

**NATIONAL POWER TRAINING INSTITUTE**  
(Ministry of Power, Government of India)  
NPTI Complex, Sector-33, Faridabad-121003 (Haryana)

**For Direct Recruitment Senior Assistant**

National Power Training Institute, an ISO 9001 & 14001 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 its Corporate Office at Sector-33, Faridabad invites applications for the following posts on direct recruitment basis. 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 Alappazha (Kerala) and Shivrampuri (Madhya Pradesh)

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

**SENIOR ASSISTANT**

No. of Posts : 02 (Unreserved)  
Pay Matrix / Level : Rs.25500-81100 – Level - 04 (Group 'C')  
Age limit : 30 years (relaxable by 5 years for SC)

**Qualifications and Experience**

**Essential :**

- 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

**Desirable**

- 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

**Method of Selection :** Written test.

- NOTE :**
- 1) Candidates who strictly fulfill the eligibility criteria will be shortlisted and called for written test.
  - 2) NPTI reserves the right not to fill the advertised vacancy. In such eventuality, no action on the applications received may be taken by NPTI and the advertisement will be treated as withdrawn.
  - 3) NPTI reserves the right to change the number of posts as may be required by the circumstances prevailing at the time of selection.

- 4) No TA/DA shall be paid to the candidates for appearing in the written test.

**How to apply:**

Typed applications on plain paper in the format given below alongwith a non-refundable fee of Rs.1000/- (Rs.500/- for SC/ST candidates) by Demand Draft drawn in favour of National Power Training Institute payable at Faridabad together with attested copies of Certificates/Testimonials in support of age, qualifications/experience and belonging to SC/ST/OBC/EWS should reach the Director(F&A), National Power Training Institute, NPTI Complex, Sector-33, Faridabad-121003 (Haryana) latest by 31<sup>st</sup> January, 2020. Persons working in the Central/State Government, PSUs, Autonomous Bodies, State Electricity Boards and Private Organizations etc. should forward their applications through proper channel.

**The initial posting may be at Alappuzha, Kerala or Shivpuri, MP. However, they are liable to work anywhere in India where Institutes of NPTI are located**

**FORMAT**

Application for the post of \_\_\_\_\_

1. Name of the Applicant (in block letters)
2. Father's Name
3. Date of Birth
4. Marital Status
5. Nationality
6. Religion
7. Whether belongs to SC/ST/ OBC/EWS
8. Full Postal Address with Contact Telephone/Mobile/Fax/E-mail Number
9. Educational Qualification (Name of University/Board/Institute, Year of Passing, Class and Percentage of marks obtained)
10. Details of experience indicating name of employers, post(s) held, period and nature of duties performed, salary drawn/pay scales etc
11. Professional achievements / Membership of Institutions etc.
12. Name of the Present employer with full address and telephone numbers
13. Present post held and details of emoluments including pay scale, basic pay and allowances drawn
14. Details of Demand Draft
15. Any special credentials (publication, award etc.)
16. Additional information, if any

Paste recent passport size Photograph
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**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 \_\_\_\_\_