



NATIONAL PENSION SYSTEM TRUST (NPS Trust)

B-302, Tower-B, 3rd Floor, World Trade Center, Nauroji Nagar, New Delhi-110029

Website: www.npstrust.org.in

Advertisement No. 04/2026

Date: 08.04.2026

Recruitment of Staff on Contract in NPS Trust

The National Pension System Trust (NPS Trust/Trust) has been established by the Pension Fund Regulatory and Development Authority (PFRDA/Authority) as per the provisions of the Indian Trusts Act, 1882, for taking care of the assets and funds under the National Pension System (NPS) and other schemes as authorised by PFRDA in the interests of the subscribers. The powers, functions and duties of NPS Trust are laid down under the PFRDA (National Pension System Trust) Regulations, 2015 and its subsequent amendments, besides the provisions of the Trust deed dated 27.02.2008. NPS Trust is responsible for monitoring the activities of NPS intermediaries' viz. Pension Funds, Trustee Bank, Custodian, Central Recordkeeping Agencies with respect to exit and withdrawals, as authorised and directed by PFRDA for protecting the interest of subscribers.

NPS Trust is headquartered at New Delhi. NPS Trust may open its offices in other parts of the country as per the requirement in future.

NPS Trust invites applications from eligible Indian citizens for filling up the following posts on contractual basis. NPS Trust reserves the right to increase or decrease, fill or not to fill up the posts or modify the requirements either full or in part or to terminate the process at any stage and accordingly, the applicants shall have no right to participate further in the selection process. The posts are purely contractual in nature and candidates shall have no right whatsoever for permanent appointment in NPS Trust under any circumstances.

| DETAILS OF VACANCIES | | | | | | | | |
|----------------------|---------------------------------------|-----------------|-----|----|----|-----|-------|-------------------|
| Position | Department | NUMBER OF POSTS | | | | | | OUT OF WHICH PwBD |
| | | UR/GEN | OBC | SC | ST | EWS | TOTAL | |
| Executive | Exits & Withdrawals | 1* | - | - | - | - | 1 | - |
| Executive | Grievances | 1 | 1* | - | - | - | 2 | - |
| Executive | Social Media and Coordination | 1 | - | - | - | - | 1 | - |
| Senior Executive | Marketing & communications | 1 | - | - | - | - | 1 | - |
| Senior Executive | Information Technology and Operations | 1 | - | - | - | - | 1 | - |
| Senior Executive | Network and Operations | 1 | - | - | - | - | 1 | - |

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| Senior Executive | Human Resources & Administration | - | 1 | - | - | - | 1 | - |
| Senior Executive | Legal | 1 | - | - | - | - | 1 | - |
| Analyst | Pension Fund Performance Monitoring | 2 | - | - | - | - | 2 | - |
| | Compliance and Audit of Pension Funds/Custodian | | | | | | | - |
| Senior Analyst | Compliance and Audit of Pensions Funds & Custodian | 3 | 1 | - | - | - | 4 | - |
| | Compliance and Audit of Trustee Bank | | | | | | | |
| | Pension Fund Performance Monitoring | | | | | | | |
| | Scheme Audit and Stewardship Monitoring | | | | | | | |

Abbreviations: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Sections UR/GEN: Unreserved/General. PwBD: Persons with Benchmark Disabilities.
*Backlog vacancies

| IMPORTANT DATES TO REMEMBER | |
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| Activity | Important Dates |
| Filled-in application form alongwith supporting documents shall be sent by email to dept-hrd@npstrust.org.in by : | 29.04. 2026 |
| <i>NPS Trust reserves the right to make any changes in dates.</i> | |

A. JOB PROFILE

The primary duties and responsibilities of the Executive/Senior Executive/Analyst/Senior Analyst shall be as follows:

| Department | Tasks |
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| Executive - Exits & Withdrawals | <ol style="list-style-type: none"> 1. Processing of exit and withdrawal claims; 2. Random checking of the exit & withdrawal claims already settled (exit on superannuation, pre-mature exit, exit due to death, partial withdrawals during subscription under NPS etc.); 3. Audit of the exit and withdrawal claims processed; 4. Managing and processing of account Re-activation cases, withdrawal cases and Exceptional Cases received from the subscribers / Central Recordkeeping Agencies / nodal offices / other intermediaries under the NPS architecture; 5. Follow-up with Nodal Offices where pendency in processing of exit & withdrawal claims is high; 6. Handling the Ombudsman cases pertaining to exits and withdrawals and follow up for closure; 7. Preparation of reports, MIS and analysis of exits & withdrawals; 8. Coordinating with Annuity Service Providers for the grievances of subscribers; 9. Tracking, response and follow up of Grievances / Queries pertaining to Exits & Withdrawals received in mails, letters, social media etc. and providing efficient customer service; 10. Attending and responding to the calls received from the subscribers and attending to the walk-in subscribers; 11. Regular follow up with Nodal Offices, intermediaries and closure of Grievances/queries pertaining to exits & withdrawals; 12. Conducting visits, organizing training / awareness / subscriber education sessions; 13. Drafting Frequently Asked Questions, process manuals and creating content for subscriber education; 14. Compliance of Service Level Agreements executed with Central Record Keeping Agencies; 15. Any other work assigned by the department. |
| Executive - Grievances | <ol style="list-style-type: none"> 1. Managing and resolving the grievances raised and escalated in the Central Grievance Management System; 2. Efficient tracking and response to NPS, APY, UPS Grievances / Queries received in mails, letters, social media, calls, walk-ins etc.; 3. Follow-up with nodal offices, intermediaries and closure of Grievances pending beyond TAT and handling Ombudsman cases; 4. Preparation of Operational Manuals/SOPs, reports, contents for the department and subscriber education; 5. Conducting visits, organizing training / subscriber education sessions; 6. Compliance of SLA executed with the Central Record Keeping Agencies; 7. Any other work assigned by the department. |
| Executive – Social Media and Coordination | <ol style="list-style-type: none"> 1. Key Social Media Coordination; 2. Chatbot Content Management; 3. Invoice and Reporting Management; 4. Meeting Coordination & follow-up; 5. Trend Tracking and Content Innovation; 6. Any other work assigned by the department. |
| Senior Executive - Marketing and Communications | <ol style="list-style-type: none"> 1. Campaign Coordination - Campaign Advisory Committee discussions and minutes, Review media plans, Coordinate with agencies, and track campaigns and other related tasks/activities; 2. Corporate Communication - Manage corporate communications, including messaging for external audiences, internal stakeholders, and public relations, ensuring brand consistency and relates tasks/activities; 3. Event Management - Oversee event-related marketing efforts, from planning and promotion to execution, including coordinating with event management agencies, providing logistical support; |

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| | <ol style="list-style-type: none"> 4. Invoice and reporting management - Manage the timely receipt and scrutiny of invoices from agencies for both campaigns and corporate communication activities, coordinate with agencies for monthly reports; 5. Performance Tracking and Analysis - Track the performance of campaigns and corporate communication initiatives, providing regular updates to the Manager, Conduct post-campaign analysis by collecting industry benchmark data and tracking key performance indicators (KPIs). Generate reports on the effectiveness of campaigns and events, offering insights for future improvements; 6. Any other work assigned by the department. |
| <p>Senior Executive - Information Technology & Operations</p> | <ol style="list-style-type: none"> 1. Supervise and guide IT support staff in addressing hardware, software, and peripheral-related issues; 2. Ensure timely resolution of user-reported incidents and service requests by coordinating with the IT support team; 3. Oversee installation, configuration, and maintenance of operating systems and applications; 4. Manage IT asset inventory and ensure records are up to date; 5. Monitor and support usage of corporate tools such as email, VPN, and office productivity software; 6. Liaise with vendors for hardware/software procurement, warranty claims, and service support; 7. Maintain documentation of procedures, recurring issues, and resolution workflows; 8. Assist in planning and executing routine IT maintenance, system updates, and compliance checks; 9. Report on IT support metrics and identify areas for operational improvement; 10. Any other work assigned by the department. |
| <p>Senior Executive – Network and Operations</p> | <ol style="list-style-type: none"> 1. Monitor and maintain LAN infrastructure including routers, switches, firewalls, and wireless access points; 2. Configure and troubleshoot IP addressing issues; 3. Assist in firewall and network security configurations; 4. Support internet connectivity issues; 5. Coordinate with ISPs and vendors for issue resolution; 6. Maintain network documentation and diagrams; 7. Any other work assigned by the department. |
| <p>Senior Executive – Human Resources & Administration</p> | <ol style="list-style-type: none"> 1. Recruitment & Onboarding - Plan and conduct recruitment drives as per manpower needs. Manage end-to-end hiring—from sourcing and interviews to final selection—ensuring alignment with approved recruitment policies; 2. Employee Records & Compliance - Maintain accurate employee records including leave, service history, and disciplinary matters. Ensure strict adherence to labour laws, employment regulations, and statutory requirements; 3. Compensation, Payroll & Benefits - Prepare and revise compensation structures. Accurately process payroll, incentives, and benefits such as Group Medclaim (GMC), Group Personal Accident (GPA), and Term Insurance; 4. Policy Management & Implementation - Draft, update, and roll out HR policies in line with best practices and leadership direction. Communicate policies across the organization and ensure consistent compliance; 5. Talent Management - Drive performance appraisals, identify training needs, and design learning interventions. Track training effectiveness and support employee capability-building; 6. Employee Relations & Disciplinary Procedures - Address grievances, resolve workplace issues, and foster a positive culture. Oversee investigations, disciplinary actions, and terminations as required; 7. HR Operations & Systems - Manage HRMS implementation, payroll reconciliation, and HR MIS reporting. Maintain data integrity and support legal and audit requirements; 8. Employee Engagement, Welfare & Continuous Improvement - Implement welfare schemes, engagement initiatives, and retention |

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| | <p>strategies. Stay updated on HR trends, tech, and evolving compliance practices. Maintain efficient digital and physical record systems;</p> <ol style="list-style-type: none"> 9. Facilities & Vendor Management - Oversee day-to-day functioning of office premises. Manage vendor contracts, utilities, and maintenance to ensure smooth operations; 10. Travel, Events & Logistics - Coordinate travel, accommodation, and logistics for staff as applicable. Support admin needs for meetings, onboarding, and Trust events; 11. Asset & Record Management - Maintain inventory of office assets and ensure accurate filing of administrative and compliance-related documents (both digital and physical) 12. <u>Any other work assigned by the department.</u> |
| <p>Senior Executive - Legal</p> | <ol style="list-style-type: none"> 1. Processing of exit and withdrawal claims; 2. Analysis of policy framework under NPS architecture; 3. Regulatory Compliance by Central Recordkeeping Agencies and Annuity Service Providers; 4. Drafting Frequently Asked Questions, process manuals and creating content for subscriber education; 5. Random checking of the exit & withdrawal claims already settled (exit on superannuation, pre-mature exit, exit due to death, partial withdrawals during subscription under NPS etc.); Audit of the claims processed; 6. Analysis of exceptional cases; 7. Drafting Policies, Standard Operating Procedures and Manuals; 8. Vetting of policies; 9. Managing and processing of account Re-activation cases, withdrawal cases and Exceptional Cases received from the subscribers / Central Recordkeeping Agencies / nodal offices / other intermediaries under the NPS architecture; 10. Follow-up with nodal offices where pendency in processing of exit & withdrawal claims is high; 11. Handling the Ombudsman cases and follow up for closure; 12. Compliance of Service Level Agreements executed with Central Record Keeping Agencies; 13. <u>Any other work / legal matters assigned by the department.</u> |
| <p>Analyst - Pension Fund Performance Monitoring</p> | <ol style="list-style-type: none"> 1. Prepare detailed Equity Performance Attribution to identify drivers of returns and underperformance using Brinson-Fachler models to break down allocation, selection, and interaction effects; 2. Conduct Debt Performance Attribution to identify drivers of returns including Fixed Income Decomposition (MTM vs Accrual); 3. Compute and validate absolute NAV returns, relative outperformance vis-à-vis benchmarks, and risk-adjusted metrics for each Scheme; 4. Evaluate portfolio returns and monitor advanced risk-return metrics such as Upside & Downside Capture Ratios, Jensen alpha, Sharpe, Sortino, Information Ratio and Treynor ratios over multiple periods; 5. Prepare Equity Transaction Analysis, PFM-wise and market cap bucket wise trade summary, stock-level trade review, sector-level turnover patterns; 6. Prepare Debt Transaction Analysis including duration and yield to maturity analysis for period purchases and sales made at scheme level; 7. Analyze scheme-wise long-term outperformance, including multi-year return trends, alpha generation, and deviation vs benchmark; 8. Maintain and update list of NAV Series at Pension fund and scheme levels along with scheme specific benchmarks, including consistency checks and verification of returns against Pension Fund reports; 9. Conduct monthly review of benchmark indices including SDL, Gilt, and corporate bonds to ensure alignment with regulatory parameters and investment mandates including benchmark frameworks designed for multi-scheme frameworks; 10. Prepare comparative performance dashboards and ranking tables for internal review and presentation to the Board of NPS Trust and PFRDA; |

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| | <ol style="list-style-type: none"> 11. Provide analytical comments on Pension Fund performance review decks covering AUM trends, investment philosophy, market strategy, stop-loss policy, rating downgrades, defaults, debt overview etc; 12. Assist in quarterly performance review of Pension Funds across schemes, including preparation of analysis, observations and inputs on pension fund performance; 13. Coordinate with Pension Funds for presentation submissions, scheduling meetings, facilitating any additional information or clarification requests and preparing minutes post meeting; 14. Support multi-scheme framework discussions and recommendations from Pension Funds regarding benchmarks; 15. Provide analytical support for cross-departmental initiatives, regulatory queries, data validation exercises, and investment ecosystem reforms; 16. Assist in preparation and updating operational manuals, SOPs, and reporting templates for investment functions; 17. Any other work assigned by the department |
| <p>Analyst- Compliance and Audit of Pension Funds/Custodian</p> | <ol style="list-style-type: none"> 1. To monitor compliance of investment guidelines and PFRDA (PF) Regulations by PFM's through review of periodic reports, regulatory compliance certificates (i.e. monthly, quarterly, half-yearly and annual) and other relevant submissions. Highlight deviations to NPST management for onward submission to PFRDA; 2. To regularly follow up with Pension Funds on NPS Trust/ PFRDA observations and prepare responses for further communication to PFMs/ PFRDA; 3. To prepare the investment guideline rule sheet for common schemes; 4. To prepare the investment guideline rule sheet for pension schemes under Multiple Scheme Framework (MSF); 5. To maintain record and filing of appointment/resignation of all Key-personnel and directors of PFMs covering their profile and contact details, Investment policy, Risk Management policy and other mandated policies submitted by PFMs and review its regulatory compliance; 6. To process monthly periodic report received from custodian and Pension Funds and submit consolidated report to NPS Trust Management for onward submission to PFRDA; 7. To process custodian charges; 8. To review quarterly compliance certificates and internal audit report submitted by Custodian highlighting deviations to NPS Trust management for onward submission of observations to PFRDA; 9. To facilitate the appointment of auditor for conducting annual audit and review of scope of annual audit; 10. To review the annual audit report of Custodian submitted by NPS Trust appointed auditor for submission of observations to custodian and PFRDA; 11. To ensure timely opening, modification and closing of requisite custodial, depository and CSGL accounts with Custodian basis PFRDA Regulations, guidelines, other directives; 12. To reconcile the Custodian unit holding with PFMs; 13. To prepare various MIS around assigned activities; 14. Any other work assigned by the department. |
| <p>Senior Analyst – Compliance and Audit of Pension Funds and Custodian</p> | <ol style="list-style-type: none"> 1. To monitor compliance of investment guidelines and PFRDA (PF) Regulations by PFM's through review of periodic reports, regulatory compliance certificates (i.e. monthly, quarterly, half-yearly and annual) and other relevant submissions. Highlight deviations to NPST management for onward submission to PFRDA; 2. To regularly follow up with Pension Funds on NPS Trust/ PFRDA observations and prepare responses for further communication to PFMs/ PFRDA; 3. To prepare the investment guideline rule sheet for common schemes; 4. To prepare the investment guideline rule sheet for pension schemes under Multiple Scheme Framework (MSF); 5. To maintain record and filing of appointment/resignation of all Key-personnel and directors of PFMs covering their profile and contact details, Investment policy, Risk Management policy and other |

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| | <p>mandated policies submitted by PFMs and review its regulatory compliance;</p> <ol style="list-style-type: none"> 6. To process monthly periodic report received from custodian and Pension Funds and submit consolidated report to NPS Trust Management for onward submission to PFRDA; 7. To process custodian charges; 8. To review quarterly compliance certificates and internal audit report submitted by Custodian highlighting deviations to NPS Trust management for onward submission of observations to PFRDA; 9. To facilitate the appointment of auditor for conducting annual audit and review of scope of annual audit; 10. To review the annual audit report of Custodian submitted by NPS Trust appointed auditor for submission of observations to custodian and PFRDA; 11. To ensure timely opening, modification and closing of requisite custodial, depository and CSGL accounts with Custodian basis PFRDA Regulations, guidelines, other directives; 12. To reconcile the Custodian unit holding with PFMs; 13. To prepare various MIS around assigned activities; 14. Any other work assigned by the department. |
| <p>Senior Analyst – Compliance and Audit of Trustee Bank</p> | <ol style="list-style-type: none"> 1. Monitoring of Withdrawal Account <ol style="list-style-type: none"> a. Review daily Withdrawal Account summary files received from Trustee Bank and identify the reasons for the change in the balance from the previous day. b. Connect with CRA regarding returned transactions and if required, connect with the nodal office/subscriber to understand the reason for return. c. Connect with the nodal offices with reference to the pending Non-NPS cases and push for pending documents d. Follow up with the CRA/nodal office for resolution of the pending transactions. 2. Review of daily pay-in timings of CRAs along with the funds transferred by Trustee Bank. Issue advisory/ communication to Trustee Bank/ CRAs on delays; 3. Review the activities of Trustee Bank and ensure that compensation is paid by Trustee Bank in case of delays as stipulated in SLA executed between Trustee Bank and NPS Trust; 4. In case of delays in FRC upload and pay-in processing by Trustee Bank due to technical issues/ system related issues at CRA end, ensure that applicable compensation is paid by CRA; 5. Processing of Monthly Performance Report, Quarterly Concurrent Audit Report, Quarterly Internal Audit Report and Annual Statutory Audit Report of Trustee Bank; 6. Appointment of Auditor and Processing of Annual Audit Report; 7. Updating the Standard Operating Procedures (SOP) and Service Level Agreement (SLA) between NPS Trust and Trustee Bank to include recent developments based on regulatory guidelines; 8. Pool Reconciliation <ol style="list-style-type: none"> a. Coordinate with CRA and Trustee Bank for resolution of reconciled entries during pool reconciliation. b. Respond to queries received from nodal offices over call/email/letter in coordination with CRA c. Hold periodic review meetings with CRA and Trustee Bank to get an update on status of pending cases 9. Prepare a quarterly progress report on pool reconciliation to be submitted to PFRDA; 10. Any other work assigned by the department. |
| <p>Senior Analyst – Pension Fund Performance Monitoring</p> | <ol style="list-style-type: none"> 1. Prepare detailed Equity Performance Attribution to identify drivers of returns and underperformance using Brinson-Fachler models to break down allocation, selection, and interaction effects; 2. Conduct Debt Performance Attribution to identify drivers of returns including Fixed Income Decomposition (MTM vs Accrual); 3. Compute and validate absolute NAV returns, relative outperformance vis-à-vis benchmarks, and risk-adjusted metrics for each Scheme; |

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| | <ol style="list-style-type: none"> 4. Evaluate portfolio returns and monitor advanced risk-return metrics such as Upside & Downside Capture Ratios, Jensen alpha, Sharpe, Sortino, Information Ratio and Treynor ratios over multiple periods; 5. Prepare Equity Transaction Analysis, PFM-wise and market cap bucket wise trade summary, stock-level trade review, sector-level turnover patterns; 6. Prepare Debt Transaction Analysis including duration and yield to maturity analysis for period purchases and sales made at scheme level; 7. Analyze scheme-wise long-term outperformance, including multi-year return trends, alpha generation, and deviation vs benchmark; 8. Maintain and update list of NAV Series at Pension fund and scheme levels along with scheme specific benchmarks, including consistency checks and verification of returns against Pension Fund reports; 9. Conduct monthly review of benchmark indices including SDL, Gilt, and corporate bonds to ensure alignment with regulatory parameters and investment mandates including benchmark frameworks designed for multi-scheme frameworks; 10. Prepare comparative performance dashboards and ranking tables for internal review and presentation to the Board of NPS Trust and PFRDA; 11. Provide analytical comments on Pension Fund performance review decks covering AUM trends, investment philosophy, market strategy, stop-loss policy, rating downgrades, defaults, debt overview etc.; 12. Assist in quarterly performance review of Pension Funds across schemes, including preparation of analysis, observations and inputs on pension fund performance; 13. Coordinate with Pension Funds for presentation submissions, scheduling meetings, facilitating any additional information or clarification requests and preparing minutes post meeting; 14. Support multi-scheme framework discussions and recommendations from Pension Funds regarding benchmarks; 15. Provide analytical support for cross-departmental initiatives, regulatory queries, data validation exercises, and investment ecosystem reforms; 16. Assist in preparation and updating operational manuals, SOPs, and reporting templates for investment functions; 17. Any other work assigned by the Department. |
| <p>Senior Analyst – Scheme Audit and Stewardship Monitoring</p> | <ol style="list-style-type: none"> 1. Analysis and processing of Periodical Regulatory Compliance Reports, noting exceptions, requesting explanations, and ensuring compliance through regular follow-up; 2. Analysis and processing of stewardship reports received from pension funds; 3. Analysis and processing of periodic audit reports, requesting explanations, and ensuring compliance through regular follow-up; 4. Conducting activities related to the empanelment of auditors and appointment of auditors, such as preparing board notes, minutes of meetings, communications, drafting appointment letters, and executing non-disclosure agreements with auditors; 5. Activities related to scheme audits of pension funds, coordinating among pension funds and audit firms, and regularly following up with scheme auditors and pension funds to ensure timely completion of audits and submission of reports; 6. Consolidation of scheme financials of pension funds, following up with various stakeholders (e.g., CRAs, trustee banks, and authorities) to gather information, preparing consolidated financial statements along with notes to accounts for submission to the coordinating auditor (including relevant data) for review within timelines, and providing assistance and coordination for auditor queries; 7. Verification and processing of scheme auditors' fees; 8. Any other work assigned by the department. |

B. ELIGIBILITY CRITERIA

a. Upper Age, Educational Qualification, Experience criteria:

| Post | Department | Qualification (as on 28.02.2026) | Experience (as on 28.02.2026) | Age (as on 28.02.2026) |
|------------------|-------------------------------|---|--|---|
| Executive | Exits and Withdrawals | <p>Essential: Full time graduation degree with minimum 60% marks or equivalent CGPA.</p> <p>Desirable: CA (Intermediate) from ICAI/MBA / PGDM / M.Com/Degree in Law from an institute affiliated to AICTE / UGC</p> | <p>Minimum Three Years of working experience in processing or reviewing claims / settlement in the BFSI sector.</p> <p>Past experience in Pension sector will be preferred.</p> | <p>Min Age: 23 years</p> <p>Max Age: 35 years</p> |
| Executive | Grievances | <p>Essential: Full time graduation degree with minimum 60% marks or equivalent CGPA</p> <p>Desirable: MBA / PGDM / M.Com from an institute affiliated to AICTE / UGC</p> | <p>Minimum Three Years of working experience in:</p> <ol style="list-style-type: none"> 1. Performing customer service / customer support / quality assurance / data processing functions preferably in a reputed BFSI institution / Regulator / BPO; or 2. Processing or reviewing claims / settlement in the BFSI sector. <p>Past experience in Pension sector will be preferred.</p> | <p>Min Age: 23 years</p> <p>Max Age: 35 years</p> |
| Executive | Social Media and Coordination | <p>Full time Bachelor's degree in BBA (General or Marketing) or BA in Mass Communication, Media, Social Media, Journalism, Digital Marketing, or a related field with minimum 60% marks or equivalent CGPA.</p> <p>Desirable : Master's in the relevant field</p> | <p>Minimum Three Years of experience in media coordination, social media management, or related fields.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Strong organizational skills and attention to detail. • Certification/ Knowledge of social media tools and platforms (e.g., Facebook, Twitter, Instagram, LinkedIn) will be plus and preferable. • Excellent verbal and written communication skills. • Ability to multitask and manage multiple projects in a dynamic environment. | <p>Min Age: 23 years</p> <p>Max Age: 35 years</p> |
| Senior Executive | Marketing & communications | <p>Full time Bachelor's degree in BBA (General or Marketing) or BA in Mass Communication, Media, Social Media, Journalism, Digital</p> | <p>Minimum of five years of experience in marketing, digital marketing, corporate communications, event management, or relevant fields.</p> | <p>Min Age: 25 years</p> |

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| | | <p>Marketing, or a related field with minimum 60% marks or equivalent CGPA</p> <p>Desirable : Master's in the relevant field</p> | <p>Desirable:</p> <p>Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.</p> <p>Excellent verbal and written communication skills, with the ability to coordinate effectively with external agencies.</p> <ul style="list-style-type: none"> • Proficiency in campaign tracking tools, media management platforms, and analytics. • Knowledge of invoice management and post-campaign analysis methods. | <p>Max Age: 40 years</p> |
| Senior Executive | Information Technology and Operations | <p>B.Tech/ B.E./M.Tech/ M.Sc in Computer Science/ Information Technology Or 2 years MCA with minimum 60% marks or equivalent CGPA</p> <p>Desirable: candidates with relevant certifications in IT operations</p> | <p>Minimum of three years of experience in an IT operations or supervisory support role.</p> <p>Desirable:</p> <ul style="list-style-type: none"> - Basic knowledge of Windows and Mac OS environments. - Familiarity with common office software and hardware. - Good problem-solving and communication skills. | <p>Min Age: 25 years</p> <p>Max Age: 40 years</p> |
| Senior Executive | Network and Operations | <p>B.Tech/ B.E./M.Tech/ M.Sc in Computer Science/ Information Technology Or 2 years MCA with minimum 60% marks or equivalent CGPA</p> <p>Desirable: candidates with relevant certifications and practical experience in network operations</p> | <p>Minimum of three years of experience in network support or network administration.</p> <p>Desirable:</p> <ul style="list-style-type: none"> - Proficient in network protocols and equipment. - Hands-on experience with firewalls and security appliances. - Ability to analyze and resolve networking issues. | <p>Min Age: 25 years</p> <p>Max Age: 40 years</p> |
| Senior Executive | Human Resources & Administration | <p>MBA/Master's Degree/Post Graduate Degree/Diploma (minimum 2 years full-time) in Personnel Management & Industrial Relations or Human Resource Management, or equivalent, from an institute recognized by AICTE/UGC/Government.</p> | <p>Minimum of three years of post-qualification experience in an HR and Admin role, with exposure to recruitment, payroll, compliance, performance management, and employee engagement.</p> <p>Desirable:</p> <ul style="list-style-type: none"> - Strong understanding of HR best practices, and statutory compliance. - Excellent interpersonal, communication, and negotiation skills. | <p>Min Age: 25 years</p> <p>Max Age: 40 years</p> |

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| | | | <ul style="list-style-type: none"> - Proficiency in HRMS tools and MS Office applications. - Analytical skills for HR data interpretation and reporting. - Ability to handle sensitive information with confidentiality and integrity. - Problem-solving skills with a proactive approach. | |
| Senior Executive | Legal | Bachelor's degree in Law from a recognized university / college recognized by UGC and Bar Council of India | <p>Minimum of five years of working experience preferably in the BFSI sector in:</p> <ol style="list-style-type: none"> 1. Handling the legal matters pertaining to the customers and their accounts / claims; or 2. Review of legal paper work and documentations; or 3. Policy interpretations / Research undertaken <p>Preference will be given to candidates working in the matters pertaining to Succession Acts, Nominations, Dispute / Claim settlements, NPAs, KYC / AML, Claim processing / Fraud cases or investigations. Past experience in Pension sec</p> | <p>Min Age: 25 years</p> <p>Max Age: 40 years</p> |
| Analyst | Pension Fund Performance Monitoring | CA/ MBA/ PGDM/ M. Com/ CFA/ FRM | Relevant experience in areas related to pension/ financial sector, special knowledge/ experience in Investment Management will be preferred | <p>Min Age: 23 years</p> <p>Max Age: 35years</p> |
| | Compliance and Audit of Pension Funds/Custodian | | | |
| Senior Analyst | Compliance & Audit of Pension Funds & custodian | CA/ MBA/ PGDM/ M. Com/ CFA/ FRM | Minimum three years of post - qualification experience in areas related to pension/ financial sector, special knowledge/ experience in Investment Management. | <p>Min Age: 25 years</p> <p>Max Age: 40 years</p> |
| | Compliance & audit of Trustee Bank | | | |
| | Pension Fund Performance Monitoring | | | |
| | Scheme Audit and Stewardship Monitoring | | | |

A candidate must not have exceeded the age limit prescribed for the respective post as on 28.02.2026

The OBC candidates coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'. The OBC candidates claiming reservation under the said category must produce OBC (Non-Creamy Layer) certificate. A declaration in the prescribed format "Annexure A" by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on 28.02.2026,

in addition to the community certificate (OBC).

The candidate should be in possession of requisite OBC certificate in the prescribed format in support of his/her claim for availing reservation on / before the closing date of applications for the posts.

Relaxation up to a maximum of 3 (Three) years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates if the posts are reserved for them.

C. OTHER CRITERIA

- i. Proficiency in reading, writing and speaking English and Hindi.
- ii. Proficiency in using tools such as MS Office (specifically Excel, Word) and other computer related functions for day-to-day functioning.

D. PLACE OF POSTING

- i. The place of posting for the present will be New Delhi, however, depending on the administrative requirement of NPS Trust, the candidate may be placed anywhere in the country in future.

E. REMUNERATION

- i. The monthly emoluments shall be as follows:

| Post | Gross Salary per month (Monthly remuneration) |
|------------------|--|
| Executive | Rs. 70,000 |
| Senior Executive | Rs. 80,000 |
| Analyst | Rs. 1,00,000 |
| Senior Analyst | Rs. 1,50,000 |

- ii. The person engaged to discharge responsibility as Executive/Senior Executive/Analyst/Sr. Analyst shall be paid fixed remuneration as above on monthly basis.
- iii. Apart from initial remuneration offered, there would be provision for an annual increment in the compensation on successful completion of every 12 months during the period of contract including extension (if any), which shall be considered by the Trust based on the performance review.

F. OTHER FACILITIES

- i. A total yearly leave of 30 days in calendar year on a proportionate basis provided that not more than 07 days of leave may be availed at a stretch and that Saturday/Sunday/Holiday may not be combined in such a way that total absence of any one occasion exceeds 10 days (including holidays/Saturday/Sunday) if any. Leave will however be granted subject to exigencies of work. Any absence beyond the above period will be treated as leave without pay and the remuneration payable will be reduced to that extent. The leave shall be earned on Pro-rata basis in a calendar

- year and shall not be carried forward to next contract year;
- ii. No residential accommodation will be provided by the NPS Trust;

G. CONTRACT PERIOD

- i. The Senior Analyst/ Analyst/ Senior Executive/ Executive/ will be appointed on a contract basis initially for a period of **THREE** years which may be extended by **TWO** Years (One year at a time) subject to outstanding performance;
- ii. The appointment shall be subject to review of performance on a half yearly basis. The NPS Trust may terminate the contract of service in case the performance is found to be unsatisfactory during the period of Contract on the basis of a half yearly review.
- iii. Termination of Contract will be by way of **TWO** Months' notice issued by either party or payment by the candidate in lieu of notice period of **TWO** Months.
- iv. Revision, if any, in remuneration will depend on performance.

H. HOW TO APPLY:

- i. Candidates who strictly satisfy the eligibility norms may apply giving their bio data strictly in the format given in Section II for the posts.
- ii. Candidates are required to apply by sending, via email to dept-hrd@npstrust.org.in, the duly filled-in application form (as provided in this notification), along with self-attested copies of all the documents listed in this notification, before the last date of application. No other mode of submission shall be accepted. The candidate shall mention "Recruitment of Staff (<Name of the Post & Department>)" on Contract Basis" in the subject of the email.
- iii. NPS Trust reserves the right to call for additional documents from the candidate to validate their claim with regard to eligibility for the post by email/post. Failure to furnish the required documentary proof, within stipulated timelines, shall result in disqualification of the candidature of the candidate. Incomplete application will be summarily rejected.
- iv. Applications not in the prescribed format or received after their due dates are liable to be summarily rejected. The applicant/candidate should clearly mention the post (i.e. Executive, Senior Executive, Analyst or Sr. Analyst) and department, for which he/she has applied.
- v. The last date and time to submit the application is **29 April 2026**.
- vi. Not more than one application should be submitted by a candidate for the same post. In case of multiple applications received from a candidate for the same post only the latest application of such candidate for that particular post shall be considered.
- vii. No other mode of application viz. post etc. other than that prescribed in this advertisement shall be considered and application received through such mode shall be liable for rejection.

I. MODE OF SELECTION

- i. Mode of Selection shall be Shortlisting of candidates followed by interview.
- ii. NPS Trust reserves the right to modify the selection procedure, if deemed fit.

J. GENERAL INFORMATION

- i. Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for an interview, the traveling cost for which will have to be borne by the candidate.
- ii. Self-attested copies of educational qualifications and experience certificates will be compulsorily submitted at the time of the interview. Original documents will be required for the verification.
- iii. NPS Trust reserves the right to call only the requisite number of candidates for the interview after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience, etc. mere satisfaction of the eligibility criteria does not entitle a candidate to be called for the interview.
- iv. Applications received after the due date and time shall not be entertained and will be summarily rejected. No further correspondence will be entertained in this regard.
- v. NPS Trust reserves the right to cancel the recruitment for the captioned post without assigning any reason thereof.
- vi. The candidate shall have no right to claim regular employment in the NPS Trust.
- vii. In case any dispute arises on account of interpretation in language versions other than English, the English version shall prevail.
- viii. A separate contract/agreement shall be executed by the contract appointee.
- ix. Please note that Corrigendum/ Addendum, if any, issued on this advertisement, will be published only on the NPS Trust's website <https://www.npstrust.org.in>
- x. In respect of all matters in relation to this advertisement including eligibility, shortlisting, interviews, number of vacancies etc, NPS Trust's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- xi. Any resultant dispute arising out of this advertisement shall be subject to the exclusive jurisdiction of the Courts situated at New Delhi only;

SECTION II

Application Format (To be submitted in legible pdf preferably type-written format)

| | | | | | | | | | | | | | | | |
|---|-------------|---------------|-----------------|-----------------------|----------------------|-----------------|--------|--------|----------|------------|-----|---|--|--|--|
| Application For Post: _____ (Sr. Analyst/ Analyst/ Senior Executive/ Executive) in Department: _____ (Grievances, Exit, HR&Admin, Legal, IT&Ops, Marketing & Comms, Social media & coordination, network & Ops, PFM) on contract Basis | | | | | | | | | | | | | | | |
| 1. Name in full (English)- CAPITAL LETTERS) | First Name | | | | | | | | | | | | | | |
| | Middle Name | | | | | | | | | | | | | | |
| | Surname | | | | | | | | | | | | | | |
| 2. Father's Name | | | | | | | | | | | | | | | |
| 3. Gender (Please tick wherever applicable) | M | | | F | | | T | | | | | Paste Photograph in the box alongside and sign across it. | | | |
| | | | | | | | | | | | | | | | |
| 4. Date of Birth | D | D | M | M | Y | Y | Y | Y | | | | | | | |
| | | | | | | | | | | | | | | | |
| 5. Age as on 28.02.2026 | | | | Years | | | | Months | | | | | | | |
| 6. Category, i.e. General/ SC/ST/ OBC/PH (Please tick wherever applicable) | General | | | OBC | | | SC | | ST | | PWD | EWS | | | |
| | | | | | | | | | | | | | | | |
| 7. Details of Work Experience as on (Latest experience shall be mentioned first) | | | | | | | | | | | | | | | |
| Employer Name & address | Designation | | | Job Profile | | | Period | | Duration | | | | | | |
| | | | | | | | From | To | Yrs. | Months | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 8. Academic Qualification as on 28.02.2026 | | | | | | | | | | | | | | | |
| Qualification | Examination | Main Subjects | Year of Passing | University/ Institute | Overall (%) of Marks | Class/ Division | | | | | | | | | |
| Graduation | | | | | | | | | | | | | | | |
| Post-Graduation | | | | | | | | | | | | | | | |
| Any Other | | | | | | | | | | | | | | | |
| 9. Postal Address (English – in capital letters only) | | | | | | | | | | | | | | | |
| | | | | | | | | | | E Mail: | | | | | |
| | | | | | | | | | | Telephone: | | | | | |
| | | | | | | | | | | Mobile: | | | | | |
| Dist.: | | | | | | | | | | STD Code: | | | | | |
| State: | | | | | | | | | | Pin Code: | | | | | |
| | | | | | | | | | | | | | | | |
| 10. Any other information considered relevant by the applicant: | | | | | | | | | | | | | | | |

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false / incorrect or that I do not satisfy the eligibility criteria according to NPS Trust, my candidature/appointment is liable to be cancelled / terminated. I have read and understood the stipulations given in the notification and hereby undertake to abide by them.

For candidates working in Government Service, Government owned industrial undertakings or other similar organisations

I further undertake that I have informed my employer (Head of Office/Department) in writing about my application for the post of _____. I understand that if any communication is received from my employer withholding permission for my candidature, my application may be rejected/candidature cancelled. I also undertake that if selected, I will produce proper discharge certificates from my PSU/Government/Quasi-Government employer without any lien at the time of joining. I affirm that the information given above is true to the best of my knowledge and belief.

Place:

Date:

Signature:

Note: a) Applications should be accompanied by the above application and declaration form with the self-attested copies of following documents:

- i. DOB proof (matriculation certificate, birth certificate etc.)
- ii. Graduation Degree
- iii. Graduation mark sheets
- iv. Post-graduation degree
- v. Post-graduation mark sheets
- vi. Professional certifications (if any) degree
- vii. Professional certifications (if any) marksheet
- viii. Passport size photograph
- ix. Details of Work Experience (including relieving letter from past employers and experience certificate from current employer, as applicable)
- x. CV/Resume/Biodata

b) The candidate should clearly mention the post and department that he/she has applied for.

c) Incomplete applications will be summarily rejected.

Annexure A

Form of declaration to be submitted by the candidate (in addition to the community certificate)

I.....son/daughter of Shri.....resident of village/town/city.....districtState.....hereby declare that I belong to the,community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93- Estt(SCT) dated 8.09.1993. It is also declared that I have read and understood the instructions contained in the said DoP&T OM dated 8.09.1993, and OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare that **I do not fall under OBC (Creamy Layer) category on the basis of income for the immediate preceding three financial years.**

Signature.....
Full Name.....
Address.....