



टीएचडीसी इंडिया लिमिटेड

**THDC INDIA LIMITED**

(श्रेणी-क, मिनी रत्न, सरकारी उपक्रम)

(Schedule “A” Mini Ratna Government PSU.)

Advt. No.-12/2023

Date:14.06.2023

**RECRUITMENT FOR THE POST OF ADDITIONAL GENERAL MANAGER in  
discipline of COMPANY SECRETARY on Regular Basis**

**Company Profile:**

THDC India Limited is a leading Power Sector and Profit making Public sector Enterprise and registered as a Public Limited Company in July-88 under the Companies Act, 1956. THDCIL was conferred ‘Mini Ratna – Category - I Status in Oct - 09 and up -graded to Schedule ‘A’ PSU in July – 2010 by Govt of India. Equity of company was earlier shared between Govt. of India and GoUP in the ratio of 75:25. After Strategic Sale Equity in THDC India Limited is shared between NTPC Limited and Government of UP in a ratio of 74.496 and 25.504. The Authorized Share Capital of the Company is Rs. 4000 Cr. THDCIL started earning profits from first year (2006-07) of commercial operation of its maiden project i.e. Tehri HPP (1000 MW) and THDCIL is a consistently profit-making company since then.

THDCIL was constituted with the sole objective to develop, operate & maintain the 2400 MW Tehri Hydro Power Complex and other Hydro projects. The 2400 MW Tehri Hydro Power Complex comprises of (1) Tehri Dam & HPP (1000 MW), (2) Koteshwar HEP (400 MW) and (3) Tehri PSP (1000 MW).

The Corporation has grown into a multi-Project Organization, with Projects spread over various States as well as neighboring country, Bhutan. Presently, THDCIL has a portfolio of different projects (Hydro, Thermal, Wind & Solar), which includes 1587 MW Operational and balance under various stages of development / implementation. In addition, a number of Projects in the country are in the business development stage.

Presently, THDCIL has three operational hydro power plants namely Tehri HPP (1000 MW), Koteshwar HEP (400 MW), Dhukwan Small HEP (24 MW), two operational Wind Power Plants namely Patan Wind Farm (50 MW) and Devbhumi Dwarika Wind Farm (63 MW) and one Solar Power Plant at Kasargod, Kerela (50 MW). Two hydro power projects namely Tehri PSP (1000 MW) & VPHEP (444 MW) and one Thermal Project namely Khurja STPP (1320 MW) are under construction.

Ministry of New and Renewable Energy (MNRE) has allotted THDCIL to develop UMREPPs through SPV/JVC in the state of Uttar Pradesh and Rajasthan.. JV Company namely TUSCO limited has been registered on 12.09.2020 and in the initial phase, JV is planning to develop 600 MW capacity of Solar Park, each at Jhansi and Lalitpur District of UP.

“TREDCO RAJASTAN LIMITED” is a Joint Venture Company of THDC India Limited and RRECL (A state PSU OF Govt. of Rajasthan) was incorporated on 25<sup>th</sup> March 2023 for development, operation and maintenance of 1000 MW Capacity Ultra Mega Renewable Energy Power Parks (UMREPP) in state of Rajasthan.

Further, THDCIL has also diversified to provide specialized Consultancy services in the Power Sector.

**For further details of company profile and projects candidates may log on to [www.thdc.co.in](http://www.thdc.co.in)**

**THDC India Limited invites applications from dynamic candidates with good experience and academic records to join THDC India Limited in following posts:**

### DETAILS OF POST

S.No.	Designation & Grade	No. of Post	Qualification	Experience	Age as on 19.06.2023
1.	Additional General Manager (Company Secretary) in E-8 Level  Pay Scale- Rs1,20,000-3%-2,80,000	01 (UR)	Graduate and Member of Institute of Company Secretaries of India. Degree in Law will be added qualification.	Post qualification executive experience of 20 years in executive/officer cadre out of which minimum 1 year in immediate lower grade/scale (CDA/IDA) IDA: 1,00,000-3%-2,60,000  Equivalent Level or Equivalent post for the private sector	53 years

**NOTE:**

**1. Post Qualification Experience in detail:** The incumbent must possess thorough knowledge of matters pertaining to institutional Finance, Company Law, Corporate and Secretarial functions. The candidate should be well versed with the provisions of Company Act and SEBI rules and regulations. Candidate should be capable of independently handling Board matters, including organising Board meetings, presentation of Board Memorandum/Agendas, conducting and recording Board proceedings, etc. Candidate must possess excellent communication and drafting skills and abilities to liaison/coordination with stakeholders. The candidate should be capable of overall responsibility of Company Secretary in a large, multi-unit organisation to ensure statutory compliances as mandated under applicable laws.

**For candidates from Private Sector, the following additional requirement may also be considered:**

The candidates should have an experience of working in a Listed Company with a Paid up capital of atleast Rs 1000cr with an annual turnover of Rs 2000 crores.

**2.Age Relaxation:** For SC/ST/OBC(NCL)/EWS/PwBDs (degree of disability 40% or above) and ExServicemen candidates will be as per Government Directives and Guidelines  
No age bar for Departmental Candidates (THDCIL employees only)

### COMPENSATION PACKAGE

Selected Candidates in the post of **Additional General Manager in discipline of Company Secretary in E-8 Level on Regular basis** will be placed at minimum basic pay of Rs. 1,20,000 in the pay scale of Rs. 1,20,000-3%-2,80,000 (IDA).

The Compensation package shall include Basic Pay, Dearness Allowance, Perquisites and Allowance as per cafeteria, Performance Related Pay, Company Leased Accommodation / Company Quarters or HRA, Reimbursement of monthly conveyance expenditure, mobile facility, etc. will be admissible as per company rules in force from time to time. The Corporation also offers excellent facilities like Short and Long term Loans & Advances including House Building Advance, Car Loan, Computer/Laptop loan, Medical facilities for self and dependents, Group Insurance, PF, Gratuity and Pension

## SELECTION PROCESS

1. Selection of candidates will be on the basis of experience in the respective field and performance in the interview.
2. Personal Interview will be conducted for all eligible candidates.
3. Candidates must qualify in Personal Interview in order to be considered for the empanelment.

## HEALTH STANDARDS

Applicants should have sound health. Before joining candidates will have to undergo medical examination by CMO of any Govt Hospitals. No relaxation in Medical Norms is allowed. For details of norms and Standard of Medical Fitness, please visit "Medical Norms" on recruitment of our website [www.thdc.co.in](http://www.thdc.co.in)

## REGISTRATION FEES

Candidate belonging to General/OBC(NCL)/EWS category are required to pay non-refundable registration fees of Rs. 600 (Rs Six Hundred Only) through online mode.

**The SC/ST/PwBDs/Ex-Servicemen/ Departmental candidates (THDCIL Employees only) need not pay the Registration fee.**

**No age bar for the Departmental candidates (THDCIL employees only).**

## GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement. If a candidate shortlisted based on the information given by him/ her and does not fulfill the same/ meet the criteria, he/she will not be allowed for Personal Interview.
3. All qualification should be from an Indian University/Institute recognized by AICTE appropriate statutory authority.
4. All Degree/Diploma should be from recognized Indian University.
5. Training / Apprenticeship / Teaching period will not be counted as experience.
6. Computation of age and experience shall be done as on **19.06.2023**.
7. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment his/her services are liable to be terminated without any notice.
8. Reservation/Relaxation/Concession to the candidates belonging to SC/ST/OBC (NCL)/EWS/ PwBDs/Ex-Servicemen/J&K Domicile/Victims of Riots category shall be as per the Government of India directives.
9. Canvassing in any form shall disqualify the candidate.
10. Candidates claiming to belong to any particular category shall/ necessarily furnish valid EWS/ OBC (NCL)/SC/ST/ PwBDs Certificate, as the case may be, from Competent Authority. For posts where there are identified vacancies for OBC (NCL)/SC/ST/ PwBDs/EWS candidates, are required to submit requisite certificate in the latest prescribed format of Government India, issued in the current year only. Relaxation can be extended in case of vacancies identified for SC/ST/OBC (NCL)/PwBDs/EWS candidates. The upper age limit relaxed by 05 years for SC/ST/, 03 years for OBC (NCL) candidates. It is relaxed by 10 years for PwBD-General/EWS, 13 years for PwBDs for OBC (NCL) and 15 years for PwBDs- SC/ST/ candidate. The

OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-category and such candidates have to indicate their category as General. Upper age is relaxed by 05 years for the candidates who had ordinary been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989 in addition, the age relaxation for Ex-Servicemen (Ex-SM) will be as per Government of India guidelines/directives.

11. The total number of vacancies indicated above may increase/decrease at the discretion of THDCIL Management.
12. Format prescribed for furnishing certificates for SC/ST, OBC, EWS and PwBDs (as applicable for the relevant PwBDs category), formats are available in THDCIL website [www.thdc.co.in](http://www.thdc.co.in).
13. The closing date for receipt of application will be treated as the date reckoning for SC/ST/OBC(NCL)/EWS/PwBDs status of the candidate and the candidate should be in possession of necessary certificate as on this date.
14. In case Caste /Category Certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of document verification.
- 15. The upper age limit shall also be relaxed by 5 years for candidates belonging to THDCIL Project Affected Families.**
16. Candidates belonging to **Doob Kshetra/THDCIL Project Affected Area** the certificate shall be valid only if the same is issued by **Special Land Acquisition Officer (SLO) duly verified by concerned District Authority.**
17. Candidates shall be required to bring a valid photo ID to the interview. Photocopies of the original identification document shall not be acceptable. Candidates will not be permitted to appear for the Personal Interview if original and valid photo identification is not presented.
18. Candidates are advised to keep their e-mail ID, Mobile No. active at least for one year. No change in e-mail ID and Mob. No. will be allowed once entered. All future correspondence shall be sent viae- mail/ or SMS only.
19. All information regarding this recruitment process shall be made available in the recruitment section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the website periodically for updates related to recruitment process.
20. Applications from candidates employed in the Central/State Governments and Public Sector Undertakings, will have to be forwarded through proper channel. However, application not submitted through proper channel may be processed on the basis of advance copy but in such cases the candidate will be required to produce a “**No Objection Certificate**” at the time of interview. Failing which he/she shall not be permitted to attend the interview. An undertaking to this effect would have to be furnished by the applicant along with his application.
21. Candidates employed with Government Departments/PSUs/Autonomous Bodies will be required to submit relieving letter from current organization at the time of joining if selected for the post.
22. The mere fact that candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/ considered further for selection process.
23. Depending on the requirement THDCIL reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning anyreason thereafter.
24. For any queries, regarding the this recruitment process, please send email to [thdcrecruitment@thdc.co.in](mailto:thdcrecruitment@thdc.co.in).
25. Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application response there to can be instituted only in Dehradun (Uttarakhand) and Court/tribunals/ forums at Dehradun (Uttarakhand) only shall have sole exclusive jurisdiction to try any such cause/dispute.
26. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English version will prevail.

## HOW TO APPLY

**Before applying for Online Registration Form candidates should possess the following:**

1. Valid and active Email ID and Mobile No.  
**(E-mail ID and mobile number to be entered in online registration form is mandatory. In case a candidate does not have a valid e-mail ID, he/she should create his/her new e-mail ID before applying online. Candidates are advised to keep the e-mail ID and mobile number entered in the online registration form active for at least one year. No change in the e-mail ID or mobile number will be allowed once entered. All future correspondence shall be made via e-mail and/ or SMS only.)**
2. Scanned copy of recent passport size color photograph of the candidate with white background (Size-50 KB & Format-JPG/PNG/PDF)
3. Scanned signature of the candidate. (Size-20 KB & Format-JPG/PNG/PDF).  
**(Signature (in Black ink) against white background is to be scanned and uploaded in the space earmarked in the online registration form. Candidate is advised to confirm his/her uploaded signature is clearly visible/ identifiable at the appropriate place.)**
4. Scanned copy of Marksheet of Class Xth and XIIth Marksheet (Size-125 KB & Format-JPG/PNG/PDF)
5. Marksheet & Degree (Full-Time/Regular) of respective essential qualification. (Size-500 KB & Format-JPG/PNG/PDF).  
**NOTE: Candidates having Additional Qualification are supposed to upload the supporting documents alongwith documents of essential qualification as one file.**
6. Scanned copy of Experience Certificate. (Size-500 KB & Format-JPG/PNG/PDF).  
**(Candidates should ensure that they have uploaded all their experience certificates as one file)**
7. Scanned copy of Caste/ Category Certificate (if applicable in case of SC/ST/OBC(NCL)/PwBD/J&K Domiciled / Ex-Servicemen/ Victims of riots /Doob Kshetra of THDC Projects) in a format prescribed by the Government of India. (Size-125 KB & Format-JPG/PNG/PDF)
8. Scanned copy of Proof of norms adopted by University/Institute to convert CGPA/OGPA/DGPA in to percentage. (Size-125 KB & Format-JPG/PNG/PDF)  
**If CGPA is not applicable then upload the scanned copy of Marksheet.**

**Steps to Fill in Online Registration Form:**

- I. The relevant link will be made available on THDCIL website <https://www.thdc.co.in/>→**Career Section→ New Openings**. No other means/ mode of Registration Form shall be accepted. Candidates shall only apply through online registration link. ***Before filling the Online Registration Form please read eligibility criteria and essential qualification required carefully.***
- II. Candidates must fill in their Basic Information.  
Candidates must enter the same name in the same configuration as they are entering while applying as mentioned in their certificate.

- III. Must carefully fill the fields asked in the Basic Information. Such as State Domicile, Category, Religion and other information asked.
- IV. Fill in the details of Academics & Professional Qualification as per your marksheet and certificate only. Provide marks as per your marksheet. In case of CGPA provide correct marks in percentage after conversion.
- V. While filling in the Languages Known remember to tick the boxes provided in that section as well. Next fill in Address details and other information.
- VI. Fill in the details of your experience with proper mention of period of service.
- VII. Remember to upload all the documents as per mentioned format and size. Please see that all documents uploaded are clear and readable.
- VIII. Upon completing the filling of the details in Registration form, candidate has to click the Save button and then proceed further:
  - For the candidates belonging to **General, OBC(NCL) and EWS**, Payment Now option will appear before final submission of Registration Form, the candidate has to click on Payment Now and complete the payment process. After completion of Payment process, the candidates shall complete the application form by filling up of Payment details and then shall click on the Submit Button at the bottom of the page.
  - For ST/SC/PwBD/ J&K Domiciled / Ex-Servicemen/ Victims of riots /Doob Kshetra (Project Affected)/ Department Candidates (THDCIL Employees only) need not pay the Registration Fee and no Payment Now option will appear, for such candidates, they have to directly click on Submit button at the bottom for Final Submission.

**IMPORTANT NOTE: After clicking of Submit button the Registration Form will be considered complete and submitted for Final Submission.**

- IX. Candidate should take a print out of completed application form and keep it with him/ her safely for future reference. **(This print out of application should be kept in safe custody of the candidate. Candidates must not send this printout to any office of THDCIL).**
- X. Other Points:
  - All Information regarding this recruitment process shall be made available in the career section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the web site periodically for updates regarding this recruitment.
  - Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
  - Applicants can send their Query related to Recruitment to e-mail ID: [thdcruitment@thdc.co.in](mailto:thdcruitment@thdc.co.in) or can call any working day (Monday to Friday) from 10.00 AM to 5.00PM in recruitment cell at 0135-2473837 and 0135-2473412.
  - Once applied, the applicants are advised to check the website as well as their registered e-mail ID regularly for any updates.

***THE CANDIDATES SHOULD CROSS CHECK ALL THE DETAILS FILLED IN THE ONLINE REGISTRATION FORM, BEFORE FINALLY SUBMITTING THE SAME, AS NO CORRECTION WILL BE ALLOWED LATER.***

## HOW TO MAKE PAYMENT

- For **GENERAL, OBC(NCL) & EWS CANDIDATES**- Candidates have to click on the payment now link and make payment of **Registration fee-₹ 600/- (₹. Six Hundred only)**
  - For **ST/SC/PwBDs/J&K Domicile / Ex-Servicemen/ Victims of riots /Doob Kshetra of THDC Projects** the **Registration fee is exempted.**
1. Visit SBI Collect from <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
  2. Select Category-----> PSU-Public Sector Undertaking.
  3. Search for PSU- Public Sector Undertaking and type---- THDC INDIA LIMITED
  4. Click on “THDC INDIA LIMITED”.
  5. Fill in the details like a. Name, b. Application No. (THDC Registration No.), c. Mobile Number, d. Father’s Name and e. Email ID, f. Advt No., g. Post, h. Discipline, i. Amount (Please fill in the same details as entered in online application and kindly ensure to fill the details correctly)
  6. Enter your details-----> Click on Individual and fill details like Name, Date of Birth, Mobile No., Email ID.
  7. Click on the Check Box- I have read and agreed to Terms & Conditions.
  8. Enter the Captcha and Click on Next.
  9. Verify payment details and Click on Next.
  10. Select the payment mode and make payment of fees.

### IMPORTANT POINTS:

- On making the payment a unique number will be generated and the candidates will receive it on their Registered Mobile Number through SMS.
- Candidate should take print out of receipt of Registration Fee and keep it with him/her safely for future reference. Candidate must not send this printout to any office of THDCIL.
- If Registration Fee is deducted from the bank account and candidate receives failure payment message, after submitted the Registration Form and Payment Now displaying on the Registration form then candidates are advised to read instructions carefully under “Steps for making payment of Registration Fee” and accordingly once again make the payment of Registration fee or contact his/her bank.
- Bank Commission charges will be borne by the candidates. In case the fee is deposited in wrong account then THDCIL will not be responsible.
- Registration fee deposited **after last date of submission (5:30 PM) will not be valid.**
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to ensure their eligibility before applying for any post and payment of Registration Fee.

## IMPORTANT DATES

Sl.No.	Particulars	Date & Time
1.	Opening of Online Registration	19.06.2023 (10:00 AM)
2.	Closing of Online Registration	09.07.2023 (11:59 PM)
3.	Last date of submission of payment details in Online Portal (For Registered candidates only)	11.07.2023 (5:30 PM)

**Note:**

- 1. Applicants are advised to check the Recruitment section of our website regularly for any updates.***
- 2. In order to avoid last minute rush, the candidates are advised to apply early enough. THDCIL will not responsible for network problems or any other problem in submission of online application.***
- 3. Registration Fee once paid will not be refunded under any circumstances.***