



यूजेवीएन लिमिटेड  
(उत्तराखण्ड सरकार का उपक्रम)  
**U J V N Limited**  
(A Govt. of Uttarakhand Enterprise)

मानव संसाधन विभाग, "उज्ज्वल", महारानीबाग, जी0एम0एस0रोड, देहरादून-248006 (उत्तराखण्ड)  
Human Resources Department, "Ujjwal", Maharani Bagh, G.M.S. Road, Dehradun-248 006 (Uttarakhand),  
दूरभाष-0135-2530584, फ़ैक्स-0135-2531646 CIN No. U40101UR2001SGC025866 Website: [www.ujvnl.com](http://www.ujvnl.com)

ISO 9001: 14001 Certified

पत्रांक M-75 / यूजेवीएनएल/05/ निदे. मा.सं./उमप्र (मा.सं.)/

दिनांक: 16/05/2023

विषय: मैनेजमेंट (ट्रेनी) (कम्पनी सचिव) का संक्षिप्त विज्ञापन हिन्दी दैनिक समाचार पत्रों में प्रकाशित करने के सम्बन्ध में।


महाप्रबन्धक (एम0डी0ओ0),  
यूजेवीएन लिमिटेड,  
"उज्ज्वल" महारानी बाग, जी0एम0एस0 रोड,  
देहरादून।

कृपया उपरोक्त विषयक मैनेजमेंट (ट्रेनी) (कम्पनी सचिव) का संलग्न संक्षिप्त विज्ञापन को निम्न समाचार पत्रों में दिनांक 17.05.2023 तक प्रकाशित करवाने का कष्ट करें :-

1. अमर उजाला (हिन्दी दैनिक)- उत्तराखण्ड संस्करण
2. दैनिक जागरण (हिन्दी दैनिक)- उत्तराखण्ड संस्करण

संक्षिप्त विज्ञापन की हार्ड कापी एवं सक्षम अधिकारी से प्राप्त अनुमोदन की प्रतिलिपि संलग्न है।

संलग्नक: यथोपरि।

  
उपमहाप्रबन्धक (मा0सं0)

प्रतिलिपि:-

→ उपमहाप्रबन्धक (सूचना प्रौद्योगिकी), यूजेवीएन लिमिटेड, देहरादून को निगम की बैवसाईट हेतु "उपरोक्त से सम्बन्धित विस्तृत विज्ञापन" इस आशय के साथ प्रेषित है कि कृपया उक्त संलग्न विज्ञापन को निगम की बैवसाईट पर प्रकाशित करने का कष्ट करें।



यूजेवीएन लिमिटेड

**UJVN Limited**

(An Uttarakhand Govt. Enterprise)

“Ujjwal”, Maharani Bagh,  
GMS Road, Dehradun – 248006

**Applications for Management Trainee (Company Secretary) (01 Vacancy)  
(ICSI-Executive/Professional passed)**

Applications are invited for 15/24 months training as Management Trainees under the provisions of Institute of Company Secretaries of India (ICSI) on a consolidated stipend of Rs. 12000/- p.m. for ICSI Executive Pass/Rs. 15,000/- for ICSI Professional Passed candidates. The detailed terms & conditions of training can be referred on UJVN Limited's website [www.ujvnl.com](http://www.ujvnl.com) under Recruitment heading.

The interested eligible candidates are required to forward their applications in the prescribed format as available at the above website alongwith self attested copies of their educational qualifications/ testimonials in an envelop marked as “**Applications for Management Trainee**” (Company Secretary) through speed post/registered post to the following address or through e-mail on [hrujvnlimited@gmail.com](mailto:hrujvnlimited@gmail.com) latest by **05.06.2023**.

General Manager (P&IR)  
UJVN Ltd.,  
“UJJWAL”, Maharani Bagh, G.M.S. Road,  
Dehradun-248006.

**General Manager(P&IR)**



**TERMS & CONDITIONS**

1. The training will be initially for a period of 15 months extendable upto 24 months in terms of guidelines of ICSI.
2. The Trainees will be referred as Management Trainees. The engagement as Trainee is meant for training purpose and not to be treated an appointment on regular rolls of UJVN Limited. The candidates thus engaged have no right of benefits as applicable to employees of regular employment or absorption during or after such engagement.
3. A Consolidated Stipend of Rs. 12,000/- p.m. for ICSI Executive/ Intermediate (CS) Passed & Rs. 15,000/- p.m. for ICSI Professional/Final Passed trainee will be paid during the period of such Training.
4. The trainee will observe normal Office Timings and will be entitled to weekly off and Holidays as applicable of the UJVN Limited Dehradun.
5. The Trainee is eligible for leave as per Guidelines of ICSI.
6. For any tours undertaken during the period of training, Trainee shall be governed by UJVN Limited TA rules as applicable to the officers in the Pay Band 10, Pay Scale Rs. 56100-177500.
7. No housing or HRA will be given to the trainee. The Trainee will have to make own arrangements for his/her accommodation.
8. Trainee will be expected to observe punctuality and discipline in the office during the training period.
9. UJVN Limited will not entertain any claim regarding any injury/accident, theft and other natural calamity inflicted to in the course of training.

**DETAILS OF CANDIDATE FOR VERIFICATION /RECOMMENDATION  
FROM ICSI HEAD OFFICE/REGIONAL OFFICE/LOCAL CHAPTER.**

1. Name of the Candidate: -----
2. Date of Birth-----
3. Father's/Husband's Name.....
4. Registration No. issued by I.C.S.I.....
6. Details of Educational Qualification

S. No.	Name of Course	Year of Passing.	% of Marks	Remarks
1	ICSI Executive Pass			
2.	ICSI Professional Pass			
3				

**SIGNATURE OF CANDIDATE**

**VERIFICATION/RECOMMENDATION BY ICAI HEAD OFFICE/  
REGIONAL OFFICE/LOCAL CHAPTER**

It is certified that Mr/Ms..... is a bonafied student of this Institute. The above details given by the candidate are true & verified as per our record. He/She is recommended for training as Management Trainees with M/S UJVN Ltd., Dehradun.

Date:

Signature of Recommending Authority  
with Seal/Rubber Stamp





# UJVN Limited

(An Uttarakhand Govt. Enterprise)

## APPLICATION FOR MANAGEMENT TRAINEE (Company Secretary) (Only from Institute of Company Secretary of India)

Candidate's self  
attested  
photograph

4.5CmX3.5Cm

Note: Please submit details in Capital letters only)

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


2 Father's/Husband's Name


3 Date of birth & age as on \_\_\_\_\_ Date of birth \_\_\_\_\_  
01-07-2023 \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

4 Gender (Please tick): 1-Male \_\_\_\_\_ 2-Female \_\_\_\_\_

5 Permanent Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

6 Correspondence Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

7 Phone No with STD Code Office \_\_\_\_\_ Residence \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_  
Email ID \_\_\_\_\_

8 Category: (Gen./SC/ST/OBC) \_\_\_\_\_  
(In case of SC/ST/OBC, please submit a copy of Caste Certificate issued from the competent authority of State of Uttarakhand).

9. Details of Educational/Professional Qualifications from High School (Matriculation) onwards:

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

10. Details of Experience, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Computer Proficiency, if any: \_\_\_\_\_

12. Any other Information: \_\_\_\_\_

**Declaration**

I \_\_\_\_\_ solemnly declare that the particulars furnished above are correct to the best of my knowledge and belief. I understand that in the event of any of the particular of information given herein being found false or incorrect, my application is liable to be rejected or cancelled and in the event of any wrong statement/discrepancy in the particulars being detected at any stage even after my engagement, my training is liable to be terminated without any notice.

Date:

Place:

Signature of the candidate

