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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**

Pers-07/R-34/

Dated : Shillong the 26th August, 2025

To,	
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**Sub: PERSONAL INTERVIEW FOR THE POST OF EXECUTIVE TRAINEE (FINANCE)(HR/259)**

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 : 08:30:00 AM**

**You are requested to report on at 08:30:00 AM at the aforesaid venue for interview.**

1. 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.
2. 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 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 candidates belonging to ST) (if any), Discharge Certificate issued by Appropriate Authority in case of ESM (if applicable), Disability Certificate issued by the Appropriate Authority (if applicable) and No Objection Certificate from the present employer in case you are in service, etc. **(Please refer Advertisement Sl.No 7 i.e, Steps for applying at Page No. 4 for the list of documents/ testimonials/ certificates to be produced at the time of interview).**
3. Bio-data format may be downloaded from our Official Website [www.neepco.co.in](http://www.neepco.co.in). 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 Biodata and Passport size photograph should be affixed.
4. 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.
5. The Corporation shall reimburse to & fro AC-III Tier Rail 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. The Bank Account details for reimbursement of travelling expenses in the format may be downloaded from official website [www.neepco.co.in](http://www.neepco.co.in).
6. Please note that if all the documents mentioned in Sl.No. 2 & 3 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.
7. 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 as mentioned in the Advertisement.

Thanking you.

**THIS IS A SYSTEM GENERATED CALL LETTER CUM ADMIT CARD. HENCE NO SIGNATURE IS REQUIRED**

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समृद्धि के लिए विद्युत/Power for Prosperity