

# UJVN Limited

(An Uttarakhand Government Enterprise.)

Corporate Office: Ujjwal, G.M.S. Road, Maharani Bagh, Dehradun-248006

Advt. No: - RECTT/01/2022



## Detailed Advertisement

### **Applications are invited for the posts of Dy. General Manager (Personnel) (UR Category) & Dy. General Manager (IR) (S.C Category)**

UJVN Limited (UJVNL) is a wholly owned undertaking of the Government of Uttarakhand and 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 Executives:-

Sl. No	Name/ No. of posts/Category/ Pay Scale	Educational Qualifications	Experience	Upper Age limit as on 01-07-2022
01	Dy. General Manager (Personnel)  No. of Post: 01  Category – UR  Pay Scale: Rs. 131100-216600	The candidate should have a Post Graduate Degree/Diploma in HR/Industrial Relations and Personnel Management/Social Work/Business Administration with HR specialization or MBA/P.G.Diploma in Power Management from a recognized institute/ University. L.L.B would be an added advantage.	The candidate Should have at least 15 years' relevant post qualification experience, out of which 03 years should be in the Scale of Rs. 15600-39100+ Grade pay 7600(CDA) (unrevised pay band) or 06 years in Rs. 6600 G.P. (unrevised) or Pay Scale Rs. 67700-208700, Level-11 of 07 <sup>th</sup> Pay Commission Matrix or equivalent and working in HR/Personnel Management in a medium/large organization or having knowledge of establishment related work of a public/Govt. sector.	<b>50 years.</b>
02	Dy. General Manager (Industrial Relations)  No. of Post: 01  Category – SC  Pay Scale: Rs. 131100-216660,	The candidate should have a Post Graduate Degree/Diploma in HR/Industrial Relations and Personnel Management/Social Work/Business Administration with HR specialization or MBA (Power Management) from a recognized Institute/University. L.L.B would be an added advantage.	The candidate Should have at least 12 years' relevant post qualification experience, out of which 03 years should be in the Scale of Rs. 15600-39100+ Grade pay 7600(CDA) (Unrevised pay band) or equivalent working as Dy. Manager or above in Human Resource or Personnel Department of a Public/Govt. Sector or in a medium/large organization or having knowledge of establishment related work of a public/Govt. sector.	<b>55 years.</b>

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

## **Job Profile:-**

### **DGM (Personnel)**

The selected candidate's key functions will be 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 and other HR related works assigned from time to time etc.

### **DGM (IR)**

The selected candidate's key functions will be dealing with Labour/Industrial Courts, Various labour legislations, review & formulation of HR Policies, handling Industrial disputes, legal cases, employees' grievances, salary & wages administration, industrial relations, negotiation with trade unions, workmen compensation, organizing Union meetings, welfare matters, JMCs, RTI matters and other HR related works assigned from time to time etc.

## **Selection Procedure:**

Selection for the above posts will be on the basis of Interview of short-listed eligible candidates.

## **GENERAL INFORMATION:**

- 1- Reservation for SC Category will be applicable as per Government of Uttarakhand Rules. Accordingly, candidates seeking such reservation must submit their certificate of such reservation i.e. Caste, domicile, etc as applicable to them issued by the Competent authority of State of Uttarakhand.
- 2- Hands-on working experience in a computerized environment is essential.
- 3- The candidate must possess fair knowledge of usages of speaking and writing of Hindi and English Languages.
- 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 or without self attested copies of relevant certificates 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 UJVN Limited, reserves the right to cancel/amend the above advertisement at any time without assigning any reason.
- 14- Information related to list of eligible candidates, Interview venue and date of Interview etc will also be uploaded on UJVNL'S Website from time to time. The candidates can refer such information at the website from time to time.

**How to Apply:**

The interested candidates are required to refer detailed advertisement and download the Application Form from the website [www.ujvnl.com](http://www.ujvnl.com) and send duly filled in application along with self-attested copies of Certificates related to age, educational qualifications, category, sub-category, experience & other related testimonials in a sealed envelope marked as "**Application for the post of .....**" by **Speed Post/Registered Post** to the following address so as to reach us latest by **10.08.2022**

**General Manager (P&IR)**  
**UJVN Limited,**  
**Yamuna Bhawan, Yamuna Colony,**  
**Dehradun-248001**  
**(Uttarakhand)**

**Executive Director (HR)**



**UJVN Limited**  
(An Uttarakhand Govt. Enterprise)

APPLICATION FORMAT

Candidate's self attested photograph  4.5CmX3.5Cm
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(Note: Please submit details in Capital letters only)

1 Name of post applied for : .....

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

01-07-2022

\_\_\_\_\_

\_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

5 Gender (Please tick):

1-Male

2-Female

6 Permanent Address

\_\_\_\_\_

\_\_\_\_\_

PIN \_\_\_\_\_

7 Correspondence Address

\_\_\_\_\_

\_\_\_\_\_

PIN \_\_\_\_\_

8 Phone No with STD Code

Office \_\_\_\_\_ Residence \_\_\_\_\_

Mobile

\_\_\_\_\_

Fax

\_\_\_\_\_

Email ID

\_\_\_\_\_

9 Religion

\_\_\_\_\_

10 (i) Category: (UR./SC) \_\_\_\_\_ (ii) Sub Category: \_\_\_\_\_

11. 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/ Divison.	Remarks, if any

12. 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)

- 13 Computer proficiency, Yes/No \_\_\_\_\_
- 14 Extra Curriculum activities \_\_\_\_\_
- 15 Membership of Professional bodies \_\_\_\_\_
- 16 Details of any other information \_\_\_\_\_
- 17 Knowledge of Hindi language Yes/No \_\_\_\_\_

### **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 above found false or incorrect, I shall be responsible and my candidature for the selection at any stage even after appointment is liable to be rejected/cancelled/ terminated without any notice /Compensation.

Date: \_\_\_\_\_  
Place \_\_\_\_\_  
Details of Enclosures:

Signature of candidate