



## UTTARAKHAND POWER CORPORATION LTD.

### Advertisement No. UPCL/2023/Rectt.

Uttarakhand Power Corporation Ltd. (UPCL), a Government of Uttarakhand undertaking engaged in the business of distribution of Power in the State of Uttarakhand. While providing value for money to its consumers, UPCL is taking major initiatives including providing electricity to all parts of the state, modernizing and strengthening the distribution network to ensure uninterrupted supply of electricity.

Applications are invited from eligible Indian Nationals for appointment to the following post in Uttarakhand Power Corporation Ltd.

Name of the Post	No. of vacancies	Pay Scale	Max. Age Limit
Company Secretary	1 (UR)	131100-216600 (Level-14)	50 Years

**Educational Qualification :** Applicant should possess professional Degree of Company Secretary having minimum 12 years post qualification experience in relevant field preferably in large reputed PSU/Organization.

Other Qualification(Desirable) : Degree in Law.

**Age :** The candidate should not be more than 50 years of age as on 01.07.2023

#### General Instructions:

1. Hands on working experience in a computerized environment is essential.
2. Departmental candidates (working in UPCL) having desired qualification & relevant experience may also apply.
3. Selection will be done on the basis of Interviews only of Eligible Shortlisted candidates.
4. Applications should be filled and submitted by the candidate in his/her own handwriting in English CAPITAL LETTERS only on A4 size paper in the prescribed format given below.
5. A self attested recent pass port size photograph of candidate should be pasted in the space provided on the application form and two identical passport size photograph should be retained by the candidate for future use.
6. Applicant should enclose following documents alongwith the application.
  - a. Attested copies of date of birth certificate.
  - b. Attested copies of mark-sheet and degree of the qualifying examination.
  - c. Attested copies of all documents in support of experience.
7. Candidates serving in Govt./Quasi-Govt. Deptt. shall have to produce No Objection Certificate at the time of interview.
8. Applications incomplete in any respect/ received late will not be considered.
9. List of eligible candidates for interview, Venue & date of interview shall also be available on the website [www.upcl.org](http://www.upcl.org). Call letter for Interview will be issued to all the Eligible Shortlisted candidates by post.
10. Application in the prescribed format completed in all respect should be sent by **Registered/Speed post only** at the address given below so as to reach upto **09-10-2023** positively.

O/o Executive Director(HR)  
Uttarakhand Power Corporation Limited,  
Victoria Cross Vijeta Gabar Singh Urja Bhawan,  
Kanwali Road, Balliwala Chowk,  
Dehradun-248001.

**Note:** UPCL reserves the right to cancel this advertisement at any stage without any prior notification/information.

# Uttarakhand Power Corporation Ltd.

## APPLICATION FORMAT

[ TO BE FILLED IN ENGLISH CAPITAL LETTERS ]

1. Application for the post of.....  
.....

2. Name of the candidate .....

3. Address for communication.....  
.....  
..... Pin .....

4. Permanent Address.....  
.....  
..... Pin .....

5. Name of father/husband .....

6. Date of Birth .....(Age as on 01.07.2023) Years..... Months..... Days.....

7. Sex(Male/Female) .....

8. Category .....

9. Whether you are Departmental (UPCL) Candidate (Yes/No).....

10. Academic Qualification which makes you eligible to apply:-

Sl.No.	Exam. passed	Board/Uni/Insti.	Yr. of Passing	% of marks/Grade

11. Experience (Attach all supporting documents):-

Sl. No	Name of Employer/ Company	Position Held	Date		Job Responsibilities
			From	To	

12. Total Post qualification experience as on ..... Years.....Months.....Days.....

**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 information given herein being found false or incorrect, my candidature for the examination/selection 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 appointment, my services are liable to be terminated without any notice.

**Date:**

**Place:**

**List / No of Enclosure**

**Signature of the Applicant**

Self  
Attested  
Latest  
Photo  
Graph

x