



A Maharatna Company



01:HR:RECTT:2023:Advt No.03/23

Date: 26.09.2023

**SUB: OFFER OF APPOINTMENT TO THE POST OF ASSTT. MANAGER (MECHANICAL ERECTION) AT E3 GRADE**

Shri Rajesh Kumar Rajak  
APPNO 23126  
Jealgora No -7 Near BCCL Old Hospital  
Jharkhand-828110

Dear Sir/Madam,

With reference to your application for the post of **Assistant Manager (Mechanical Erection)** against our advt. no. 03/23, it gives us great pleasure to invite you to become a member of the NTPC family. The terms and conditions of your offer of appointment are as under:

- |    |  |   |                   |
|----|--|---|-------------------|
| 1. | Grade                                  | - | E3                |
| 2. | Scale of Pay                           | - | Rs.60000-180000/- |
| 3. | Basic Pay                              | - | Rs.60000/-        |
| 4. | Variable Dearness Allowance as on date | - | As per rules      |
| 5. | Place of Posting                       | - | Talcher Thermal   |

In addition, standard terms and conditions of appointment applicable to you and various benefits and allowances admissible are detailed in the **Annexure A**. You may please let us know within 5 days from the date of issue of this letter about your acceptance of our offer and your willingness to join. You are also requested to send the enclosed undertaking duly completed along with the aforesaid acceptance by email to [recruitment@ntpc.co.in](mailto:recruitment@ntpc.co.in).

Our Service Rules require that you should be declared medically fit before you join. You may please get your medical examination completed at one of NTPC Hospitals (listed in the **Annexure B**). Thereafter you may report at the HR Department for completion of joining formalities at the above-mentioned place of posting latest by **20.10.2023**. Please note that this offer shall stand automatically withdrawn and cancelled without any further notice to you if you do not report for joining on the stipulated date. You will need to bring documents for verification at the time of joining as mentioned in the **Annexure C**.

We look forward to your joining us and sharing a mutually beneficial relationship.

Thanking you,

Yours sincerely,  
For and on behalf of NTPC Limited

Encl: As above.

(Richa Bardhan)  
Sr. Manager (HR-Rectt.)