



एनटीपीसी स्कूल ऑफ बिजनेस NTPC School of Business

(Under the aegis of NTPC Education and Research Society)

Mentorship by Indian Institute of Management Ahmedabad (IIMA)

VACANCY ANNOUNCEMENT

NTPC School of Business invites applications for the following positions:

Sl.	Name of Post	No. of Post	Qualification	Experience Minimum	Max. Age Limit
1.	HR Assistant	01	Bachelor in Business Administration BBA	5 Years	35 Years
2.	PR Assistant	01	Bachelor in Mass Communication	5 Years	35 Years
3.	IT Assistant	01	Bachelor in IT, Bachelor of Science in Information Technology (abbreviations BIT, BInfTech, B. Tech (IT) or BE (IT)	5 Years	35 Years
4.	Library Assistant	01	Bachelor in Library Science	5 Years	35 Years
5.	Admission Assistant	01	Any Bachelor Degree with in customer-service/admission/administration	5 Years	35 Years

Detailed eligibility criteria are available at our website career option <https://nsb.ac.in/careers>

Candidates will be paid consolidated salary based on experience and qualification. They will be initially recruited for the fixed tenure basis for 3 years and subsequently the service will be extended on the basis of performance.

Interested candidates are requested to send their curriculum vitae on recruitment@nsb.ac.in within 15 days from the date of advertisement. Application received after the deadline will not be considered for this cycle of recruitment. Only shortlisted candidates will be inform further for the NSB hiring process.

Contact No.: +91 9650990162, **Address:** NTPC School of Business, Sector-16A, Film City, Noida-201 301 (U.P.) **E-mail:** recruitment@nsb.ac.in, **Website:** www.nsb.ac.in

Size: 15cms (w) x 14cms (h)