Ref.No.: 01:HR:Rectt:ACT/2018/ Date: 29.11.2018

SETHULEKSHMY P
NTPC Reg. No.: 96066
SWATHY PANAVALLY PO CHERTHALA
DISTRICT ALAPPUZHA
KERALA
688526

IMPORTANT DATES
MEDICAL EXAMINATION: 17.12.2018
JOINING FORMALITIES: 18.12.2018

Dear Sir/Madam,

Sub: Offer of Appointment to the post of Assistant Chemist Trainee 2018

Congratulations on your selection as Assistant Chemist Trainee 2018 in NTPC Ltd.!
It gives us immense pleasure to welcome you to become a part of the NTPC family. The detailed terms and conditions of your appointment are enclosed for your ready reference.

We request you to carefully note the following:

1.0 You are required to undergo a medical examination to be conducted by Company's Medical Board. The date for medical examination is indicated above. You will have to report empty stomach for your medical examination at Power Management Institute, Plot No 5-14, Sector-16A, Noida on the scheduled date latest by 07.00 AM. Please carry this letter and 4 Passport Size Photographs along with you. For details of NTPC Medical Norms, please visit our website www.ntpccareers.net.

2.0 At the time of reporting for joining, you are required to bring all the documents as mentioned at **Serial No.-5 of** Terms and Conditions of Appointment given at **Annexure-I.** The general instructions for Medical & Joining are given at **Annexure-II.**

It is essential that all **joining formalities including medical examination by the Company's Medical Board are completed** before the commencement of training, so that, you do not miss any module of the training programme. ***(You would be allowed to join NTPC only if you are declared medically fit by the Company's Medical Board).***

3.0 You will be required to undergo training for a period of one year. The training programme is scheduled to commence immediately after your joining in NTPC. During the training period,

you may be deputed for training to any of the Training Centers of NTPC Projects/Stations or other outside institutes, as decided by the Management.

4.0 Region of posting will be allotted to you on completion of joining formalities. The Project/Station within this allotted Region, where you will be finally posted on successful completion of one-year training, will be decided based upon the requirement and on the basis of your performance during the training, as assessed periodically.

Further, you will be required to serve at Project/station locations for a minimum period of five(05) years on initial appointment. On successful completion of training, you will be posted at one of the NTPC projects/stations (including JVs/ Subsidiaries).

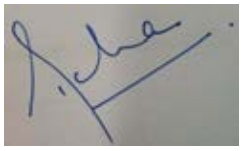
5.0 Please note that this offer shall stand automatically withdrawn and cancelled without any further notice to you, if you do not submit your acceptance (in the format available on www.ntpccareers.net) by email to recruitment@ntpc.co.in, within ten days from the date of issuance of this letter and if you do not report for completion of medical examination and joining formalities on the stipulated dates.

6.0 Please note that the Service Agreement Bond (refer **Annexure-III**), as required, should be brought duly completed in all respects at the time of joining. It may also be noted that offer of appointment is subject to your fulfilling the eligibility criteria as stipulated in Advt. No. 03/18, which is also available on our website- **www.ntpccareers.net.**

We once again congratulate you on your selection as Assistant Chemist Trainee in NTPC and look forward to your long and fruitful association with us.

Welcoming you to NTPC family!

Yours faithfully,
For and on behalf of NTPC LTD.



(Richa Bardhan)
Manager (HR-Rectt.)