

NSPPL is inviting applications from qualified and experienced professionals for the following position, to be based at its Delhi office:

Sr. No.	Role/ Position	No. of Posts	Location	Eligibility
1	Executive/Sr. Executive - Administration	01	Delhi	Graduate with a minimum of 5 years of experience in managing office administration activities, including travel coordination, office administration - housekeeping, security, vehicle management, guest house management, processing of administrative invoices, facility management and general administration-works. The candidate should have proficiency in English communication - both verbal and written.

Candidates are advised to upload their details at the link – <https://forms.office.com/r/eggen8GFVX>

*Candidates may upload their details on Microsoft forms by scanning the QR code.*

Candidates are also advised to send their updated resume to [career@nhit.co.in](mailto:career@nhit.co.in) with a subject line “Application for “Name of Position””. Applications without appropriate subject line shall not be accepted.

**The last date for submission of application is February 12, 2026.**

***Equal Employment Opportunity:***

*NSPPL is an Equal Opportunity Employer and doesn't discriminate in employment based on race, religion, gender status in our employment and hiring practices. We encourage qualified candidates from all backgrounds to apply for open positions within our company.*

NSPPL (Advertisement Feb 3, 2026) (Admin.)

