Annexure V

GUIDELINES FOR EXECUTING THE SERVICE AGREEMENT BOND

*Please read the following instructions carefully before you proceed to execute the Service Agreement Bond:

- The bond format is available on our website www.careers.ntpc.co.in. The first page of the service agreement bond should be printed on non-judicial Rs.100/- stamp paper purchased from a stamp vendor in any State with the specific purpose of executing Service Agreement Bond in favour of NTPC Ltd. The stamp paper should be purchased in name of the candidate.

- For your convenience, we have photocopied pages no. 2 to 8 of the bond, which are available on the website. You should fill in the blank space in the service agreement bond as per instructions given herein. No cutting or erasing or addition or deletion or alteration should be made on any of these pages.

- The candidate and the surety should sign on all pages of the bond, **but not put any date**. All cuttings, erasing or over-writings if any, should be duly initialed or authenticated by the executants. However, no cutting should be done on the first and last page.

- It will be preferable if all the signatories to the bond i.e. trainee, surety, witnesses, and Gazetted Officers put their signatures without indicating the date. In case they put dates below their signatures, please ensure that the dates put on all the pages i.e. from 1 to 8 are the same.

- The surety should be a person of substantial means and his/her Income Tax Permanent Account Number should be indicated in the bond legibly under his signature.

- Witnesses should be persons known to Trainee and Surety respectively.

- **In case of General/OBC candidates, amount of bond is Rs. 5,00,000/- plus GST (as applicable) and for candidates belonging to SC/ ST/ PWD categories, amount of bond is Rs. 2,50,000/- plus GST (as applicable).**

- The blank spaces in the Service Agreement Bond must be filled in the manner as detailed below:

  For Page-1:

- Trainee should enter his/her name, his/her father's name, his/her surety's name, surety's father name and addresses in the space provided on page 1. The address should be written in full, in block letters indicating house no., street no., District, State, pin code etc.

- Indicate the date of issue of the offer of appointment as indicated on the top of your offer letter, in the space provided.

- Trainee and Surety should put their signatures at the bottom in the space provided, without dates.

For Pages- 2 to 7:

- Trainee and Surety are required to put their signatures in the space provided at the bottom. Do not put any date.

- On page-7, enter your name and surety's name in the space provided.

For Page 8:

- The word "Delhi" in the first sentence should not be altered in any case.

- It will be preferable if no date is put in the space for date of execution. However, if date is filled in, **it must be same** as the dates indicated against signatures by Trainee, Surety, Witnesses and Gazetted Officers etc., on all pages of the Service Agreement Bond.

- Fill up the information required in respect of Trainee, Surety, Witnesses in the space provided for name, occupation (and organization) and complete address.

- The signatures of the Trainee and Surety on the Service Agreement Bond must be attested with seal/stamp by a Gazetted Officer/Notary Public/Magistrate/Village Sarpanch, independently in the space provided for different authorities.

- **Surety should write his/her PAN no. in the space provided.**