

Manager (HR-Rectt.),  
Recruitment Group,  
Corporate HR Division,  
NTPC Limited,  
Room-221, R&D Building  
EOC, Sector-24  
Noida-201301

**SUB : Acceptance of your Offer of Appointment Ref.No.01:HR:RECTT:ET-ENGG/ 2018/  
\_\_\_\_\_ dated \_\_\_\_\_ to the post of Executive Trainee-2018**

Sir,

With reference to the above cited subject,

1. I hereby accept the above mentioned offer of appointment and the terms and conditions contained therein.
  - 1.1 All the four copies of the Attestation Forms and 02 Character Certificates duly completed will be submitted at the time of joining.
  - 1.2 I will be reporting for document verification on \_\_\_\_\_ and thereafter for joining.

Yours faithfully,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_  
(in BLOCK LETTERS)

Discipline: \_\_\_\_\_

GATE Reg. No: \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_