



North Eastern Electric Power Corporation Limited

**(A Government of India Enterprise)
Brook land Compound, Shillong,
Meghalaya-793003**

Advertisement No: NEEPCO/Rec.t.01/2014

North Eastern Electric Power Corporation Limited, a ₹5,000 Crore premier Schedule-'A' "Mini Ratna" Category-I Central Public Sector Enterprise operating in the North Eastern Region of India and engaged in planning, designing & executing power projects both hydro & thermal and in consultation business in the Power Sector is looking for promising, energetic & enterprising professionals with brilliant academic record to join the organization for the following positions:

Sl. No.	Post / Grade/ Pay Scale	Minimum Qualification/ Experience	Vacancies	Maximum Age as on 01.06.2014	Post Code
1.	Senior Hindi Translator-II (S-1) ₹15,000-37,000 (IDA)	2 nd class Degree or equivalent in Hindi from recognized university with English as one of the subjects at Graduation level + Proficiency in Computers with minimum 25 w.p.m. in typing.	UR-4	30 Yrs.	HR/414
2.	Assistant-III (Hindi) (W-3) ₹13,500-29,500 (IDA)	Higher Secondary or equivalent with Hindi as principal subject with typing speed of minimum 25 w.p.m. or Proficiency in Computers with minimum 25 w.p.m. in typing.	UR-3	30 Yrs.	HR/820

COMPENSATION PACKAGE:

NEEPCO offers one of the best pay packages in the industry. The selected candidates placed on one year probation from the date of joining.

Besides basic pay selected candidates will also be paid Dearness Allowance, HRA, SDA/ NEA, Special Allowance as applicable based on place of posting and will also be entitled for other perquisites & allowances under cafeteria approach up to 47% of basic pay. Benefits such as leave, medical treatment, Provident Fund, Gratuity, Pension etc will be admissible as per company rules in force from time to time.

PLACEMENT:

Candidates will be placed at Projects / Power Stations/ Offices of NEEPCO in various parts of the country as per requirement.

SELECTION PROCESS:

Short listed Candidates for will have to appear in written test/interview as per the discretion of the Management.

List of eligible candidates to be called for interview will be made available at www.neepco.gov.in. The call letters will be sent through post. The final selected candidates will be issued "Offer of Appointment".

TEST CENTRES;

The Written Test/Interview will be held at Corporate Office Shillong. (Brookland Compound, Lower New Colony, Laitumkhrah, Shillong- 793003 (Meghalaya)

ABOUT INTERVIEW/WRITTEN TEST:

The medium of instruction for the test/interview will be English/Hindi only. Moreover holding of written test will be the discretion of the NEEPCO Management depending on the number of applications received/number of eligible candidates etc.

RESERVATIONS AND RELAXATIONS:

1. Age relaxations to SCs/STs/OBC/PwDs as per Govt. of India Directives.
2. Reservation for Persons with Disability (PwD) (degree of disability 40% or above) will be as per the Govt. of India Norms & Directives.
3. The upper age limit is relaxable 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.

HOW TO APPLY:

Eligible candidates should apply along with attested copies of all testimonials indicating various information as per Format attached in ' Application Format'.

1. Log on to the Corporation website www.neepco.gov.in & click on recruitment button for detail advertisement and application form.
2. Read detail advertisement before filling up the application form.
3. The application form may be downloaded from the website and filled up neatly by hand using a blue/black ball pen or neatly typed as per instruction given.
4. Candidates with Grading System Marks should convert the same into percentage as per conversion scheme obtained from University/Institute and indicate the same in the Application Forms.
5. The candidate should send three copies of passport size colour photograph, one copy should be affixed in the space provided in the application form & two copies should be sent along with the application and candidates should write their name & post applied for in the back of the photographs.
6. The candidate should send the duly filled & signed application form enclosing all academic, professional qualification certificates/testimonial/marksheets, Caste certificate (in case of OBC, non-creamy layer certificate), PwD Certificate, Experience certificate, etc or any other relevant documents.
7. The envelope should be superscripted with Advertisement Number, Post applied for with code in Block Letters and should be sent by ordinary post only to "Post Box No. 89 at GPO, Shillong - 793001 (Meghalaya)" and should reach on or before

30.06,2014. No other form of mail such as registered post/courier service etc. will be accepted.

8. The last date of receipt of application is **30.06. 2014.** Applications received after the last date will not be accepted under any circumstances.

GENERAL INFORMATION AND INSTRUCTIONS:

1. Only Indian Nationals are eligible to apply.
2. Before applying, the candidate should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. If a candidate qualifies in written test and is called for interview based on the information given by the candidate and does not fulfill the same he/she will not be allowed to appear in the interview.
3. Candidates still pursuing their courses or are awaiting for their final result need not apply.
4. Candidates must possess the 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 the Institute/University.
5. All qualifications should be full time regular courses from a recognized Indian University / Institute.
6. Management reserves the right to enhance/reduce the minimum qualification /experience criteria indicated and to call only those candidates who rank high from amongst application received and mere fulfillment of eligibility criteria will not confer any right on them to be called for Written Test/Interview.
7. Candidature of the applicant 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.
8. Candidature is also liable to be rejected if application is not filled up properly or not as per given format or illegible or received un-signed or without prescribed testimonials/ certificates or received after the closing date.
9. Candidates possessing Grading System of Marks, grade to percentage of marks conversion scheme obtained from University/Institute should be attached along with the application.
10. Candidates working in State Govt./Central Govt. /PSUs/ Autonomous Bodies must apply through proper channel or submit No Objection Certificate at the time of interview.
11. Traveling Allowance will be paid to the outstation candidates as per rules of the Corporation if called for personal interview.
12. The admit card indicating roll number, name of the allocated test centre, date of Written Test and guidelines for the test **will be sent by post only**. However the post-wise name of the short-listed eligible candidates will be made available on the NEEPCO website viz., www.neepco.gov.in/Recruitment.
13. **Application should be sent well in advance and only through ordinary Post not by any other means nor by hand.**
14. Corporation will not be responsible in any way for delay or non-receipt of application or loss of application & supporting documents during transit.
15. Interim queries will not be entertained in this regard.
16. Incomplete application will be summarily rejected.
17. 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 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. NEEPCO reserves the right to increase / decrease the number of vacancies as per requirement.
21. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
22. **The posts are mostly for our projects located in the remote areas of NE region, hence, candidates willing to serve in these areas need only apply.**
23. Legal jurisdiction shall be Shillong in case of any dispute.

Sd/-

General Manager (HR) TM,S&A