

**Associate Position for Retired Executive (E6/E7/ E8 (AGM) level) for Contract Services**

**Job Description:**

Preparation of bidding documents, clarifications, amendments to bidding documents, handling post-award communications, meetings, expediting supplies, coordination with contractors and vendors, internal functional teams of NGEL/ associated companies to ensure timely and successful completion of deliverables for successful commissioning of projects. Handling of audit queries, monthly reports etc.

**Required Qualification:**

Diploma/bachelor's degree in engineering or equivalent from a recognized University/Institute.

**Required Experience Profile:**

The candidate should have superannuated at a pay scale of E6/ E7/ E8 (AGM) level equivalent of NTPC Ltd. or from Public Sector Undertakings or Autonomous Organizations of Central/ State Governments.

Candidates must have more than 15 years of experience in Contracts/ Materials department in Power Sector and be conversant with the bidding process, contract management, documentation, e-tendering, reverse auction, SAP-ERP and allied activities.

Candidates should possess good communication skills (both verbal and written). Candidates should be willing to travel to project locations/ vendor works as per requirement.

**Other Criteria:** At least 01 outstanding rating in last three years excluding in year of superannuation.

**Period of Engagement:** For a period of 01 year

**Upper Age Limit:** 64 as on last date of submission of application.

Applicants are required to submit their biodata including, DOB, Qualifications, designation/grade/level wise experience details with period of experience and name(s) of Organisation/department etc in the enclosed Format (Annex – A) through email mentioning subject as “Retired Associate for Contract Services Department: 23/25” at [ngelcareers@ntpc.co.in](mailto:ngelcareers@ntpc.co.in).

No. of positions: 04

Location: NCR/ Gujarat /Rajasthan/ Karnataka/ Andhra Pradesh/ Anywhere in India

Remarks: The no. of positions and locations are tentative and are subject to increase/ decrease/ change as per requirement.

Last date of application 22.08.2025