



एनटीपीसी लिमिटेड

(भारत सरकार का उद्यम)

**NTPC Limited**

(A Govt. of India Enterprise)

केन्द्रीय कार्यालय/ Corporate Centre

Ref.No.: 01:HR:Rectt:ET-Engg/2017/EE/43

Date: 12<sup>th</sup> July, 2017

Discipline: ELECTRICAL

GATE Reg. No.: EE17S56065048

NTPC Reg. No.: 3001980

DEBASISH BISWAS

VILL+PO- ARANGHATA (Masterpara)

PS- DHANTALA

ARANGHATA, NADIA

West Bengal-741501

**IMPORTANT DATES**

**MEDICAL EXAMINATION: 31.07.2017**

**JOINING FORMALITIES: 01.08.2017**

Dear Sir/Madam,

**Sub: Offer of Appointment to the post of Executive Trainee (ET-2017 Batch)**

***Congratulations on your selection as Executive Trainee-2017 in NTPC Ltd.!***

It gives us immense pleasure to welcome you to become a part of the NTPC family. The detailed terms and conditions of your appointment along with applicable emoluments and benefits are available at our website [www.ntpccareers.net](http://www.ntpccareers.net) for your ready reference.

We request you to carefully note the following:

- 1.0 You are required to undergo a medical examination to be conducted by Company's Medical Board. The date for medical examination is indicated above. You will have to report empty stomach for your medical examination at Power Management Institute, Plot No 5-14, Sector-16A, Noida on the scheduled date latest by 07.00 AM. Please carry this letter, filled up Medical Form and 4 Passport Size Photographs along with you. For details of NTPC Medical Norms, please visit our website [www.ntpccareers.net](http://www.ntpccareers.net).
- 2.0 At the time of reporting for joining, you are required to bring all the documents as mentioned at **Serial No.-5 of Terms and Conditions of Appointment** given at **Annexure-I (available on [www.ntpccareers.net](http://www.ntpccareers.net))**. The general instructions for Medical & Joining are given at **Annexure-II (available on [www.ntpccareers.net](http://www.ntpccareers.net))**.

It is essential that all **joining formalities including medical examination by the Company's Medical Board are completed** before the commencement of training, so that, you do not miss any module of the training programme. **(You would be allowed to join NTPC only if you are declared medically fit by the Company's Medical Board).**

*SDan*



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड  
निगमित स्थापना, तेल भवन, देहरादून-248003  
OIL AND NATURAL GAS CORPORATION LTD.  
Corporate Establishment, Tel Bhawan, Dehradun-248003

V.P.Singh  
Dy.Manager(HR)

D.O.No.DDN/CE/TS/ELECT./GT-2017

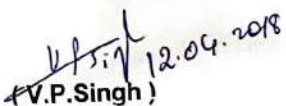
Date: 12.04.2018

Dear Debasish Biswas,

Please accept our congratulations for successfully completing the selection process of Oil and Natural Gas Corporation Ltd. It is my pleasure to extend the following offer of employment to you on behalf of ONGC and welcome you to one of the Nation's biggest and most Profitable Maharatna Public Sector Undertakings.

2. ONGC's vision is to be a global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. We can assure you of a great, challenging and rewarding experience by being part of this leading E&P Company of the World. As an ONGCian, you shall have the opportunity to serve as India's Energy Soldier and contribute directly to the Nation's energy Security needs and touch the life of every Indian in a positive way.
3. We are pleased to offer you the position of **Assistant Executive Engineer(Electrical)** which carries **pay scale of ₹ 60,000-180,000/-(revised)**. In addition, you will be entitled to draw DA and other allowances, as per company rules.
4. The terms and conditions of your appointment are annexed to this letter as **Annexure-1** and we trust that the same would be acceptable to you. We request you to communicate in writing your acceptance of the same to the undersigned by return mail and thereafter report to **Incharge HR-ER, Ahmedabad Asset, Avani Bhavan, Chandkheda, Ahmedabad-380005** for further assignment of duties.
5. At the time of joining, you will need to submit all your original Qualification documents which include your complete testimonials and necessary Caste Certificate (if applicable), NOC, if employed in PSU/Government etc. alongwith photocopies of the same. Submission of necessary documents confirming that you have acquired 60% marks in the qualifying examination is mandatory.
6. Further, the appointment is subject to the Production of Certificate of physical fitness from the Medical Officer of ONGC Clinic/Hospital, as mentioned in the **Annexure-1**. In this context, a copy of instructions containing the relevant medical standards of ONGC, laying down the physical requirement, is being sent by email.
7. It is advisable to have valid PAN and Aadhaar card at the time of joining, to facilitate payment of Pay and Allowances/statutory benefits in ONGC.
8. Please join the position offered to you by **03.05.2018** and intimate your travel plan to Joining Mentor - ( **Ms. Leena C Gupta, CM(HR), Ph: 9426614929, email: gupta\_leena@ongc.co.in**), so that necessary arrangements can be made for your initial stay and joining formalities. For any other query or help, please feel free to speak to your Joining Mentor or the undersigned. Your posting will be at **Ahmedabad-ST**.
9. We eagerly look forward to you becoming part of this great Organisation and hearing from you soon.

Yours sincerely,

  
V.P.Singh

Shri Debasish Biswas,  
Village-Aranghata Masterpara,  
P O-Aranghata,PS- Dhantala,  
Dist-Nadia,Aranghata, West Bengal,Pin Code:-741501

email address : singh\_virendra@ongc.co.in