

ELECTRICITY SERVICE COMMISSION

U.P. Power Corporation Limited

(An U.P. Govt. Undertaking)

S.L.D.C. Campus (Near Mantri Aawas), Vibhuti Khand,
Phase-2, Gomti Nagar, Lucknow-226010

CIN : U32201UP1999SGCO24928

Advertisement No.01/VSA/2023/CS

Applications are invited from Indian Nationals possessing the **Essential Eligibility Qualification** given below, for direct recruitment to the post of Company Secretary as detailed below:-

Sl.No.	Post Code	Name of Post	Name of Company	Number of Post
1	301	Company Secretary	U.P. Power Corporation Ltd. (UPPCL)	01

The process of selection to the above post will be on the basis of Academic and Professional Qualification (Maximum 45 marks), Experience (Maximum 30 marks), General Appearance and Personal Interview (Maximum 25 marks).

Application alongwith proof of payment of Application fee, Educational and Professional Qualification, Experience certificate issued by the Company should be self attested and scanned and sent through E-mail to **applyforcs.1322@gmail.com** before the closing date of the application form. **Application form received through any other mode/courier or by hand will not be considered.** Original application form alongwith proof of payment of application fee, photocopy of educational and professional qualification will have to be submitted at the time of interview. Candidate can pay the requisite application fee through RTGS/NEFT mode only to **Current Account No- 33126144232 & IFSC code: SBIN0000125 & Name of Bank -State Bank of India, main branch, Hazratganj, Lucknow.** Application fee shall not be accepted through any other mode or cash.

(1) ESSENTIAL ELIGIBILITY CONDITIONS:-

(i) **AGE:** The candidate should not be more than 45 years of age as on 01.07.2022 (Inclusive of all relaxation, whatsoever).

(ii) EDUCATIONAL QUALIFICATION:

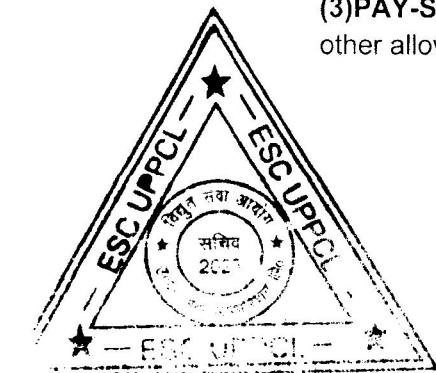
- (A) Candidate should be a member of the institute of Company Secretaries of India and should hold a Degree in Law from a Recognised University
- (B) Preference shall be given to a candidate having qualification of a Cost Accountant in addition to (A) above from a recognised Institute.

(iii) **EXPERIENCE:** Minimum 05 years of independent work experience as a Company Secretary. Preference shall be given to those candidates, who have the above experience as a Company Secretary in a power sector company.

Note:-(i) Work experience as an independent Company Secretary will only be considered. (ii) Experience as a Firm's Proprietor/Partner will not be considered. (iii) Experience certificate issued by Firm/Company or Form32/DIR-12 shall be submitted in support of experience.

(2) **RESERVATION:** Being unitary post in UPPCL, reservation is not applicable.

(3) **PAY-SCALE:** Pay as Per 7th Pay Commission-(Level-13; Rs.1,31,100+ Dearness and other allowances admissible as per rules of UPPCL.



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(4) **MARITAL STATUS:** Any married male/female candidate having more than one wife/husband alive and female candidate who is married to a person who has already one or more living wife/wives, are NOT eligible to apply.

(5) **APPLICATION CUM PROCESSING FEES (NON-REFUNDABLE):-** Application cum processing fees is Rs. 1180.00 (Rupees One thousand one hundred eighty only) (including GST) for all categories and is non-refundable.

(A) Candidate can pay the requisite application fee through RTGS/NEFT mode only to **Current Account no- 33126144232 & IFSC Code: SBIN0000125 & Name of Bank-State Bank of India, main branch, Hazratganj, Lucknow.** No other mode of payment except RTGS/NEFT is acceptable.

(B) Bank charges are to be borne by the applicant. Application cum processing fee, once paid will neither be refunded/transferred nor will be held in reserve for any other future selection process.

(6) **HOW TO APPLY:** Download the Application Form given in Annexure-1 of this advertisement. Fill the Application Form and sent along with proof of payment of Application Processing fee and self attested photocopy of certificates in support of educational and professional eligibility to E-mail- **applyforcs.1322@gmail.com.** Application sent by courier or by hand or any other mode will not be accepted. Application received without payment of application cum processing fees shall not be entertained.

(7) **JURISDICTION:** Any dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts at Lucknow only.

(8) **DISCLAIMER:** IN CASE OF ANY AMBIGUITY, THE EXISTING POLICIES, RULES AND REGULATIONS OF UPPCL WILL BE FINAL.

IMPORTANT DATES:-

Application Start Date	01-03-2023
Last Date of Receiving Application Form	21-03-2023

NOTE: (A) The complete Application Form alongwith self attested photocopy of all eligibility certificates and requisite Application fee should be E-mailed on or before the 21-03-2023. The Application Form should be sent by E-mail only. Application Form will not be accepted by any other mode. Application received after the last date will not be considered and will be rejected.

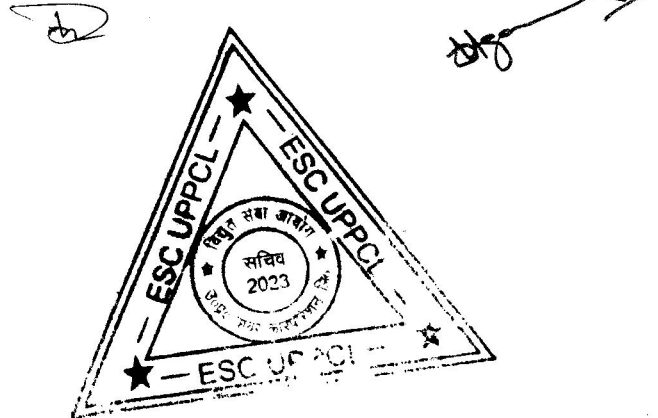
(B) Candidates are advised to keep their communication E-mails and Mobile Number alive till the end in of selection process.

(C) Candidates are also advised to regularly visit UPPCL's official website www.uppcl.org for any updates.

(D) Electricity Service Commission, UPPCL reserves the right to cancel this Advertisement at any stage without assigning any reason thereof.

Secretary
Electricity Service Commission

No. 281 /ESC/01-2023/CS Dated : 28/02/2023



APPLICATION FORM

1. Advertisement No: 01/VSA/2023/CS
2. Name of the post applied for- COMPANY SECRETARY
3. Name of Company-UP Power Corporation Ltd.
(UPPCL)
4. Applicant's Full Name in English (In Capital Letters)

AFFIX SELF
ATTESTED LATEST
PASSPORT SIZE
PHOTOGRAPH

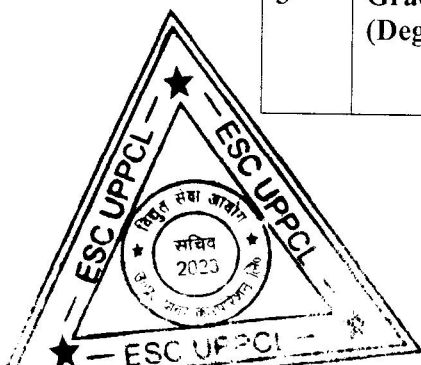
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5. Father's Full Name in English (In Capital Letters)
 6. (a) Date of birth: (In DD/MM/YYYY format)
 - (b) Age as on 01.07.2022 Year.....Month.....Days.....
 7. Gender: Male Female Transgender
 - (Please tick in the relevant box)
 8. Marital status (Please tick in the relevant column)
 - Married Unmarried

9. Caste.....Religion.....Nationality.....

10. (a) Address for communication
-
- Pin Code.....
- Mob.No-Email Address-
- (b)Permanent address:.....
-
- Pin Code :.....
- Mob.No-Email Address-

11. Academic Qualifications:- (From class Xth onwards)

Sl. No	Name of Exam. Passed	Name of Institution/ Examining Body	Year of passing	Marks Details		Percentage (xx.xx%)
				Max. marks	Marks Obtained	
1	High School (Class 10 th)					
2	Intermediate (Class 12 th)					
3	Graduate (Degree)					



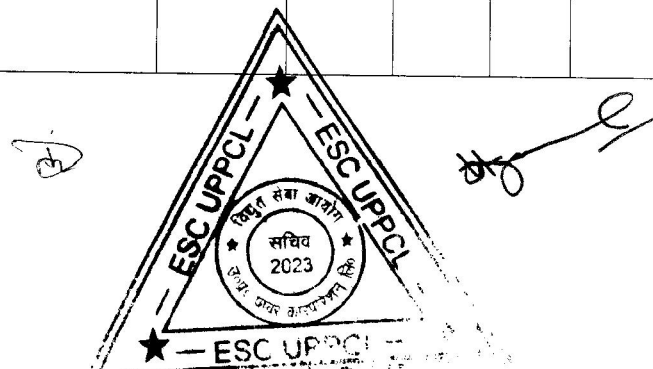
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[Signature]

4	L.L.B /Degree in Law					
5	Company Secretary's course					
6	Registration No. and date as company secretary					
7	Others (If any)					

12. Details of Experience:-

Sl. No.	Name of Organization	Post Held	Period		Total Experience			Nature of Work experience	Whether Form-32/ DIR-12 Enclosed
			From	To	Year	Month	Days		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									



13. Details of Application cum Processing Fee Payment:-

Payment/Transaction receipt no.	Date	Mode of Transaction (RTGS/NEFT)	Amount in Rs.

(Note:- Please enclose proof of payment of application cum processing fee)

14- Any other details:-

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Declaration

I,.....Son/Daughter of Shri.....hereby declare and solemnly affirm that I have fully understood the essential eligibility clause provided in the advertisement and accordingly all the particulars stated in the application form are true to the best of my knowledge and belief. I will submit the required documents/certificates of eligibility on demand to the Commission. If at any stage of selection, the information submitted by me is found false/fake/misinterpreted/incorrect or myself does not satisfy the eligibility criteria for the post applied, the Commission will have a right to cancel my candidature/selection and if the same comes to the notice, even after my appointment, my services may be terminated, in addition to any legal action as deemed fit by UPPCL. I will not claim any refund of fees or compensation or any sort of damages.

Place:

Signature of candidate

Date:

Encl: 1-Self attested copy of each Certificate in support of the above details.
2-Payment/ Transaction Receipt.

