

**Associate position for Retired Executives from PSUs/Govt. Organizations
to be deployed at NTPC WR2(HQ), Raipur/NTPC Khargone.**

Required Experience:

1. Candidate must have retired at E0-E5 level from NTPC or equivalent position.

Total Experience –(i) Candidate must have minimum 05 Years of experience of working as Secretarial Assistance for Senior Executives / experience of working in Service functions like HR, Finance, C&M with proficiency of working in MS Office, ESS, SAP, PRADIP etc.

2. Qualification- Graduation or equivalent.

Job Profile: Associate will be deployed for secretarial assistance of senior executives at NTPC WR2(HQ), Raipur/NTPC Khargone.

Upper Age Limit : 62 Years

Location of posting : Raipur/NTPC Khargone

Period of Engagement : 01 year

Last date of application : 22.09.2025

Application link(159WR23ES): <https://forms.gle/RBeToqVNhrHazcj7>