**Annexure II**

## JOINING INSTRUCTIONS

1. You will have to report at allotted place of posting for document verification and completion of joining formalities on scheduled date. You may come one day before the joining date. We will make necessary arrangements for your stay. You may contact the concerned HR person for accommodation etc. Food and tea snacks etc. will be provided on chargeable basis on request.

2. You will be required to join the services of NTPC immediately on your being found medically fit and completion of other joining formalities and as such you should come prepared for joining along with necessary personal effects and also for proceeding out-station if need be for training.

3. Service Agreement Bond, as required, should be brought in original, duly completed in all respects at the time of joining.

4. You may please carry enough money to take care of your stay, food, travel etc. till you receive the first month's salary.

5. Please bring 10-12 Passport size photographs along with you, which will be used for opening bank account, applying for PAN card, etc.