

(**Note:** Only CA/CMA Intermediate marks and Final marks to be entered while filling the form. In case of exemption in any paper of Intermediate and Final group, the exemption as per the rules of the Institute may be entered while calculating the marks obtained. Foundation course marks shall not be taken into consideration while entering the Aggregate of Intermediate and Final group marks)

RESERVATIONS AND RELAXATIONS:

- 01
- Reservation for SC / ST / OBC (Non-Creamy Layer) / PwBD (degree of disability 40% or above) will be as per the Govt. Norms & Directives.
- 02
- No registration fee will be charged from SC/ST/PwBD/Ex.SM category candidates.
- 03
- SC/ ST and PwBD (Persons with Benchmark Disabilities) candidates with 50% marks in qualifying examination are eligible to apply.
- 04
- The upper age limit is relaxable by 5 years for SC/ ST, 3 years for OBC (Non- creamy layer). It is relaxable by 10 years for PwBD-General, 13 years for PwBD–OBC and 15 years for PwBD-SC/ST candidates.
- 05
- The upper age limit is relaxed by 5 years for the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during 01.01.1980 to 31.12.1989.
- 06
- The relaxation of age for Ex-servicemen shall be as per Government guidelines.
- 07
- Candidates seeking reservation as SC/ST/OBC (Non-Creamy Layer)/Person with Disability (PwBD) (degree of disability 40% or above) will have to upload Certificate only in the prescribed proforma meant for appointment to posts under the Government of India from the designated Authority indicating Caste, the Act/Order under which the caste is recognized as SC/ST/OBC (Non-Creamy Layer) and the village/town the candidate is ordinarily resident of.
08.
- Candidates seeking reservation under EWS will have to submit an income & asset certificate issued by a Competent Authority. The closing date for submitting income & asset certificate by the candidate will be treated as the closing date of online application. The prescribed format and the competent authority have been given in the Department of Personnel & Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019.

SERVICE AGREEMENT/ SURETY BOND:

The selected candidates will be required to execute a service agreement/ Surety bond to successfully complete a minimum period of four years of service in the NHPC Limited including the period spent on training. The amount of bond is INR 2,50,000/- for GEN/NEWS/OBC (NCL) candidates and INR 1,25,000/- for SC/ST/PWBD candidates / as per the extant rule of the company at the time of issue of Offer letters to the selected candidates.

HOW TO APPLY:

1.
- Only candidates who have valid GATE-2022 score with GATE Registration Number and candidates who have valid **CA/CMA** score with **CA/CMA certificate** can register online in NHPC's website www.nhpcindia.com against advertisement number NH/Rectt/03/2023.
2.
- Candidates belonging to OBC (NCL) category are required to pay a non-refundable fee of 250/- plus applicable Taxes (i.e, Rs.295/-) Bank Charges/Processing charges including GST (if any) shall be extra and to be borne by the candidate. The SC/ST/PwBD/Ex.SM category candidates need not pay the registration fee. Fee once paid will not be refundable under any circumstances. Candidates are therefore requested to verify their eligibility & correctness of information on Application Form before paying the registration fee.
3.
- Read the instructions carefully and fill in the On-line application form giving accurate information including the GATE-2022 Registration Number & CA/CMA Registration Number as applicable. After filling it, system will generate a Unique Registration Number of NHPC. Candidates should keep ready scanned copies of their certificates in PDF format in a separate file as given in step no. 4 under head “STEPS FOR APPLYING” of 100 to 01 MB each. Passport size color photograph and signature in JPEG format of less than 50 KB size and 25 KB size, respectively. The scanned copies of certificates should be readable otherwise candidature shall be treated as rejected.
4.
- Candidates can visit the online registration site from 1000 hours of January 02, 2024 to the 1800 hours of January 22, 2024.**

STEPS FOR APPLYING:

- Step-1:
- Log on to www.nhpcindia.com & apply through online application portal available in the section “Career” with us. A candidate must possess valid E-mail id and mobile number which shall be active throughout the process as required for any further notification.
- Step-2:
- Read all instructions given on the website to ensure your eligibility before applying.
- Step-3:
- Fill the Online application form with relevant details and submit. After successful submission an application ID shall be generated by the system which shall be kept and used for further communication.
- Step-4:
- Scanned copies of following documents should be kept ready by the candidate before applying online registration for attachment:

a.

Matriculation/ secondary school certificate as proof of Date of Birth.

b.

Complete set of mark sheets/ certificates in support of qualification.

c.

Caste certificate in format prescribed by the Government of India. In case of OBC candidates the community certificate should have been issued within 6 months before the date of registration.

d.

Disability Certificate issued by Competent Authority (if applicable).

e.

Certificate from the Principal stating that the candidate has passed the course on full time / regular basis (except AMIE) certified by the university / Institution from where they have obtained the Bachelor / Post Graduate Degree.

f.

A certificate for 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, and

g.

Copy of the GATE-2022 Score Card / Registration Form & Copy of CA/CMA certificate, as applicable.

h.

Declaration related to reported medical ailments/ deficiencies/ abnormalities and declared UNFIT by any Govt. authority / PSU during medical examination. (if applicable) (See FAQ)

i.

Declaration related to Arrest/ Prosecution / Detention / Conviction/ Debarred / Disqualify by any Public Service Commission from appearing in its examination. (if applicable) (See FAQ)

- Step-5:
- Upload latest photograph and signature as per instructions given in online application portal.
- Step-6:
- Take out the print of the registration form generated by the system in duplicate with Unique application ID for future references, after making payment (if applicable).

Application registered with invalid GATE-2022 Registration Number and CA/CMA Score/Certificate shall be summarily rejected. Application without complete documents shall not be entertained and shall be rejected. Candidate should not send any document/ certificate or printout of Registration Slip / Form through Post.

Medical Fitness:

Selected candidates should be medically fit as per the extant guidelines of NHPC.

Liability to declare

- a.)
- Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria shall make a declaration to this effect while submitting their application.(See FAQ)
- b.)
- A candidate found UNFIT for a position during medical examination by any other Government Authority or any other PSU, shall be required to declare his/her medical condition with reasons for being declared “UNFIT”. If the candidate applies / seeks employment/ engagement in NHPC, suppression of such information may render the candidature liable for Rejection.(See FAQ)
- c.)
- Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.(See FAQ)

GENERAL INFORMATION AND INSTRUCTIONS:

- 01
- Only Indian Nationals are eligible to apply.
- 02
- Candidates interested in joining NHPC against Advertisement No. NH/Rectt./03/2023 as Trainee Engineer (Civil), Trainee Engineer (Mechanical) & Trainee Engineer (Electrical) should have appeared in GATE-2022. Candidates interested in joining NHPC against Advertisement No. NH/Rectt./03/2023 as Trainee Officer (Finance) should have a valid certificate in CA/CMA. Final year appearing students are not eligible to apply.
- 03
- Before applying, the candidate should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. If a candidate is shortlisted, based on the information given by him / her and does not fulfill the same / meet the criteria, he / she will not be allowed to join.
04.
- Category (SC/ST/OBC(NCL)/EWS/PwBD), once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates and EWS/PwBD candidates are required to submit their requisite Caste/Tribe/EWS/PwBD certificate in the prescribed format issued by the Competent Authority as prescribed by the Govt. of India.
- 05
- Only GATE- 2022 score (Marks out of 100) is valid for this recruitment exercise. GATE score of any other year is not valid. Only CA/CMA score is valid for the post of Trainee Officer (Finance).
- 06
- Candidate is required to obtain requisite marks / grade in minimum qualification prescribed for the post, taking average of all the semesters / years irrespective of the weightage given to any particular semester / year by Institute / University.
- 07
- Shortlisted candidates will be required to send the Consent form to attend the online Document Verification process. Failure to provide the consent form and non-attending the online Document Verification Process on the scheduled date and time will lead to cancellation of candidature.
- 08
- No representation will be entertained for relaxation of prescribed criteria in any circumstances.
- 09
- Internal candidates having requisite qualifications are also eligible to apply. They are advised to refer to internal circular before filling up the application.
- 10
- Candidate has to apply Online only. No manual / paper application will be entertained.
- 11
- The date of declaration of result / issuance of Mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
- 12
- Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after selection / joining, in the event of any information, provided by the candidate, is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 13
- Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence including issuance of Offer of Appointment (if selected) etc shall be done through e-mail only. Responsibility of receiving, downloading and printing of information, communication etc will be of the candidate. NHPC will not be responsible for any loss of email sent due to invalid/wrong email id provided by the candidate.For any queries, regarding this recruitment exercise, please send email to recttcell2010@nhpc.nic.in. with "TE (C)", "TE (M)" / "TE (E)"/"TO (F) - <Subject>" in the subject line.
- 14
- Candidates employed with Government Departments / PSUs/ Autonomous Bodies have to attach scanned copy of NOC along with testimonials with their application form. In case NOC is not ready till the last date of application form, then they will have to produce it on the date of online Document Verification. Failure to produce NOC will lead to cancellation of candidature at the time of Online document verification.
- 15
- In case of any ambiguity / dispute, arising on account of interpretation in version other than English, English version will prevail.
- 16
- NHPC reserves the right to cancel/modify/restrict/enlarge/alter recruitment process, without issuing any further notice or assigning any reason thereof.
- 17
- NHPC reserves the right to increase / decrease the vacancies as per requirement.
- 18
- Recruitment Process will be as per NHPC Policy and Recruitment Rules.
- 19
- Any canvassing, directly or indirectly, by the applicant will disqualify his / her candidature.
- 20
- In case of any dispute, **the competent court at Faridabad / High Court of Punjab and Haryana at Chandigarh**, shall have exclusive jurisdiction.
- 21
- Further, Notification, Addendum, Corrigendum (if any) shall be published at the official website of NHPC Limited only.

Important Dates:

a.	Start date for submission of online application	02 ND Jan. 2024 (10:00 AM)
b.	Last date for submission of online application	22 ND Jan. 2024 (06:00 PM)

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