

Government of Uttarakhand
Energy Section-2
No: 157/I(2)/2013-5-41-2012
Dehradun: Dated 13 June, 2013

Office Memorandum

WHEREAS, the Uttarakhand Jal Vidyut Nigam Limited (Now UJVN Limited) has its Articles of Association under the Companies Act, 1956.

AND WHEREAS Article 34 provides that the Govt. of Uttarakhand shall constitute a selection committee to select and recommend the persons to be appointed as Managing Director and wholetime Directors as well as to fix tenure, remuneration and allowances.

THEREFORE NOW, in pursuance of order dated 30.06.2011 passed by Hon'ble High Court in writ petition No. 310/2008(SB) and order dated 18.11.2008 passed by Hon'ble Public Service Tribunal in claim petition No. 82/2007, the State Govt. make the job specification, selection procedure as well as tenure, remuneration and allowances of the Wholetime Managing Director and Director-Operation, Director-Finance and Director-HR in UJVN Limited as attached herewith.

The provision of these procedure shall have effect notwithstanding anything in consistent therewith in any procedure in force immediately before the commencement of these procedure.

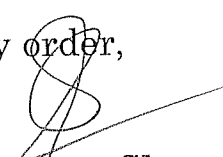
Enclosure as above

B.P. Pandey
Principal Secretary

No: 157/I(2)/2013-5-41-2012 dated as above

Copy to- Managing Director- UPCL/UJVNL/PTCUL

By order,


(Sanjeev Kumar Sharma)
Deputy Secretary

Government of Uttarakhand
Department of Energy

- [1] **NAME OF THE POST** : **Managing Director (M.D.) ,U.J.V.N.L.**
- [2] **SCALE OF THE POST** : **69,010 – 79,000 (CDA)**
(3% वार्षिक वेतन वृद्धि)
- [3] **AGE** : On the date of advertisement
(i) Minimum 45 years.
(ii) Not more than 58 years. The age of superannuation is 60 years.

[4] Essential Qualification:

The applicant should be holding a BE / B.Tech. degree or equivalent in (Electrical / Electronics / Electronics & Communication / Electrical & Electronics/ Civil) from a recognized University/Institution.

[5] EXPERIENCE:

- (a) Candidate should have minimum **25** years experience in power sector in an organization of repute, preferably a Central or State PSE, out of which candidate should have at least **five** years experience in Hydro Power Sector and **three** years experience at the level of General Manager/Chief Engineer/ Executive Director.(Two years in case of internal candidate.) . The post of General Manager/Chief Engineer/ Executive Director should be held substantively.

And

- (b) Candidate should have been holding substantive post in any of the following pay scale or higher pay scale:

Rs. 23,750—28,550 (IDA) Post 01.01.1997
Rs. 62,000—80,000 (IDA) Post 01.01.2007
Rs. 22,000—24,000 (CDA) post 01.01.1996
Rs. 37,400—67,000 + GP Rs. 10,000 (CDA) post 01.01.2006
Rs. 67,000—79,000 (CDA) post 01.01.2006 or equivalent IDA Scale

And

- (c) Annual turnover of Central / State Public Sector Undertakings should be Rs 50 crore or more, in case the candidate is presently working in such PSU.
- (d) Candidates from Private Sector:
Candidates from Private Sector possessing the qualification and experience given at Sl. No. 4 & 5(a) must also fulfil each of the following criteria:
- (i) Executives working at Board level position or non - board level position reporting directly to the Board i.e. one level below Board;
- (ii) Company's annual turnover must be Rs.100 crore or more

[6] SUBMISSION OF APPLICATIONS:

Prospective candidates from the Central / State Public Sector Undertakings should send their applications, through proper channel, in the format at Annexure along with;

- (i) A write up on the significant contributions made by them during their present / past assignments and their suitability for the post applied for.
- (ii) The annual report for the last audited financial year, or annual turnover figures duly Certified by the Company Secretary / Chief Finance Officer.
- (iii) The application of the candidates from Central / State Public Sector Undertaking should be routed through proper channel as follows:
 - (a) Candidates working below Board level in Central Public Sector Undertakings, the concerned Central Public Sector Undertakings.
 - (b) Candidates working in the position of CMD / MD / Director in State Public Sector Undertakings, the State Government.
 - (c) Candidates working in State Public Sector Undertakings / State Joint Venture, the concerned State Public Sector Undertakings.

The Department or concerned Public Sector Undertakings should also enclose ACR for the preceding 5 years and vigilance clearance certificate in respect of applicant.

Candidates from Private Sector must submit their application in the prescribed format at Annexure along with the following documents:-

- (i) Attested copies in support of age and qualifications;
- (ii) Annual Reports of the Company for the last 5 years;
- (iii) Evidence of listing on the Stock Exchange; (If available)
- (iv) Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details / particular references.

[7] Procedure of Selection:

- (i) A scrutiny committee will be constituted by Government to scrutinize and prepare a list eligible candidates from applications received within the prescribed time.
- (ii) For the purpose of selection, there shall be a committee comprising of the following:
 - a- Chief Secretary, Government of Uttarakhand.
 - b- Infrastructure Development Commissoiner, Government of Uttarakhand.
 - c- Principal Secretary/Secretary, Energy Department, Government of Uttarakhand.
 - d- Principal Secretary/Secretary, Finance Department, Government of Uttarakhand.
 - e- Principal Secretary/Secretary, PSE/Industrial Department, Government of Uttarakhand.
 - f- Maximum two members nominated by Uttarakhand Government.

- (iii) The selection committee will Interview the eligible candidates and prepare the list of selected candidates based on suitability of the candidates.

[8] Appointment:

- (1) The Government of Uttarakhand will make appointment on the basis of list prepared by the selection committee.
- (2) The appointment will be for a period of three years or up to the date of superannuation whichever is earlier. The period of appointment can be extended further by another two years depending on the performance of the officer provided the officer has not attained the age of superannuation
- (3) Relaxation from the condition of service:

Where the Government of Uttarakhand is satisfied that the operation of any conditions of appointment or procedure regulating appointment, cause undue hardship in any manner, it may, notwithstanding anything contained in the conditions of appointment or procedure may by order in writing dispense with or relax the same to such an extent and subject to such requirements as may be considered necessary in dealing with the matter in a just and equitable manner.

**B.P. Pandey
Principal Secretary**

APPLICATION FORMAT

(Note: Candidate may give all requisite details duly typed in the prescribed format in M.S. word)

1. Name of the Post Applied for :
2. (a) Name of the applicant :
- (b) Designation of the applicant (in full) :
- (c) Office Address :
3. Address for Communication :
4. Telephone Nos. Office :
- Residence :
- Fax No. :
- Mobile No. :
- E-mail address :
5. Date of birth :
- Age as on date of advertisement :
6. Eligibility Criteria fulfilment :

	As per job specifications	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					

7 (a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					

8. In case the candidate is holding the present post on lien/deputation basis (for PSUs Executives):-

(a) Name of the organization in which the lien is held.

(b) The date from which the lien is held.

(c) Date from which candidate is on deputation.

9. (a) Whether any punishment awarded to the applicant during the last 10 years:
Yes or No

If yes, the details thereof

9 (b) whether any action or inquiry is going on against him as far as his knowledge goes: Yes or No

If yes, the details thereof

10. Annual Turnover of the Company where the candidate is employed (Certified

copy to be attached): Turnover Rs..... for the year.....(for PSUs/Private Sector Executives).

Instructions for employer:

While forwarding application through proper channel, the employer should enclose ACRs for the preceding five years and Vigilance Clearance certificate in respect of applicant.

11. Certification and Declaration:

I certify that:

- (i) The annual report for the last audited financial year or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at Encl. I. (For SPSUs/Private Sector Executive)
- (ii) A write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II. (For All Categories)
- (iii) I am working at Board level position and reporting directly to..... on the Board or one level below Board level and reporting directly to a.....on the Board (For Private Sector Executives)
- (iv) The Company in which I am working is listed on the (Name)Stock exchange

A proof of listing is at Encl. III. (For Private Sector Executives)

I, certify that the details furnished by me in Column 1 to 10 are true and I am eligible for the post.

I,.....son of hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I further submit my willingness for the interview and to join the post, if selected. I understand that, If I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of one year for being considered for a Board level post in any PSE, under the State of Uttarakhand other than the one to which I belong to.

Date:

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(Name and signature of the applicant)

Government of Uttarakhand
Department of Energy

- [1] NAME OF THE POST : Director (H.R) , U.J.V.N.L.
- [2] SCALE OF THE POST : 67,000 – 79,000 (CDA)
(3% वार्षिक वेतन वृद्धि)
- [3] AGE : On the date of advertisement
(i) Minimum 45 years
(ii) Not more than 58 years The age of superannuation is 60 years

[4] Essential Qualification:

The applicant should have a Post graduate Degree/ 2 years PG Diploma or equivalent in Personnel Management / Industrial Relations / Human Resource or MBA with Personnel Management/Human Resource from a recognized University/Institute.

[5] EXPERIENCE:

- (a) Candidate should have minimum 20 years experience in Personnel Management / Industrial Relations / HR in an organization of repute. Candidate should have two years experience at the level of General Manager/Chief Engineer/ Executive Director.(One year in case of internal candidate.). The post of General Manager/Chief Engineer/ Executive Director should be held substantively.

And

Candidate should be working in any of the following pay scale or higher pay scale:-

- Rs. 37,400 - 67,000 + GP Rs. 89,00 (CDA) post 1.1.2006
- Rs. 18,400 - 22,400 (CDA) post 1.1.1996
- Rs. 18,500 - 23,900 (IDA) post 1.1.1997
- Rs. 43,200- 66,000 (IDA) post 1.1.2007

And

- (b) Annual turnover of Central / State Public Sector Undertakings should be Rs 50 crore or more in case the candidate is presently working in such PSU.
- (c) Candidates from Private Sector:
Candidates from Private Sector possessing the qualification and experience given at Sl. No. 4 & 5(a) must also fulfil each of the following criteria:
- (i) Executives working at Board level position or non - board level position reportin directly to the Board i.e. one level below Board;
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 - (a) Candidates working below Board level in Central Public Sector Undertakings, the concerned Central Public Sector Undertakings.
 - (b) Candidates working in the position of CMD/MD/Director in State Public Sector Undertakings, the State Government.
 - (c) Candidates working in State Public Sector Undertakings/State Joint Venture, the concerned State Public Sector Undertakings.

The Department or concerned Public Sector Undertakings should also enclose ACR for the preceding 5 years and vigilance clearance certificate in respect of applicant.

Candidates from Private Sector must submit their application in the prescribed format at Annexure along with the following documents:-

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- (v) The details of Job handled in the past with details/particular references.

[7] Procedure of Selection:

- (i) A scrutiny committee will be constituted by Government to scrutinize and prepare a list eligible candidates from applications received within the prescribed time.
- (ii) For the purpose of selection, there shall be a committee comprising of the following:
 - a- Chief Secretary, Government of Uttarakhand.
 - b- Infrastructure Development Commissoiner, Government of Uttarakhand.
 - c- Principal Secretary/Secretary, Energy Department, Government of Uttarakhand.
 - d- Principal Secretary/Secretary, Finance Department, Government of Uttarakhand.
 - e- Principal Secretary/Secretary, PSE/Industrial Department, Government of Uttarakhand.
 - f- Maximum two members nominated by Uttarakhand Government.

- (iii) The selection committee will interview the eligible candidates and prepare the list of selected candidates based on suitability of the candidates.

[8] Appointment:

- (1) The Government of Uttarakhand will make appointment on the basis of list prepared by the selection committee.
- (2) The appointment will be for a period of three years or up to the date of superannuation whichever is earlier. The period of appointment can be extended further by another two years depending on the performance of the officer provided the officer has not attained the age of superannuation.
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B.P. Pandey
Principal Secretary

APPLICATION FORMAT

(Note: Candidate may give all requisite details duly typed in the prescribed format in M.S. word)

1. Name of the Post Applied for :
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3. Address for Communication :
4. Telephone Nos. Office :
- Residence :
- Fax No. :
- Mobile No. :
- E-mail address :
5. Date of birth :
- Age as on date of advertisement :
6. Eligibility Criteria fulfilment :

	As per job specifications	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					

7 (a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					

8. In case the candidate is holding the present post on lien/deputation basis (for PSUs Executives):-

(a) Name of the organization in which the lien is held.

(b) The date from which the lien is held.

(c) Date from which candidate is on deputation.

9. (a) Whether any punishment awarded to the applicant during the last 10 years:
Yes or No

If yes, the details thereof

9 (b) whether any action or inquiry is going on against him as far as his knowledge goes: Yes or No

If yes, the details thereof

10. Annual Turnover of the Company where the candidate is employed (Certified

copy to be attached): Turnover Rs..... for the year.....(for PSUs/Private Sector Executives).

Instructions for employer:

While forwarding application through proper channel, the employer should enclose ACRs for the preceding five years and Vigilance Clearance certificate in respect of applicant.

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I certify that:

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Date:

()

(Name and signature of the applicant)

Government of Uttarakhand
Department of Energy

- [1] NAME OF THE POST : Director (Finance) ,U.J.V.N.L.
- [2] SCALE OF THE POST : 67,000 – 79,000 (CDA)
(3% वार्षिक वेतन वृद्धि)
- [3] AGE : On the date of advertisement
(i) Minimum 45 years
(ii) Not more than 58 years. The age of superannuation is 60 years

[4] Essential Qualitification:

The applicant should be a ICWA/Chartered Accountant/M.B.A. or equivalent with specialization in Finance from a recognized University/Institution.

[5] EXPERIENCE:

- (a) Candidate should have minimum 20 years experience in corporate financial management and accounts including Cost and Budgetary Control, Institutional Finance, Working Capital Management in an organization of repute. Candidate should have three years experience at the level of General Manager/Chief Engineer/ Executive Director.(Two years in case of internal candidate.). The post of General Manager/Chief Engineer/ Executive Director should be held substantively.

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Candidate should be working in any of the following pay scale or higher pay scale:-

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APPLICATION FORMAT

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	As per job specifications	Possessed by the officer	Whether eligible or not
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Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					
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8. In case the candidate is holding the present post on lien/deputation basis (for PSUs Executives):-

(a) Name of the organization in which the lien is held.

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If yes, the details thereof

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copy to be attached): Turnover Rs..... for the year.....(for PSUs/Private Sector Executives).

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Date:

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(Name and signature of the applicant)

Government of Uttarakhand
Department of Energy

- [1] NAME OF THE POST : Director (Operation) , U.J.V.N.L.
- [2] SCALE OF THE POST : 67,000 – 79,000 (CDA)
(3% वार्षिक वेतन वृद्धि)
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[5] EXPERIENCE:

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- (iii) Evidence of listing on the Stock Exchange;(If available)
- (iv) Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details/particular references.

[7] Procedure of Selection:

- (i) A scrutiny committee will be constituted by Government to scrutinize and prepare a list eligible candidates from applications received within the prescribed time.
- (ii) For the purpose of selection, there shall be a committee comprising of the following:
 - a- Chief Secretary, Government of Uttarakhand.
 - b- Infrastructure Development Commissoiner, Government of Uttarakhand.
 - c- Principal Secretary/Secretary, Energy Department, Government of Uttarakhand.
 - d- Principal Secretary/Secretary, Finance Department, Government of Uttarakhand.
 - e- Principal Secretary/Secretary, PSE/Industrial Department, Government of Uttarakhand.
 - f- Maximum two members nominated by Uttarakhand Government.

- (iii) The selection committee will Interview the eligible candidates and prepare the list of selected candidates based on suitability of the candidates.

[8] Appointment:

- (1) The Government of Uttarakhand will make appointment on the basis of list prepared by the selection committee.
- (2) The appointment will be for a period of three years or up to the date of superannuation whichever is earlier. The period of appointment can be extended further by another two years depending on the performance of the officer provided the officer has not attained the age of superannuation
- (3) Relaxation from the condition of service:

Where the Government of Uttarakhand is satisfied that the operation of any conditions of appointment or procedure regulating appointment, cause undue hardship in any manner, it may, notwithstanding anything contained in the conditions of appointment or procedure may by order in writing dispense with or relax the same to such an extent and subject to such requirements as may be considered necessary in dealing with the matter in a just and equitable manner.

B.P. Pandey
Principal Secretary

APPLICATION FORMAT

(Note: Candidate may give all requisite details duly typed in the prescribed format in M.S. word)

1. Name of the Post Applied for :
2. (a) Name of the applicant :
- (b) Designation of the applicant (in full) :
- (c) Office Address :
3. Address for Communication :
4. Telephone Nos. Office :
- Residence :
- Fax No. :
- Mobile No. :
- E-mail address :
5. Date of birth :
- Age as on date of advertisement :
6. Eligibility Criteria fulfilment :

	As per job specifications	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					

7 (a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					

8. In case the candidate is holding the present post on lien/deputation basis (for PSUs Executives):-

(a) Name of the organization in which the lien is held.

(b) The date from which the lien is held.

(c) Date from which candidate is on deputation.

9. (a) Whether any punishment awarded to the applicant during the last 10 years:
Yes or No

If yes, the details thereof

9 (b) whether any action or inquiry is going on against him as far as his knowledge goes: Yes or No

If yes, the details thereof

10. Annual Turnover of the Company where the candidate is employed (Certified

Donm (IT)

copy to be attached): Turnover Rs..... for the year.....(for PSUs/Private Sector Executives).

Instructions for employer:

While forwarding application through proper channel, the employer should enclose ACRs for the preceding five years and Vigilance Clearance certificate in respect of applicant.

11. Certification and Declaration:

I certify that:

- (i) The annual report for the last audited financial year or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at Encl. I. (For SPSUs/Private Sector Executive)
- (ii) A write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II. (For All Categories)
- (iii) I am working at Board level position and reporting directly to..... on the Board or one level below Board level and reporting directly to a.....on the Board (For Private Sector Executives)
- (iv) The Company in which I am working is listed on the (Name)Stock exchange

A proof of listing is at Encl. III. (For Private Sector Executives)

I, certify that the details furnished by me in Column 1 to 10 are true and I am eligible for the post.

I,.....son of hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I further submit my willingness for the interview and to join the post, if selected. I understand that, If I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of one year for being considered for a Board level post in any PSE, under the State of Uttarakhand other than the one to which I belong to.

Date:

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(Name and signature of the applicant)