

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

SUB: ACCEPTANCE OF OFFER REF. NO. _____
DATED _____ TO THE POST OF Executive Trainee - 2020.

Sir/Madam,

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 duly completed will be submitted at the time of joining.

1.2 I will be reporting for medical examination/document verification on _____ and thereafter for joining.

Yours faithfully,

Signature : _____

Name : _____
(in BLOCK LETTERS)

Discipline : _____

GATE Reg. No. : _____

NTPC Reg. No. : _____

Address : _____

Contact No. : _____
(with STD code)

Place: _____

Date: _____

(Note: please strike out either para 1 or 2 above, whichever is inapplicable)

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Room No. 221, R&D Building
EOC, Sector-24, Noida-201301.

UNDERTAKING

I acknowledge receipt of offer of engagement in NTPC, bearing Ref.No _____ dated _____ from NTPC Ltd for the post of Executive Trainee 2020.

While accepting the terms and conditions of the proposed offer, I confirm that I would be reporting for medical examination/document verification on _____.

Signed by me on this day _____ of _____, 2020.

Signature : _____

Name : _____

Discipline : _____

GATE Reg. No. : _____

NTPC Reg. No. : _____

Address : _____

Contact No. : _____
(with STD code)