Joint Venture Company of NTPC & BHEL

**APPLICATION FOR THE POST OF
COMPANY SECRETARY
UNDER FIXED TENURE APPOINTEMENT (FTA).**

PERSONAL INFORMATION

Kindly affix a
Passport size
Photograph
here

First Name		Middle Name				Last Name			
Mr/Ms									
(Expand all names)									
Date of Birth						e-mail :			
D	d	M	m	y	y				
Current Address :									
City		State		PIN		Phone (with STD code)		Office	
								Res.	
Permanent Address :									
City		State		PIN		Phone(with STD code)		Mobile	
Category		Marital Status		Whether PWD		State Domicile		Gender	

EDUCATION

(Begin with the most recent qualification and end with Std. X)

Course/Degree	Specialization	Name of Institute /University	Location	Graduation (Month/Yr.)	Aggregate Marks (% or CGPA)

WORK EXPERIENCE

TOTAL POST QUALIFICATION WORK EXP : YRS, MONTHS

PRESENT / LAST EMPLOYMENT

Name of the Employer	
Address :	
Dates Employed	From To
Your Designation	Brief Work Profile

PREVIOUS EMPLOYMENT DETAILS (Attach sheet, if necessary)

Name of the organization	Location	Designation	Duration		Reason for Leaving
			From	To	

Professional / Technical Skills

Career Achievements

REFERENCES

Give references under whom you have either worked or who know you professionally for at least 6 months.

Name	Duration & Nature of Association	Organization & Designation	e-mail	Phone (with STD code)	
				Home	Office
			Off:		
			Per:		
			Off:		
			Per:		

ADDITIONAL DETAILS

Nationality	· Indian	· Others
Have you attended any selection process at NBPPL before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Division : Month/Year: Location : Status :

OTHER INTERESTS: Cultural, sports, community work and hobbies from school onwards & details of memberships of association

Any other information you would like us to know which may have significant bearing on selection decision :

PAYMENT DETAILS

Payment mode (UPI ID / Net Banking): _____

UPI.ID NTPC.60170504@hdfcbank	ACCOUNT DETAILS FOR NET BANKING Account No: 50200002089312 IFSC Code: HDFC0002703 Bank Name: HDFC Branch: TIRUPATI Name of A/c : NTPC BHEL POWER PROJECTS Pvt Ltd
Transaction Reference No:	

I hereby declare that my statements on this application and on my resume or documents provided by me to NBPPL are correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in rejection of my candidature, or if joined, may result in termination of my employment. I give consent to NBPPL to institute and conduct a background check to verify the information furnished by me in this form.

Date:

Place:

Signature: