

15.12.2025

**Associate positions for Retired Executives from PSUs/Govt. Organizations  
to be deployed at ED(USCC) Secretariat, NTPC Ltd., Raipur.**

**Required Experience:**

- 1) Candidate must have retired at E0-E5 level position from NTPC or equivalent position.
- 2) Total Experience – Candidate should have minimum 05 Years of experience of working as Secretarial Assistance for Senior Executives / experience of working in O&M/ Service functions like HR, Finance, C&M with proficiency of working in MS Office, ESS, SAP, PRADIP preferably in organizations like NTPC.

**Qualification:** Graduate with proficiency of working in MS Office, ESS, SAP & PRADIP etc.

**Job Profile:** The associate shall be deployed for various activities at ED(USCC) Secretariat, Raipur.

Upper Age Limit : 62 Years

Location of posting : Raipur

Period of Engagement : 1 Year

Last date of application : 20.12.2025

**Application link(EDUSSCsec172): <https://forms.gle/YL6jnrzA6YZcGFCH9>**