



वसुधैव कुटुम्बकम्
ONE EARTH - ONE FAMILY - ONE FUTURE



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉरपोरेशन लिमिटेड

North Eastern Electric Power Corporation Limited

(भारत सरकार का उधम) (A Government of India Enterprise)

ब्रुकलैंड कम्पाउंड, लोअर न्यू कॉलोनी, शिलांग – 793003, मेघालय

Brookland Compound, Lower New Colony, Shillong – 793003, Meghalaya

Date:10-03-2023

Advertisement .No : NEEPCO-04/2023

COMPANY PROFILE

North Eastern Electric Power Corporation Limited (NEEPCO) a Schedule-A, "Mini Ratna" (Category-I) Central Public Sector Enterprise has been a trusted power generation Company in the North Eastern region of India and beyond since 1976, working under the Ministry of Power for the Country as a whole and specially for the north eastern states to act in their best interest in tapping the enormous power potential of the region and the country.

NEEPCO takes pride in operating the largest Hydro Power Plant in the North Eastern Region of the Country and being the only CPSU having Hydro, Solar and Thermal Power Stations in operation. NEEPCO is having exposure in planning, design & construction & operation of Hydro projects in highly difficult and Geo-Technically sensitive terrain of N.E. Region.

NEEPCO is looking for promising, dedicated, energetic & young enterprising professionals with brilliant academic record to join the organization in the following positions:

SI No	Post / Grade	Vacancies	Upper age limit will be calculated as on 01-01-2023
1	Executive Trainees-Engineer (Electrical / Mechanical) (E-2) Grade, Post Code- HR/ 34, Scale of Pay: ₹ 50,000-3%-1,60,000/- (IDA)	UR - 11 SC - 05 ST - 02 OBC (NCL) - 08 EWS - 03 PwDs - 01 Total : 30	UR - 30 yrs EWS - 30 yrs OBC (NCL) - 33 yrs SC/ST - 35 yrs PwDs - 40 yrs
2	Executive Trainees- Finance, (E-2) Grade, Post Code- HR/ 259, Scale of Pay: ₹ 50,000-3%-1,60,000/- (IDA)	UR - 04 SC - 02 ST - 01 OBC (NCL) - 01 Total : 08	



Sl No	Post / Grade	Vacancies	Upper age limit will be calculated as on 01-01-2023	
3	Executive Trainees- Human Resources (E-2) Grade, Post Code- HR/ 159 Scale of Pay: ₹ 50,000-3%-1,60,000/- (IDA)	UR - 01 SC - 01 Total : 02	UR SC	- 30 yrs - 35 yrs
4	Assistant Company Secretary (Trainee) (E-2) Grade, Post Code- HR/ 239 Scale of Pay: ₹ 50,000-3%-1,60,000/- (IDA)	UR - 01 Total : 01		

Qualification:

Executive Trainees-Engineer (Electrical / Mechanical) (E-2 Grade): Full time Bachelor's Degree in Engineering or Technology/AMIE/ BSc. Engg. in Electrical/ Mechanical Engineering from recognized Institute or University with not less than 65% marks as per respective institute/ University norms (55% marks for SC/ ST/PwDs candidates). Candidates must have appeared and qualified in Graduate Aptitude Test in Engineering (GATE) in **2022**.

Executive Trainees- Finance (E-2 Grade): Must have passed the final exam of CA (conducted by Institute of Chartered Accountants of India) /CMA (Previously ICWA) (conducted by Institute of Cost Accountants of India)

Executive Trainees- Human Resources (E-2 Grade): Graduate with full time MBA or Post Graduate Degree/Diploma in Personnel & Administration/Industrial Relations/Human Resource Development/ Human Resource Management of minimum 2 years duration (65% marks or equivalent grade from a recognized University or Institute (55% marks for SC/ST/PwD). Candidate must have appeared in UGC-NET in Labour Welfare/ Personnel Management / Labour & Social Welfare / HRM in **2021-2022 (merged cycle)**. The General/EWS candidates must have secured at least 40% and the SC/ST/OBC(NCL)/PWD must have secured at least 35% marks in both the papers of UGC-NET in order to apply.

Assistant Company Secretary (Trainee) (E-2 Grade): Graduate and a Qualified Company Secretary holding valid Membership from the Institute of Company Secretaries of India (ICSI). Degree in Law will be an added qualification.

Desirable Experience: Preferably 1-2 years in the line either in the executive or in the senior supervisory level in Central/State Undertakings/ Autonomous bodies or large Industrial Organizations dealing with Corporate Laws, other Statutory and Non-Statutory Secretarial matters. In depth knowledge of SEBI/Stock Exchange compliance is desirable.

ABBREVIATIONS:

UR- Unreserved Category, SC- Scheduled Caste, ST- Scheduled Tribe, OBC (Valid NCL)- Other Backward Class (Valid Non-creamy Layer), EWS- Economically Weaker Section, ESM- Ex Servicemen, PwD- Person with Disabilities.

COMPENSATION PACKAGE:

Selected candidate will be placed in the pay scale of Rs. 50,000-3%-1,60,000/- at the basic pay of Rs. 50,000/- (E-2) grade. The other benefits such as Dearness Allowance, other perquisites and allowances, terminal benefits, etc will be admissible as per Company Rules in force from time to time. Benefits such as leave, medical treatment, Provident Fund, Gratuity, communication equipment, furniture at residence etc, will be admissible as per company rules in force from time to time.



PLACEMENT

Selected candidates shall undergo one-year training at any one or more locations of the Corporation. Candidates can be posted across the Country, in any Projects/ Stations/ Offices of the Corporation. Application of the candidates will be considered as the consent of the candidate to work anywhere in the Country and/ or in shifts (including night-shift). On successful completion of training they will be placed in E-3 Grade.

RELAXATIONS & CONCESSIONS:

The upper age relaxation for SCs/STs/OBCs/ ESM/ PwDs will be allowed as per Govt. of India guidelines. Relaxation in upper age limit for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989 will also be allowed as per Govt. of India guidelines.

SERVICE AGREEMENT BOND:

The selected candidate will be required to execute a non-transferable Service Agreement and Surety Bond on (Non-Judicial Stamp Papers of the requisite value) duly executed by him/her and a surety of a person of satisfactory and adequate means for an amounting not exceeding Rs 2,50,000/- (Rupees Two lakh fifty thousand only) in the case of General / OBC/ EWS candidate and Rs 1,25,000/- (Rupees One lakh twenty five thousand only in case of SC/ ST candidate) for securing the successful discharge of duties on appointment as **ET- Engineer (Elect /Mech) / Finance / Human Resources/ Assistant Company Secretary** to serve the Company for a minimum period of 5 (five) years including the period spent on training, if appointment is regularized.

SELECTION PROCESS:

The selection process shall consist of Scrutiny of application & Personal Interview of shortlisted candidates as decided by the Management.

- 1) Latest update (s) will be made available at www.neepco.co.in under the career section.
- 2) The call letters will be sent through e-mail / post.
- 3) In addition to the basic qualification cited earlier, for the post of Executive Trainees-Engineer (Electrical / Mechanical) candidates must have appeared and qualified in Graduate Aptitude Test in Engineering (GATE)-2022. Executive Trainees- Human Resource candidates must have appeared and qualified in UGC-NET in Labour Welfare/ Personnel Management / Labour & Social Welfare / HRM **2021-2022 (merged cycle)**.
- 4) Depending upon the number of applications, NEEPCO reserves the right to fix up the eligibility criteria for cut off marks and limit the number of candidates to be called for and to decide about the mode of screening or mode of selection thereof. No correspondence will be entertained for not calling of candidates for selection process or for non-selection. The decision of NEEPCO in this regard will be final and binding on all candidates.
- 5) The Offer of Appointment shall be issued to the suitable candidate in the order of merit and based on requirement.



ABOUT INTERVIEW:

Candidates will be shortlisted for personal interview in order of merit and may limit or extend the number of candidates. Shortlisting of candidates will be made based on the score secured in GATE (Electrical or Mechanical) / CA/ CMA (previously ICWA) / Company Secretaryship/ UGC- NET (Labour Welfare/ Personnel Management / Labour & Social Welfare / HRM). Final merit panel of the selected candidate will be prepared based on weightage of 80% given to mark scored in GATE (Electrical or Mechanical) / Final CA/ CMA (previously ICWA)/ Company Secretaryship/ UGC- NET (Labour Welfare/ Personnel Management / Labour & Social Welfare / HRM) Examination and 20% given to personal interview to be conducted by a selection committee.

The personal interview shall consist of General Knowledge, Aptitude for the Job, Extra-Curricular activities, Professional Specific Knowledge.

The candidates may be required to stay back one or more days and accordingly they have to come prepared. Travelling Allowance will be paid for attending the Personal Interview as per NEEPCO Rules.

The candidates should provide the Bank Account No. & IFS code for reimbursement of travelling expenses.

HOW TO APPLY:

Interested eligible candidates should apply **ON-LINE only on the website by visiting Careers section at www.neepco.co.in**. Any other mode of submission of application will not be accepted.

- 1) Read the detailed advertisement and instructions before filling up the online application form.
- 2) Only the candidates who have appeared in GATE-2022 and having valid score with GATE Registration number, appeared in UGC NET 2021-2022 (merged cycle) with valid application number, candidate who have passed final examination of CA/ CMA and candidates with valid Company Secretary membership only shall apply for the respective posts against this advertisement.
- 3) Candidates belonging to General/ EWS/ OBC Category are required to pay a Non-refundable Application fee of Rs 560/- (Rupees five hundred sixty) only to be deposited through "**Payment Now**" link available in the online recruitment portal (No Application Fee is required for SC/ ST/ PwDs candidates). Fee once paid will not be refundable under any circumstances. The step by step process for payment of the application amount is given in **Annexure-I**.
- 4) Candidate shall fill in the On-line application form giving accurate information including GATE-2022 Registration Number, UGC NET 2021-2022 (merged cycle), CA/CMA Registration number and Company Secretary membership number. On filling of valid data, the system will generate a Unique Registration/ application Number which shall be recorded/ downloaded.
The scanned copies of certificates should be legible otherwise candidature shall be treated as cancelled/ rejected.
- 5) **Online submission of application will start on 10-03-2023 and close on 04-04-2023.**



6) **STEPS FOR APPLYING:**

Step 1: Go to www.neepco.co.in

Step 2: Read the instruction given on the website in the career section.

Step 3: General/ EWS/ OBC Category Candidates should make payment of the application fee by clicking the "Payment Now" link available in the online portal and attach a copy of receipt for reference.

Step 4: Fill the online application form with relevant details and submit.

Step 5: Scanned copies of the following documents mentioned below should be kept ready for uploading by the candidate before applying for online registration:

- a) Matriculation/ Secondary School Certificate (where date of birth is indicated) as proof of date of birth.
- b) Complete set of mark sheets/ certificates in support of qualification i.e. X, XII, Graduation (Engineering/ CA/CMA/ Company Secretaryship/ others) and Post-Graduation/ MBA
- c) Caste Certificate should be in the format prescribed by the Govt. of India (if applicable).
- d) The EWS Certificate must have been issued in the current financial year by the appropriate Government Authority (if applicable).
- e) OBC (Non-Creamy Layer) issued by the Government Authority (if applicable).
- f) Disability certificate issued by Competent Authority (if applicable)
- g) Certificate from the Principal of the College/ Institute stating that the candidate has passed the course on full time/ regular basis (except AMIE) certified by the University/ Institution from where she/he has obtained the Bachelor/ Post Graduate Degree.
- h) A certificate of conversion of grades/ CGPA to percentage of marks shall be based on the procedure certified by the University/ Institution from where they have obtained the Bachelor Degree/ post Graduate Degree.
- i) Copy of the GATE-2022 score card, UGC NET 2021-2022 (merged cycle) score card, Copy of CA/ CMA certificate and marksheet and copy of Company Secretary Membership and marksheet, as applicable.
- j) Recent passport size colour photograph (JPG/PNG, size upto 50 kb)
- k) Signature (JPG/PNG, size upto 20 kb)
- l) Payment Receipt with Reference No/Transaction ID as proof for payment of Application Fee.

Step 6: Candidate should upload scanned copies of above-mentioned documents/ certificates (as applicable) in separate space given in the online application form.

Step 7: Take print out of the registration slip/ form generated by the system for future reference.

- 7) **Before applying, the candidates should ensure that he/ she fulfils the eligibility criteria and other norms mentioned in the advertisement. If a candidate is called for personal interview based on information provided by the candidate but does not fulfil the eligibility criteria, he/she will not be allowed to appear in the interview & also he/she will not be entitled for Travelling Allowance.**
- 8) The upper age limit will be calculated as on **01-01-2023**.
- 9) **Candidates are required to possess a valid and active e-mail ID, NEEPCO will not be responsible for bouncing back of any email sent to the candidates.**
- 10) **Candidates are advised to keep their e-mail ID, Mobile No. active till the declaration of results. No change in e-mail ID and Mob. No. will be allowed once entered. All future correspondence shall be sent through e-mail / postal only.**



GENERAL INFORMATION AND INSTRUCTIONS:

- 1) Only Indian Nationals above 18 years are eligible to apply.
- 2) Candidates claiming to belong to any particular category shall necessarily have a valid EWS/ OBC (Non-Creamy Layer)/ SC/ ST/ PwDs certificate, as the case may be, from the Competent Authority.
- 3) The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible under OBC Category and such candidates have to indicate their category as General. The EWS/ OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Govt of India, from a Competent Authority. The EWS Certificate is to be **issued in the current financial year only**.
- 4) Training period will not be counted as experience in-case of applying for the post of **Assistant Company Secretary (Trainee)**.
- 5) Candidate still pursuing their courses or are awaiting for final result need not apply.
- 6) Mere fulfilling the minimum qualifications and experience shall not confer any right upon the candidate for being called for interview.
- 7) NEEPCO reserves the right to increase/ decrease or to fill / not to fill the vacancy advertised without assigning any reasons thereof.
- 8) Candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- 9) Incomplete applications or applications without prescribed testimonials/ certificates or received after the closing date will summarily be rejected.
- 10) If any of the certificates/ documents are in language other than Hindi/ English, candidate is advised to submit a certificate translation copy of the same in either Hindi or English language also.
- 11) Candidate employed with Government Departments/ PSUs/ Autonomous Bodies must apply through proper channel or submit No Objection Certificate at the time of Interview and must submit relieving letter at the time of joining, if selected for the said post.
- 12) The Corporation will not be responsible in any way for delay, bouncing or non-receipt of mail.
- 13) Interim queries will not be entertained in this regard.
- 14) Incomplete application will be summarily rejected. Application with blurred / illegible photograph/ signature/other scanned documents will be rejected.
- 15) Application fee is non-refundable even if the candidature is rejected for any reason.



- 16) Complaints attributable to compatibility of the Client Systems, ignorance of users, non-availability of internet connectivity or any other aspect beyond the direct control of NEEPCO or system will not be entertained.
- 17) All correspondences will be made through email / postal as provided.
- 18) In case of any ambiguity / dispute, arising on account of interpretation in version other than English, English version will prevail.
- 19) NEEPCO reserves the right to cancel/ modify/ restrict/ enlarge/ alter any of the conditions/ provisions in the recruitment process, without issuing any further notice or assigning any reason thereof.
- 20) Candidates canvassing directly or indirectly will be disqualified.
- 21) The posts are mostly for our located in the NE region. Hence, candidates willing to serve in the North Eastern area also need only apply.
- 22) Legal jurisdiction shall be Shillong, Meghalaya in case of any dispute arising out of this advertisement and/or an application in response thereto.

Schedule of online registration etc. against Advt. No.NEEPCO-04/2023

Commencement of Online registration of Application	10-03-2023
Closing of Online registration of Application	04-04-2023

Contact e-mail ID of Recruitment Cell : recruitment@neepco.co.in