**Associate Position for Retired Executive for Corporate Communication (14/2024-25)**

**Job Description:**

To develop systems for effective Corporate Communication mechanism and ensure suitable branding of NGEL.

**Required Qualification:**

Post Graduate Degree/Diploma in Journalism/Advertisement & Public Relations/Mass Communication.

**Required Experience Profile:**

The candidate should have retired at a pay scale of E7-E8 level equivalent of NTPC Ltd. from Public Sector Undertakings or Autonomous Organizations of Central/ State Governments.

Candidates must have more than 25 years of experience, preferably in Corporate Communication function at Corporate Level.

**Other Criteria:** At least 01 OS rating in the last 03 years in PMS, excluding the year of superannuation.

**Period of Engagement:** For a period of 06 months

**Upper Age Limit:** 62 years on 18.09.2024

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 Corporate Communication: 14/24” at ***ngelcareers@ntpc.co.in****.*

No. of positions: 01

Location: Greater Noida

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

Last date of application extended till 11.12.2024

**ANNEX - A APPLICATION FOR POSITION OF ASSOCIATE POSITION FOR NGEL, CORPORATE COMMUNICATION AT GREATER NOIDA, UP (14/ 2024-25)**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **DETAILS** | **PARTICULARS** |
| **1** | **NAME OF THE POST** |  |
| **2** | **APPLICANT’S NAME (Sh./Smt./Ms.)** |  |
| **3** | **FATHER’S / HUSBAND’S NAME (Sh.)** |  |
| **4** | **DATE OF BIRTH (DD/MM/YYYY)** |  |
| **6** | **CORRESPONDENCE ADDRESS** |  |
|  |
|  |
| **STATE:** | **PINCODE:** |
| **7** | **TELEPHONE NUMBER WITH STD CODE** |  |
| **8** | **MOBILE NUMBER** |  |
| **9** | **EMAIL ID** |  |
| **10** | 1. **ORGANISATION FROM WHERE RETIRED**
 |  |
|  | **b. EMPLOYEE NO./ CODE IN ORGANISATION FROM WHERE RETIRED** |  |
| **11** | **EDUCATIONAL QUALIFICATION** |
|  | **Qualification** | **Particulars** | **Subjects** | **Institute /****University** | **%, or, CGPA** | **Passing****Year** |
| **A** | **GRADUATION** |  |  |  |  |  |
| **B** | **POST GRADUATION** |  |  |  |  |  |
| **C** | **OTHERS** |  |  |  |  |  |
| **12** | **WORK EXPERIENCE DETAILS (FILL ONLY THE APPLICABLE COLUMN)** |
| **I** | **TOTAL WORK EXPERIENCE** | **YEARS** | **MONTHS** | **DAYS** |
|  |  |  |
| **II** | **C**omplete details of service / position held since joining (separate sheet may be attached if required) |
|  | **Post Held** | **Organization Name****with place of posting** | **Pay Scale/ Level** | **Period (From – To)****dd/mm/yyyy – dd/mm/yyyy** |
| **A** |  |  |  |  |
| **B** |  |  |  |  |
| **C** |  |  |  |  |
| **III** | **BRIEF DESCRIPTION OF THE WORK EXPERIENCE** **(Separate sheet may be enclosed if required)** |
|  |  |
| **IV** | **ANY OTHER RELEVANT INFORMATION (**DISTINCTION/AWARD/CERTIFICATE, etc.**)** |
|  |  |

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled, if, any information is found to be incorrect / false, at any point in time.

**Date: Signature of Candidate**

**Place Name:**

(Additional sheets may be enclosed if required)