

## Power Your Career with NTPC – India's Energy Leader!

NTPC Limited, India's largest integrated energy company, is driving the nation's progress with an installed capacity of **79,930 MW** and a strong presence across the entire power generation value chain. As we set our sights on an ambitious **130 GW capacity by 2032**, we are looking for talented and passionate individuals to join us on this journey of innovation, sustainability, and growth.

NTPC is looking for **experienced professionals on fixed term basis** as per details given below:

### Name of Post: Executive (Hospital Administration) - 15 Posts

**Qualification:** A graduate degree in Hospital Administration/ Hospital Management OR a graduate degree along with a Diploma/PG Diploma/PG Degree in Hospital Administration/Hospital Management from a recognized college/institute.

**Experience Requirement:** A minimum of one year of post-qualification experience as hospital administrator.

**Upper Age Limit:** 45 years

**Tenure of Engagement:** 3 years extendable up to 5 years (based on performance and requirement).

**Remuneration:** Monthly Consolidated amount of Rs. 71,000/-. Additionally, Company Accommodation/HRA, Retention benefit and Medical facility for self, spouse, dependent parents and two children.

### RESERVATION:

Name of the Post	UR	EWS	OBC	SC	ST	Total
Executive (Hospital Administration)	08	01	03	02	01	15

Vacancies for PwBD candidates as per Govt. guidelines. The total number of projected vacancies indicated above may increase / decrease at the discretion of NTPC management.

**Identified type of disabilities for the post of Executive (Hospital Administration):** a) OA, OL, BL, OAL, CP, LC, Dw, AAV b) SLD c) MD involving (a) to (b) above.

### HEALTH

The candidate should have sound health. Before joining, candidates will have to undergo medical examination at any of the NTPC hospitals and the decision will be final and binding. No relaxation in health standards is allowed. Detailed medical norms are available on the website [careers.ntpc.co.in](http://careers.ntpc.co.in)

### UPLOADING OF DOCUMENTS

All the candidates must upload the following documents while applying:

- Class X passing certificate /Marksheet for Name and DOB proof
- Aadhar Card and PAN Card
- Graduation/Diploma Degree and consolidated Marksheets of all semesters clearly indicating aggregate % of marks in all semesters. CPI/CGPA to percentage conversion (if applicable).
- Caste/Disability certificate (For SC/ST/OBC-NCL/ PwBD/EWS candidates) as applicable
- OBC-NCL certificate should be in central format for the current financial year (FY 2025-26)
- EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2025-26 based on the income of FY 2024-25
- Disability certificates should be as per the latest prescribed central Govt. Format generated online through the Swavalamban/UDID portal (clearly indicating the type and percentage of disability) in line with the identified disability for the posts as mentioned in this advertisement
- Experience documents should be in chronological order and should include Experience certificate indicating nature of experience along with documents such as appointment letter, offer letter, confirmation letter/order on completion of training/internship, if any, promotion order, role assignment order, transfer order, service certificate, relieving letter, 02 pay slips per year to substantiate the tenure & nature of experience of the candidate .

**Note- The candidates should necessarily upload all documents while applying. Applications with incomplete / insufficient documents will be rejected / not considered for further process.**

### GENERAL CONDITIONS:

- Only Indian Nationals are eligible to apply.
- All qualifications should be from Universities / Institutions recognized and approved in India. Where there is vacancy identified for such category, SC, ST and PwBD candidates with pass marks in qualifying examination are eligible to

apply for the post.

- All computations of age/ experience requirement / qualification shall be done w.r.t. the last date of receipt of online application as mentioned in the advertisement. The date of declaration of result / issuance of marksheets shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience on a post/ level shall be counted only from the said date onwards.
- In order to restrict the number of candidates to be called for an interview, if so required, the Management reserves the right to conduct online screening/shortlisting/selection test or to raise the minimum eligibility standards/ criteria, as per requirement. Candidates are required to indicate their choice for test centres at the time of online application. NTPC reserves the right to change the test centres depending upon the response/ feasibility.
- Candidates claiming to belong to any particular category shall necessarily submit a copy of EWS/OBC/SC/ST/PwBD certificate, as the case may be, from a Competent Authority. Where there is vacancy identified for such category, upper age limit is relaxed by 5 years for SC/ST candidates, by 3 years for OBC candidates, by 10 years for PwBD candidates. Relaxation of age to Ex-Serviceman as per Govt. guidelines.
- Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- Posting shall be at any of the Stations/ Projects/ JVs/ Subsidiaries of NTPC. All posts are transferable at the sole discretion of the Management.
- While applying for any post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment his / her services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.
- The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for further selection process.
- Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Delhi and courts / tribunals / forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause / dispute.
- In case any ambiguity/dispute arises on account of interpretation in versions other than English, the English Version will prevail.

### HOW TO APPLY

Interested candidates should log on to our website [careers.ntpc.co.in](http://careers.ntpc.co.in) or visit careers section at [www.ntpc.co.in](http://www.ntpc.co.in) for applying. No other means/ mode of application shall be accepted. Candidates are required to possess a valid email ID. NTPC will not be responsible for bouncing back of any email sent to the candidates.

Candidate belonging to General/EWS/OBC category are required to pay a non-refundable application fee of Rs. 300/-. The SC/ST/PwBD/XSM category & female candidates need not pay the application fee.

**Payment in offline mode:** State Bank of India has been authorized to collect the application fee, in a specially opened account (A/C No. 30987919993) at CAG branch, New Delhi (Code: 09996), on behalf of NTPC. Candidate has to approach the nearby SBI branch with a printout of the "pay-in-slip" which is available on the application portal. The pay-in-slip printed from the portal should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the bank will issue a unique Journal Number and a Branch Code of the bank collecting the money. This journal number and the branch code are to be filled up by the candidate during online application. NTPC will not be responsible, in case a candidate deposits the fee in wrong account.

**Payment in online mode:** Candidates also have the option to pay the fees online (through Net banking / Debit Card (Rupay debit cards Only) / Credit Card). The online payment option will be available on the website.

**Fee once paid will not be refunded under any circumstances.** Candidates are therefore requested to verify their eligibility criteria before paying the application fee.

**After applying online, candidate is required to download the application slip generated by the system with unique application number.** Copy of application slip may be retained by the candidate for future reference. No document is required to be sent to us by post.

It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post. Any further addendum/corrigendum/updates will only be published on our website.

**Commencement of online application: 11.04.2025**

**Last date for online application: 25.04.2025**