

DGM (HR-Rectt.)  
Recruitment Group  
Corporate HR Division  
NTPC Limited  
Room No. 221, R&D Building  
EOC, Secto-24, Noida-201301.

**SUB : ACCEPTANCE OF YOUR OFFER OF APPOINTMENT NO. 01:HR:RECTT.:2020:Advt. No. 02/19 DATED \_\_\_\_\_ TO THE POST OF \_\_\_\_\_**

Sir/Madam,

With reference to the above cited subject,

1. I hereby accept the above mentioned offer of appointment and the terms & conditions contained therein. **I understand that I have been selected in the pay scale of Rs. 50,000 – 1,60,000/- with initial basic pay of Rs. 50,000/-.** I also understand that no representation is maintainable regarding enhancement of basic pay or any other benefits, other than what has been mentioned in the offer letter.

1.1 All the four copies of the Attestation Forms duly completed will be submitted at the time of joining.

1.2 I will be reporting for joining on \_\_\_\_\_.

**OR**

2. I regret that the above mentioned offer of appointment is not acceptable to me.

Yours faithfully,

Signature :

Name :

Regd No:

Discipline

Address :

Mobile:

(Note: please strike out either para 1 or 2 above, whichever is not applicable)

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### **UNDERTAKING**

I acknowledge receipt of offer of appointment in NTPC, bearing Ref. 01:HR:RECTT.:2020:Advt. No. 02/19 dated \_\_\_\_\_ from NTPC Ltd.

**I undertake that the pay scale of Rs. 50,000 – 1,60,000/- with initial basic of Rs. 50,000/- is acceptable to me and I do not have any grievance in this regard. I also understand that no representation is maintainable regarding enhancement of basic pay or any other benefits, other than what has been mentioned in the offer letter.**

While accepting the other terms and conditions of the offer of appointment, I confirm that I would be reporting for duty in NTPC on or before \_\_\_\_\_.

Signed by me on this day ..... of \_\_\_\_\_, 2020.

Signature :

Name :

Regd No:

Discipline

Address :

Mobile: