

JHARKHAND URJA VIKAS NIGAM LIMITED, RANCHI

(Department of General Administration)

Employment Notice No- 01/2015

Applications are invited in prescribed proforma (Annexure-A) from eligible candidates for the following temporary posts:

- **Post “A”** - Company Secretary in Jharkhand UrjaVikas Nigam Ltd. (Holding Company) under UR category in the pay band PB3- with grade pay 6600/-.
- **Post “B”** - Company Secretary (Three posts) the subsidiary companies i.e. Jharkhand UrjaSancharan Nigam Ltd, Jharkhand UrjaUtpadan Nigam Ltd., Jharkhand BijliVitrans Nigam Ltd under UR category in pay band PB2- with grade pay 5500/-.

1) Job Profile:

The Jharkhand State Electricity Board has been restructured into one Holding company and three subsidiary companies. For that, one Company secretary in the Holding company and (three)one in each of in the subsidiary companies is required to be posted. The Person will be responsible for Secretarial function and other allied activities related to the post of Company Secretary.

2) Educational Qualification:

I. Essential

1. Graduate and qualified company secretary i.e. associated membership of the institute of Company Secretaries of India.
2. Additional/Desirable - LLB/ Membership of ICAI/ ICWAI with proficiency in computer application.

3. Experience

1. Candidate must possess
 - **five years** experience for **Post “A”**
 - **one year** experience for **Post “B”**

after obtaining a membership of the institute of Company Secretary of India, in Central Government/State Government, Public Sector Undertaking or in a private company having a minimum annual turnover of **Rs. 250crores** (The candidates should submit documentary proof with the application to establish that the annual turnover of the company is **Rs. 250crores** or more). For the purpose of experience, the component of statutory 15 months on the job training shall not be considered. The candidate should possess thorough

knowledge of matters relating to company law, corporate & Secretariat functions. He/ She should have sufficient experience of organizing board meetings, presentations of board memorandum/ agenda, issue of securities, etc. The candidate should be able to handle statutory responsibilities under Companies Act and also under other relevant corporate laws. He/ She should be well versed in MCA 21 e-filing system etc.

3) **Age:**

Maximum Age on 01.07.2015	UR	SC	ST	EBC	BC	Female (UR)
	35	40	40	37	37	38

4) **Probation Period:**

Two years from the date of appointment.

5) **Application Fee:**

Application fee is acceptable only in the form of crossed demand draft in favour of “DGM (F&A), JUVNL” payable at Ranchi.

Application fee is Rs. 500/- for all categories except SC/ST of Jharkhand domicile for whom it is Rs. 125/-

Candidates will have to obtain requisite demand draft prior to applying for the post. The validity of bank draft must be at least six months from the date of issue of this advertisement. The applicant must write his/her user id, name and address on the back of the Bank Draft. The application fee is non-refundable. Before submission of the application, candidate must ensure that Bank Draft is correct in all respects. In case of non-encashment of the Bank Draft or incorrect Bank Draft, the application will be rejected. SC/ST of the other states will be treated as UR candidates even for the purpose of Application Fee.

6) **How to apply:**

Applications should be submitted online on <http://recruitment.jharkhand.gov.in> upto 10.08.2015 till 06.00 P.M.

The hard copy of application in the prescribed Performa with clear and visible attested copies of requisite enclosures, original DD & printout of application submission preview must be sent to **DGM(HR), Jharkhand UrjaVikas Nigam Ltd. Ranchi**, Engineering Building, H.E.C Dhurwa, Ranchi Pin 834004 only through speed post/ registered post so as to reach before the cutoff date & time of receipt fixed on **18.8.2015 at 5.00 pm**.

Application received through ordinary post/private courier/through hand will not be entertained.

Persons employed in Government/Semi Government organization/Public Sector must firstly send their advance application online and thereafter through proper channel also. Candidate must send an advance copy of the application by registered post/speed post so as to reach within the stipulated period. In such case the Bank Draft must be enclosed with an advance copy, so as to reach on or before the last date i.e. 10.8.2015 at 6.00 pm. They shall be required to produce NOC from their employer for consideration before the time of interview.

7) Documents to be submitted along with the application by Post:

- a) Demand Draft duly endorsed with user id, name and address on the reverse.
- b) Attested, visible and clear photocopy of the certificates and mark sheets of:
 - Membership Certificate/Degree of essential and additional qualification.
 - Certificate of Matriculation in support of age.
 - Caste & creamy layer Certificate for reserved candidates.
 - Permanent domicile certificate.
 - Experience Certificate.Documentary proof to establish the annual turnover of the organisation.

8) Mode of Selection:

Selection will be made through interview and if large numbers of applications are received, then the management reserves the right to conduct screening test, as deemed fit, followed by interview. However, in order to restrict the number of candidates to be called for interview and /or screening test, if so required, the management reserves the right to raise the minimum eligibility standards/criteria. Management may relax/lower the qualifying standards/criteria in case suitable candidates are not available.

9) General Instructions:

Application should be submitted online on <http://recruitment.jharkhand.gov.in> upto 10.08.2015 till 06.00 P.M.

The hard copy of application in the prescribed Proforma with clear and visible attested copies of requisite enclosures, original DD & printout of application submission preview must be sent to **DGM(HR), Jharkhand UrjaVikas Nigam Ltd. Ranchi**, Engineering Building, H.E.C Dhurwa, Ranchi Pin 834004 only through speed post/ registered post so as to reach before the cutoff date & time of receipt fixed on **18.8.2015 at 5.00 pm**.

- No application will be entertained or received through ordinary post/Private Courier/or by any other means.
- The name of the post and post code must be super scribed on the envelope containing the application.

- The person employed in Government/Semi Government organization/Public Sector must also send the additional copy of application form through proper channel. The envelope containing this application must clearly super scribe as “Through Proper Channel” and name of the post applied for.
- The candidates will be liable for serious legal/suitable action if any false information with respect to name, father’s name, date of birth, address, educational qualification, percentage of marks, caste certificate, photograph, experience etc. is furnished by him/her.
- No TA/DA will be paid to the candidate, if called for screening test/interview.
- The Jharkhand UrjaVikas Nigam reserves the right to cancel the selection process at any stage without assigning any reason. Also the number of post to be filled may be increased/ decreased according to the exigencies of the Nigam.

Encl : Annexure – "A"

Sd/-
(Ashok Kumar Sinha)
DGM (H.R.)

Format for Application(Annexure – "A")

To,

**Dy. General Manager (HR)
Jharkhand UrjaVikas Nigam Ltd.
Engineering Building, HEC, Dhurwa
Ranchi-4, Jharkhand**

Affix your recent
duly attested
passport size
Photograph

1. Post Applied for-----
2. Name (IN BLOCK LETTER)-----
3. Father's Name-----
4. Date of Birth -----
5. Age as on (01.07.2015) -----
6. **QUALIFICATION (Matriculation Onwards):**

a. Essentials

b. Desired

Sl. No.	Degree	Institution/University	Year of Passing	% of marks

(Please enclose certificate and marks sheet of educational qualification)

7. Gender (√ whichever applicable)

M	F

8. Reservation category (√ whichever applicable)

UR	BC	EBC	SC	ST	Female(BC)	PHP

(A) Caste _____ (Only for reserved category, enclose caste certificate)

9. Are you permanent domicile of Jharkhand (√ whichever applicable)?

Yes	No
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10. Details of Membership for Institute of Company Secretaries of India

Membership No. _____

Date _____

11. Address for communication

10) Present Address

Vill/ Mo. _____ P.O. _____

P.S. _____ District _____

State _____ Pin _____

11) Permanent Address

Vill/ Mo. _____ P.O. _____

P.S. _____ District _____

State _____ Pin _____

12) Mobile No. _____

13) E-mail Address _____ User id: _____

12. Details of Experience:-

13. If Employed:-

- I. Present Designation _____
- II. Name of Employer _____
- III. Last Place of Posting _____
- IV. **Details of Employment in Chronological order**
(Enclose separate sheets, duly authenticated by candidate's signature.)

V. Nature of present employment i.e. adhoc, temporary, or permanent

Adhoc	Temporary	Permanent	Other (Mentioned the type)

14. Additional details about present employer. Please state whether working under:-

Central Government	State Government	Union Territory	PSU

15. Bank Draft details:-

(i) Bank draft No. ----- ii) Date-----

iii) Amount ----- iv) Name of issuing Bank-----

Declaration

I do hereby solemnly and declare that the above information given by me is true and is in accordance with my certificate. If any information given by me is found incorrect at any stage my candidature/ engagement may be cancelled.

Place _____

Date _____

Full Signature of Candidate

List of Enclosure:-

1. _____

3. _____

2. _____

4. _____