

## **GENERAL GUIDELINES**

### **(1) Eligibility conditions related**

- The candidates who have applied against the Advt. No. NTPC/SR/Hyderabad:01/2018 need not apply again. Applications received earlier will be considered.
- Eligibility w.r.t. minimum age (i.e. 18 years) as well as maximum age (25years) will be ascertained as on 09.05.2018 (last date for acceptance of applications as per earlier circulated advertisement). Relaxation to SC/ST/OBC/PWD/XSM etc. candidates will be given as per government guidelines.

### **(2) Filling of Form related**

- PHOTO/PAY IN SLIP not UPLOADING or FORM NOT GETTING SUBMITTED: The candidates should ensure that the selected files of photograph, signature & pay in slip have to be in JPG format & not in pdf or any other format. Also, the file size has to be <500/200KB as specified in the conditions.
- Can I change/edit any details once filled in the application? NO, if any mistake has been made in the form once submitted; it cannot be changed. However, the candidate can re-apply using a different email id for login but they need not make the payment again. The same bank challan/journal no. can be used for applying again. The revised application (submitted last) will only be considered.
- In case, the REGISTRATION NO. is generated but photo is not appearing on the registration slip, there is no need for concern. Application has been submitted and the issue will be resolved at our end/at the time of issuing of admit card.

### **(3) Registration fee/payment related**

- NTPC Pan card is not required to make the payment w.r.t. reg. fee at the time of generating bank challan. However, if the bank insists for the same, please send us a mail to [recruitment@ntpc.co.in](mailto:recruitment@ntpc.co.in), raising the issue. We will take up the matter with the concerned bank authorities and also revert over mail/phone to provide the PAN no.

## **FREQUENTLY ASKED QUESTIONS**

### **1. How I will proceed for online application?**

#### **Reply:**

- To apply visit [www.ntpccareers.net](http://www.ntpccareers.net) and click on "Diploma Trainee – 2018" (Only online mode of application is entertained). Read the advertisement of the particular Region (available on home page) for which you wish to apply.
- In case of General/ OBC candidates, please take the print out of copy of Pay-in-slip which is available on side menu and make the payment of Rs. 300/- towards registration fee in any branch of State Bank of India. Apply online only after making the payment at SBI and getting the Journal no. from bank.

- Select the region & discipline for applying (Once selected, region and discipline cannot be changed).
- The application form will appear in the screen. The candidate is required to fill up the application form. Candidate has to upload [photograph \(applicable for all\)](#) [Signature \(applicable for all\)](#) & [pay-in-slip \(applicable for General/OBC candidates\)](#) in .jpg format (max. file size can be 500 KB). After filling the application form & uploading the jpg files as mentioned above, the candidate will click on Preview button.
- On clicking 'Preview' button, the confirmation page will appear. Here candidate can make some changes/correction in his application by clicking on 'back' button. If no changes are to be done, the candidate can click on 'Submit' button.
- On clicking Submit button, Registration slip will be generated. [Keep the Registration slip for future reference.](#) (No need to send the hard copy to us)

2. **How I will generate the Bank Pay-in-slip?**

**Reply:** The copy of pay-in-slip is available on the side menu of the website [www.ntpcareers.net](http://www.ntpcareers.net). On clicking on pay-in-slip, the system will ask for the name of the candidate. Please type your name (name of candidate) and copy of pay-in-slip will be generated.

3. **I passed the Diploma in Electrical in 2016. Am I eligible for the post**

**Reply:** [You are not eligible for the advertised post.](#) Candidates, who have passed Diploma in 2017 and the final year students of 2018 (result to be declared by Aug/Sept 2018) will be eligible to apply only. [The above restriction is not applicable to Land Oustees \(LOs\).](#)

4. **Will NTPC refund the registration fee in case my candidature is rejected due to any reason?**

**Reply:** [The registration fee is non-refundable.](#)

5. **What are the documents to be uploaded while filling up the online application?**

**Reply:** Scanned copies of photograph (applicable for all), signature (applicable for all) & pay-in-slip (applicable for General/ OBC candidates) are required to be uploaded in .jpg format (max. file size can be 500 KB), while applying for the post online.

6. **I have appeared for my final year/Semester Examinations and the results are expected to be announced shortly. Am I eligible to apply?**

**Reply:** Final year students, who are expecting their result as on Aug/Sept 2018 are eligible to apply.

7. **In my Diploma Course only CGPA / GPA / SGPA or letter grade has been awarded in place of percentage of marks. Can I enter the grade in my application?**

**Reply:** Candidates, who have been awarded CGPA / GPA / SGPA or letter grades, should convert the grades to percentage and provide only the equivalent percentage of marks in the online application form.

8. **I have scored 69.5% marks in my Diploma and belong to General Category. Am I eligible to apply?**

**Reply:** The minimum percentage requirement in [Diploma in Engineering](#) is 70%. Hence you are not eligible to apply.

9. **I am a Diploma Holder meeting all requirements with respect to Qualifications belonging to the General Category. I am 25 years and 5 days old as on last date of online registration. Am I eligible to apply?**

**Reply:** The upper age limit of 25 Years is prescribed as on last date of online registration i.e. 09.05.2018. Hence you are not eligible.

10. **I am a SC/ST/OBC candidate but don't have the caste certificate, can I apply as a General candidate?**

**Reply:** If you so desire, you may apply as General Candidate (if eligible for Gen category) giving your category as "General". In such an event, your candidature will be considered as "GENERAL" and no change in category shall be allowed at a later date.

11. **Will any Travelling Allowance be paid to me for attending the Online Test ?**

**Reply:** [No Travelling Allowance is payable](#) to the candidates for attending the Online Test.

12. **I have forgotten to take the print out of the registration slip, what should I do now?**

**Reply:** Download your registration slip by visiting the website after furnishing either registration number OR Email Id as entered by you at the time of registration.

13. **Briefly explain the selection process for the post of Diploma Trainee in NTPC.**

**Reply:** Eligible candidates will have to undergo 2 stages of Online Test (Computer Based Test).

[1<sup>st</sup> stage online test:](#) In first stage, Online Aptitude Test (120 multiple questions) covering General English, Quantitative aptitude & Reasoning will be conducted. The duration of the test will be 2 hours. Each question carries 1 mark and 0.25 marks will be deducted for wrong answer. There is qualifying marks (40% marks in case of General category and 30% in case of SC/ST/OBC/PWD candidates). The candidates will be shortlisted @ 1:10 for 2<sup>nd</sup> stage Online Test (Technical). There will be no weightage to online aptitude test in final selection.

[2<sup>nd</sup> stage Online Test:](#) In 2<sup>nd</sup> stage, Online Technical Test (120 multiple questions) in respective discipline will be conducted. The duration of the test will be 2 hours. Each question carries 1 mark and 0.25 marks will be deducted for wrong answer.

There is qualifying marks (40% marks in case of General category and 30% in case of SC/ST/OBC/PWD candidates). Offer of appointment may be issued based on merit. No skill test will be conducted.

14. **If I applied for more than one region, shall my candidature be considered for more than one region I have applied?**

**Reply:** No. In case a candidate has applied for more than one region or has applied multiple times, [only his last application will be considered for further screening](#) as the online test is to be conducted same day of all Regions. You are requested to avoid applying for more than one region.

15. **I have qualification of Diploma in Electronics & Telecommunication. For which discipline I shall apply?**

**Reply:** You can apply for C&I discipline. It is informed that students of Electrical & Electronics, Electronics & Telecommunication, Electronics, Electronics & Power, Electronics & Instrumentation, Control & Instrumentation can apply for C&I discipline.

16. **I am a qualified candidate meeting all the job requirement except my age is less than 18 years. Am I eligible to apply ?**

Reply: No. [The minimum age for applying to the post is 18 years](#)

17. **I am a Land Oustee of a Project/Station for which vacancies are not identified. Shall I apply against Land Oustee category?**

No. You will not get any benefits extended to Land Oustees. [It is only extended to Land Oustees of the Project/Station for which vacancies have been notified.](#)