

UGVCL
Uttar Gujarat Vij Company Ltd.

(Recipient of National Bronze Shield for 2005-2006)
 Regd. & Corporate Office: Visnagar Road, Mehsana - 384001
 An ISO 9001:2008 Company

The details of the post, educational, experience and other criteria are as under:

Name of the post:	“ADDITIONAL GENERAL MANAGER (HR)”
Educational Qualification:	Professional qualifications in HR (on full time basis) viz. MBA (HR) / MLW / MSW from recognized University/Institution. Additional qualification of LLB, or degree in engineering, sound knowledge of Computer and fluency in English & Gujarati language will be preferable.
Experience:	Minimum 16 years experience on HR side in companies/industries, out of which at least 5 years’ experience must be at senior managerial level in reputed organizations. The candidate having experience of at least 3 years in PSUs/Utilities or power sector companies will be preferred.
Job Profile	<ul style="list-style-type: none"> • Heading HR Section • Provide direction and leadership to HR team • Adequate exposure to handle HR department of the Company • Close co-ordination with Corporate HR team to ensure implementation of HR policies and Systems • Manage all the facilities and administrative activities of the Offices, including HR/IR matters and liaison with internal / external authorities including government authorities • Manpower planning, recruitment activities, Compensation & Benefit, Performance Management System • Training and development of employees • Contribution to corporate decision making. • Redressal of Employees’ grievances and tie up with Unions for healthy environment • Maintenance of Employees’ records • Joining formalities, terms of employment, termination, probation and confirmation, etc.
Job Location:	Presently at Corporate Office, UGVCL, Mehsana.
Age Group:	40-50 years
The Package:	Rs. 48590-75900. (Gross- Rs. 12.00 Lacs per annum approx). Other perquisites/benefits include gratuity, TA/DA, CLA, Casual/Privilege/Medical leave, provision of amenities etc. as applicable to the cadre / as per rules of the Company.

APPLICATION FORM

UTTAR GUJARAT VIJ COMPANY LIMITED Regd. & Corporate Office: Mehsana - 384001 APPLICATION FOR THE POST OF <u>ADDITIONAL GENERAL MANAGER (HR)</u>		Paste self attested recent passport size photograph																						
1.	Name (IN BLOCK LETTERS)																							
2.	Gender	Male / Female																						
3.	Father's Name																							
4.	Mother's Name																							
5.	Permanent Address:	Contact/Mailing Address:																						
	City: _____ State: _____ Phone No.(with STD): _____ Mobile No.: _____	City: _____ State: _____ Phone No.(with STD): _____ Mobile No.: _____																						
6.	Date of Birth	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;">-</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;">-</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> <tr> <td style="text-align: center;">d</td> <td style="text-align: center;">d</td> <td style="text-align: center;">m</td> <td style="text-align: center;">m</td> <td style="text-align: center;">y</td> <td style="text-align: center;">y</td> <td style="text-align: center;">y</td> <td style="text-align: center;">y</td> <td style="text-align: center;">y</td> <td style="text-align: center;">y</td> <td style="text-align: center;">y</td> </tr> </table>				-			-					d	d	m	m	y	y	y	y	y	y	y
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d	d	m	m	y	y	y	y	y	y	y														
7.	Age as on: 31-January-2012Years Months Days																						
8.	Nationality																							
9.	State of Domicile																							
10.	Circle the Category (Enclose copy of Certificate in case of SC/ST/OBC)	SC / ST / SEBC / GEN																						
11.	Are you a person with disability (PWD)? If so, mention the category of disability with percentage. (Enclose a copy of certificate)	Yes / No Disability percentage: _____																						
12.	Are you an Ex-serviceman	Yes / No																						
13.	Have you ever worked with Gujarat Urja Vikas Nigam Limited or any of its subsidiaries viz. Gujarat State Electricity Corporation Ltd., Gujarat Energy Transmission Corporation Ltd., Uttar Gujarat Vij Company Ltd., Madhya Gujarat Vij Company Ltd., Dakshin Gujarat Vij Company Ltd., and Paschim Gujarat Vij Company Ltd.? If yes, please furnish details:	Name of Company: Designation:..... Department:..... Office: Emp. No.:..... Last Basic drawn: Scale: Period of service: Details of Disciplinary Action, if any.																						

14. Educational Qualifications: (Separate sheet may be attached if needed)

(a) Basic Degree (Higher Secondary and above)

Degree	Duration of the Course	University	Class/ Division	Month and Year of Passing

(b) Post Graduate Degree/Other Higher Qualification such as Ph. D etc:

PG Qualification/ University	Duration of the course	Full time/ Part time/ Correspondence	Specialization	Class/ Division	Month and Year of Passing

15. Details of relevant/specialized training undergone for more than 3 months, if any:
(Separate sheet may be attached if needed)

16. Experience: (starting from present): (Separate sheet may be attached if needed)

Sl. No.	Name of the Organization And Designation	Central Govt./State Govt./ PSU / Private	Date		Scale of Pay & Gross Pay Rs.	Reason for Leaving
			From (dd/mm/yy)	To (dd/mm/yy)		

17. How many years of post-professional qualification Experience you possess? _____ Years _____ Months

18. Present Gross Pay per annum Rs. _____

19. Expected Gross Pay per annum Rs. _____

20. How soon can you join if selected? _____

21. Pen picture of professional experience, achievements and significant contribution in the field, if any (To be typed not exceeding 100 words on a separate sheet and enclosed to the application)

22. Is there any criminal case/s against you in past/present? If yes, furnish full details.

I hereby declare that the above information and statements are true and complete to the best of my knowledge and belief. In the event, the information/statement is found to be false or incorrect, my candidature/ appointment shall be considered terminated without any notice.

Place: _____

Date : _____

Signature of the Candidate

INSTRUCTIONS:

- 1 Passport sized photograph must be affixed on the application in the space provided therefor. The Candidate is required to fulfill all eligibility criteria of qualification and experience. Incomplete application shall be rejected.
- 2 Photocopies of all educational, professional cast and experience certificates must be attached along with the application together with the list of such annexures.
- 3 The candidate working in Govt. / Semi Govt. / Board / Nigam / Corporation must apply through proper channel only. However, they may send their application in advance, but, No Objection Certificate (NOC) must be produced at the time of interview.
- 4 The candidate working in GUVNL or any of its subsidiaries need not apply.
- 5 The application together with all relevant enclosures must be addressed to The Company Secretary, Uttar Gujarat Vij Company Limited, Registered & Corporate Office: Visnagar Road, Mehsana – 384001 with the envelope to be superscribed with the post applied for.
- 6 The last date for submission of application is 10-Feb-2012. Applications received thereafter shall not be considered.
- 7 The recruitment process shall be carried out as per the Company's Rules. The Company reserves the right to short-list and select any candidate as per the requirement of the Company and to reject candidature in the event of detecting the candidate's ineligibility at any stage.
- 8 Canvassing in any form shall automatically disqualify the candidate.

