NTPC Limited

(A Govt. of India Enterprise)

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

Advt. No. 12/26

NTPC Limited is India's largest power conglomerate with an installed capacity of more than 91 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 **Executives in Corporate Communication** for its projects/ stations as per details given below.

Name of the Post: Assistant Officer (Corporate Communication) – 15 Vacancies

QUALIFICATION

Full-time Bachelor's Degree in any discipline with at least 60% marks from a recognized University/Institute along with full-time two-year Post Graduate Degree/Post Graduate Diploma in Mass Communication/ Journalism/ Advertising & Communication/ Public Relations or combination thereof with at least 60% marks from a recognized University/Institute.

Upper Age Limit: 29 Years

Grade/ Pay Scale: E0/ IDA (Rs. 30,000 - 1,20,000/-)

Vacancies

Name of the Post	UR	EWS	OBC	SC	ST	Total
Assistant Officer (Corporate Communication)	08	01	03	02	01	15

*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) B, LV b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD, MI
d) MD involving (a) to (c) above

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 full-time from Universities/ Institutions recognized and approved in India.
3. All computations of age/ experience requirement/ qualification etc. shall be done as on the last date of receipt of online application as mentioned in the advertisement.
4. It shall be the responsibility of the candidate to establish the required specialization and the same must be substantiated either through Final Degree Certificate or certificate issued by the University/Institute.
5. 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, SC/ST/PwBD candidates with at least 55% marks in required qualification are eligible to apply for the post. 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.
6. 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.
7. 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 etc.), written/computer-based test, personal interview etc. or combination of the above or to raise the minimum eligibility standards/ criteria, as per requirement.
   In case of selection by written/ computer-based test and interview, it shall be based on 85% weightage of online written test marks and 15% weightage of interview marks. The candidate must qualify separately in both online written test & interview. The online written test will have two parts i.e Subject Knowledge Test (SKT) & Executive Aptitude Test (EAT). Candidates are required to qualify in both sections separately. Candidates are required to indicate their choice of test centres at the time of online application and no change in test centres in any circumstance will be considered subsequently. However, NTPC reserves the right to cancel/ add/change any centre.
8. 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.
9. 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.
10. 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.
11. 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 case / dispute.
12. 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 the website **careers.ntpc.co.in** to apply. Only online applications will be accepted. 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 of 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 (Name & DOB should appear in conformity on all documents)
   ii. Bachelor's Graduation Degree Certificate and Post Graduate Degree Certificate/ Post Graduate Diploma Certificate in required specialization (Final/ Provisional)
   iii. Consolidated Marksheet/ Transcript/ all semester marksheets clearly indicating aggregate % of marks in all semesters – For both Graduation and Post Graduation
   iv. Marks conversion formula from the university/Institute for conversion of marks in CPGA/CGPI/DGPA/CGI/CPI etc. into percentage (%) – For both Graduation and Post Graduation
   v. Caste/Disability certificate (For SC/ST/OBC-NCL/PwBD/EWS candidates) as applicable
   vi. **OBC-NCL certificate should be in central format for the current financial year (FY 2026-27)**
   vii. **EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2026-27 based on the income of FY 2025-26.**
   viii. 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.

IMPORTANT DATES

a.	Commencement of online application	21.09.2026
b.	Last date for online application	05.10.2026

Leading the Power Sector

Size 25x38