Annexure-I

TERMS AND CONDITIONS OF APPOINTMENT AS EXECUTIVE TRAINEE

- **Training**

  You will undergo training for a period of one year which may be extended at the discretion of the management. The decision of the management regarding extension of training period or termination of service in the event of unsatisfactory performance shall be final and binding.

  During the training period, your pay shall be fixed at ₹ 40,000/- in the pay scale of ₹ 40,000 – 1,40,000/-. Besides this, you will be entitled to variable Dearness Allowance, House Rent allowance (if free hostel accommodation is not provided), Group Life Insurance, Leave and free Medicare for self-etc. as per Company's rules in force from time to time.

  Leave credited to your Leave Account as per terms and conditions of appointment, may be availed by you only after prior sanction by the Competent Authority. Any unauthorized absence during training shall provide the management a right to terminate your services forthwith, without assigning any reason thereof.

  The Company's Provident Fund and Gratuity Scheme shall not apply to you during training period but on your absorption in the regular cadre/post, you will be covered by the rules of the company that are operative from time to time.

- **Absorption in the Company**

  On absorption, you will be placed in the pay scale ₹ 40,000-1,40,000/- in the Company's regular executive cadre. In addition to Basic Pay, you will be entitled to allowances and benefits like Dearness Allowance, other perks & allowances limited to 35% of your basic pay, House Rent Allowance or subsidized Housing or leased accommodation, as the case may be, Reimbursement of Conveyance/ Transport Allowance, Car Loan Facility, Computer Loan, Leave Encashment, Gratuity, Free Medical facilities, Group Insurance, Contributory Provident Fund etc. as per Company's rules in force from time to time.

- **Probation/confirmation**

  After absorption, you will be on probation for a period of one year, which may be extended at the discretion of the management if considered necessary. The probation shall be deemed to have been completed only when you are informed about it, in writing, by the Management.

- **Service Agreement Bond**

  You and your surety, who should be a person of substantial means, will have to execute a Service Agreement Bond on a ₹ 100/- Stamp Paper (non – judicial) to complete the training and to remain in the service of NTPC or at the discretion of NTPC Management to serve any other department or Organization or Institution or Enterprise of the Government of India for at least three years after successful completion of your training. In case you fail to complete your training successfully and/or serve the Company for the stipulated period of three years thereafter, you and your surety shall jointly and severally compensate the company for Stipend/Salary, joining expenses, TA/DA, medical expenses etc. paid during the training period and training expenses incurred by it on account of and in connection with your training and this amount will be recovered from you if you leave the Organization within the training/bond period. However, the total amount recoverable under this clause shall not exceed Rupees Five lakhs plus GST as applicable, in case of General/OBC category candidates and Rupees Two lakh fifty thousand plus GST as applicable, for SC/ST/PWD candidates. Further you will be required to serve one month notice while on training and/or probation after absorption and three months' notice on regularization after successful completion of probation, or pay salary (notice pay) in lieu thereof in addition to fulfilling the obligation stipulated in the Service Agreement Bond/ Rule of the Company.

  You shall not be released during your training period or during the period of operation of Service Agreement Bond for any employment elsewhere. You shall not apply for employment elsewhere during your training period or service period of three years thereafter, without the prior permission of the NTPC management. In case you have already applied and/or appeared in any such test, interview etc. before joining the service of NTPC, in the event of your selection you shall not join the new organization, unless you have fully complied with the terms and condition of the Service Agreement Bond.

- **At the time of reporting for joining, you are required to bring the following documents:**
  - Registration slip downloaded from the NTPC website.
  - Your degree or provisional degree certificate and all semester mark sheets along with self-attested photocopies.
  - Original and one self-attested copy each of Class X & XII Certificate and marksheet in support of your Name & DOB.
  - Relieving Letter from current employer *(if applicable).*

- Declaration & Nomination form –duly filled up and completed in all respects ***(download the format from our website careers.ntpc.co.in)***

- Attestation forms (4 sets) – all four sets to be duly filled up and completed in all respects. Character certificates from **two different** persons not related to you from among the following:
    - Gazetted officer of Central or State Governments.
    - Members of Parliament/State Legislatures.
    - District Magistrate or Sub – Divisional Magistrates.
    - Tehsildars or Naib/Deputy Tehsildars, authorized to exercise magisterial powers.
    - Principals of the recognized Educational Institutions last attended.

Download the 4 sets of Attestation forms and 2 Character Certificates from our website careers.ntpc.co.in.

- Caste Certificate (if applicable) as mention at point no. 7.

- The Service Agreement Bond **(format available on careers.ntpc.co.in),** duly signed by you and the person standing surety for you as per item no. 4 of the enclosed terms and conditions of appointment. **Guidelines for completing the Bond proforma are given in Annexure-V (available on careers.ntpc.co.in)**. **You are advised to study the guidelines carefully before executing the Bond. You may note that you shall not be allowed to join without the Service Agreement Bond completed in all respects.**

6. Joining Expenses

You will be reimbursed Joining TA by Air/AC-II tier train fare for self only, from the place to which this letter has been posted or the place from which you have actually travelled whichever is nearer to the place of reporting for joining by the shortest route. **Reimbursement will be subject to production of original traveling ticket.** No reimbursement will be made if you are declared medically unfit by NTPC medical officer/board.

7. Applicable to candidates belonging to EWS/OBC(NCL)/SC/ST/PwBD category

- Candidates belonging to any reserved category should bring valid EWS/OBC(NCL)/SC/ST/Disability certificate, as the case may be, issued by the Competent Authority along with a self-attested photocopy of the same. The EWS/ OBC (Non-Creamy Layer) candidates are required to submit requisite certificate valid for the year 2021-22 in the latest prescribed format of Government of India issued in the current year only.

- Scheduled Caste candidates on adopting a religion other than Hinduism, Sikhism and Buddhism must intimate the change in their religion, immediately on such a change.

- Persons with Benchmark disabilities (PwBDs) should bring the original Disability Certificate (disability of 40% and above) issued by the competent authority in the latest format

prescribed on the website (careers.ntpc.co.in) along with a self-attested photocopy of the same.

- The appointment is provisional and is subject to the Caste/Tribe certificates being verified through the proper channel and if the verification reveals that the claim to belong to EWS/ OBC-NCL / SC / ST / PwBD category as the case may be, is false, the services will be terminated forthwith/ without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

8. General

- You will be subject to Company's Service Rules and Regulation including the Conduct, Discipline and Appeal Rules, and such other rules and administrative orders that may be in force from time to time during training and on regularization.

- You will be required to furnish a certificate at the time of your joining duties that if already married, you have not more than one spouse living and that you will not contract another marriage without first obtaining permission of the Company not withstanding that such subsequent marriage is permissible under the personal law applicable to you.

- Details about allowance / benefits and rules stated above are only indicative. They are subject to the detailed rules and orders in force from time to time.

- Your appointment is subject to:

  (i) Verification of character and antecedents being found satisfactory. If found unsatisfactory, your services are liable to be terminated without assigning any reason or notice thereof, at any time during training or afterwards.

  (ii) Your medical fitness as adjudged by NTPC Medical Officer/Board (details of NTPC standard and norms for medical fitness are available on our website careers.ntpc.co.in) **The decision of the Medical Officer/Board will be final.**

  Apart from the routine medical tests/examination that will be carried out in NTPC, you should not be suffering from any medical disability, illness, wound or injury which is likely to hamper your employability in NTPC, including posting at project locations. In case it is detected, at a later stage, that you had concealed any information pertaining to your medical status; the company will be forced to cancel the offer of appointment. In case of such evidence coming to light after your joining, your services will be liable for termination without notice at any time and you will accordingly cease to be in the employment of the Company.

- The designation assigned to you, from time to time, is subject to change depending upon work assignment.

- Postings in the company are transferable. The company reserves the right to post you at any of its Units/Offices/Projects, JVs/Subsidiaries, or any Govt. Deptt./Statutory Body/Public Sector Undertaking, anywhere in India or abroad, as per rules/requirement.

- Rule – 17 of NTPC conduct, Discipline and Appeal Rules States, **"No employee shall bring or attempt to bring outside influence to bear upon any Superior Authority to further his/her interest in respect of matters pertaining to his/her service in the company."** Such actions are construed as misconduct and shall be viewed very seriously by the Management and action initiated as per rules of the Company.

- The offer of appointment is liable to be withdrawn at any point before joining and if joined, liable for termination without notice if NTPC comes across any evidence/ knowledge that the qualification, caste/ category and/or any other particulars indicated by you in your application/ personal resume/ other forms/ formats submitted to NTPC are not recognized/ false/ misleading and /or amounts to suppression of information/ particulars / facts, which should have been brought to the notice of NTPC.

- Inadvertent omission or commission or mistakes, if any appearing in the offer of appointment are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the extant policy/rules and regulations of the Company that may be in force from time to time.

- You will retire from the services of NTPC on attaining the age of superannuation.

- Executive Trainees in NTPC are registered under the Apprenticeship Act and upon your joining as Trainee you will have to complete necessary formalities as advised in this regard.

- The above terms and condition are not exhaustive and this offer is subject to the understanding that during training, probation and subsequent service, you will be governed by the relevant rules, regulations and administrative orders that are framed from time to time.

- As the training modules are linked to the whole batch, and not to individual trainees, it will not be possible to give extension in joining time to candidates irrespective of the reason indicated. It is, therefore, essential that candidates join on the scheduled date itself, failing which the offer will stand cancelled and withdrawn without further notice to the candidates.

- You will always honor and observe the Company's vision, mission, and values to demonstrate good organization citizenship behavior.

- You will strive to observe and adopt such practices & philosophies, as considered essential by the management in continuance of the company strategy and business needs.

- You shall not have any reservation in undergoing training and developmental programs you are nominated to, in the course of employment.

- The training module is IT enabled and reading material is available through electronic media. You will therefore have to get equipped with Laptop/PC to pursue the training.

- Any legal proceeding respect of any matter of claim or dispute arising out of this offer of appointment shall be instituted in the courts at Delhi only.