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नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड  
NORTH EASTERN ELECTRIC POWER CORPORATION LTD.  
भारत सरकार का उद्यम A GOVT. OF INDIA ENTERPRISE

मिनीरत्न : श्रेणी-I MINIRATNA : CATEGORY-I

एनटीपीसी लिमिटेड की पूर्ण स्वामित्व वाली सहायक कंपनी A WHOLLY OWNED SUBSIDIARY OF NTPC LTD.

CALL LETTER CUM ADMIT CARD

No. NEEPCO/ Pers-07/R-111 /

Dated: Shillong the ..... December, 2024

To,

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**Sub: PERSONAL INTERVIEW FOR THE POST OF EXECUTIVE TRAINEE (HR).**

Dear Madam / Sir,

Please refer to your application for the above-mentioned post. We take the pleasure in inviting you for Personal Interview before the Selection Board as per following details:

**VENUE: NEEPCO CORPORATE OFFICE, BROOKLAND COMPOUND, LOWER NEW COLONY, SHILLONG-793003, MEGHALAYA.**

**DATE OF INTERVIEW: ..... REPORTING TIME: 09:30 AM**

- You are requested to report on .....at 09:30 AM at the aforesaid venue for interview.**
- You may be required to stay for one or more days in connection with the interview, if necessary. The Corporation will not provide accommodation; hence, you are to make your own arrangement. Please come prepared accordingly.
- You are being called for interview for the above post provisionally subject to production of all Original Certificates / Testimonials in support of your qualification as per the advertisement, such as UGC-NET Score of 2023 (December cycle) in Labour Welfare/ Personnel Management / Labour & Social Welfare / HRM, MBA or Post Graduate Degree/Diploma in Personnel & Administration/Industrial Relations/Human Resource Development/ Human Resource Management, Final Pass Certificate & Mark Sheets of Graduation, CGPA conversion formula issued by the Institute / University (if applicable), Certificate of Recognition of the institute by appropriate authority, Age-proof (HSLC Admit or Marksheet) where date of birth is indicated, Experience (if any), Caste Certificate (as per Govt. of India Performa in case of belonging to SC/ST/OBC/EWS (if applicable)), Discharge Certificate issued by Appropriate Authority in case of ESM, Disability Certificate issued by the Appropriate Authority (if applicable) and No Objection Certificate from the present employer in case you are in service, etc.
- Bio-data format is attached herewith. Altogether three copies of this Bio-data forms are to be filled up correctly and produced at the time of document verification/ interview. One set of all certificates/testimonials are to be attached with each Bio-data and Passport size photograph should be affixed.
- The date and venue fixed for interview cannot be changed under any circumstances and no application / representation will be entertained in this regard except due to Bandh / Picketing etc. in **SHILLONG**.
- The Corporation shall reimburse 3<sup>rd</sup> Class AC Sleeper Train Fare or Bus fare where train is not connected from the present address mentioned to **SHILLONG** by the shortest direct route on production of documentary proof/ tickets and an amount of Rs 4000/- (Rupees four Thousand) only will be paid as incidental charges. You have to provide the Bank Account details for reimbursement of travelling expenses in the format as enclosed.
- Please note that if all the documents mentioned in Sl.No. 3 & 4 above are not produced on the date of interview or not fulfilling the qualification as mentioned in the advertisement / application, you will neither be allowed to appear in the interview nor any Travelling Fare/ incidental will be reimbursed. Further to it at any point of time any discrepancies/ misrepresentation of facts are detected, your candidature will be outrightly rejected.
- In case of any change in date or venue of interview, the same will be uploaded in our official website [www.neepco.co.in](http://www.neepco.co.in). Please note that your candidature is being considered for the said post on provisional basis. Merely appearing in the interview will not confer upon you any right to claim appointment against the post.

**The candidate shall be allowed to appear in the interview only after verification of his/ her documents/ testimonials/ Certificates (Age Proof, MBA, Graduation, UGC-NET - 2023 (December cycle) and Caste).**

Thanking you.

(S. Dutta),  
General Manager (HR)

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समृद्धि के लिए विद्युत/ /Power for Prosperity