

**ELECTRICITY SERVICE COMMISSION
U.P. POWER CORPORATION LTD.
(A U.P. Govt/ Undertaking)
B-17, J ROAD SECTOR-C
MAHANAGAR EXTENTION
LUCKNOW.**

Advertisement No. 01/VSA/2008

Applications for direct recruitment in prescribed **FORMAT** are invited from Indian Citizens for the following posts of Company Secretary:-

Sl. No.	Name of post	Name of company	Number of post	Reservati- on Status
1.	Company Secretary	Purvanchal Vidyut Vitran Nigam Ltd., P.O. DLW, Vidyut Nagar Varanasi	One	Unreserved
2	Company Secretary	Paschmanchal Vidyut Vitran Nigam Ltd Victoria Park, Meerut	One	Unreserved
3.	Company Secretary	Dakshinanchal Vidyut Vitran Nigam Ltd Vidyut Bhawan Gailana Road,Sikandra .Agra	One	Unreserved
4.	Company Secretary	Madhyannchal Vidyut Vitran Nigam Ltd, 4A Gokhley Marg, Luknow	One	Unreserved

Selection will be made on the basis of educational qualification, experi- ence and interview. Separate applications with requisite application fee must be sent for each post.

(2) ELEGIBILITY CONDITION:-

- (i) **AGE-** The candidate should not be more than 45 years of age as on 1.1.2008.
- (ii) **EDUCATIONAL QUALIFICATION-** (a) A degree in law from a recognized University and Associate Member of a Institute of Company Secretary of India, New Delhi.(b) 5 years experience of Company Secretary after issuance of Associate Membership of Institute of Company of India, New Delhi. (c) Preference may be given to a candidate who is MBA or Chartered accountant or Cost Accountant.

- (iii) A minimum 05 years' independent work experience as Company Secretary after issuance of Associate Membership of Institute of Company Secretary of India New Delhi in a reputed Company preferably in a Power Utility.
- (iv) Knowledge of Hindi is essential.
- (3) PAY SCALE:- Rs. 16400-450- 20000
- (4) Private practice is not permitted on this post
- (4) MEDICAL STANDARD:-
- (i) Eye Sight-.The vision should be 6/6 of both eyes even after correction by glasses. He should not be colors blind.
 - (ii) Medical Status- Candidate should be medically fit in all respect as per laid down standards and must not have knock-knees, flat foot varicose vein or squint eye and should possess high color vision . He must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.
- (5) MARITAL STATUS- Any married male/female candidate having more than one wife/husband alive and female candidate who is married to a person having one or more living wife, are not eligible for post.
- (6) APPLICATION FEE- Non refundable application fee of Rs. 1050/- in the form of Crossed Bank Draft/Bankers' Cheque in favour of "Secretary, Electricity Service Commission, Lucknow" payable at Lucknow on any scheduled bank, is to be enclosed with the application form. The candidate must write his name fathers's/husband's name and post applied for on the back side of the bank draft.
- (7) HOW TO APPLY:-
- (a) Application on the A-4 paper in the prescribed format should be sent in favour of Secretary, Electricity Service Commission, U.P. Power Corporation Ltd., B-17, J- Road, Sector –C Mahanagar Extention, Lucknow. The name of the post applied and Advertisement No . must be written in block letters on top of the envelope.
 - (b) Candidate's self attested proof of age, educational, professional qualifications and experience shall be enclosed with the application.
 - (c) One self attested recent pass port size photograph shall be attached with application form.
 - (d) Candidate must submit character certificate from the Head of Institution last attended and from two responsible persons who are not

related to him.

- (e) Candidates are advised to check the application for being complete in all respect before sending to Electricity Service Commission.
- (f) Applications not having above documents or incomplete application will be summarily rejected without giving any opportunity or communication.
- (g) Candidate must submit 'No Objection Certificate' from the present employer if employed, failing which candidature will not be considered.
- (h) Application received after 15.12.2008. will not be entertained and no communication will be made in this regard.

(8) LAST DATE OF RECEIPT OF APPLICATION:

Application form duly filled in must be sent to Electricity Service Commission, Lucknow office by Registered post so as to reach the Commission's office latest by 15.12.2008. In case last date is holiday, application forms will be received on the next working day.

Electricity Service Commission will not take any responsibility on account of postal delay whatsoever.

This advertisement is also available on website www.uppcl.org and application format may be unloaded from the same.

SECRETARY