NTPC Limited

(A Govt. of India Enterprise)

Regd. Office: NTPC Bhawan, SCOPE Complex, 7, Institutional Area, Lodi Road, New Delhi - 110003, Website: www.ntpc.co.in

Advt. No. 03/26

NTPC Limited is India's largest power conglomerate with an installed capacity of 88 GW. Commensurate with our country's growth challenges, NTPC has embarked upon an ambitious plan to attain a total installed capacity of 149 GW by 2032.

To fuel its ambitious growth plans, NTPC is looking for **experienced professionals on fixed term basis** as per details given below.

Name of the Post: Executive (IBD) – 4 Posts

Qualification:

(i) B.E./B.Tech. in any discipline with a minimum of 65% marks or equivalent CGPA, and

(ii) PGDM/MBA with at least 65% marks or equivalent CGPA. PGDM/MBA with specialization in Energy Management will be considered an added advantage.

Experience Profile:

i. Post PGDM/MBA Minimum of 4 years of relevant experience in the Power Sector, specifically in Marketing/Strategic Planning/Business Development preferably in the international domain.

ii. Proven experience in drafting and negotiating Memorandums of Understanding (MoU), Non-Disclosure Agreements (NDA), Contract Agreements etc.

iii. Strong understanding of the international tendering process and bid management.

iv. Proficiency in MS Excel, PowerPoint, Word, SAP, and other relevant tools.

Upper Age Limit - 40 Years

Remuneration: Monthly Consolidated amount of Rs. 1,25,000/-. Additionally, Company accommodation/HRA, Retention benefit and medical facility for self, spouse, dependent parents and two children.

Tenure of Engagement - 3 years (with a provision of further extension for two (02) years based on organizational requirement & performance of the candidate)

Vacancies

Discipline	UR	EWS	OBC	SC	ST	Total
Executive (IBD)	03	-	01	-	-	04

Reservation for PwBD candidates as per Govt. Guidelines. The total number of projected vacancies indicated above may increase/decrease as per organizational requirement at the discretion of NTPC management.

Identified type of disabilities for the post: **a) D, HH, b) OA,OL,Dw, AAV, LC,CP, c) SLD, MI, ASD(M), d) MD involving (a) to (c).**

HEALTH

Before joining, candidates will have to undergo medical examination by the NTPC Medical Board/Officer, and their decision will be final and binding. No relaxation in prescribed health standards is allowed. Detailed medical norms are available on the website careers.ntpc.co.in. Hence, all applicants are advised to go through the medical norms before applying.

GENERAL CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from Universities / Institutions recognized and approved in India. PwBD candidates with passing marks in the qualifying degree are also eligible to apply for the post.
3. All computations of age/ experience requirement / qualification etc. shall be done w.r.t. the last date of receipt of online application as mentioned in the advertisement.
4. The category once filled in the online application form cannot be changed and no benefit of other category will be admissible later. Candidates claiming to belong to a particular category should necessarily have the applicable year's valid EWS/OBC/SC/ST/Disability certificate, as the case may be, from the Competent Authority (in the latest prescribed format of Govt. of India). **Where there is a vacancy identified for such category,** The upper age limit will be relaxed by 5 years in case of all cadres/groups for SC/ST categories, by 3 years for OBC Categories and by 10 years for PwBD categories. Relaxation of age to Ex-Serviceman will be as per Govt. guidelines.
5. Depending on the requirement, the Company reserves the right to cancel/ restrict/ curtail/ increase the number of vacancies, if need arises, without any further notice and without assigning any reason thereof.
6. In-order to restrict the number of candidates for further selection process, if so required, the management reserves the right to conduct multi-stage selection process which may comprise of application shortlisting/screening (based on qualification/percentage of marks, no. of years of post-qualification experience etc.), written/computer-based test, personal interview etc. or combination of the above or to raise the minimum eligibility standards/ criteria, as per requirement.
7. It is pertinent to mention that the mere fact that a candidate is fulfilling the minimum eligibility criteria as prescribed in the advertisement would not bestow on him/her the right to be shortlisted/called for written test/Interview or to be considered further for the selection process.
8. Posting shall be at any of the Offices/ Stations/ Projects/ JVs/ Subsidiaries of NTPC. All posts are transferable at the sole discretion of the Management.
9. While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcomings are detected even after appointment his / her services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.
10. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Delhi and courts/ tribunals/ forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause / dispute.
11. In case of any ambiguity/dispute arises on account of interpretation in versions other than English, the English Version will prevail.

HOW TO APPLY

1. Interested candidates should log on to our website **careers.ntpc.co.in** or visit the careers section at **www.ntpc.co.in** to apply. No other means/ mode of application shall be accepted. Candidates are required to possess a valid email ID. NTPC will not be responsible for bouncing back any email sent to the candidates.
2. Candidate belonging to General/EWS/OBC category is required to pay a non-refundable application fee of Rs. 500/-. The SC/ST/PwBD/XSM category & female candidates need not pay the application fee.

   Payment in offline mode: State Bank of India has been authorized to collect the application fee, in a specially opened account (**A/C No. 30987919993**) at CAG branch, New Delhi (Code: 09996), on behalf of NTPC. Candidate has to approach the nearby SBI branch with a printout of the "pay-in-slip" which is available on the application portal. The pay-in-slip printed from the portal should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the bank will issue a unique Journal Number and a Branch Code of the bank collecting the money. This journal number and the branch code are to be filled up by the candidate during an online application. NTPC will not be responsible, in case a candidate deposits the fee in the wrong account.

   Payment in online mode: Candidates also have the option to pay the fees online (through Net banking/ Debit Card/ Credit Card). The online payment option will be available in the online application form.
3. Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility criteria before paying the application fee.
4. **After applying online, the candidate is required to download the application slip generated by the system with unique application number.** Copy of application slip may be retained by the candidate for future reference. No document is required to be sent to us by post.
5. It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post. Any further addendum/corrigendum/updates will only be published on our website.
6. **Uploading of Documents: The candidates should necessarily upload all documents while applying. Applications with incomplete/ insufficient documents are liable to be rejected not considered for further process.**

List of documents is given here:

i. Class X passing certificate/ Marksheet, PAN Card and Aadhar Card for Name and DOB proof (Name & DOB should appear in conformity on all documents)

ii. B.E. /B.Tech. Degree (Final/ Provisional) certificate

iii. Engineering consolidated Marksheet/ Transcript/ all semester marksheets clearly indicating aggregate % of marks in all semesters

iv. PGDM/MBA - Final/ Provisional certificate

v. PGDM/MBA - consolidated Marksheet/Transcript/ all semester marksheets clearly indicating aggregate % of marks in all semesters

vi. For both graduation and post-graduation degrees - Marks conversion formula from the university/Institute for conversion of marks in CPGA/CGPI/DGPA/CGI/CPI etc. into percentage (%)

vii. Caste/Disability certificate (For SC/ST/OBC-NCL/PwBD/EWS candidates) as applicable

viii. OBC-NCL certificate should be in central format for the current financial year (FY 2025-26)

ix. EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2025-26 based on the income of FY 2024-25.

x. Disability certificate should be as per the latest prescribed central Govt. Format generated online through the Swavalamban/UDID portal (clearly indicating the type and percentage of disability) in line with the identified disability for the posts as mentioned in this advertisement.

xi. All experience related documents for one organization/company need to be placed together in a chronological order, starting from the first to the last/current company. Document set should include (but not limited to) the following documents to corroborate the required experience eligibility: **Experience/Service certificate (as per NTPC prescribed sample format), Offer of Appointment/Appointment letter/Offer Letter + Confirmation/Absorption Letter/Order on completion of training (if any), Joining Order/Letter, Role Assignment orders, Promotion orders, Transfer orders, Organization charts etc. to corroborate the work area/department/section, 02 pay slips per every year for each organization, documents for 04 years' experience in the relevant area etc.**

xii. The candidates should necessarily upload all documents while applying. Applications with incomplete/ insufficient documents will be rejected/ not considered for further process.

Commencement of online application: 09.03.2026
Last date for online application: 23.03.2026

Leading the Power Sector