

Sr. Manager (HR-Rectt.),  
Recruitment Group,  
Corporate HR Division,  
NTPC Limited  
Room No. 221, R&D Building EOC,  
Sector-24, Noida-201301(UP)

SUB:           **ACCEPTANCE    OF    OFFER            OF    APPOINTMENT            REF.    NO.**  
                  **01:HR:RECTT:2021:Advt.No. 01/21 DATED: 11.07.2022 TO THE POST OF ASSISTANT**  
                  **ENGINEER (EO GRADE)**

Sir/Madam,

With reference to the above cited subject,

1. I hereby accept the above mentioned offer of appointment and the terms and conditions contained therein. I understand that **I have been selected in the pay scale of Rs. 30,000 – 1,20,000/- with initial basic pay of Rs. 30,000/-**. I also understand that **no representation is maintainable regarding enhancement of basic pay or any other benefits, other than what has been mentioned in the offer letter.**

1.1 I will be reporting for joining on \_\_\_\_\_ after getting myself declared medically fit.

OR

2. I regret that the above mentioned offer of appointment is not acceptable to me.

Yours faithfully,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_  
(in BLOCK LETTERS)

NTPC Reg. No. \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Contact No. : \_\_\_\_\_  
(with STD code)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Note: please strike out either para 1 or 2 above, whichever is inapplicable)

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**UNDERTAKING**

I acknowledge receipt of offer of appointment in NTPC, bearing **01:HR:RECTT:2021:Advt.No.01/21 DATED: 11.07.2022** from NTPC Ltd.

**I undertake that the pay scale of Rs. 30,000 – 1,20,000/- with initial basic pay of Rs. 30,000/- is acceptable to me and I do not have any grievance in this regard. I also understand that no representation is maintainable regarding enhancement of basic pay or any other benefits, other than what has been mentioned in the offer letter.**

While accepting the terms and conditions of the proposed offer, I confirm that I would be reporting for duty in NTPC on\_\_\_\_\_.

I shall undergo medical examination at\_\_\_\_\_ (specify the NTPC hospital where you intend to take the medical examination & tentative date of medical exam). I undertake that I will not report at more than one NTPC-Hospital for medical examination).

Signed by me on this day\_\_\_\_\_ of \_\_\_\_\_, 2022.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

NTPC Reg. No. \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. : \_\_\_\_\_  
(with STD code)