

## UTTARANCHAL JAL VIDYUT NIGAM LIMITED

Uttaranchal Jal Vidyut Nigam Ltd. (UJVNL), Dehradun, is in the business of Hydro Power generation. The Nigam is owned by the Govt. of Uttaranchal. UJVNL is engaged in development and promotion of Hydro Projects, and currently operates plants of capacities up to **240 MW** with a total capacity of **1125 MW**. The Nigam is able to mobilize the equity component of green site projects internally. UJVNL is a participant in the national endeavour for hydropower development and has been assigned the responsibility of preparing pre-feasibility report under the Prime Minister's **50,000 MW** Hydro Power Initiative. UJVNL through different routes of financing has also undertaken an extensive program of modernization of existing generation plants.

**As a part of its ongoing professionalization process, UJVNL Ltd. wishes to recruit the following positions. All positions are based in Uttaranchal.**

### Minimum Educational/Technical Qualifications/Experience (Job Specifications)

Code No.	Name of the post/ Grade & Scale of Pay	No. of Posts	Educational/Technical Qualifications	Skills	Experience	Age limit as on 01.10.05
REC:01	Office Assistant Gr. III (Ministerial Cadre) G-12 grade Rs. 4200-6400	56	<ul style="list-style-type: none"> <li>• Graduate in any discipline from a recognized University</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Devnagri script is essential.</li> <li>• Typing in Hindi @ 25 w.p.m. &amp; English @ 30 w.p.m. is essential</li> <li>• Knowledge of MS Office is essential</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates having experience in the relevant field will be preferred.</li> </ul>	35 years
REC:02	Office Assistant Gr. III (Accounts Cadre) G-12 grade Rs. 4200-6400	15	<ul style="list-style-type: none"> <li>• Graduate in commerce from a recognized University</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Devnagri script is essential.</li> <li>• Typing in Hindi @ 25 w.p.m. &amp; English @ 30 w.p.m. is essential</li> <li>• Knowledge of MS Office &amp; Tally is essential</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates having experience in the relevant field will be preferred.</li> </ul>	35 years
REC:03	Stenographer Gr. III G-12 grade Rs. 4200-6400	75	<ul style="list-style-type: none"> <li>• Intermediate from a recognized Board</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Devnagri script is essential.</li> <li>• Shorthand @ 80 w.p.m. in English &amp; @ 60 w.p.m. in Hindi is essential.</li> <li>• Typing @ 40 w.p.m. in English and @ 25 w.p.m. in Hindi is essential.</li> <li>• Knowledge of MS office is essential</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates having experience in the relevant field will be preferred.</li> </ul>	35 years
REC:04	Draftsman G-12 grade Rs. 4200-6400	64	<ul style="list-style-type: none"> <li>• High School from a recognized Board</li> <li>• ITI (Draftsman Trade) from a recognized Institution/Certificate of Draftsmanship from a recognized University/Institution.</li> <li>• Computer Knowledge of MS Office and CAD</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Devnagri script is essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates having experience in the relevant field will be preferred.</li> </ul>	35 years
REC:05	Technician Gr.II (Mech.) G-12 grade Rs. 4200-6400	40	<ul style="list-style-type: none"> <li>• High School from a recognized Board</li> <li>• ITI (Fitter Trade) having certificate from an Institution approved by State Board of Technical Education/ NCVT</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Devnagri script is essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Two years working experience in relevant area.</li> </ul>	35 years
REC:06	Technician Gr.II (Electrical) G-12 grade Rs. 4200-6400	70	<ul style="list-style-type: none"> <li>• High School from a recognized Board</li> <li>• ITI (Electrician) having certificate from an Institution approved by State Board of Technical Education/ NCVT</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Devnagri script is essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Two years working experience in relevant area.</li> </ul>	35 years

### GENERAL INFORMATION

1. Candidates should be capable of communicating effectively in written and spoken Hindi.
2. Apart from the salary mentioned above, all the positions carry Central DA. Other allowances are as per the present rules/regulations.
3. Vertical and horizontal reservation for candidates for the above-advertised posts will be available as per Government policies and instructions.
4. The written test shall be held at Dehradun, Srinagar and Haldwani/Pantnagar. However, the management has the discretion to change the centre or the number of centres, at any time.
5. In case any particular venue has less than 200 candidates, the venue shall be merged with the nearest geographical venue at the discretion of the management.
6. In case of multiple applications submitted by candidates for more than one post depending upon their eligibility, they may be subjected to one written test only, at the discretion of the management, and the marks obtained by them in that test shall be considered as relevant for the other posts also that they have applied for. However, the candidates applying for more than one post, depending upon their qualifications, should submit separate applications for each post.
7. No application brought or sent by hand/courier shall be entertained. Applications received in the designated **Dak Post Box in GPO Dehradun** upto the last date only shall be entertained.
8. Selection of the candidates will be made based upon aggregate marks obtained by them in written test, skills test wherever applicable, and the interview. However, in order to restrict the number of candidates for interview, three times the number of vacancies, to be filled in, shall only be called for interview in order of merit based upon the percentage of marks obtained by them in the written test, and skills test (wherever applicable). However, in case of tie at the cut off point in the merit list, all the candidates subjected to tie shall be called for interview alongwith other candidates above the cut off point.
9. The written test will be of objective type comprising of two papers. The first paper shall be of general knowledge and the second paper shall be based upon the relevant subjects as per the standards of minimum qualification prescribed for the post. The test will carry negative marking system.
10. Applications found incomplete in any respect and received by any means other than what is provided for, or received late shall be summarily rejected.
11. Number of vacancies and the posts as mentioned in the advertisement may vary at the discretion of the management.
12. All computation of experience/qualifications/age shall be done as of October 01, 2005. The date of issue of mark sheet shall be deemed to be the date of acquiring the qualifications.
13. Candidates claiming to belong to any particular category, shall necessarily submit a copy of relevant certificate in the prescribed format from the competent authority. It is clarified that in respect of the candidates belonging to SC/ST categories, the certificate issued by the competent authority of State of Uttaranchal shall only be considered as valid, self attested copy of which should be attached with the application form.
14. Relaxation in age by 5 years for SC/ST and 3 years for OBC as per Government guidelines, shall be available to the candidates.
15. In order to restrict the number of candidates to be called for the written test, the management reserves the right to call the candidates as per the percentage of marks obtained by them in the prescribed minimum Educational/Technical qualifications.
16. UJVNL shall not be responsible for any postal delay/loss in transit in the submission of the documents/application within specified time.
17. 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.
18. All qualifications should be from a recognized University/Institution/Board.

19. Apprentices trainees guide lines for employment of trained apprentices as laid down by Apex court in the case of U.P. State Road Transport Corporation and another, shall be followed.
20. The candidates are required to submit domicile certificate of Uttaranchal.
21. The experience should be post qualification. However, working experience in Hydro Projects shall be preferred.
22. For all the posts self attested copies of all educational qualification certificates/mark sheets should also be attached with the application.
23. All positions are meant to be placed in the area of operations of UJVNL, depending upon its need from time to time.
24. Any lobbying/canvassing would disqualify the candidate.

### FORMAT

1. Post applied for (alongwith code#)
2. Name of the candidate (in block letters)
3. Father's Name
4. Date of birth- age as on 01.10.05
5. Permanent Address
6. Address for correspondence
7. Phone Nos. (a) Office & Residence (b) Mobile (c) Fax (d) E-mail ID
8. Religion
9. Category:- SC/ST/PH/FF/Women (Copy of relevant Certificate issued by the competent authority of State of Uttaranchal, must be attached)
10. Employment Exchange Registration No. of Uttaranchal (give details).
11. Details of Educational Qualifications from Matriculation onwards giving (a) Examination passed (b) Year of passing (c) Name of College/Institute (d) University/Board (e) Main Subjects (f) Total aggregate/percentage of marks obtained and division (g) Remarks, if any.
12. Details of Experience (in chronological order starting from latest)
  - (a) Name of Organization
  - (b) Type of Organization (Central/State Govt./CPSU/PSU/Autonomous body/ Private etc.
  - (c) Position held (tier level-relevant hierarchical structure)
  - (d) Period of tenure with date
  - (e) Brief description of duties
  - (f) Pay, Scale of Pay and total emoluments drawn
13. Details of Computer proficiency, if any.
14. Any other information

Candidates Signature in ink across the photo

**Signature of Candidate**

#### Note:

- The candidates serving in Central/State Government Deptt/State Government Undertaking shall be 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 against the individual.
- Mere eligibility shall not entitle any candidate to be called for written test and or interview.

**Application** in sealed envelopes marked (Name of post with Code number) may be sent by Post, through proper channel, wherever applicable, to the following address so as to reach us by **26.10.2005**.

**General Manager (P&IR)**

UJVNL  
Post Box No. 231  
Dehradun-248001

*Please visit our website [www.uttaranchaljalvidyut.com](http://www.uttaranchaljalvidyut.com) for application format. The website also provides detailed insight on "UJVNL Ltd."*