



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.:07/2025

Date: 06.03.2025

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 grievances and 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	2	-	-	-	-	2	-
Executive	Grievance	1	1	-	-	-	2	-
Senior Executive	Legal Matters related to Operations	1	-	-	-	-	1	-

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

A. JOB PROFILE

Executive - Exits & Withdrawals, Grievances, Senior Executive: Legal Matters related to Operations:

The primary duties and responsibilities of the Executive in Exits & Withdrawals/Grievance, Senior Executive: Legal Matters related to Operations shall be as follows:

Department	Tasks
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.
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 Grievances department.
Legal Matters related to Operations	<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;

	<ol style="list-style-type: none">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. Any other work / legal matters assigned by the department.
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IMPORTANT DATES TO REMEMBER	
Activity	Important Dates
Filled-in physical application form as given in this notification should reach NPS Trust by :	26 th March 2025 by 6:00 PM.
<i>NPS Trust reserves the right to make any changes in dates.</i>	

B. ELIGIBILITY CRITERIA

a. Upper Age, Educational Qualification, Experience criteria:

Post	Department	Qualification (as on 31.01.2025)	Experience (as on 31.01.2025)	Upper Age (as on 31.01.2025)
Executive	Exits and Withdrawals	CA (Intermediate) from ICAI/MBA / PGDM / M.Com from an institute affiliated to AICTE / UGC	Minimum Three Years of working experience in processing or reviewing claims / settlement in the BFSI sector. Past experience in Pension sector will be preferred.	30 years
Executive	Grievances	MBA / PGDM / M.Com from an institute affiliated to AICTE / UGC	Minimum Three Years of working experience in: 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. Past experience in Pension sector will be preferred.	30 years
Senior Executive	Legal Matters related to Operations	Bachelor's degree in Law from a recognized university / college recognized by UGC and Bar Council of India	Five years of working experience preferably in the BFSI sector in: 1. Handling the legal matters pertaining to the customers and their accounts / claims; or	30 years

			<p>2. Review of legal paper work and documentations; or</p> <p>3. Policy interpretations / Research undertaken</p> <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.</p> <p>Past experience in Pension sector will be preferred.</p>	
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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

Post	Department	Salary (Monthly CTC)
Executive	Exits & Withdrawals/Grievances	70,000
Senior Executive	Legal Matters related to Operations	80,000

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. Staff on contract shall not be entitled to any superannuation benefits, viz., Provident Fund, Pension, Gratuity, etc;
- iii. No residential accommodation will be provided by the NPS Trust;
- iv. Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as (UR/GEN). Only those candidates belonging to 'Non-Creamy Layer' (NCL) are eligible to apply under OBC Category. Candidates belonging to the OBC (NCL) category should have a valid OBC (NCL) certificate issued on or after 31.01.2024 but earlier than closing date of application.

G. CONTRACT PERIOD

- i. The 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.

1. HOW TO APPLY:

- a. Candidates who strictly satisfy the eligibility norms may apply giving their bio data strictly in the format given in Section II for the posts. The candidates are also required to submit a brief profile (not exceeding 3 pages) regarding qualification, experience etc. along with the duly filled application. 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.
- b. Applications along with supporting documents should be sent by ordinary/ speed post (without AD) in a cover super scribing 'NPS Trust – Application for the post of Executive/Senior Executive (Exits and Withdrawals/Grievances/Legal Matters related to Operations) (Whichever is applicable) on contract in NPS Trust.' to the following address:

General Manager (Human Resources)
National Pension System Trust, Tower B,
B-302, Third Floor, World Trade Centre,
Block F, Nauroji Nagar,
New Delhi 110029
- c. Applications not in the prescribed format or received after their due dates are liable to be summarily rejected.
- d. The last date and time to reach the application is 26th March 2025 by 6:00 PM.
- e. No other mode of application viz. e-mail, etc. other than that prescribed in this advertisement shall be considered and application received through such mode shall be liable for rejection.

H. 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 only.
- 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.

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.

SECTION II

Application For The Post of Executive (Exits and Withdrawals/Grievances), Senior Executive (Legal Matters related to Operations) on Contract (Whichever applicable)

1. Name in full (English)-CAPITAL LETTERS)	First Name																				Middle Name																					Surname																				
2. Father's Name																					Paste Photograph in the box alongside and sign across it.																																									
3. Gender (Please tick wherever applicable)	M				F					T																																																				
4. Date of Birth	D	D	M	M	Y	Y	Y	Y																																																						
5. Age as on 31.01.2025					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 31.01.2025																																																														
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:																																																														
<p>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.</p> <p>Place:</p> <p>Date:</p> <p>Signature:</p>																																																														

Note: a) Applications should be accompanied by self-attested copies of certificates in support of age, qualifications & experience, Caste/Tribe/Community/Physical disability as applicable, with a recent passport size photograph glued to the top right-hand corner of the application form.

b) The candidates are also required to submit a brief profile (not exceeding 3 pages) regarding qualification experience etc. along with duly filled application.



राष्ट्रीय पेंशन प्रणाली न्यास (एनपीएस न्यास)

बी-302, टावर-बी, तृतीय तल, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029

वेबसाइट : www.npstrust.org.in

विज्ञापन संख्या :07/2025

दिनांक : 06.03.2025

एनपीएस न्यास में अनुबंध पर कर्मचारियों की भर्ती

राष्ट्रीय पेंशन प्रणाली न्यास (एनपीएस न्यास/न्यास) की स्थापना राष्ट्रीय पेंशन प्रणाली (एनपीएस) के तहत आस्तियों और निधियों के संरक्षण हेतु 1882 के भारतीय न्यास अधिनियम के प्रावधानों के अनुसार पेंशन निधि विनियामक और विकास प्राधिकरण (पीएफआरडीए/प्राधिकरण) द्वारा की गई है और अभिदाताओं के कर्तव्य दिनांक 27.02.2008 के न्यास विलेख के प्रावधानों के अतिरिक्त, पीएफआरडीए (राष्ट्रीय पेंशन प्रणाली न्यास) विनियम 2015 और उसके बाद के संशोधनों के तहत निर्धारित किए गए हैं। एनपीएस न्यास, एनपीएस मध्यस्थों यथा पेंशन फंड, न्यासी बैंक, कस्टोडियन, केंद्रीय रिकॉर्डकीपिंग एजेंसियां (शिकायतों और निकास व आहरण के संबंध में) की परिचालन और कार्यात्मक गतिविधियों की निगरानी के लिए दायित्वपूर्ण है और अभिदाताओं के हितों की रक्षा के लिए पीएफआरडीए द्वारा अधिकृत और निर्देशित है।

एनपीएस न्यास का मुख्यालय नई दिल्ली में है। एनपीएस न्यास भविष्य में आवश्यकता के अनुसार देश के अन्य हिस्सों में भी अपने कार्यालय खोल सकता है।

एनपीएस न्यास अनुबंध आधार पर निम्नलिखित पदों को भरने के लिए पात्र भारतीय नागरिकों से आवेदन आमंत्रित करता है। एनपीएस न्यास पदों को बढ़ाने या घटाने, भरने या न भरने या आवश्यकताओं को पूर्ण या आंशिक रूप से संशोधित करने या किसी भी स्तर पर प्रक्रिया को समाप्त करने का अधिकार सुरक्षित रखता है और तदनुसार, आवेदकों को चयन प्रक्रिया में आगे भाग लेने का कोई अधिकार नहीं होगा। पद पूरी तरह से अनुबंध प्रकृति की हैं और उम्मीदवारों को किसी भी परिस्थिति में एनपीएस न्यास में स्थायी नियुक्ति का कोई अधिकार नहीं होगा।

रिक्तियों का विवरण								
पद	विभाग	पदों की संख्या					कुल	पीडब्ल्यूबीडी के लिए
		अनारक्षित/सामान्य	ओबीसी	एससी	एसटी	ईडब्ल्यूएस		
कार्यपालक	निकास व आहरण	2	-	-	-	-	2	-
कार्यपालक	शिकायतें	1	1	-	-	-	2	-
वरिष्ठ कार्यपालक	परिचालन से संबंधित विधिक मामले	1	-	-	-	-	1	-

संक्षिप्ताक्षर : एससी: अनुसूचित जाति, एसटी: अनुसूचित जनजाति, ओबीसी: अन्य पिछड़ा वर्ग, ईडब्ल्यूएस: आर्थिक रूप से कमजोर वर्ग यूआर/सामान्य: अनारक्षित/सामान्य, पीडब्ल्यूबीडी: बेंचमार्क विकलांग व्यक्ति।

क. नौकरी प्रोफ़ाइल

कार्यपालक - निकास व आहरण, शिकायतें, शिकायतें और निकास व आहरण :

निकास व आहरण/शिकायत में कार्यपालक, परिचालन से संबंधित विधिक मामले के वरिष्ठ कार्यपालक की प्राथमिक कर्तव्य और जिम्मेदारियाँ निम्नानुसार होंगी:

विभाग	कार्य
निकास व आहरण	<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.
शिकायतें	<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 Grievances department.

<p>परिचालन से संबंधित विधिक मामले</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 Providers4. 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. Any other work / legal matters assigned by the department.
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याद रखने योग्य महत्वपूर्ण तिथियाँ	
गतिविधि	महत्वपूर्ण तिथियाँ
इस अधिसूचना के अनुसार भरा हुआ भौतिक आवेदन पत्र एनपीएस न्यास में इस तिथि तक पहुंच जाना चाहिए:	26 मार्च 2025 तक 6:00 अपराह्न
एनपीएस न्यास तारीखों में कोई भी परिवर्तन करने का अधिकार सुरक्षित रखता है।	

ख. पात्रता मानदंड

क. ऊपरी आयु, शैक्षिक योग्यता, अनुभव मानदंड:

पद	विभाग	योग्यता (31.01.2025 तक)	अनुभव (31.01.2025 तक)	ऊपरी आयु (31.01.2025 तक)
कार्यपालक	निकास व आहरण	CA (Intermediate) from ICAI/MBA / PGDM / M.Com from an institute affiliated to AICTE / UGC	Minimum Three Years of working experience in processing or reviewing claims / settlement in the BFSI sector. Past experience in Pension sector will be preferred.	30 वर्ष
कार्यपालक	शिकायतें	MBA / PGDM / M.Com from an institute affiliated to AICTE / UGC	Minimum Three Years of working experience in: 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. Past experience in Pension sector will be preferred.	30 वर्ष
वरिष्ठ कार्यपालक	परिचालन से	Bachelor's degree in Law from a recognized	Five years of working experience	30 वर्ष

	संबंधित विधिक मामले	university / college recognized by UGC and Bar Council of India	preferably in the BFSI sector in: 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 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 sector will be preferred.	
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ग . अन्य मानदंड

- अंग्रेजी और हिंदी पढ़ने, लिखने और बोलने में दक्षता।
- दैनिक कामकाज के लिए एमएस ऑफिस (विशेष रूप से एक्सेल, वर्ड) और अन्य कंप्यूटर से संबंधित कार्यों जैसे उपकरणों का उपयोग करने में दक्षता।

घ. नियुक्ति का स्थान

- वर्तमान में नियुक्ति का स्थान नई दिल्ली होगा, हालांकि, एनपीएस न्यास की प्रशासनिक आवश्यकता के आधार पर, उम्मीदवार को भविष्य में देश में कहीं भी तैनात किया जा सकता है।

ड. पारिश्रमिक

पद	विभाग	वेतन (मासिक सीटीसी)
कार्यपालक	निकास व आहरण /शिकायतें	70,000
वरिष्ठ कार्यपालक	परिचालन से संबंधित विधिक मामले	80,000

च. अन्य सुविधाएँ

- i. आनुपातिक आधार पर कैलेंडर वर्ष में कुल 30 दिन की वार्षिक छुट्टी, बशर्ते कि एक बार में 07 दिन से अधिक छुट्टी न ली जाए और शनिवार/रविवार/छुट्टी को इस तरह से न जोड़ा जाए कि किसी एक अवसर पर कुल अनुपस्थिति 10 दिन (छुट्टियों/शनिवार/रविवार सहित) से अधिक हो जाए। तथापि, काम की अनिवार्यता के आधार पर छुट्टी दी जाएगी। उपरोक्त अवधि से अधिक अनुपस्थिति को बिना वेतन के छुट्टी माना जाएगा और देय पारिश्रमिक उस सीमा तक कम कर दिया जाएगा। छुट्टी एक कैलेंडर वर्ष में आनुपातिक आधार पर अर्जित की जाएगी और इसे अगले अनुबंध वर्ष में आगे नहीं बढ़ाया जाएगा;
- ii. अनुबंध पर काम करने वाले कर्मचारी किसी भी सेवानिवृत्ति लाभ, जैसे कि भविष्य निधि, पेंशन, ग्रेच्युटी, आदि के हकदार नहीं होंगे;
- iii. एनपीएस न्यास द्वारा कोई आवासीय सुविधा प्रदान नहीं की जाएगी;
- iv. ओबीसी श्रेणी से संबंधित लेकिन 'क्रीमी लेयर' में आने वाले उम्मीदवार ओबीसी आरक्षण के हकदार नहीं हैं। उन्हें अपनी श्रेणी (यूआर/जीएन) के रूप में दर्शानी चाहिए। केवल 'नॉन-क्रीमी लेयर' (एनसीएल) से संबंधित उम्मीदवार ही ओबीसी श्रेणी के तहत आवेदन करने के पात्र हैं। ओबीसी (एनसीएल) श्रेणी से संबंधित उम्मीदवारों के पास 31.01.2024 को या उसके बाद लेकिन आवेदन की अंतिम तिथि से पहले जारी किया गया वैध ओबीसी (एनसीएल) प्रमाणपत्र होना चाहिए।

छ . अनुबंध अवधि

- i. वरिष्ठ कार्यकारी/कार्यकारी को शुरू में तीन साल की अवधि के लिए अनुबंध के आधार पर नियुक्त किया जाएगा, जिसे उत्कृष्ट कार्य-निष्पादन के अधीन दो साल (एक बार में एक वर्ष) तक बढ़ाया जा सकता है;
- ii. नियुक्ति अर्धवार्षिक आधार पर कार्य-निष्पादन की समीक्षा के अधीन होगी। यदि अनुबंध की अवधि के दौरान कार्य-निष्पादन असंतोषजनक पाया जाता है तो एनपीएस न्यास अर्धवार्षिक समीक्षा के आधार पर सेवा के अनुबंध को समाप्त कर सकता है।
- iii. अनुबंध की समाप्ति किसी भी पक्ष द्वारा जारी दो महीने के नोटिस या दो महीने की नोटिस अवधि के बदले उम्मीदवार द्वारा भुगतान के माध्यम से होगी।

1. आवेदन कैसे करें:

क. पात्रता मानदंडों को सख्ती से पूरा करने वाले उम्मीदवार पदों के लिए खंड II में दिए गए प्रारूप में अपना बायोडेटा देकर आवेदन कर सकते हैं। उम्मीदवारों को विधिवत भरे गए आवेदन के साथ योग्यता, अनुभव आदि के बारे में एक संक्षिप्त प्रोफ़ाइल (3 पृष्ठों से अधिक नहीं) भी जमा करना आवश्यक है। एनपीएस न्यास ईमेल/पोस्ट द्वारा पद के लिए पात्रता के संबंध में उम्मीदवार के दावे को मान्य करने के लिए उम्मीदवार से अतिरिक्त दस्तावेज मांगने का अधिकार सुरक्षित रखता है। निर्धारित समय सीमा के भीतर आवश्यक दस्तावेजी प्रमाण प्रस्तुत करने में विफल रहने पर उम्मीदवार की उम्मीदवारी को अयोग्य घोषित कर दिया जाएगा।

ख. सहायक दस्तावेजों के साथ आवेदन पत्र साधारण/स्पीड पोस्ट (बिना AD के) द्वारा एक लिफाफे में 'एनपीएस न्यास - एनपीएस न्यास में अनुबंध पर कार्यकारी/वरिष्ठ कार्यकारी (निकास व आहरण /शिकायत/

परिचालन से संबंधित विधिक मामले) (जो भी लागू हो) के पद के लिए आवेदन' लिखकर निम्नलिखित पते पर भेजा जाना चाहिए:

**महाप्रबंधक (मानव संसाधन)
राष्ट्रीय पेंशन प्रणाली न्यास
बी-302, टावर-बी, तृतीय तल, वर्ल्ड ट्रेड सेंटर,
नौरोजी नगर, नई दिल्ली-110029**

ग. निर्धारित प्रारूप में न भरे गए आवेदन और नियत तिथि के बाद प्राप्त किए गए आवेदनों को सरसरी तौर पर खारिज कर दिया जाएगा।

घ. आवेदन प्राप्त करने की अंतिम तिथि और समय 26 मार्च 2025 तक 6:00 अपराह्न बजे तक है।

ड. इस विज्ञापन में निर्धारित आवेदन के अलावा किसी अन्य माध्यम जैसे ई-मेल आदि पर विचार नहीं किया जाएगा और ऐसे माध्यम से प्राप्त आवेदनों को खारिज कर दिया जाएगा।

ज. सामान्य जानकारी

- i. आवेदकों को ऊपर दर्शाए गए पात्रता मानदंडों के आधार पर शॉर्टलिस्ट किया जाएगा। शॉर्टलिस्ट किए गए उम्मीदवारों को साक्षात्कार के लिए बुलाया जाएगा, जिसके लिए यात्रा लागत उम्मीदवार को ही वहन करनी होगी।
- ii. साक्षात्कार के समय शैक्षणिक योग्यता और अनुभव प्रमाण पत्र की स्व-सत्यापित प्रतियां अनिवार्य रूप से प्रस्तुत की जाएंगी। सत्यापन के लिए मूल दस्तावेजों की आवश्यकता होगी।
- iii. एनपीएस न्यास उम्मीदवारों की योग्यता, उपयुक्तता और अनुभव आदि के संदर्भ में प्रारंभिक स्क्रीनिंग/शॉर्टलिस्टिंग के बाद साक्षात्कार के लिए केवल अपेक्षित संख्या में उम्मीदवारों को बुलाने का अधिकार सुरक्षित रखता है। पात्रता मानदंडों की संतुष्टि मात्र से उम्मीदवार को साक्षात्कार के लिए बुलाए जाने का अधिकार नहीं है।
- iv. नियत तिथि और समय के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा और उन्हें सरसरी तौर पर खारिज कर दिया जाएगा। इस संबंध में कोई और पत्राचार नहीं किया जाएगा।
- v. एनपीएस न्यास बिना कोई कारण बताए उक्त पद के लिए भर्ती को रद्द करने का अधिकार सुरक्षित रखता है।
- vi. अभ्यर्थी को एनपीएस न्यास में नियमित रोजगार का दावा करने का कोई अधिकार नहीं होगा।
- vii) यदि अंग्रेजी के अलावा अन्य भाषा संस्करणों में व्याख्या के कारण कोई विवाद उत्पन्न होता है, तो अंग्रेजी संस्करण ही मान्य होगा।

चयन का तरीका

- i. चयन का तरीका उम्मीदवारों की शॉर्टलिस्टिंग और उसके बाद साक्षात्कार होगा।
- ii. एनपीएस न्यास को उचित समझे जाने पर चयन प्रक्रिया को संशोधित करने का अधिकार है।

SECTION II

Application For The Post of Executive (Exits and Withdrawals/Grievances/ Legal Matters related to Operations) (Whichever applicable)														
1. Name in full (English)- CAPITAL LETTERS)	First Name													
	Middle Name													
	Name													
	Surname													
2. Father's Name												Paste Photograph in the box alongside and sign across it.		
3. Gender (Please tick wherever applicable)	M		F		T									
4. Date of Birth	D	D	M	M	Y	Y	Y	Y						
5. Age as on 31.01.2025			Years				Months							
6. Category, i.e. General/ SC/ST/ OBC/PH (Please tick wherever applicable)	General		OBC		S C		ST		PW D	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 31.01.2025														
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.

Place:

Date:

Signature:

Note: a) Applications should be accompanied by self-attested copies of certificates in support of age, qualifications & experience, Caste/Tribe/Community/Physical disability as applicable with a recent passport size photograph glued to the top right-hand corner of the application form.

b) The candidates are also required to submit a brief profile (not exceeding 3 pages) regarding qualification, experience etc. along with duly filled application.