

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.**  
 .....Advt.No. 07/22 DATED: .....**TO THE**  
**POST OF EXECUTIVE TRAINEE (.....)**

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. 40,000 – 1,40,000/- with initial basic pay of Rs. 40,000/-**. 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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Sector-24, Noida-201301.

**UNDERTAKING**

I acknowledge receipt of offer of appointment in NTPC, bearing ref. no. ....**Advt.No.07/22 DATED: .....from NTPC Ltd.**

**I undertake that the pay scale of Rs. 40,000 – 1,40,000/- with initial basic pay of Rs. 40,000/- 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)