

UJVN Limited

(Erstwhile Uttarakhand Jal Vidyut Nigam Ltd.)

Advt. No: - RECTT/01/2011

Invites



Applications for the post of Dy. General Manager (Personnel) –SC Category

UJVN Limited Dehradun is a wholly owned undertaking of the Government of Uttarakhand and is a professionally run power development and generation utility. The UJVNL is a self sustaining Utility and promises to be one amongst leading power companies of India.

UJVNL wishes to recruit following Executive in Human Resource Deptt.:-

Sl. NO	Position	Scale of pay	Age limit (As on 01-07-2011)
01	Dy. General Manager- (Personnel) – SC Category	Pay Band-4, Rs.37400- 67000, G.P Rs.8900	55 Years

The above scale carries Central DA. Other allowances are as per the present rules/regulations of UJVN Limited.

The UJVN Limited reserves the right to cancel the above advertisement at any time without assigning any reason.

1. Job Profile:-

The candidate should be well equipped in taking on the challenges of a settling organization which entails inter alia review and formulation of HR Policies and Regulations, Implementation of Restructured Organization, Staffing, Service matters, Handling legal cases, Establishment matters (including postings, transfers, promotions & seniority), Annual Performance Appraisals, Man power planning, Succession Planning, Disciplinary Proceedings & Cases, Implementation of Reservation Policies, RTI Matters. The incumbent shall report to General Manager (P&IR).

2. Job Specifications:-

(i) Qualifications

The candidate should have a Post Graduate Degree/Diploma in HR/Industrial Relations and Personnel Management/Social Work/Business Administration with HR specialization from a recognized Institute/University. L.L.B would be an added advantage.

(ii) Experience:-

Should have at least 15 years' relevant post qualification experience, out of which 03 years should be in the Scale of Rs. 37400-67000+ Grade pay 8700/ Rs. 15600-39100+ Grade pay 7600(CDA) (Revised pay band) or Rs. 14300-18300/ Rs 12000-16500 (CDA) (Pre-revised) or Rs. 36600-62000/32900-58000(IDA) (Revised pay band) or Rs. 17500-22300/16000-20800(IDA) (Pre-revised) or equivalent working as Head/Dy. Head in a Public/Govt. Sector or in a medium/large organization.

GENERAL INFORMATION:

1. Copy of Caste Certificate issued by the competent authority of State of Uttarakhand must be attached in case of candidates belonging to SC Category.
2. Hands-on working experience in a computerized environment is essential.
3. The candidate must possess fair knowledge of usages of spoken and written Hindi and English.
4. Other things being equal, preference will be given to persons having experience of working in Uttarakhand.
5. The candidates serving in Central/State Government Deptt./Public Sector Undertaking are required to submit their application through proper channel or produce NOC at the time of interview, which will also incorporate that there is no vigilance/disciplinary case pending or under contemplation against the individual.
6. UJVNL will not be responsible for applications lost in transit. No correspondence/enquiry in this regard will be entertained.
7. Applications found incomplete in any respect shall be summarily rejected.
8. Any lobbying/canvassing would disqualify the candidates.
9. Mere fulfilling the job specifications shall not entitle a candidate for being called for interview..
10. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Dehradun and the Courts/Tribunal/Forum at Dehradun only shall have the sole and exclusive jurisdiction to try such cause/dispute.
11. The UJVNL Limited, reserves the right to cancel the above advertisement at any time without assigning any reason.

How to Apply:

The interested candidates belonging to SC category who are having Caste Certificate from State of Uttarakhand only, are required to download the Application Form from our website and send the duly filled in application along with self-attested copies of educational qualifications/testimonials in a sealed envelope marked "Application for the post of Dy. General Manager(Personnel)-SC Category) by **Speed Post/Registered Post** to the following address, so as to reach us latest by **10-10-2011**

General Manager (P&IR)
UJVNL Limited,
Yamuna Bhawan, Yamuna Colony,
Dehradun-248001

Corporate Office "UJJWAL", Maharani Bagh, GMS Road, Dehradun-248006
website www.ujvnl.com



UJVN Limited
(An Uttarakhand Govt. Enterprise)

APPLICATION FORMAT

Candidate's
self attested
photograph
4.5CmX3.5Cm

(Note: Please submit details in Capital letters only)

1 Name of post applied for : Dy. General Manager(Personnel)-SC Category

2 Name of candidate
(in Capital Letters)
(Leave one Blank Space)

3 Father's/Husband's
Name

4 Date of birth & age as on

Date of birth _____

01-07-2011

_____ Years _____ Months _____ Days

5 Gender (Please tick):

1-Female

2-Male

6 Permanent Address

_____ PIN _____

7 Correspondence Address

_____ PIN _____

8 Phone No with STD Code

Office _____ Residence _____

Mobile _____

Fax _____

Email ID _____

9 Religion

10. Details of Educational Qualifications from High School (Matriculation) onwards:

Sl. No	Examination passed	Year of passing	Institute/ Board / University	Main subjects	Total Aggregate % of marks/ Div.	Remarks, if any

11. Details of experience (in chronological order starting from latest)

Sl. No	Name of Organisation	Type of Organisation (Central/State Govt.Deptt./ CPSU/PSU/Auto-nomous body/ Private Co.etc..)	Annual Turn over of Company	Post held/ Period of tenure with date	Brief description of duties	Pay, Scale of Pay (CDA/IDA) and total emoluments drawn

(Attach separate sheet if required)

- 12 Computer proficiency, if any _____
- 13 Extra Curriculum activities _____
- 14 Membership of Professional bodies _____
- 15 Details of any other information _____

Declaration

I solemnly declare that all the particulars furnished above are correct to the best of my knowledge and belief. In the event of any of the particulars or information given herein being above found false or incorrect, I shall be responsible and my candidature for the selection is liable to be rejected/cancelled.

Date: _____

Place _____

Details of Enclosures: _____

Signature of candidate