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RECRUITMENT POLICY AND PROCEDURES

1.0 Short Title and Commencement

These Regulations will be called Revised Recruitment Policy and Procedures 2018 and it will be effective from 22.10.2018.

2.0 Definitions

In this Policy & Regulations, unless the context otherwise requires

- 2.1 'Appointing Authority' in relation to any post means NTPC and includes any persons to whom the power to make appointment to that post has been delegated by the Board.
- 2.2 'Board' means Board of Directors of NTPC.
- 2.3 'CMD' means Chairman and Managing Director of NTPC Ltd.
- 2.4 'Director' means the full-time member of the Board of Directors of NTPC Ltd.
- 2.5 'Competent Authority' means NTPC Ltd. and includes CMD, Directors or any other person to whom power in this behalf have been delegated by the Board.
- 2.6 'Concerned Section' means Recruitment Section at Corporate Level, Regional Level, Project Level in NTPC or any other section in HR which is entrusted with handling recruitment activities.
- 2.7 'Post' means any regular/ adhoc/ fixed term employment/ contractual vacancy in the organization other than at Board level.

3.0 Preamble

NTPC subscribes to the belief that efficiency, effectiveness and success of the organization depends largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organization.

NTPC is therefore resolved to provide a framework of policies which will enable the Organization to attract the right talent for the jobs and make it available at the right time and in right number with the ultimate objective of ensuring optimum and effective utilization of the human resources in a climate of satisfaction, development and growth. In pursuance of the above objectives and consistent with the Company's social and national obligations, NTPC hereby makes the following policy statement to be called NTPC RECRUITMENT POLICY AND PROCEDURES to govern, regulate and generally facilitate recruitment of personnel in the Projects/Stations, Offices and Establishments of the Company.

4.0 Preliminary

- 4.1 The policy statement and the rules and procedures made hereunder will be applicable to recruitment and selection of employees of all categories irrespective of whether they

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are against regular, temporary/adhoc, contractual/fixed term employment, or trainee posts, unless specifically stated otherwise.

4.2 Classification of employees into regular, temporary/adhoc, contractual/fixed term employment and trainee for the purpose of this policy will be the same as defined in the Company's Service Rules and Standing Orders.

5.0 **Manpower Planning and Budgeting**

5.1 In all Divisions and Projects of the Company, every year, each Department will review the adequacy or otherwise of the available manpower with reference to the tasks and targets, Business plan and determine the additional requirements of manpower in qualitative and quantitative terms for the immediately following financial year.

5.2 Based on the requirements of additional manpower of the individual departments, the detailed manpower plan for the financial year will be prepared jointly by the Manpower Planning and HR Department for the Division as a whole giving specific details of each new post other than casual posts and justification thereof. This manpower plan containing details of expenditure involved will form a part of the overall Manpower Budget of the Division. Individual project/ station manpower plan can also be submitted for approval.

5.3 The requirements of adhoc, intermittent and other contingent staff will not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Works Budget.

5.4 The manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all the Divisions/ Projects will be consolidated into an integrated Company Manpower Plan which will form a part of the manpower budget to be submitted for approval of the Board of Directors, or individual Project/Station manpower plan can also be submitted for approval, in case of exigency.

5.5 The operating manpower budget for the relevant financial year shall be approved by the Chairman and Managing Director within the overall sanction of manpower by the Board of Directors and will constitute sanction for creation of posts including posts of trainees and form the general basis of recruitment during the financial year.

6.0 **Creation of Posts**

6.1 For the purpose of according sanction to the creation of regular and trainee posts in different categories within the approved budget provisions and approving appointments to such posts, the Appointing Authority will be as per Delegation of Power revised from time to time.

7.0 **Job Title, job Specifications, Role Outline and Pay scales**

7.1 Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature of experience, upper age limit etc. and a general outline of the role and responsibilities will be laid down by Corporate HR in respect of each job title along with the pay scale or consolidated daily/monthly wage rate in which the posts in the category will be operated.

7.2 To ensure uniformity and consistency, such job titles, job specifications and role outlines together with the pay scale applicable in respect of all categories of posts in

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the non-executive/ executive cadre will be issued by the Corporate HR from time to time with the approval of the Director (HR).

- 7.3 No appointment shall be made to any post in the Company unless the person fulfills the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, other backward classes, Ex-servicemen and other special categories.

Provided, however, that in special and exceptional cases, appointments may be made subject to the approval of the Appointing Authority in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Company.

- 7.4 However, in case of recruitment of land oustees/ project affected persons, relaxation will be provided as per local agreement, with approval of Director (HR).

8.0 Induction Levels

- 8.1 Recruitments will be restricted by and large to the induction levels as specified in Schedule-I, so as to ensure that prospects of career growth of existing employees are in no way impaired.

- 8.2 Keeping in view the need for induction of experienced personnel for new/ diversified business areas such as Hydro, Mining, Nuclear, Oil & Gas Exploration, Non-conventional Energy, Other Consultancy Services etc. and also for Functional/ Specialist/ Auxiliary areas, where requirement of manpower cannot be met through recruitment at induction level only, recruitments in NTPC may take place at various levels/grades of the organizational hierarchy but, while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades.

- 8.3 Infusion of new blood to the executive and non-executive cadres will be through the various training scheme/ Fixed Term Employment Scheme (Schedule – II) of the Company at regular intervals depending upon requirements.

9.0 Agencies for Recruitment

- 9.1 All recruitment to the executive cadres including trainees, who will be regularized in the executive cadre for all Divisions and Projects/ Stations of the company will be centralized in the Corporate Centre and dealt with by the Corporate HR Division.

- 9.2 In respect of all non-executive personnel, including trainees, who will be regularized in the non-executive cadre, will be done by HR Department of the concerned Project/Region.

10.0 Sources and Modes of Recruitment

- 10.1 For recruitment of professional personnel in Company's executive cadre including trainees, who will be regularized as executives, employment on fixed term basis etc., selection will be made on All-India basis. For this purpose, the posts to be filled will be

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- duly notified through press advertisements, Company's website, Company Notice Boards, Central Govt. /State Govt./PSUs where suitable candidates with the required expertise are expected to be available, etc. to ensure wide coverage, as per requirement, with the approval of Competent Authority.
- 10.2 In respect of recruitment to non-executive posts including trainees, who will be regularized as non-executives, all vacancies will be notified to the local Employment Exchange in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. Copies of notification may also be sent simultaneously to the Central Employment Exchange and other Employment Exchanges in the neighboring district within the State in which the Division /Project /Establishment concerned is located and the neighboring states and Government and Semi-government organization. Positions may also be notified through press advertisement in local/regional newspaper, Employment News, Company Notice Boards etc. if required as per guidelines issued from time to time, to ensure wide coverage.
- 10.3 To facilitate recruitment in the reserved vacancies, copies of such notifications will also be sent to the concerned Associations/Director of Social Welfare or SC/ST Welfare/ Special Employment Exchange/ Vocational Rehabilitation Centers for PWDs/ District or State Ex-Serviceman Board.
- 10.4 In addition to the above recruitment/induction of executive and specialist non-executive personnel may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources:
- (a) deputation from Central/State Governments/ Electricity Boards and Public Sector Organizations where suitable personnel on terms offered by the Company may not be available at the right time from other sources or where the time and cost involved in processing recruitment through open advertisement may not be justified in view of the number or nature of posts to be filled.
 - (b) campus interview and recruitment to the posts in the appropriate grades keeping in view the profile of the candidates and Executive Trainees from reputed engineering/management institutions to be specified from time to time with the approval of Director (HR).
 - (c) candidates located through personal contacts and talent survey, only in respect of posts requiring specialist knowledge and expertise and/or exceptional qualification and merit subject to approval of Director(HR).
- 11.0 To fill Job Openings by Selection from Internal Sources:**
- 11.1 The internal candidates including deputationists who fulfill all eligibility requirements and meet the conditions under Service Rules may be considered along with other candidates for selection to a post through open competition with external candidates.
- 11.2 Applications of all internal candidates should be forwarded through proper channel duly verified by concerned HR Dept.
- 12.0 Preference for Candidates Belonging to Scheduled Castes/ Scheduled Tribes/Other Backward Classes/Person with Disabilities/Ex-Servicemen, Project Affected Persons/ Land oustees etc.**

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12.1 Towards the fulfillment of the Company's social and national obligations it will always be NTPC's endeavor to provide gainful employment on a preferential basis to members of the socially and economically backward classes, ex-servicemen, person uprooted from the project areas and other unfortunate sections of the society and for this purpose the directives of the Government concerning reservation of vacancies for SC/ST/OBC/PWD etc. and special concession to be allowed to such candidates will be most strictly and conscientiously adhered to. Details of the relaxations & concessions currently applicable are given in Schedule III. For land oustees/ project affected persons, relaxation will be provided as per local agreement, with approval of Director (HR).

13.0 Application Formalities

13.1 No appointment other than appointments on deputation will be made in the Company except on the basis of an application giving details and particulars as may be prescribed from time to time.

13.2 Unless specifically exempted by the appointing authority, all applications for job positions up to the level of AGM in the Company will be accompanied by application fee prescribed from time to time. Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, Ex-servicemen, Person with Disabilities and such categories as notified by the Government from time to time, will be exempted from the payment of application fees.

13.3 In the case of recruitment done through open advertisements and public notifications, there will be a last date for the receipt of application after which no application will be entertained for the posts advertised except, with the approval of the appointing authority who may permit applications to be entertained after the expiry of the last date in special cases if he is satisfied that there is good and sufficient cause and justification for such relaxation.

14.0 Forwarding of Applications of Candidates from Government and Public Undertakings

14.1 NTPC will accept applications if they are forwarded through proper channels in respect of persons employed in the Central and State Governments and in those Public Undertakings whose rules provide for carry forward of gratuity, leave, provident fund and other benefits or transfer on movement to another organization in the public sector with the consent of both the organizations concerned.

Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels if the candidate submits a declaration / undertaking at the time of interview stating that he will be able to produce release letter from his present organization before joining NTPC.

15.0 Requisition of Manpower

15.1 The shortfall/gap in the placement of manpower at various units/divisions of the Company as well as in different functional areas will be examined with reference to the sanctioned

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manpower in the budget by the HR Department who, before proceeding with recruitment, will verify whether the post/ posts can be filled:

- (a) out of acceptable transfer requests pending, if any.
- (b) recommended inter-functional adjustments of posts.
- (c) record of surplus staff (internal) suitable for deployment.
- (d) executive trainees, diploma trainees and other trainees / apprentices whose completion of training coincides with the requirements.

16.0 Processing of Applications

- 16.1 All applications received against a specific notification/ advertisement, even if it is online will be subjected to a preliminary scrutiny by the HR Department who will ensure that:
 - (a) Applications are duly completed and accompanied by the prescribed application fees and were received within the permitted time.
 - (b) Age of the applicant is within the prescribed limit.
 - (c) Qualifications and experience of the candidates confirm to those prescribed.
 - (d) In the case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Person with Disabilities, Ex-Servicemen etc., the candidature will be considered subject to verification of certificate in the prescribed format at the time of interview/skill/physical test if called for.
- 16.2 The applications that fulfill the prescribed requirements after preliminary scrutiny as above will be listed and forwarded to the Department concerned for further scrutiny with a view to select only those candidates for test/interview, who are considered suitable in terms of nature of technical knowledge and professional expertise required for each specific post.
- 16.3 On completion of the screening by the department/function concerned, the Head of the Department will forward to the HR Department the list of candidates considered eligible for test/interview, spelling out clearly basis of rejection of applications in each case.
- 16.4 In case recruitment is done through an outside Professional Agency, the registration and screening of applications will be done as per the scope of work and prescribed eligibility criteria in consultation with Human Resource Department of the coordinating Division.
- 16.5 While the applications will be screened at the appropriate executive level depending upon the grade of the post to be filled, it is preferable for the Head of the Department concerned to ensure as far as practicable that the scrutiny is carried out by the Officer of the Department who will be participating in the selection process as the expert member in the Selection Board representing the Department.
- 16.6 After the applications are finally screened, HR Department will prepare a final list of eligible candidates based on the criteria determined in the course of earlier scrutiny and other relevant factors keeping in view the reserved vacancies and the special relaxation for candidates belonging to SC/ST/PWDs etc. categories. This final list of shortlisted candidates, after approval by the appointing authority or the officer to whom powers in this behalf are delegated, will form the basis for candidates being called for selection test and/or interview/skill/physical test. In case of recruitment of experienced manpower, different stages of interviews may be conducted.

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17.0 Selection Process and Constitution of Selection Boards

- 17.1 Various selection methods like physical test, skill test, written tests (online/offline), group discussions, aptitude test, different stages of interviews etc. may be employed depending on the requirements of the job/post for which selection is being made. For this purpose, the HR Department will evolve and prescribe uniform methods of selection in all Units for similar jobs. Wherever necessary, the concerned department shall be consulted/ associated.
- 17.2 All direct appointments to every post in the Company, whether regular, fixed term employment/contractual/temporary/adhoc, trainee except appointments on deputation from Government organizations and public sector undertakings, will be made only, on recommendation of a duly constituted Selection Board/ Committee.
- 17.3 All appointments to the executive cadres of the Company including Trainees, who will be regularized as executives will be made on the recommendations of the NTPC Central Selection Board, guidelines for the constitution of which are given in Schedule-IV.
- 17.4 Appointments to posts in various non-executive categories including Trainees, who will be regularized as non-executives, will be made on the basis of recommendations of Selection Committees constituted for the purpose of conducting skill test/physical test, guidelines for the constitution of which are given in Schedule-IV.
- 17.5 The Selection Boards/Committees will be constituted by the HR Department in each case with the approval of the Competent Authority as per delegation of power.
- 17.6 Honorarium and reimbursement of boarding, lodging and conveyance expenses will be made to external members of the Selection Boards/ Committees as per rates and rules in this regard, laid down by the Corporate Centre from time to time.

For internal members of Selection Board/Committee, honorarium/mementoes shall be granted as per rules notified from time to time.

NOTE: It should be ensured while constituting selection boards/committees that the members of the selection board/committee are not related (close or distant) to the candidates appearing in the interview.

18.0 Role of Selection Board/Committees

- 18.1 The candidates included in the short-listed applications referred to in Clause 16.6 above will be called upon in an appropriate ratio to undergo a prescribed selection process which may consist of:
- a. an interview before the Selection Board, or
 - b. a test and/or group discussion followed by an interview of all candidates before the Selection Board, or

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- c. an elimination test and/or group discussion followed by an interview before the Selection Board of only those who qualify in the test and/or group discussion.
- d. a skill test/ physical test before the Selection Committee, in case of recruitment in Group C and D posts. Skill test / physical test shall be conducted for assessing the competency/ability of the candidate, to perform the activities required for a particular job/post, wherever such job/post requires technical competence. However, the skill test / physical test will only be of qualifying nature.

18.2 All candidates called for interview/skill/physical test who come from places beyond a distance of 30 kms. will be reimbursed actual expenses incurred on travel to and from the place of interview/skill/physical test on production of money receipt, or any other supporting documentary evidence in respect of the onward journey, limited to:

Entitlement	Category of Post
II class AC return rail fare/return air fare (economy mode) by the shortest route	For all executive posts including Trainees to be regularized as executive
III Class AC return rail fare by the shortest route	For all non- executive posts including Trainees, who will be regularized as non-executives.

The shortest route for this purpose will be from the place to which the interview/skill/physical test call letter was mailed or the place from where the actual journey commenced to the appointed place of interview, whichever is nearer.

18.3 The call letters for appearing in interview/skill/physical test before the Selection Board/Committee, shall be issued to the candidates by speed/registered post or under certificate of posting or email, not later than ten clear days before the date of such test. The call letter should clearly state the post and the grade/grades for which the candidate will be considered, the weightage of selection test/interview/skill test/physical test (as applicable) and other formalities that he/she will be required to comply with prior to the interview/skill test/physical test. Provision of downloading call letter from website can also be provided in place of sending call letter by post.

18.4 HR Department will make available to the members of the Selection Board/Committees the following documents and particulars regarding the candidates called for interview/skill/physical test:

- (a) A copy of the advertisement/notification together with the specific requirements and the duties and responsibilities of the posts.
- (b) Bio-data of each candidate.
- (c) Applications of candidates.
- (d) Special information, if any, relevant to Selection regarding any candidate

18.5 Apart from participating generally in the selection process, the representative of the HR Department in the Selection Board/Committee will have the following specific

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responsibilities:

- (a) At the commencement of the proceedings of the Selection Board/Committee, he/she will brief the members on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empaneled for immediate and future requirements and any other matter relating to the Selection.
- (b) While the specialist/technical members of the Selection Board/Committee will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the HR representative to call the attention of the Board to the attitudinal, motivational and personality aspects relevant to the job requirements.
- (c) He will ensure consistency in the selection standards, status and seniority keeping in view the existing position with the organization and comparative position prevailing generally in the open market and particularly in similar organizations in the government and public sector.
- (d) He will assist the Board in finalizing the terms including grade, seniority, status and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters if and when asked for by any candidate.

18.6 For Group-A posts, the Central Selection Board, based on the merit and performance of the candidates during the interview, will award marks to them by consensus. Keeping in view the qualifications, experience and other relevant facts vis-a-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned. Based on fulfilling the criteria for length of service advertised for each level and also the marks awarded by the CSB, the candidates are placed on the panel at appropriate level.

Provided that when two or more candidates secure equal marks they will be empaneled in the chronological order of their dates of birth, the oldest being placed first among them.

Provided also that in respect of reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities.

The minimum qualifying marks required for placement in panel for different categories of candidates, where interview is the only criteria for selection, are:

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General Category : 55%
SC/ST/OBC/PWD Categories : 45%

In cases, where selection is done on the basis of both selection test and interview, the weightage of the selection test marks and the interview marks shall be in the ratio of 85:15 respectively. The minimum qualifying marks for such selection are:

General Category : 40%
SC/ST/OBC/PWD Categories : 30%

The results of such selection shall be declared on website.

- 18.7 For recruitment in Group C posts, there will be no interview. The selection shall be based on 2 stages written test or written test followed by skill test/physical test, wherever such job/post requires technical competence. Skill test/physical test may be conducted through Selection Committee (as mentioned at para 17.4), which will evaluate the candidate's practical knowledge, ability and skills, required to perform a particular job/task, in line with NTPC's requirement.

For recruitment in Group D posts, selection will be made on the basis of written test and/or physical test, depending upon the requirement.

The shortlisting procedure for skill/physical tests in both Group-C & D posts will be followed as per the shortlisting procedure mentioned in the Diploma/Supervisory & Artisan Trainee Scheme (refer Schedule-II).

However, **such skill/physical tests will only be of qualifying nature.** The minimum qualifying marks for such skill / physical test are:

General Category : 40%
SC/ST/OBC/PWD Categories : 30%

Assessment will not be done on the basis of marks for these tests. The final merit list will be prepared based on the marks of written test, for those candidates who will qualify in the skill test. The results of such written tests shall be declared on website.

- 18.8 While making its recommendations of names of suitable candidates, the Selection Board/Committee may
- Make special mention of the additional increments, if any, seniority weightage etc.
 - Any remarks regarding seniority weightage for accelerated promotion to the next higher grade subject to satisfactory performance in exceptional cases of candidates who are too senior to start afresh in the grade to which they are selected but not senior enough for selection to the higher grade for reasons of internal company policy.
 - area/areas of specialization and strength where the candidate would be best suited

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- d. any other recommendation/remark considered relevant and necessary, in respect of any candidate.

19.0 Operation of Panel of Selected Candidates:

- 19.1 The panel of candidates in order of merit as recommended by the Selection Board, on approval by the Appointing Authority, will form the basis for issue of offers of appointment.
- 19.2 The functional panel of selected candidates will normally remain valid and operative for a period of twelve months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.
- 19.3 Based on the panel as recommended by the Selection Board, HR Department will issue offers of appointment to one or more candidates in the order of merit given in the panel depending on the number of posts as sanctioned by the appointing authority from time to time.
- 19.4 Where there is a separate panel of selected candidates from the Scheduled Castes, Scheduled Tribes, Other Backward Classes and Person with Disabilities in respect of vacancies exclusively reserved for them, the roster maintained in the prescribed format as per Government guidelines will be followed while making offers of appointment.

20.0 Offers of Appointment

- 20.1 HR Department will issue the offers of appointment in the prescribed form and the contract of appointment will be completed on receipt of the letter of acceptance along with undertaking to join, duly signed by the candidate.
- 20.2 The offer of appointment will state the last date by which the candidate must join the Company failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the Competent Authority prior to the expiry of the joining time as indicated in the offer of appointment.
- 20.3 Offer of appointment will also indicate the basic pay of the candidate which will be arrived as under:

(A) FOR CANDIDATES FROM PSUs FOLLOWING IDA PATTERN:

The Basic pay being drawn in the previous organization is protected and a joining benefit of one increment at the minimum of the scale in which the offer is being made, is allowed. Next annual increment in the previous organization, if due within next six months of approval of issuance of offer, shall be accounted for. The amount so arrived will be rounded off to the nearest Rs.10/-.

(B) FOR CANDIDATES FROM GOVT./PSUs FOLLOWING CDA PATTERN:

The Basic pay is arrived at by adding the intended joining benefit, next annual increment, if due within next 6 months, DA, Grade Pay if any with the existing basic

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pay and fixing at the stage available in the relevant scale of pay of NTPC rounding it off to the nearest Rs. 10/- after subtracting NTPC Dearness Allowance.

(C) FOR CANDIDATES FROM PRIVATE SECTOR:

The pay will generally be fixed at the minimum of the scale, unless recommended otherwise by the Central Selection Board.

- 20.4 The appointing Authority may provide service weightage/seniority weightage to selected candidates, who are in equivalent scale for more than one year as on date of interview.

21.0 Medical Fitness

- 21.1 Nobody will be appointed to any post in the Company whether regular, temporary/adhoc, trainee unless he is declared physically fit as per the norms and standards for medical fitness prescribed for the post after a medical examination by the Company's authorized medical officer/officers at the time of appointment in the Company's service.

- 21.2 This shall, however, not apply to an internal candidate of the Corporation who has already been medically examined and declared fit at the time of his initial appointment.

22.0 Joining Formalities

- 22.1 Employees on the first appointment to the Company's service will furnish to the HR Department copies of documents and other details and particulars as given in Schedule-V.

- 22.2 On appointment of a person in the Company, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form, in terms of directives issued by the Government from time to time in this regard.

23.0 Appointment on Ad-hoc Basis

- 23.1 Despite our efforts to induct personnel through regular employment, need arises in critical areas to induct personnel on temporary/ad-hoc basis to meet the shortfall of personnel, within the sanctioned manpower budget, due to exigencies of work and / or in areas where requirement of personnel is not of regular nature i.e. requirement is not likely to continue for a long time.

- 23.2 The functions /areas where personnel may be engaged on adhoc basis, for short durations are Medical, Resettlement and Rehabilitation, MGR staff, Sociologists, IGS Facilitators, Foreign Language Interpreter, IT-Resource Persons etc.

- 23.3 The Competent Authority for engagement of Personnel on adhoc basis in executive cadre shall be the Executive Director of the concerned region at Projects/Regional HQs and

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Executive Director (HR) at Corporate Centre. For engagement of personnel on adhoc basis in non-executive cadre, the Competent Authority shall be Concerned Regional ED at Projects / Regional HQs and Executive Director (HR) at Corporate Centre.

23.4 Duration of Employment:

The engagement on ad-hoc basis shall initially be for a period of six months to one year and may be extended upto a maximum period of two years on merits of each case with the approval of the Competent Authority. However, in exceptional circumstances, engagement on ad-hoc basis beyond a period of two years can only be made with approval of Director (HR).

23.5 Selection Procedure:

Doctors/Sociologists/IGS Facilitators etc. on ad-hoc basis are inducted through selection process as done in cases of regular employment i.e. by Advertisement or notification to relevant Institutions.

23.6 Compensation Package:

The compensation payable to persons engaged on ad-hoc basis shall be notified by Corporate HR-Recruitment Group from time to time.

24.0 Delegation of Powers Relating to Various Activities in Recruitment

Delegation of Powers relating to recruitment shall be as per Delegation of Power revised from time to time.

25.0 Interpretation and Amendments

In case of any doubts arising with regard to any of the provision in the Recruitment Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest with the Director (HR), whose decision will be final. Director (HR) is also authorized to carry out minor modifications in the Recruitment Policy.

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SCHEDULE-I

Induction Levels:

Non-executives		
Unskilled Group:	W0 Level	
Skilled Group and equivalent Secretarial and Clerical Staff:	W3 & W4 Level	
Artisan Trainees	W3 Level	
Diploma/Supervisory Trainees:	W7 Level	
Executives		
Executive Trainees:	As decided / approved by Competent Authority and notified in the respective advertisement	
Assistant Chemist Trainees:		

Note: Depending upon the manpower requirement, the induction level may vary from time to time.

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SCHEDULE – II

- **Recruitment under Executive Trainee Scheme**
- **Recruitment under Diploma/Supervisory & Artisan Trainee Scheme**
- **Fixed Term Employment Scheme**

The above schemes are enclosed.

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SCHEDULE-III

Relaxation & Concessions to Candidates Belonging to The Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Person with Disabilities:

Reservation of posts, as per the rosters prescribed by the Government

- i) For direct recruitment on all-India basis:
 - a) By open competition (i.e. through UPSC or by means of open competitive test held by any other authority) Scheduled Castes 15% Scheduled Tribes 7.5% and OBCs 27%.
 - b) Otherwise Scheduled Castes 16.66%, Schedule Tribes 7.5% and OBCs 25.84%.
- ii) For direct recruitment made on local regional basis, as in the roster applicable to that particular State.

The reservation to PwBD/EWS shall be as per the directives of the Government.

The upper age limit will be enhanced by 5 years in case of all cadres/groups for SC/ST categories, by 3 years for OBC Categories and by 10 years for PWD categories.

Though the level of qualifications shall not be lowered, the percentage of marks to be attained in these qualifications shall be lowered, for SC/ST/PWD categories only. For e.g., if the prescribed standard is a first-class degree, it will be relaxed to lesser percentage.

For SC/ST categories the experience will be relaxed by:

- a maximum of one year if prescribed experience is 3 to 5 years.
- a maximum of two years if prescribed experience is 6 to 10 years.

No application Fee is required to be paid by candidates belonging to SC/ST/PWD/XSM or any other category, as notified by Government from time to time.

In case of written test and interview, 25% relaxation in marks of the qualifying marks of General Candidates is allowed to candidates belonging to SC/ST/OBC/PWD categories.

Concessions to Project Affected Persons/ Land Oustees:

In lower scales preference should be given to persons displaced as a result of setting up new units, particularly in backward and tribal areas especially to SC/ST.

Reservations & Relaxation to Ex-Serviceman & J&K candidates:

Reservation & relaxation to Ex-Serviceman will be regulated as per Government directives issued from time to time.

There is age relaxation of 5 years to candidates domiciled in J & K during the period from 01.01.80 to 31.12.89 as per Government guidelines.

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SCHEDULE IV

Constitution of Central Selection Board/Committees:

➤ **For conduct of interviews, NTPC Central Selection Board will be set up with the following constitution:**

- a) Chairman: One member from amongst persons of eminence and integrity with a suitable background in selection of personnel such as retired members of UPSC or Ex-Secretary, GOI or Ex-CMD / Ex-Director / Ex-Executive Director of CPSUs or former Chief Executive/Heads of reputed organizations etc.
- b) External Expert: Not less than one specialist Adviser in the concerned specialization whether from within or outside the Corporation like Professor/Associate Professor/Academician/Specialist etc. from reputed Institutions.
- c) Internal Expert: Not less than one representative at senior level from concerned Department/Function.
- d) HR Representative: Representative of HR Department
- e) SC/ST/OBC Representative: To safeguard the interest of SC/ST/OBC categories, there should be one representative of SC/ST community either internal or external at appropriate level.
- f) Minority Representative: To safeguard the interest of Minority communities, there should be one representative of minority community either internal or external at appropriate level.
- g) Any such other member as per Govt. directives.

➤ **For conduct of skill test/ physical test, Committee will be set up with the following constitution:**

- a) Chairman: Internal Member, not below E8 level
- b) External Expert: Professor/Academician/Subject Expert etc. from Govt. Institute.
- c) Internal Expert: Internal Subject Expert, one level below Chairman.
- d) HR Representative: Representative of HR Department
- e) SC/ST/OBC Representative: To safeguard the interest of SC/ST/OBC categories, there should be one representative of SC/ST community either internal or external at appropriate level.
- f) Any such other member as per Govt. directives.
- g) Any such other member as decided and approved by Competent Authority.

In addition to above, the directives of Govt. of India will be followed issued from time to time.

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SCHEDULE -V

Joining Formalities:

In case of appointments to regular scale of pay, the employee joining the Organization will report to the HR Department of the Unit, he/she is joining and will furnish the following:

- i) Joining report
- ii) A written undertaking regarding his:
 - a) Marital Status
 - b) Home-town
 - c) Immovable property
 - d) Employment of Spouse in any Embassy or Foreign mission
- iii) Medical fitness certificate
- iv) Attested copies of bio-data
- v) Attested copies of certificates and testimonials
- vi) A character certificate from a Gazetted officer
- vii) Release and pay certificates in case if employees from Government/ Public Sector Undertakings.
- viii) Attestation Forms for verification of the antecedents.
- ix) Any other as prescribed from time to time

Those appointed as Trainees will be required to execute and furnish bonds of prescribed value, undertaking to complete the training course and thereafter to serve the Company for a minimum period as laid down in the bond.

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Recruitment under Executive Trainee Scheme

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6.0	Selection Process
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RECRUITMENT UNDER EXECUTIVE TRAINEE SCHEME

1.0 PREAMBLE

- 1.1 The magnitude of Executive Manpower requirements along with the imperatives of highly sophisticated technical and professional know-how, pioneered and utilized by NTPC, necessitates induction of fresh graduates, post graduates in different disciplines, in response to the existing and emerging needs of different functional areas on a long-term basis. It is therefore imperative to develop company's own Executive Trainees Scheme, subject to obtaining a critical size for the trainee batches by bunching requirements.
- 1.2 NTPC subscribes to the belief that a Personnel Selection Programme combining different types of tests, group tasks along with the normal selection method of personal interviews will go a long way in strengthening the objectivity and fairness of recruitment efforts.
- 1.3 The Company has got three broad trainee schemes - Engineering Executive Trainees, Finance Executive Trainees & HR Executive Trainees. Depending on the needs identified by the Corporate HR department on a long-term basis and based on responses to the feedback as to the availability on the recruitment front, executive trainees in various other areas like IT, Mining, Geology, etc. may also be inducted. The induction levels of ETs/ACTs shall be as decided / approved by the Competent Authority and notified in the respective advertisements.

2.0 PROJECTION OF REQUIREMENT

- 2.1 The requirement of trainees to be inducted in different disciplines will be projected by the Corporate HR Division. While finalizing the requirement the overall vacancy position, attrition rate, internal promotions through Departmental Promotion Committee and the future requirement for projects on the anvil will be kept in view.

3.0 ADVERTISEMENT

- 3.1 Advertisement for recruitment of Executive Trainees shall be released by Corporate HR Recruitment Group. The advertisement will be issued in major National Dailies covering all the Regions of the country for wide circulation including Employment News, alongside a detailed advertisement on the website.
- 3.2 Circular will be issued to all Regions/Projects for forwarding application of eligible internal candidates who wish to apply for ET scheme. All internal candidates who apply online shall submit the printout of the registration slip to the concerned HR Department. HR Department at the unit level will verify the entries made by such candidates in their applications before forwarding it to the HR Recruitment group.

4.0 QUALIFYING REQUIREMENT: The minimum qualifying requirements are as under:

- 4.1 **Engineering Executive Trainees (EETs):** Full time Bachelor's Degree in Engineering or Technology from a recognized Indian University/AMIE with not less than 65% marks, as per respective university/institute norms. Final year/semester students, who expect their result by the month of August of

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the particular year, will also be allowed to apply. However, the selection of final year students shall be subject to obtaining not less than 65% marks in their final degree, as per respective university/institute norms. A candidate with the prescribed degree identified for the discipline as given below can only apply for the post of EETs in the respective disciplines:

Discipline	Prescribed full time bachelor's degrees in Engineering
Electrical	Electrical / Electrical & Electronics / Electrical, Instrumentation & Control / Power Systems & High Voltage / Power Electronics / Power Engineering
Mechanical	Mechanical / Production / Industrial Engg/ Production & Industrial Engg/ Thermal / Mechanical & Automation / Power Engineering
Civil	Civil / Construction Engineering
Electronics	Electronics / Electronics & Telecommunication / Electronics & Power/ Power Electronics/ Electronics & Communication/ Electrical & Electronics /
Instrumentation	Electronics & Instrumentation / Instrumentation & Control/ Electronics Instrumentation & Control
IT	Computer Science/Information Technology
Mining	Mining
Geology	M.Sc/M.Sc (Tech) in Geology/Applied Geology

4.2 Executive Trainees - Human Resources (ET-HR): Graduates with at least two years full time Post Graduate Degree/ Post Graduate Diploma / Post Graduate Program in Management with specialization in Human Resource / Industrial Relations / Personnel Management or Masters in Social Work or MBA with specialization in HR from recognized Indian University/ Institutes (recognized by appropriate statutory authority) with not less than 65% marks, as per respective university/institute norms. Final year/semester students, who expect their result by the month of August of the particular year, will also be allowed to apply. However, the selection of final year students shall be subject to obtaining not less than 65% marks in their final degree, as per respective university/institute norms.

4.3 Executive Trainees - Finance (ET-Finance): Candidates with CA / ICWA qualification are eligible to apply. Students appearing for final examination, who expect their result by the month of August of the year in which the ET entrance test is held, will also be eligible to apply.

4.4 Assistant Chemist Trainees (ACT): Full time/ regular M.Sc. in Chemistry from recognized Indian University/ Institute (recognized by appropriate statutory authority) with at least 60% marks, as per respective university/institute norms.

Note: A candidate, on selection, is allowed to join only after his final year results have been declared and has secured not less than the prescribed marks.

4.5 Age Limit: For Engineering Executive Trainees and Assistant Chemist Trainees, the upper age limit is 27 years for General category as on the last

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date of online registration for the post.

For ET-Finance and ET-HR, the upper age limit is 29 years for General category as on the last date of online registration for the post.

For candidates belonging to SC/ST/OBC(non-creamy)/PWD/J&K/Ex-Serviceman categories, age relaxation shall be provided as per Government directives.

4.6 Relaxation to Internal candidates

Eligibility criteria for NTPC departmental candidates possessing relevant educational qualification are as under: -

1	Qualifications Engg. Executive Trainee (EET)	Degree in Engineering / Technology / AMIE or BS in Power Engineering from BITS Pilani. Candidates who are appearing in final year/semester of BS Power Engg or section B of AMIE can also apply. Application from eligible employees should be for any one of the advertised engineering disciplines.
	Executive Trainee-Human Resource (ET-HR)	Graduation with at least two years full time or three years part time/correspondence PGDHRM / MBA / PGD PM & IR / MSW / PGDM / PGP / PGDBM / MHROD / MMS, with pass marks from recognized university.
	Executive Trainee-Finance (ET-Finance)	CA and ICWA qualified candidates are eligible to apply for ET- Finance discipline.
	Assistant Chemist Trainee (ACT)	M.Sc. in Chemistry with pass marks from a recognized University. Candidates with Part Time M.Sc. in Chemistry are also eligible to apply.
2	Age	No age limit
3	Qualifying Marks	Pass marks only
4	Application fee	Exempted
5	Only such NTPC employees are eligible to apply as departmental candidates who have completed a minimum of two years of service in NTPC on the last date of online registration. However employees who have less than 2 years of service in NTPC can apply as external candidates.	

5.0 RELAXATION TO SC/ST/OBC/PWD/XSM/J&K CANDIDATES

- 5.1** Reservations and relaxations for SC / ST / OBC (non-creamy layer) / PWD (degree of disability 40% or above)/J&K/Ex-Serviceman (XSM) candidates will be provided as per Government directives from time to time.
- 5.2** No registration fee will be charged from SC, ST, PWD and XSM candidates.
- 5.3** Wherever the qualifying marks requirement is 65%, SC/ST/PWD candidates are eligible to apply with at least 55% marks in qualifying examination. For the post of Assistant Chemist Trainee, the qualification is relaxed to pass marks for SC/ST/PWD candidates.

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- 5.4** The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued in the year when the recruitment is being carried out.
- 5.5** The upper age limit is relaxed by 3 years for OBC(NCL), 5 years for SC/ST, 10 years for PWD-General, 13 years for PWD-OBC(NCL) and 15 years for PWD-SC/ST candidates. Upper age is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.80 to 31.12.89. Relaxation of age to Ex-servicemen (XSM) is applicable as per Government directives.

6.0 SELECTION PROCESS

6.1 Registration process, fee collection and data management

- 6.1.1 The online Registration portal shall be designed, developed and maintained in House in consultation with HR-IT/ERP team.
- 6.1.2 Candidates belonging to General/OBC category shall be required to pay a non-refundable registration fee and the amount of registration fee will be decided from time to time, depending upon the kind of test conducted and expenditure incurred on the recruitment process.
- 6.1.3 Entire data shall be managed by HR Recruitment Group in consultation with HR-IT / ERP.

6.2 Selection / Elimination Test

- 6.2.1 In order to narrow down the number of eligible candidates to a practical level where these candidates can be interviewed by a Central Selection Board, scores/results of a test shall be used to short list the candidates for further round of selection process.
- 6.2.2 The test can be specifically conducted either by NTPC or short listing of candidates can be done on the basis of scores/results of some other reputed national level tests like GATE, CAT, XAT, GRE, UPSE etc. conducted by Government/ Autonomous/Semi-autonomous bodies, or any other assessment as deemed fit by the competent authority. Based on the approval of the management one or more of such tests shall be identified every year for short listing of candidates for further round of selection process. \
- 6.2.3 Different type of test like Psychometric, Behavioral, Aptitude test etc. to be administered from time to time depending upon

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the requirement with approval of Competent Authority. However, such type of test will be only qualifying in nature.

6.3 The guidelines for conducting selection test shall be as under

- 6.3.1 The test shall be conducted either conventionally or Online depending upon the feasibility and as deemed fit by the management.
- 6.3.2 The conduct of the test shall be outsourced to a reputed agency which has a proven track record in the area of conducting such exams on a large scale. Contract to be awarded shall be on the basis of limited tender enquiry. The contract will be awarded on turnkey basis from venue booking till processing of results including question bank generation test administration, transportation & providing stationary & other technical inputs. Agency shall decide content and type of questions in consultation with NTPC, which would be duly approved by the Competent Authority.
- 6.3.3 Number of cities where the test would be conducted shall be decided keeping in view the representation of all the Regions, cost associated and technical feasibility for conducting the test on such large scale.
- 6.3.4 The test (Offline or Online) shall have two sections. Section - 1 will have discipline specific questions and shall be termed as Subject Knowledge Test (SKT), section-2 will have questions on Aptitude Viz. numerical ability, reading comprehension, reasoning, general awareness, data interpretation, etc, and shall be termed as Executive Aptitude Test (EAT). Duration of the test shall be Two hours. The test will be Bilingual. There will be negative marking. ¼ of the maximum marks for the question will be deducted for every wrong answer.
- 6.3.5 Minor changes in the pattern of questions, ratio of questions on SKT and EAT, marking patterns, total Number of questions, duration of the exam, negative marking etc shall be decided by the Competent Authority each year and shall be mentioned in the advertisement.

6.4 The guidelines for using external tests available for short listing of candidates.

On approval of the Competent Authority for using the scores of any other assessment test such as GATE, CAT, XAT, GRE, IES etc. for short listing candidates for Group Discussion /Personal Interview, an MOU/Contract shall be signed/ awarded, indicating all the terms and conditions of using the scores including payment to the organizing committee (if any).

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7.0 SHORT LISTING FOR GROUP DISCUSSION AND PERSONAL INTERVIEW

7.1 Based on the performance in the selection test, candidates shall be shortlisted in order of Merit to the next stages of selection process. The call ratio of number of vacancies Vs number of candidates to be short listed for Group Discussion & Personal Interview, may vary each year depending upon the type of test being used and shall be approved by the Competent Authority each year.

7.2 Short listing on the basis of written test conducted by NTPC

7.2.1 The candidates are required to qualify both in Subject Knowledge Test(SKT) and Executive Aptitude Test (EAT), separately. For General category candidates, the qualifying marks for SKT and EAT are 40% and 30% respectively. For SC/ST/OBC/PWD candidates, there is a relaxation of 25% w.r.t. General Category qualifying marks in both tests.

7.2.2 **For PWD category:** Total vacancies reserved for PWD category shall be divided in all disciplines on pro rata basis. A separate list of all PWD candidates will be prepared in each discipline and the Minimum Qualifying marks (MQM) for SKT and EAT will be calculated as mentioned at 7.2.1. The SKT marks and the EAT marks of all candidates clearing the MQM will be added to get a "Total Score". Merit list for PWD candidates in all disciplines shall be prepared on the basis of the Total score obtained and number of candidates will then be short listed on the basis of approved call ratio, over and above the number of candidates short listed in other categories as mention in para 7.2.1.

7.3 Short listing on the basis of marks obtained in external tests.

After obtaining the results from the Test conducting Body (as at para 6.4), the list will be matched with the list of candidates who have applied online in NTPC. Merit list of only the matched candidates will be prepared on the basis of total marks obtained by the candidates in each category for all the disciplines. No. of Candidates to be short listed for each discipline will be decided on the basis of approved call ratio.

8.0 CONSTITUTION OF THE CENTRAL SELECTION BOARD:

Constitution of the Central Selection Board (CSB) for the interviews will be as mentioned in Schedule-IV of Recruitment Policy and Procedures. The CSB members will be provided inputs on interviewing techniques with special emphasis on assessment of Personality Traits identified for ETs as mentioned in para 9.0.

9.0 TRAITS IDENTIFIED FOR ETs

9.1 **Effective Intelligence: The capacity to handle practical situations. It consists of:**

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- 9.1.1 Analytical Ability - The ability to grasp the essentials to formulate effective plan of action.
- 9.1.2 Resourcefulness - The capacity to innovate and improvise in unforeseen situations.
- 9.1.3 Planning - The capacity to anticipate situations and develop effective action.

9.2 Social/Team Building:

- 9.2.1 Networking ability with colleagues
- 9.2.2 Ability to influence and direct the activities of the team towards achievement of the goal.
- 9.2.3 Ability to form a purposeful and cohesive team
- 9.2.4 Ability to develop and encourage team members

9.3 Communication:

- 9.3.1 Ability to put across one's ideas adequately with ease and clarity. It comprises of logical presentation of ideas and capacity to put across ideas precisely and convincingly

9.4 Initiative:

- 9.4.1 Ability to originate action of one's own. It includes anticipation of exigencies and initiating appropriate action without being prompted.

9.5 Learning Capabilities:

- 9.5.1 Ability to gather information from a wide variety of sources: identifying and actively looking for relevant data for a work situation.

9.6 Physical Agility:

- 9.6.1 Willingness to exert physically in the interest of work instead of resorting to convenient (chair borne) short cuts.
- 9.6.2 Physical and mental stamina to withstand long and monotonous working hours.

10.0 INTERVIEW FEEDBACK

The candidates will be asked to give a feedback of the interview they had with the CSB, highlighting the major facets probed and offering a self-critique of their performance. The feedback will be passed on to the CSB, for their information.

11.0 PREPARATION OF FINAL MERIT LIST

- 11.1 The merit list will be prepared category wise and discipline wise. The weightage of Personal Interview and Group Discussion shall be 10% and 5% respectively. In cases where there is no Group Discussion, weightage of Personal Interview shall be 15%. In no case, the weightage for the selection/written test [External or Internal] shall be below 85%, or as per Govt. directives issued from time to time.

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- 11.2** The minimum cut off marks shall be 40% each in Group Discussion and Personal Interview for General category candidates and 30% for SC/ST/OBC/PWD candidates. Break-up of total marks allotted is as given under:

Stages	% weightage (with GD)	% weightage (without GD)	Min. Cut-off for General category	Min. Cut-off for OBC/SC/ST/PWD categories
Selection test	85	85	As per clause 7.2	
Group Discussion	5	-	40% marks	30% marks
Personal Interview	10	15	40% marks	30% marks
TOTAL	100	100		

- 11.3** The SC/ST/OBC category candidates, who have not availed the relaxation of age, percentage marks in qualifying degree, selection test, Group discussion, interview, etc., and are figuring in the General category merit list, will be considered to be selected on merit and shall be accordingly placed in General category list.

12.0 ISSUANCE OF OFFERS

- 12.1** Offer of appointment will be issued to the final selected candidates in order of merit and requirement and also after taking into consideration the previous year's materialization rate.
- 12.2** The selected candidates will be required to execute a service agreement bond of prescribed value, on a Non judicial stamp paper of denomination not less than Rs.100/-, to successfully complete the prescribed training period of 1 year and thereafter serve the company for at least 3 years. The bond amount shall be applicable as approved by Competent Authority from time to time.
- 12.3** Basic pay of the internal candidates who have become eligible to be offered appointment will be fixed as per relevant provisions in pay fixation rules.

13.0 MEDICAL EXAMINATION

All selected candidates will have to undergo medical examination in terms of the Medical norms circulated from time to time and will be allowed to join only if he/she is declared medically fit by the Company Medical Board. Constitution of the Medical Examination Board will be carried out by CMO.

14.0 JOINING

- 14.1** Personal files for each trainee will be created by the HR Recruitment Group with the original bio-data form seen by the Central Selection Board and other forms including attestation form submitted by them at the time of joining. The service agreement bond will be accepted by the dealing officer with proper witnesses and will be passed on to the Establishment Group, after issue of Appointment Orders indicating the employee numbers of trainees.

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14.2 The personal files of the trainees appointed shall be maintained by the Training Group at PMI.

15.0 POSTING:

The Engineering Executive Trainees (EETs) on regularization after successful completion of training would be placed in projects/stations as per requirement of the company in plant Operation function.

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Recruitment under Diploma/Supervisory & Artisan Trainee Schemes

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10.0	Medical Examination
11.0	Joining

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RECRUITMENT UNDER DIPLOMA/SUPERVISORY & ARTISAN TRAINEE SCHEMES

1.0 PREAMBLE:

In order to cater the need of non-executive manpower on a long term basis, it is required to induct fresh Diploma holders and ITI holders in various disciplines. The Diploma holders and ITI holders will be recruited in induction level in the name of Diploma/Supervisory Trainee and Artisan Trainee respectively in order to provide them proper growth in the organization and to create a sense of belongingness and attachment in the organization.

2.0 PROJECTION OF REQUIREMENT:

The requirement of non-executive manpower to be inducted in different grade & discipline will be projected by the Industrial Engineering Group of Corporate Centre. While finalizing the requirement the overall vacancy position, attrition rate, internal promotions through Departmental Promotion Committee and the future requirement for projects on the anvil will be kept in view.

3.0 NOTIFICATION/ ADVERTISEMENT

3.1 The activities of recruitment of non-executive manpower will be carried out at Regional Level in consultation with Corporate Recruitment Group. The Corporate Industrial Engineering Group will provide the manpower requirement.

3.2 The advertisement will be released in local/regional newspaper, Employment News, Company's website, Company Notice Boards etc. to ensure wide circulation and the recruitment notification will be sent to the Employment Exchanges in terms of the Employment Exchanges (Compulsory Notification of Vacancies) Act. 1959.

3.3 The recruitment activities starting from release of advertisement to joining of selected candidates will be carried out by RHQs in coordination with respective Projects, where vacancies exist. In case of recruitment of Diploma/Supervisory Trainees for more than one Region is carried out in same time, the Corporate Recruitment Group may coordinate all the recruitment activities with help of RHQs to ensure uniform practice and timely completion of activities.

4.0 QUALIFYING REQUIREMENT

4.1 The Qualifying requirement for recruitment of Diploma/Supervisory Trainees & Artisan Trainees will be as under:

Diploma/Supervisory Trainees: Full time Diploma in Engineering in Electrical, Mechanical, Civil, Electronics/Instrumentation, Mining etc. from State Technical Board or recognized Institute with not less than 70% marks. Minimum percentage marks for SC, ST and PWD candidates in academic qualification shall be pass marks for all disciplines.

Artisan Trainees: 10th pass with ITI in Fitter, Electrician, Electronics, Instrument Mechanics etc. The course must be approved by NCVT/SCVT.

4.2 **Age Limit:** The upper age limit for the post of Diploma/Supervisory Trainees is 25 years and for the post of Artisan Trainees is 27 years. Relaxation in age to SC/ST/OBC/PWD /J&K/ Ex-Serviceman candidates is as per Govt. directives from time to time.

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- 4.3 Application Fee:** Candidates belonging to General/OBC category are required to pay a non-refundable registration fee & the amount of registration fee will be decided from time to time. The SC / ST / PWD/ Ex-Serviceman category candidates need not pay the registration fee.
- 4.4 Relaxation to Internal Candidates**
Eligibility criteria for NTPC departmental candidates possessing relevant educational qualification with relevant percentage as prescribed from time to time and there is no age limit for internal candidates.
- 4.5 Relaxation to candidates belonging to Land Oustees (LOs)**
The relaxation & concession to candidates belonging to Land Oustees will be extended as per requirement of the Project/Station. The eligibility of Land Oustees shall be in line with provisions of Rehabilitation Action Plan(RAP)/ local agreements / Agreements entered into with State Governments etc.
- 5.0 DETAILS OF WRITTEN TEST:**
- 5.1 For Diploma Trainees:**
Region will coordinate the test activities in consultation with Corporate Recruitment Group and depute NTPC Test Observer to each centre for smooth conducting of Test. The test to be conducted in 2 stages through online/ offline mode. In first stage, Aptitude Test covering General English, Quantitative aptitude & Reasoning will be conducted and it will be qualifying in nature. In 2nd stage, Technical Test in respective discipline will be conducted of shortlisted candidates & the Offer of appointment will be issued based on merit. There is qualifying marks (40% marks in case of General category and 30% in case of SC/ST/OBC/PWD candidates). The duration, pattern, shortlisting ratio etc. of the test will be decided from time to time depending upon the market requirement.
- 5.2 For Artisan Trainees**
Region will coordinate the test activities in consultation with Corporate Recruitment Group and depute NTPC Test Observer to each centre for smooth conducting of Test. The question paper consists of 2 parts i.e. Technical Knowledge Test & Aptitude Test. The duration & pattern of the test will be decided from time to time depending upon the market requirement. There is separate qualifying mark in each part.
- 6.0 PROCEDURE FOR SHORTLISTING CANDIDATES FOR SKILL TEST**
- 6.1** Skill Test is the process of evaluating the competency/ability of an individual to perform the activities required for a particular job.
- 6.2** Based on the performance in the written test, candidates shall be shortlisted discipline wise and category wise in order of merit, on the basis of the approved call ratio. Depending upon the past experience of low turnout and non-/less availability of suitable candidates, the call ratio of number of vacancies v/s number of candidates to be shortlisted for skill test, shall be approved by the Competent Authority each year.
- 6.3** The candidates are required to qualify both in Technical Knowledge Test and Aptitude Test. For General category candidates, the qualifying marks for Technical Knowledge Test and Aptitude Test are 40% and 30% respectively. There is a relaxation of 25% in qualifying marks of written test in both Technical Knowledge Test and Aptitude Test for SC/ST/OBC/PWD candidates.

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6.4 PWD candidates: All PWD candidates (irrespective of discipline & category) who are in the zone of consideration are placed in merit and thereafter the candidates are shortlisted in the approved call ratio. The PWD candidates, who are in the merit, may be excluded.

6.5 Ex-Serviceman (XSM) candidates: All XSM candidates (irrespective of discipline & category) who are in the zone of consideration are placed in merit and thereafter the candidates are shortlisted in the approved ratio. The XSM candidates, who are in the merit, may be excluded.

6.6 The candidates shortlisted under PWD and XSM category will be in addition to the candidates shortlisted under Gen, SC, ST and OBC categories.

7.0 CONSTITUTION OF COMMITTEE FOR SKILL TEST

7.1 Constitution of the Committee for skill test will be as mentioned in Schedule-IV of Recruitment Policy and Procedures. The committee will evaluate the candidate's practical knowledge, ability and skills, required to perform a particular job/task, in line with NTPC's requirement.

7.2 The skill test shall be conducted in the workshop or laboratory of any Government Polytechnic college/institute or any such similar institute where suitable workshop/lab. is available.

8.0 PREPARATION OF FINAL MERIT LIST FOR ISSUANCE OF OFFER

8.1 The merit list will be prepared category wise and discipline wise. The qualifying mark for skill test is 40% in case of General candidates and 30% for SC/ST/OBC/PWD candidates. However, the skill test will only be of qualifying nature. Assessment will not be done on the basis of marks of skill test.

8.2 The final merit list will be prepared based on the marks of written test, for those candidates who will qualify in the skill test.

8.3 The SC/ST/OBC category candidates, who have not availed the relaxation of age, percentage marks in qualifying degree, written test, etc. and are figuring in the general category merit list, will be considered as selected on merit and will be kept in general category list.

8.4 In cases, when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.

9.0 ISSUANCE OF OFFER OF APPOINTMENT

9.1 Offer of appointment will be issued to final selected candidates as per merit & requirement.

9.2 The selected candidates will be required to execute a service agreement bond of prescribed value, on a Non judicial stamp paper of denomination not less than Rs.100/-, to successfully complete the prescribed training period and thereafter serve the company for at least 3 years. The bond amount shall be applicable as approved by Competent Authority from time to time.

9.3 Basic pay of the internal candidates who have become eligible to be offered appointment will be fixed as per relevant provisions in pay fixation rules.

10.0 MEDICAL EXAMINATION

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All selected candidates will have to undergo medical examination in terms of the Medical norms circulated from time to time and will be allowed to join only if he/she is declared medically fit by the Company Medical Board.

11.0 JOINING

Joining formalities will be done at respective Region. Personal files for each trainee will be created with the original bio-data form at the time of skill test and other forms including attestation form submitted by them at the time of joining. The service agreement bond will be accepted by the dealing officer with proper witnesses and will be passed on to the Establishment Group, after issue of appointment orders indicating the employee numbers of trainees. The period of training will be finalized from time to time with approval of Competent Authority.

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Terms & Conditions of Fixed Term Employment

1. Definition:

A “fixed term employment workman” is a workman who has been engaged on the basis of written Contract of Employment for a fixed period.

2. Period:

- (i) The period of Fixed Term Employment Worker shall be upto a period of 3 years initially and can be extended beyond 3 years as per Organizational requirement. The extension shall be on acceptance of the individual.
- (ii) Fixed Term Employment shall be for a maximum period of 6 years and can be in multiple tranches.

3. Areas for Fixed Terms Employment

- (a) It can be in all areas pertaining to Services/O&M in a Generating Plant/Construction/Erection Work, where the need for manpower is for a short duration/assignment ranging from few days to a maximum period of 6 years.
- (b) A proposal shall be initiated by the concerned HOHR/RHOHR through BUH/RED for approval of Competent Authority giving adequate justifications for manpower under Fixed Term Employment. The Competent Authority for approval of Fixed term Employment is as below:

S. No.	Period	Approving Authority
1.	Upto 240 days	Region : RED Corp. Centre : ED(HR)
2.	Upto 3 years	D(HR)
3.	Beyond 3 years upto a maximum period of 6 years	Group of Directors consisting of D(HR) and concerned Functional Director

4. Employment Conditions:

- (i) Basic pay shall be at the minimum of Basic in the grade in which he/she is offered employment.
- (ii) Allowances upto 35% of Basic Pay.
- (iii) Superannuation benefits @ 30% of Basic + DA which includes PF, Gratuity, Medical Coverage through Insurance and pension.
- (iv) DA as applicable in the regular pay.

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- (v) Medical facilities limited to Self, Spouse and Two children as per NTPC MAT Rules
- (vi) Entitled Residential Accommodation and TA/DA on tour as per the grade in which he/she is inducted, as applicable to regular employees.
- (vii) Other than the above, no further allowance is allowed.
- (viii) Fixed term employment shall cease on expiry of written contract of employment for the fixed period mentioned in the contract/offer of appointment.

5. Notice Period

Notice period of 15 days from either side.

6. Discipline:

He/she shall be guided by rules under the Certified Standing Orders of the Unit he/she is working. Wherever there are no Certified Standing Orders, he/she will be guided by Model Standing Orders under the Industrial Employment (Standing Orders) Act, 1946.

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RECORD OF REVISIONS

Section-Clause No.	Revision No.	Revision Date	Amendment Details
0101-Record of Revisions	0	15.03.2019	HR Policy Manual Updation
0101-Record of Revisions	1	01.04.2020	Provision amended
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PREPARED BY	REVIEWED BY	APPROVED BY
ANUPRIYA MITTAL SR. MANAGER (HR)	RAKESH ARORA DGM (HR) VIJAY KISHORE DGM (HR)	A K JADLI GM (HR)