

STANDARD TERMS AND CONDITIONS OF APPOINTMENT

1. PROBATION/CONFIRMATION

Being new to the Company, you would initially be on probation for one year. Should you wish to leave the Company during your probation period, you could do so by giving one month's notice or by paying salary in lieu of one month's notice period. This would equally be applicable if the Company decides to terminate your employment during your probation period.

Closure of probation period or otherwise would be regulated in terms of NTPC Service Rules. On satisfactory completion of probation, for which you would be informed through a letter, you could discontinue your service by giving 3 months notice or by paying salary equivalent to 3 months notice period. This would equally be applicable if the Company decides to terminate your employment after your confirmation.

2. Your employment with NTPC will be regulated by Company's Service Rules including the Conduct, Discipline and Appeal Rules and administrative orders/rules that come in force from time to time.
3. As per Company Rules you are required to give a certificate at the time of your joining that if already married, you do not have more than one living spouse and that you will not marry again without first obtaining permission of the Company, even if such a marriage is permissible under the personal law applicable to you.
4. You should bring the following documents at the time of joining your duties:
 - a) Medical Report declaring medical fitness, which shall be provided to you by the Chief Medical Officer of Project/Station in a sealed cover, where you get your medical examination done. In case the same is not provided to you, we would be receiving the same from the Project/Station directly.
 - b) Certificate in support of your educational/professional qualifications, experience, date of birth, caste certificate (if belonging to SC/ST/OBC categories) / disability certificate if applicable, etc., in original, together with self certified copies.
 - c) Four completed Attestation Forms, with four recent photographs attested by a Gazetted Officer.
 - d) Two character Certificates from two different persons not related to you from amongst the persons mentioned in the said proforma.
 - e) A release certificate from your last employers.
5. In case you have claimed to belong to SC/ST/OBC categories, the appointment is provisional and is subject to the Caste / Community certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/ Scheduled Tribe/ OBC (Non-creamy layer) as the case may be, is false, your service will be terminated forthwith without assigning any further reasons and without

prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

Scheduled Caste candidates on adopting a religion other than Hinduism, Sikhism and Buddhism must intimate the change in their religion, immediately after such a change.

6. Company rules require certification of character and antecedents and for this purpose the Attestation Forms mentioned above are required to be got verified from the concerned District Authorities. If any adverse report(s) is received from the said Authority(ies), Company reserves the right to terminate your employment in NTPC without notice at any time without assigning any reason.
 7. Since the postings in the Company are transferable, the Company reserves the right to post you 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. Further, **you will be required to serve at Project locations for a minimum period of five years on initial appointment in the Company.**
 8. Rule-17 of NTPC Conduct, Discipline and Appeal Rules states, **"No employee shall bring or attempt to bring outside influence to bear upon any Superior Authority to further his/her interest in respect of matters pertaining to his/her service in the Company."** Such actions are construed as misconduct and shall be viewed very seriously by the Management and action initiated as per rules of the Company.
 9. Your designation upon joining the Company will be as already mentioned, however, it can be changed depending on work assigned to you from time to time.
 10. You will be retired from the services of the Company on attaining the age of superannuation.
 11. We hope that you will take due care to give correct information in the forms which you would be required to fill at the time of joining. If there is any evidence at a later date that the particulars indicated by you in your application/personal resume/forms is incorrect or false or misleading or not matching with the advertised specifications and/or amounting to suppression of information etc., then the Company will be forced to cancel this offer of appointment. In case of such evidence coming to light after your joining, your service will be liable for termination without notice at any time and you will accordingly cease to be in the employment of the Company.
 12. NTPC reserves the right to rectify any inadvertent mistakes in this offer of appointment which are not in conformity with the extant policy and rules and regulations of the Company at any time before or after joining the Company.
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