

राष्ट्रीय विद्युत प्रशिक्षण प्रतिष्ठान National Power Training Institute

An ISO 9001 : 2008 & 14001:2004 Organisation

(Ministry of Power, Govt. of India)

Corporate Office, Faridabad



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13/11/2020

No.1/15/Admn./NPTI/HQ/8633-8748

Dated : 20.12.2019

Chairman-cum-Managing Director
Punjab State Transmission Power Corpn.Ltd.
The Mall, Patiala - 147 001.

CEHS & D
CEP&M /
Sr. PS
Director/Admn.

CMD
(Sensitised)
D/Admn.

Subj: Appointment on deputation on foreign service terms to the post of Senior Assistant (Level-4) in National Power Training Institute.

Sir,

National Power Training Institute, an ISO 9001 & 14001 Autonomous Organisation of Ministry of Power, Government of India has been established vide The Gazette of India - July 3, 1993 to function as National Apex Body for Training and Human Resources Development in Power Sector. NPTI operates from its Corporate Office, Faridabad having 08 Institutes located at Badarpur (New Delhi), Nangal (Punjab), Neyveli (Tamil Nadu), Bangalore (Karnataka), Durgapur (West Bengal), Guwahati (Assam), Nagpur (Maharashtra) and 02 upcoming Institutes at Alappuzha (Kerala) and Shivpuri (Madhya Pradesh).

NPTI invites applications for filling up 02 posts of Senior Assistant (Level-4). on Deputation/transfer on foreign service terms initially for a period of one year which may be extended upto three years. The period of deputation/short-term contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall not be exceeding 3 (three years).

The details regarding qualification, experience etc. are given in Annexure-I.

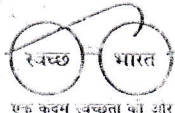
NPTI follows mutatis mutandis Central Government Rules and Regulations so for as service matters and pay and allowances are concerned.

It is requested that the vacancy may kindly be given wide publicity in your organization and detailed bio-data in respect of the eligible and willing officers of your organisation in the prescribed proforma (Annexure-II) alongwith attested copies of the ACRs/APARs for the last five years and Vigilance Clearance Certificate may be forwarded to this office latest by 31st January, 2020.

It may kindly be ensured that the officers who are eligible and whose services can be spared are sponsored for being considered for appointment to the above post in NPTI.

1. Sr. Xen/Personnel
2. Sr. Xen/Admn. Dy. C.E./HR & Admn.
3. Sr. Xen/Recr. Dy. C.E./S&D
4. ASE/Trg. Cell Dy. GM/IT
5. Dy. Secy/ Estt. P.S.
6. Dy. Secy/ General
7. US/RTI/ Court Cases CEHS & D
Encl. a.a.

Sr. Assst
13/11/20
Yours faithfully,
NVC u.w.g.
19/12/2019
(Dr. N.V. KUMAR)
Director (Fin. & Admn.)



स्वहित एवं सहायित में ऊर्जा बचाव

एनपीटीआई के साथ पावर सेक्टर का सुनिश्चित सम्पूर्ण विकास

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Annexure-I

NATIONAL POWER TRAINING INSTITUTE

1.	Name of the Post	Senior Assistant
2.	Classification	Group 'C'
3.	Number of Post	02 (Two)
4.	Place of Posting	National Power Training Institute Alappuzha, Kerala / Shivpuri, MP
5.	Pay Matrix/level	Rs.25500-81100 / Level-4 plus other allowances as applicable to the Central Government employees
6.	Eligibility	<p>i) Upper Division Clerks grade of CCS or equivalent.</p> <p>ii) Lower Division Clerks grade of CCS or equivalent with 5 years service in the grade.</p> <p>(The period of deputation/short-term contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall not be exceeding 3 (three) years).</p>
7.	Qualifications / Experience	<p>Essential</p> <p>i) Degree or equivalent from a recognized University or Institution</p> <p>ii) 5 years experience of working as Lower Division Clerk in Central / State Government Departments / Autonomous Bodies / Public Sector Undertakings.</p> <p>iii) Adequate knowledge of Rules and Regulations of Central Government</p> <p>Desirable</p> <p>i) Should be well conversant with maintenance of Cash Book, contingent registers and preparation of all types of bills.</p> <p>ii) Should be well conversant with the maintenance of stores and stock register</p>

Annexure-II

(Page 1 of 3)

FORMAT

PART-A
(FOR APPLICANT)

Paste here recent
passport size colour
photograph

**APPLICATION FOR THE POST OF SENIOR ASSISTANT (LEVEL-4) NATIONAL
POWER TRAINING INSTITUTE ON DEPUTATION BASIS**

1.	Name & Address (in block letters)	
2.	Father's Name	
3.	a) Date of Birth	
	b) Age (years & months)	
4.	Religion	
5.	Whether belongs to SC/ST/OBC	
6.	a) Full Postal Address	
	b) Contact telephone number (landline with STD code)	
	c) Mobile Number	
	d) Fax	
	e) E-mail address	

7. Educational and other qualifications (from matriculation onwards)

Examination	Year of Passing	Name of School/ College	Name of University/ Board/Institution	Division/percentage of marks obtained

8.	Name of the Present Employer with full address and telephone number	
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9.	Present post held	
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10. Details of employment/experience in chronological order (a separate sheet, duly signed may be appended if the space below is insufficient)

Office/ Organisation	Post Held	From	To	Pay Band+GP/ Level in the Pay Matrix	Nature of duties performed

11.	Details of training underwent, if any	
12.	Present total emoluments and the date from which drawn with pay band + GP / level in the pay matrix, basic pay and allowances etc.	
13.	Additional information, if any	

Signature of the Candidate
Name _____

Date :

Place :

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PART-B
(For Sponsoring Organisation)

Name of the Organisation/Office _____

It is certified that :

The particulars viz. date of birth, qualifications/experience etc. given by the following officer(s) recommended for the post of **Senior Assistant** in National Power Training Institute have been verified and found to be correct :

Sl. No.	Name and Designation
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1. The integrity of the above mentioned Officer(s) is beyond doubt;
2. No vigilance or disciplinary proceedings are pending or contemplated against the officer(s) mention under (1) above;
3. Attested Copies of ACRs / APARs for the last five years of the officer(s) concerned are enclosed; and
4. National Power Training Institute will be informed at the earliest, if any, disciplinary proceedings are initiated or contemplated against the Officer(s) mentioned above.

Signature

Name and Designation of the
Competent Authority
(with seal)

Date :
Place :