

Jharkhand Urja Vikas Nigam Ltd.

Corporate Office : Engineering Building, H.E.C., Dhurwa, Ranchi-4

Employment Notice no.-02/2014

(Internal)

Applications are invited in prescribed proforma (Annexure-A) from eligible workman who are working in JUVNL and its subsidiary companies on regular establishment for appointment on following temporary posts in the Nigam.

Sl no.	Post Name	Pay Band	Total no. of Post	Reservation category wise post & Reservation code				
1	Labour Welfare Officer	9300-34800/- Grade Pay 4600/-	05	UR 01	SC 02	ST 01	EBC 01	BC 00

The above post carry other allowances as admissible.

2. Educational Qualification:

Sl no.	Post Name	Qualification
1	Labour Welfare Officer	1. Must have Degree in LSW/MBA in personnel Management/HR/Post Graduate diploma in HRM from recognised University / Institute or its equivalent. 2. The applicant will have to submit the certificate of qualifying Factory Welfare Officer Oral Examination conducted by Labour Department.

3. Age - The maximum age for candidate employed in JUVNL will be 50 (Fifty) years as on 01.10.2014.

4. Reservation:-The candidate who claims for reservation benefits will have to submit caste certificate in the prescribed proforma in terms of reservation Rules and policy of Government of Jharkhand.

5. Probation:- One years from the date of Appointment which may be extendable for further one year.

6. Application Fee:- A Bank draft of Rs. 200/- (Rupees Two hundred) only for candidate belongs to UR/EBC/BC categories and Rs. 100/- (Rupees One hundred) for candidates belonging SC/ST category issued from any scheduled Bank in favour of Sr. Manager (F&A), JUVNL, Ranchi payable at Ranchi must be attached with the application form. The Bank draft issued after the advertisement will be accepted. In case of non-encashment of the Bank draft, the application will be rejected. The applicant must write his/her name, address and name of the post applied for on the back of Bank draft. The application fee is non-refundable.

7. Documents to be submitted alongwith the application form:-

The following papers must be enclosed with application form in the prescribed proforma as in annexure -A.

- (i) Self Signed, visible, duly attested and clear photocopy of certificates and marks sheet of:-
 - (a) Matriculation.
 - (b) Degree in LSW/MBA in personnel Management/HR/Post Graduate diploma in HRM

- (c) Certificate of matriculation in support of age.
- (d) Factory Welfare Officer Oral Examination certificate
- (e) Caste certificate , If reservation benefit is claimed.
- (f) Any higher qualification.
- (ii) Self signed and duly attested three recent passport size photographs out of which one should be pasted in prescribed proforma as in Annexure-A and rest two photographs should be enclosed.
- (iii) Bank draft as prescribed in para-6
- (iv) The candidate, who acquires Degree in LSW/MBA / Post Graduate in HRM during service in Nigam, should have to enclose permission of study granted by the competent authority of the Nigam.

9. How to apply:-

The application in prescribed proforma (Annexure-'A') with visible and clear copy of the enclosures must be sent through proper channel to Joint Secretary (Sri Praween Kumar), JUVNL, Engineering Building, Dhurwa, Ranchi -4. The last date of receipt of application form through proper channel is 5 P.M. of 15.11.14 However; the candidate may send an advance copy through registered post so as to reach within the stipulated period. In such case the Bank draft must be enclosed with advance copy.

10. General Instruction:-

- (i) No T.A /D.A will be paid to the candidate if called for written test/ Interview.
- (ii) The JUVNL reserves right to cancel the selection procedure at any stage or/ and may vary the number of posts to be filled up according to exigency in the Nigam.
- (iii) The last date of receipt of application complete in all respect is 15.11.14 till 5 P.M.
- (iv) The candidate claiming the reservation benefit must enclosed the attested copy of valid caste certificate as mentioned in above column and must claim it in requisite column in prescribed proforma.
- (v) The Nigam will not be responsible for any printing mistake.

Encl:- Annexure-'A'.

Sd/-
(Praween Kumar)
Joint Secretary

Memo no _____

Dated _____

x/कागि-75-1001-6425/2012

Copy forwarded to Director (Project &PR); CMD Cell, Jharkhand Urja Vikas Nigam Limited/ Technical Secretary to Managing Director, Jharkhand Urja Sancharan Nigam Limited/ Technical Secretary to Managing Director, Jharkhand Urja Utpadan Nigam Limited/ Technical Secretary to Managing Director, Jharkhand Bijili Bitran Nigam Limited/ Director (Finance)/ Director (Project &PR), Jharkhand Urja Vikash Nigam Limited/ Director (O&M), Jharkhand Urja Utpadan Nigam Limited/ Director (Project), Jharkhand Urja Sancharan Nigam Limited/ General Manager, Personnel and General Administration, Jharkhand Urja Vikas Nigam Limited/ Company Secretary (Look After), Jharkhand Urja Vikas Nigam Limited for information.

Sd/-
(Praween Kumar)
Joint Secretary

[Handwritten Signature]

Memo no.....

Dated

Copy forwarded to Engineer-in-Chief/ General Manager, PTPS, Patratu/ All General Manager-cum-Chief Engineer/ All Chief Engineers/ Sr. Law Advisor-cum-Additional Secretary/ Financial Controller-I/ All Financial Controller-II /All Electrical Superintending Engineer/ All DGM/Project Manager, SRHP, Sikidiri/ All Joint Secretary/ All Electrical Executive Engineer/ All Sr. Manager/ All under Secretary/ Registrar, VUSNF, Ranchi/ Hazariabgh/ Chaibasa/ Medninagar/ Dumka/ All Personal Officer/ All Accounts Officer/ All Ado's/ Accounts officer (Estb.)/ All Section officer for information and necessary action.

Sd/-

(Praween Kumar)
Joint Secretary

Memo no. 3242.....

Dated 17.10.2014

Copy alongwith annexure-A forwarded to Director, Public Relation, JUVNL, Ranchi for information & necessary action.

2. He is requested to make necessary arrangement for publication of this advertisement alongwith Annexure-A in state level daily newspaper twice.


(Praween Kumar)
Joint Secretary

Format of Application

To,

Joint Secretary
Jharkhand Urja Vikas Nigam Limited
Engineering Building, Dhurwa, Ranchi.

Through- Proper Channel.

Subject- Application for Selection/ Appointment to the post of Labour Welfare Officer.

1. Name of the Candidate:-
(In Block letter)

Shri/Smt/Kumari

Mob. no.

2. Present Designation -----
3. Present place of posting -----
4. Present scale of pay ----- present Basic Pay-----
5. (a) Post to which appointed first -----
(Enclose office order of appointment)
(b) Date of first appointment/ Joining -----
6. Date of joining on the present post
7. Father's/Husband's Name of applicant

8. Date of birth of applicant:

Day	Month	Year

9. Age as on 01.10.2014

Year	Month	Day

10. Present Address:-

Vill/Mohyalla----- Post Office-----

Police Station----- District -----

11. Permanent Address:-

Vill/Mohyalla----- Post Office-----

Police Station----- District -----

12. Sex Mark(✓) in the column as applicable

Male	Female

13. Educational Qualification

Sl no.		Name of the Institution / University	Date of passing the Exam	Division/Class	% of Marks.
1	Matriculation or Equivalent				
2	Intermediate or Equivalent				
3	Degree or Equivalent				
4	Any other qualification				

14 (a) Reservation Category:- [Mark (√) in the column as applicable.]

Gen	SC	ST	EBC	BC	BE (Female)

15. Bank Draft Details:-

(i) Bank Draft no.----- (ii) Date-----

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

Note:- Candidates are required to enclose copies of all certificate/ mark-sheet of educational qualification of case/creamy layer/officer order of appointment etc. attested by controlling officer not below the rank of AEE. It shall also bear the full signature of the candidates.

Declaration:-

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

Full Signature of the candidate with date

Enclosures:-

1. Matriculation Certificate & Mark sheet
2. Intermediate Certificate & Mark-sheet
3. Degree Certificate & Mark-sheet
4. Any other qualification
5. Office order of First Appointment
6. Certificate of caste/ reservation category
7. Bank Draft.
8. Copy of Permission for study during service period.