



**NATIONAL POWER TRAINING INSTITUTE**  
(Ministry of Power, Govt. of India)  
NPTI Complex, Sector-33, Faridabad-121003 (Haryana)  
**Tele Fax : 0129-2272142**  
**Website : www.npti.gov.in**

**Advertisement No. R-1/STC/2024**

**Engagement of Faculty/Staff on short term contract/fixed tenure basis**

National Power Training Institute, Sector-33, Faridabad, an ISO 9001 & 14001 an 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 10 Institutes located at Badarpur (New Delhi), Nangal (Punjab), Neyveli (Tamil Nadu), Bangalore (Karnataka), Durgapur (West Bengal), Guwahati (Assam), Nagpur (Maharashtra), Alappuzha (Kerala) and Shivpuri (Madhya Pradesh).

NPTI invites applications for the following posts on short term contract. The engagement is on short term contract purely on a temporary basis on consolidated remuneration initially for a period of two years, which may be further extended up to 2 years based on performance, requirement and discretion of the management. Performance of the engaged professional shall be evaluated periodically. Continuance of contract up to total 4 years would depend upon such periodical assessment/evaluation of performance and organizational requirement.

The details of the posts (monthly remuneration, qualifications, nature of duties etc.) which are to be filled on short term contract/fixed tenure basis are given below.

Sl. No.	Name of the Post and age limit	No. of Posts	Monthly Remuneration Consolidated in Rs.	Qualification/Experience	Nature of Duties
1	Private Secretary Age Limit: 45 years	1	Rs.35,000/-	Essential: 1. Degree or equivalent from a recognised university/Institution 2. Five years Experience  Desirable: 1. Proficiency in English, English Typing 2. Thorough knowledge of Rules, Regulations and Administrative procedures under Central Government 3. Knowledge of Computer	Note drafting, Reply of letters, preparation of various reports, coordination with Ministry and other organisation, conduct of online & off line meetings and preparation of MoM thereof and other works assigned from time to time.
2	Sr. Assistant Age Limit: 45 years	2	Rs.35,000/-	Essential: 1. Degree or equivalent from a recognised university/Institution 2. Five years Experience of working as LDC in Central/State/autonomous bodies/PSUs/reputed private organisations	Note drafting, Reply of letters, preparation of various reports, maintenance of office records/store records/stock register/preparation of all types of bills and other works

				<p>Desirable:</p> <ol style="list-style-type: none"> <li>1. Should be well conversant with maintenance of office records/store records/stock register/ preparation of all types of bills</li> <li>2. Thorough knowledge of Rules, Regulations and Administrative and Financial Procedures under Central Government</li> <li>3. Knowledge of Computer</li> </ol>	assigned from time to time.
3	<p>Senior Technician</p> <p>Age Limit: 45 years</p>	1	Rs.30,000/-	<p>Essential:</p> <ol style="list-style-type: none"> <li>1. Matriculation with ITI certificate in Refrigeration and Air Conditioning from recognised Institutes</li> <li>2. Five years Experience of AC repairing/maintenance in reputed organisations</li> </ol> <p>Desirable:</p> <ol style="list-style-type: none"> <li>1. Knowledge of maintenance/repairing of all types of ACs and Registration Systems</li> <li>2. Should be well conversant with maintenance of records/ stock register</li> </ol>	Maintenance of ACs in Office Complex including Auditorium, Hostels, Guest Houses and other works assigned from time to time.
4	<p>Consultant (AITDC, NPTI, Badarpur)</p> <p>Age Limit: not more than 65 years</p>	1	Rs.75,000/-	<p>Essential:</p> <ol style="list-style-type: none"> <li>1. BE or B.Tech in Electrical/ Mechanical Engg.</li> <li>2. 5 years Experience in Iron &amp; Steel or Cement or Pulp &amp; Paper or Textile Sector</li> </ol> <p>3. Desirable</p> <ol style="list-style-type: none"> <li>4. Knowledge of Energy Efficiency, Energy Conservation, Energy Audit, PAT Schemes, Climate Change</li> </ol>	To conduct training programs, delivering lectures, design course material and other works assigned time to time
5	<p>Receptionist (AITDC, NPTI, Badarpur)</p> <p>Age Limit: 40 years</p>	1	Rs.30,000/-	<p>Essential:</p> <ol style="list-style-type: none"> <li>1. Degree or equivalent from a recognised university/Institution</li> <li>2. One year Experience of working as receptionist in reputed organisations</li> </ol> <p>Desirable:</p> <ol style="list-style-type: none"> <li>1. Good Communication Skills (fluency in Hindi and English)</li> <li>2. Knowledge of Computer</li> </ol>	<p>Receiving visitors by greeting, welcoming, directing.</p> <p>Answering and forwarding incoming phone calls.</p> <p>Receiving and sending emails.</p>

					Update calendars and schedule meetings.
6	Office Assistant  (AITDC, NPTI, Badarpur)  Age Limit: 45 years	1	Rs.30,000/-	Essential:  1. Degree or equivalent from a recognised university/Institution 2. One year Experience of working as Office Asstt. in reputed organisations  Desirable:  1. Should be well conversant with maintenance of office records, Typing, 2. Knowledge of Computer (MS Office) with good typing skills	Note drafting, Reply of letters, preparation of various reports,  maintenance of office records/ preparation of all types of bills and other works assigned from time to time.
7	IT Assistant  (AITDC, NPTI, Badarpur)  Age Limit: 45 years	1	Rs.30,000/-	Essential:  1. Diploma IT/Electronics from Polytechnic 2. Two year Experience in Hardware/Software/ Networking	Maintain Audio Visual Equipments connected to Server/Web Board application  General Maintenance of Computer/peripherals/ server
8	Expert (Cyber Security)  Age Limit: 45 years	2	Rs.50,000/-	Essential:  1. BE or B.Tech in CS/CSE/ IT/Electrical/Electronics from recognized University or Institution with at least 60% marks 2. Two years experience in the relevant area of cyber security or M.Tech/Ph.D  Desirable:  1. Ph.D/M.Tech in Engg. 2. Knowledge cyber tools 3. Aptitude for Training	Lecturing on various cyber security subjects  Consultancy on cyber security topics  Coordination of Training Programs in the relevant area
9	Marketing Executive  Age Limit: 45 years	2	Rs. 50,000/-	Essential:  1. Graduation Degree or equivalent from a recognised university/Institution with at least 60% marks.  2. Two year Experience in the relevant area or M.B.A (Marketing) with one year experience.  Desirable:  1. MBA Marketing	Business Development of Project's for NPTI  Co-ordination with Vendor & Client  Bid Preparation

				<p>2. Good Knowledge of MS Presentation, MS Word, Excel</p> <p>3. Proficiency in English, English Typing</p>	
10	<p>Marketing Head</p> <p>Age Limit: not more than 65 years</p>	1	Rs. 75,000/-	<p>Essential:</p> <p>1. MBA Preferably in Marketing from a recognised university/Institution with at least 60% marks.</p> <p>2. Ten year Experience in the relevant area of Business Development</p> <p>Desirable:</p> <p>1. Must have good Knowledge of MS Presentation, MS Word, Excel,</p> <p>2. Good Communication Skills for coordinating with Client or Vendor to generate Business</p> <p>3. Should have proven Track record in Business Development</p>	<p>Business Development</p> <p>Co-ordination with Vendor &amp; Client</p> <p>Guiding Team to Generate more Lead for Business for NPFI</p>
11	<p>Junior Accounts Officer</p> <p>Age Limit 45 yrs</p>	1	Rs. 35,000/-	<p>Commerce Graduate with qualification of intermediate level of ICWA or Institution of Chartered Accountants and 3 yrs experience OR Commerce Graduate and 5 years experience</p>	<p>Ensuring compliance with accounting, GST and tax laws, Noting and drafting, posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, Reconcile accounts with the general ledger and preparing Balance sheet, financial reports etc.</p>

### **Selection Process**

Candidates meeting the criteria for the post mentioned above shall be short listed for Interview.

Candidates will have to qualify in the interview to be adjudged suitable for appointment by the selection committee. The offer of appointment shall be issued to the suitable candidates in the order of merit and based on the number of vacancies. However, the final appointment of selected candidates will be subject to candidates being found medically fit (Candidate has to submit medical certificate issued by Government Hospital at the time of joining).

## **Steps for applying**

**Step-1:** Go to Google Form Link [https://docs.google.com/forms/d/e/1FAIpQLScyifZycMrUx-bDvjplCdBM3Y9egtCaTOiOaVPOLMboLhV7eQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScyifZycMrUx-bDvjplCdBM3Y9egtCaTOiOaVPOLMboLhV7eQ/viewform?usp=sf_link) for applying online

**Step-2:** **Read all instructions carefully and fill the application form properly if fulfilling the eligibility criteria as mentioned.**

**Step-3:** Interested Candidates who fulfils eligibility conditions may submit their application along with non-refundable fee of Rs.1,000/- (Rs.500/- for SC/ST) through SBI Collect by clicking on link <https://www.onlinesbi.sbi/sbicollect/>

- a) Search for "NATIONAL POWER TRAINING INSTITUTE - Haryana"  
or  
Select category as "Educational Institutions"  
Filter by State and select "Haryana"  
Select "NATIONAL POWER TRAINING INSTITUTE"
- b) Select payment Category as "Miscellaneous payment to NPTI (not for students)"
- c) Fill the details and select purpose of payment as "Other purpose" and write "application fee for recruitment on STC 2024"
- d) Fill the remaining details and make the payment to NPTI

Note down SBI Collect reference No. after payment for future reference

## **Terms and Conditions**

The engagement is on short term contract purely on a temporary basis on consolidated remuneration initially for a period of two years, which may be further extended up to 2 years based on performance, requirement and discretion of the management. Performance of the engaged professional shall be evaluated periodically. Continuance of contract up to total 4 years would depend upon such periodical assessment/evaluation of performance and organizational requirement.

This engagement does not confer any right on the applicant to claim either continuous employment or permanency in future.

The Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.

The Institute reserves the right to select or reject a candidate without assigning any reason/s thereof.

The candidates must satisfy him/her self against the eligibility before applying for the post.

Application form received without relevant supporting documents/testimonials shall be treated incomplete and will be summarily rejected and no correspondence will be entertained in this regard.

Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is not found in conformity with the eligibility criteria.

Date of Interview and Document verification will be informed after last date of submission of form. The same will be published at [www.npti.gov.in](http://www.npti.gov.in). Candidates are advised to check the website regularly.

No TA/DA will be paid for attending interview.

The candidate will have to sign a contract agreement with NPTI once he/she accepts the offer.

Accommodation will be provided in the staff quarters on request subject to availability and license fee, electricity & water charges are born by individual as per rules.