



POWER FOUNDATION OF INDIA

B-28, Qutub Institutional Area, New Delhi-110016

No. PFI/HR/Recruitment/2026/01

Date: 9th July, 2026

Job Description (JD)
Engagement of Executive Assistant (EA) to Director General

Position: Executive Assistant to Director General

No of Post: 01

Eligibility Criteria

- a) Executive Officer from Central Public Sector Enterprises (CPSEs) in the Power Sector, Government of India, or Autonomous Bodies.
- b) Maximum age 62 years as on the closing date of application.

Place of Posting

New Delhi. The selected expert may be required to undertake travel within India in connection with assignments of PFI.

Duration of Engagement

Initially for a period of two years, extendable based on performance, requirement.

Job Description

- a) Provide executive, administrative, and secretarial assistance to the Director General.
- b) Manage the Director General's office, appointments, meetings, travel programmes, and official engagements.
- c) Draft and process correspondence, notes, reports, presentations, speeches, and official communications.
- d) Coordinate with the Ministry of Power, Member CPSEs, Government Departments, Regulatory Bodies, and other stakeholders.



- e) Organize meetings of the Governing Body, Steering Council, Executive Committee, and other committees, including preparation of agenda papers and minutes.
- f) Maintain confidential records, documents, and correspondence of the Director General's office.
- g) Monitor important assignments and follow up on action points with various verticals.
- h) Assist in protocol arrangements for dignitaries, delegates, and official visitors.
- i) Maintain office records, filing systems, and digital documentation.
- j) Perform any other duties assigned by the Director General from time to time.

Remuneration

The selected Executive Assistant shall be engaged on a consolidated monthly remuneration as per the NTPC Policy for Engagement of Retired Executives, as adopted by the Power Foundation of India from time to time, including other admissible terms and conditions.

General Terms and Conditions of Staff Consultants: -

- a) Normal working hours would be 9.30 AM to 6.00 PM (05 days week) including half an hour lunch break. The personnel may be called on Saturdays/ Sundays and other gazetted holidays, and required to be present beyond normal working hours in case of exigencies
- b) In addition to holidays notified by Central Government, the Staff Consultant shall be entitled for eighteen (18) days leave in a calendar year (January to December) which shall be credited in advance, on quarterly basis, as under. The intervening Saturdays/Sundays /holidays, if any, shall not be counted as leave. Un-utilised leave shall not be carried forward to the next calendar year and is not encashable. Leave of any other nature is not admissible
 - (i) 1st Quarter: (January to March)-05 days
 - (ii) 2nd Quarter: (April to June) -05 days
 - (iii) 3rd Quarter: (July to September)-05 days
 - (iv) 4th Quarter: (October to December)-03 days
- c) The Staff Consultant shall not be entitled to any professional fees for the period of absence beyond the entitled leave of 18 days as above. Any availed leave during a calendar year shall not be carried forward to the next calendar year or qualify for encashment.

- d) In case the Staff Consultant remain absent for more than 18 days beyond the entitled leave in a calendar year, without any prior intimation/prior sanction, except in case of emergency, PFI would be free to terminate the services of the said Staff Consultant,
- e) In the event of absence on the ground of sickness, the Staff Consultant shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on medical grounds beyond the cumulative period of 18 days shall be without any profession fees.
- f) In case of tour within India, the PFI shall reimburse the expenses for journey undertaken for official work by the Consultant as per the following entitlement:-
 - (i) By air-Economy class;
 - (ii) By train (AC-II tier),
 - (iii) For local travel - Non AC taxi.
- g) Age Limits: Not more than 62 years as on the closing date of application.
- h) Duration of Contract: The Staff Consultant shall now be engaged for the period of two years. However, the period of engagement may be extended, based on the satisfactory performance of the candidate, for the period upto one year on each occasion, whereas it is limited to total period of four years at the maximum.
- i) Payment Terms: The consultant shall be paid lump sum monthly professional fees on completion of the month. TDS shall be deducted as per relevant rules.

TERMINATION OF AGREEMENT

With Notice:

- a) This agreement is liable to be terminated by either parties, by mutual consent, by giving one month notice in writing to the other or one month consolidated professional fees in lieu of such notice.
- b) In case the Staff Consultant is unable to perform the assigned work or the work undertaken by then is not to the satisfaction of the Controlling officer/Competent authority in PFI, the Staff Consultant shall be liable to be terminated after one month notice in writing.

Without Notice:

- a) In case the Staff Consultant, despite notice as in para above, is unable to perform the given assignment to the satisfaction of the Controlling officer/Competent authority in PFI, consultant, shall be liable to be terminated in public interest, without any notice and without assigning any reason.
- b) In case the Staff Consultant is absent from duty, for a period of more than 30 days. without prior intimation/ prior sanction, shall be liable to be terminated, in public interest, without any notice and without assigning any reason



- c) On pre-mature termination of the assignment, PFI shall pay the Staff Consultant, the profession fees for the work performed by him till the date of such termination, after deductions, if any.
- d) Engagement under this assignment shall be on purely contract basis for a limited period only. Such engagement shall not vest any right what so ever to claim for regular appointment or continued contractual engagement in PFI.
- e) Relaxation in essential qualifications/experience can be considered in deserving cases.
- f) PFI reserves the right not to fill up all or any of the above positions, without assigning any reasons, whatsoever.
- g) PFI reserves the right to increase or decrease the number of posts in any of the categories at any given time without assigning any reason.
- h) Exclusivity of Employment: While in employment with PFI, consultant will not, under any circumstances, be permitted to work for any other company, firm or persons either part time or full time, nor be associated as Advisor or Director or Partner whether paid or not for your services, without prior written permission from the Competent Authority of Power Foundation of India.
- i) Confidentiality & Non-Disclosure: Consultants shall not, either during or after the termination of this appointment, divulge or communicate to any other employee of the company or any other person or persons, any information gathered in the course of this appointment except in conformity with the internal regulations of the PFI in this regard nor shall you in any way at any time/s disclose, divulge or make public any information or matter concerning the technology, processes, accounts, transactions, dealings, trade secrets of the PFI whether the same may be confided in you or become known to you in the course of your employment with us or otherwise. Please note that successful candidates will be required to sign a Non-Disclosure Agreement (NDA) at the time of joining the Foundation.

Verification and Declaration:

- a) The selected Individual Consultant shall submit a self-declaration certifying that:
 - No criminal case is pending against him/her; and
 - No disciplinary or appellate proceedings have been initiated or are pending before any Court of Law or authority.

In case any criminal case is pending or any punishment has been awarded, full details thereof shall be furnished. A provisional engagement letter may be issued on the basis of such self-declaration. Final confirmation shall be subject to the decision of the Competent Authority upon receipt of the Police Verification Report.

- b) The Competent Authority may, if deemed necessary, seek verification of the antecedents of the Individual Consultant from the concerned authorities within six (06) months of engagement. Upon receipt of a satisfactory verification report, the provisional engagement may be confirmed. In the event that any information furnished





by the Consultant is found to be false, incorrect, or misleading, the Competent Authority shall cancel the engagement and may initiate appropriate civil and/or criminal proceedings, as deemed fit.

Selection Process:

- a. The selection process is through interaction. However, written examination shall be conducted, if required, based on the decision of the Selection Committee.
- b. Only candidates who strictly fulfil the eligibility criteria will be shortlisted and called for written examination and interaction,
- c. Only the candidates who qualify in the written examination (if taken) will be called for interaction;
- d. The final selection of the candidates shall be based on the ranking/merit of combined score of the qualification, experience, performance in written examination and interaction.
- e. Candidates called for interaction would be required to bring original documents relating to qualification, experience and salary slip for the past six months. These documents shall be examined before interaction with the selection committee.
- f. In case of non-submission of the salary slip for the last six months of employment, the candidate will be considered for selection at the minimum range of the scale.
- g. Candidates may apply for one or more posts as per their eligibility. However, no TA/DA shall be admissible for attending written examination and interaction for each advertised post at New Delhi the decision of Director General, PFI shall be final.
- h. Any matter not specifically covered under this notification shall be decided by the Director General, PFI and such decisions shall be final.

The candidates shall submit applications in the prescribed format by **29.07.2026** up to **06:00 P.M.** Incomplete applications or applications of candidates not having the requisite qualification/experience shall be rejected summarily.

The application format and details are available on the Power Foundation of India's website www.powerfoundation.org.in under the link "Careers".

(Sudhir Kumar Thakur)

Head-HR & Administration

