

Associate Position for Corporate Accounts for retired executives from PSUs/Govt. organisations/Organisations of repute.

Required Qualification: Graduate in Commerce

Experience profile: Minimum experience of 20 years out of which at least 10 years experience in managing hospitality related administrative requirements of any section/department in a large company, preferably Maharatna or Navratna PSU. Should have experience in looking after coordination with multiple Joint Statutory Auditors, Internal auditors and Government Auditors- overseeing travel arrangements, local conveyance and accommodation management, arrangements of meetings, handling departmental other administrative requirements during finalisation of accounts and other critical / sensitive job requirements. The candidate should be preferably superannuated in E5 or above grade of NTPC or equivalent level.

Job Profile: To look after all the coordination and hospitality related requirements of Corporate Accounts Section particularly in dealing with Statutory Auditors, Internal Auditors and Government Auditors which will include making travel, conveyance and stay arrangements, coordination during various meetings, coordination with cross functional teams during closing of quarterly / annual closing of accounts. Looking after similar coordination requirements for other F&A departments is also expected from the candidate.

Period of engagement: 06 months

Upper age limit: 62 years

Applicants are required to submit their biodata including Employee No. (if NTPC Ex-executive), DOB, Qualifications, designation/grade/level wise experience details with period of experience and name(s) of Organisation/department, Contact details through email **mentioning subject as “Associate Position: D/23”** at recruitment@ntpc.co.in

Last date of application: 05.03.2023