

FREQUENTLY ASKED QUESTIONS

1. **How I will proceed for online application?**

Reply:

- To apply visit www.ntpccareers.net and click on "**Executive (Business Development, Marketing, Operations & Renewables) and Executive (Finance) on fixed term basis for a period of 3 years**". Read the advertisement (available on home page) before proceeding for online registration. Only online mode of application is entertained.
- In case of General/ OBC candidates, please take the print out of copy of Pay-in-slip which is available on the website and make the payment of Rs. 300/- towards registration fee in any branch of State Bank of India. Once the amount is successfully deposited, a unique journal No. will be generated and will be mentioned in candidates' copy of pay in slip by the bank officer. This Journal No. is to be entered and scanned copy of photograph, signature & pay-in slip to be uploaded, while applying online. Candidates are advised to retain a copy of this pay in slip for future reference. SC, ST, PWD & XSM candidates are exempted from paying the registration fee. **Apply online only after making the payment at SBI and getting the Journal no. from bank.**
- After filling the online application form, click on the submit button.
- On clicking Submit button, Registration slip will be generated. Keep the Registration slip for future reference. **No need to send the hard copy/print-out to us.**

2. **What is the mode of payment and how I will generate the Bank Pay-in-slip?**

Reply:

- Payment is to be done only through 'Pay-in Slip' mode. Online payment or any mode is not acceptable.
- The pay-in-slip can be downloaded from the website www.ntpccareers.net under the link "**Executive (Business Development, Marketing, Operations & Renewables) and Executive (Finance) on fixed term basis for a period of 3 years**".
- On clicking on pay-in-slip, the system will ask for the name of the candidate. Please type your name (name of candidate) and copy of pay-in-slip will be generated with unique NTPC Challan number.
- Take a print-out of the slip and go to the bank for depositing the fees.

3. **Will the registration fee be refunded in case my candidature is rejected due to any reason?**

Reply: The registration fee is non-refundable under any circumstance.

4. **What are the documents to be uploaded while filling up the online application?**
Reply: Scanned copies of the following documents are to be uploaded while applying online:
a) Photograph in .jpg format (max. file size 500 KB)-- *applicable for all*
b) Signature in .jpg format (max. file size 200 KB)-- *applicable for all*
c) Scanned copy of Pay-in-slip in .jpg format (max. file size can be 500 KB)-- *applicable for General/ OBC candidates.*
5. **I've entered the wrong Email-Id/Address/DOB/Phone number/Marks/Institute name/Journal Number and I want to change it. Is it possible?**
Reply: Data once entered and submitted cannot be changed at a later stage. Please register online again, using a different email id. The journal/challan number (applicable for General/OBC) shall remain same.
6. **My current residential address is temporary and it is likely to be shifted soon, so which address I should provide?**
Reply: Please provide a permanent address to avoid time loss in receiving official communication/letters.
7. **Do I need to send the print out of registration slip?**
Reply: There is no need to send the print out of registration slip generated from the system. But it is advised to keep the printout of your registration slip for future reference.