



वसुधैव कुटुम्बकम्  
ONE EARTH · ONE FAMILY · ONE FUTURE

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन 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 05-12-2023

Advertisement .No.NEEPCO-06/2023

**COMPANY PROFILE**

North Eastern Electric Power Corporation Limited (NEEPCO) was established in April, 1976 under the Companies Act, 1956 with a vision to be a leading integrated electric power company of the country with a strong environmental conscience. Its mission is to harness the huge power potential of the country, from conventional and non-conventional energy sources, with minimal impact on environment through a planned development of power generation projects with an integrated approach covering investigation, planning, design, construction, operation and maintenance of Hydro/Gas based power projects. NEEPCO is a Schedule-A, "Mini Ratna" (Category-I) Central Public Sector Enterprise in the power sector under the administrative jurisdiction of the Ministry of Power, Govt. of India.

The company takes pride in operating the largest Hydro Power Plant in the North Eastern Region of the country having Hydro, Thermal and Solar Power Stations in operation and also for having exposure to construction & operation of Hydro projects in highly difficult and Geo-Technically sensitive terrain of N.E. Region. It's registered and Corporate Office is at Shillong, Meghalaya.

The Corporation is engaged in planning, designing & executing power projects of Hydro, Thermal & Solar Sector is looking for promising, energetic & enterprising professionals with brilliant academic record & experience to join the organization. NEEPCO is looking for experienced professionals in the area of Security, **on Fixed Term Basis** for up to 4 years as per details given below:

Sl No	Post / Grade	Minimum Qualification/ Experience	Vacancies	Max. Age as on 01-12-2023
1	Executive – Security (E-5 Grade), Post Code- HR/293	Graduate in any discipline, recognised by Govt. of India. Experience- Four years or more with minimum 3 years' experience in Armed Forces in the rank of Captain / Major/ Lieutenant Colonel or in the rank of DSP/ SP or equivalent in Central/ State Police Organizations, with experience in different areas of overall Security System.	UR- 4 OBC (NCL)-1 Total: 5	UR- 40 Years OBC (NCL)- 43 Years

**ABBREVIATIONS:**

UR- Unreserved Category, OBC (Valid NCL)- Other Backward Class (Valid Non-creamy Layer).

**COMPENSATION PACKAGE:**

- 1) **Remuneration-** Monthly consolidated amount of Rs 1,15,040/- (Rs 80,000+DA @43.8%) Plus HRA, if applicable.



- 2) **DA** will be as applicable at par with regular pay on IDA pattern.
- 3) Benefits, such as HRA in lieu of Corporation accommodation (where Corporation accommodation is not available) shall be provided as per Corporation Rules. Medical facilities for self, spouse and 02 children will be extended during the term of engagement.
- 4) **Annual Increment @ 3%** on the basic will be payable depending on the satisfactory performance. Annual Performance feedback will be done by the reporting officer and the concerned HR Wing regarding release of Annual Increment. No increment shall be given in case of unsatisfactory performance.
- 5) **Employee's contribution to Provident Fund (PF)** will be deducted from the consolidated amount and the Employer's Contribution to PF will be borne by the Company. Gratuity will be guided as per the Payment of Gratuity Act.
- 6) **Transfer Benefits/** Joining expenses will be reimbursed to the executive concerned alongwith spouse and dependent children (if applicable) as per the Rules of the Corporation.
- 7) On official tour, company will reimburse boarding and lodging expenses in addition to journey & local travel at tour station as per Corporation rules & entitlement for equivalent grade.
- 8) For proper functioning, on requirement basis, Laptop will be provided and Mobile Bill, at actual, will be reimbursed.
- 9) No loans/ advances shall be admissible during the fixed term engagement period.
- 10) Since the postings in the Company are transferable, the Company reserves the right to post the candidate at any of its Offices/ Projects/ Subsidiaries/ Joint Ventures or any Government department/ statutory body/ public sector undertaking or, any other organization anywhere in India or abroad.
- 11) The fixed term engagement at NEEPCO will be regulated by NEEPCO CDA Rules and other administrative orders/ rules that may be in force from time to time.
- 12) Specific terms & conditions, wherever required, will be included at the time of issuance of offer letter on case to case basis.
- 13) Contract Personnel will not be eligible for any other Perks/ allowance / benefits/ PRP/ Incentives other than those mentioned above.

#### **RELAXATIONS & CONCESSIONS:**

The upper age relaxation for OBCs 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.

#### **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](http://www.neepco.co.in) under the careers.
- 2) The call letters will be sent through e-mail / post.
- 3) Depending upon the number of applications, NEEPCO reserves the right to fix up the eligibility criteria, limit the number of applications to be called for a particular post 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.



- 4) The Offer of Engagement 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 experience and merit.

Merit panel will be prepared based on the Experience and performance in the Personal Interview to be conducted by the Selection Committee.

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

**Travelling Allowance will be paid for attending the Personal Interview as per NEEPCO Rules. The candidates have to provide the Saving Bank Account No. & IFSC code for reimbursement of travelling expenses.**

#### **HOW TO APPLY:**

Interested eligible candidates should apply ON-LINE only on the website by visiting Careers at [www.neepco.co.in](http://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) Candidate belonging to General & OBC category are required to pay a non-refundable Application fee of Rs 300/- (Rupees three hundred only).

**Fee Payment** may please be made through SB Collect favouring **NEEPCO**. **Steps for fee payment is attached at Annexure-I**. The print out of the transaction slip containing the transaction ID is to be uploaded. **Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility criteria before paying the registration fee.**

- 3) **Online submission of application will start on 06-12-2023 and close on 27-12-2023.**
- 4) 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**.

#### **5) STEPS FOR APPLYING:**

Step 1: Read the instruction given on the website in the careers.

Step 2: General/ EWS/ OBC Category Candidates should make payment of the application fee (Steps for making payment is at **Annexure-I**) and upload a copy of receipt for reference.

Step 3: Fill the online application form with relevant details and submit.

Step 4: 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 (Mandatory).
- b) Complete set of mark sheets/ certificates in support of qualification i.e. X, XII, Graduation (in any discipline), recognised by Govt. of India (Mandatory).
- c) OBC (Non-Creamy Layer) issued by the Government Authority (if applicable).
- d) Experience certificate issued by appropriate Authority (Mandatory).
- f) Recent passport size colour photograph (JPG/PNG, size upto 50 kb)



g) Signature (JPG/PNG, size upto 20 kb)

h) Payment Receipt with Reference No/Transaction ID as proof for payment of Application Fee.

Step 5: Candidate should upload scanned copies of above-mentioned documents/ certificates (as applicable) in separate space given in the online application form.

Step 6: Take print out of the registration slip/ form generated by the system for future reference.

- 6) **The upper age limit will be calculated as on 01-12-2023.**
- 7) **Candidates are required to possess a valid / active e-mail ID, NEEPCO will not be responsible for bouncing back of any e-mail sent to the candidates.**
- 8) **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.**
- 9) 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 [www.neepco.co.in](http://www.neepco.co.in) under Careers.

#### **TERMS OF TENURE:**

- 1) Engagement is purely on **fixed term basis**. The tenure will commence from the date of joining.
- 2) **The engagement period will initially be for 2 (two) year and extendable by further 2 (two) years on yearly basis based on the performance and requirement.**
- 3) The offer for contractual engagement on fixed term basis is liable to be withdrawn at any time before joining and if joined, liable for termination without notice if NEEPCO come across any evidence/ knowledge that the qualification, experience and /or any other particulars indicated in application/ personal resume/ other forms / formats submitted to NEEPCO are unrecognized/ false/ misleading/ not matching the specifications and/or amounts to suppression of information/ particulars/ facts, which should have been brought to the notice of NEEPCO.
- 4) The contractual engagement will automatically come to an end on the expiry of aforesaid period and extension thereof, if any, and they will have no right or claim to continue with NEEPCO beyond the specified term.
- 5) As the contract is for a fixed period, the contractual engagement will not confer, on contractual personnel any lien and /or right whatsoever, for regularization of their service in the Company.
- 6) Selected candidates will have to sign a contract with NEEPCO and will be governed by the terms and conditions of employment as mentioned in the Contract.
- 7) Contractual personnel's engagement is liable to be terminated at any time for any reason whatsoever, by giving 1 (one) months' notice in writing or an amount equivalent to 1 (one) months' remuneration in lieu thereof. In case Contract personnel wants to leave the services, they will be required to give 1 (one) months' notice in writing or pay an amount equivalent to 1 (one) months' remuneration in lieu thereof. However, the fixed term shall end on expiry of prescribed period for which no separate notice shall be required to be given.
- 8) Selected candidates shall be required to work/ perform all job assignments of the Company and shall not be allowed any private work during the fixed term period.
- 9) 30 (thirty) days earned leave will be granted per year, which can be carried forward/ encashed only during the period of engagement.



#### **OTHER TERMS & CONDITIONS:**

- 1) Contract personnel will be responsible to carry out the assignments/ instruction given to them by the Management or Superior authority from time to time with due diligence. Contract Personnel shall not absent themselves from duty without proper justification, the contract of engagement will be terminated and the person will be liable to pay an amount equivalent to 15 days remuneration to the Corporation.
- 2) Contract personnel will be responsible for the safe custody of the property of the Corporation which is entrusted to them and in case of any damage or loss thereof, the Company shall have the right to deduct the value thereof from their salary besides taking any appropriate action as deemed fit.
- 3) Contract Personnel would not work anywhere else or hold any Office of Profit, directly or indirectly, part-time or full-time, in honorary or any other capacity, during their engagement with NEEPCO.
- 4) Contract personnel will not divulge to any personal any matter or information concerning business of NEEPCO, which may have come to their notice during their engagement with NEEPCO without prior approval of competent authority.
- 5) Contract engagement will be regulated by Corporation rules and administrative orders that may be in force from time to time during the period of their engagement.
- 6) Contract personnel are liable to serve at any of the Company's Offices/ Power Stations/ Units at the discretion of the Management. Inadvertent omission or commission or mistakes, if any, appearing in the offer of contractual engagement are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the extant policy/ rules and regulations of the Company that may be in force from time to time and the decision in respect of the terms of contract engagement vest with the company and its decision will be final and binding.
- 7) The above terms and conditions are not exhaustive and this offer is subject to the understanding that during the period of contract, contract personnel will be governed by the relevant rules, regulations and administrative orders that are framed from time to time.

#### **GENERAL INFORMATION AND INSTRUCTIONS:**

- 1) Only Indian Nationals above 18 years are eligible to apply.
- 2) Only such person(s) would be eligible who suffer from not less than 40% of relevant disability and should submit a Disability Certificate issued by an Appropriate Authority.
- 3) Candidates claiming to belong to any particular category shall necessarily have a valid EWS/ OBC (NCL)/ SC/ ST/ PwBD certificate, as the case may be, from the Competent Authority.
- 4) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement.
- 5) **Mere fulfilling the minimum qualifications and experience shall not confer any right upon the candidate for being called for interview.**
- 6) NEEPCO reserves the right to increase/ decrease or to fill / not to fill the vacancy advertised without assigning any reasons thereof.



- 7) 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.
- 8) Illegible application or un-signed application or without prescribed testimonials/ certificates or received after the closing date will summarily be rejected.
- 9) If any of the certificates/ documents are in language other than Hindi/ English, candidate is advised also to submit a certificate translation copy of the same in either Hindi or English language.
- 10) Candidate working in Central Govt. / CPSUs must apply through proper channel or submit No Objection Certificate at the time of Interview.
- 11) **The Corporation will not be responsible in any way for delay, bouncing or non-receipt of mail.**
- 12) Interim queries will not be entertained in this regard.
- 13) Incomplete application will be summarily rejected. Application with blurred / illegible photograph/ illegible signature will be rejected.
- 14) 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.
- 15) All updates will be made available in the Corporation's official website only.
- 16) In case of any ambiguity / dispute, arising on account of interpretation in version other than English, English version will prevail.
- 17) **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.**
- 18) Candidates canvassing directly or indirectly will be disqualified.
- 19) The post is mostly for our project located in the remote area of NE region hence, candidate willing to serve in the remote area need only apply.
- 20) Legal jurisdiction shall be Shillong, Meghalaya in case of any dispute.

<b>Commencement of Online registration of Application</b>	<b>06-12-2023</b>
<b>Closing of Online registration of Application</b>	<b>27-12-2023</b>

**Contact e-mail ID of Recruitment Cell : [recruitment@neepco.co.in](mailto:recruitment@neepco.co.in)**