

DELHI TRANSCO LIMITED

EMPLOYMENT NOTICE

Delhi Transco Limited, a wholly owned Company of Govt. of NCT of Delhi, invites applications for appointment to one post of Company Secretary (Pay Level-13-A) (Rs. 131100-216600) alongwith usual allowances as admissible under the rules of the Company, on Direct Recruitment Basis.

For eligibility criteria, terms and conditions and complete details, please logon to the Company website: www.dtl.gov.in under the head "Career".

Last date of receipt of application at email dm.hr1@dtl.gov.in is 15 days, from the date of publishing of advt. in Employment News.

DELHI TRANSCO LIMITED

(A Govt. of NCT of Delhi Undertaking)

(Regd. office: Shakti sadan, Kotla Marg, New Oelhi-110002)

DTL is a Delhi Govt. Company engaged in the business of Power Transmission. The Company is looking for a dynamic & result oriented Executive to join the organization on the following position:-

S.No	Name of the post	Vacancy	Pay Matrix level	Method of recruitment
1.	Company Secretary	01 (UR)	Level 13-A (Rs. 131,100-216,600) (Pre-revised CDA pay scale of Rs. 37400-67000+ Rs. 8900(GP))	Direct Recruitment

Minimum essential qualification required for the below mentioned post is indicated in the table:

Job Specification

S.No	Post	Minimum essential eligibility criteria (for Direct Recruitment)
1.	Company Secretary	<p>Essential :</p> <ol style="list-style-type: none">Graduate with membership of Institute of Company Secretaries of IndiaShould have at least 12 yrs. Of post qualification experience as Company Secretary. The incumbent should be fully conversant with all the aspects of work of the Company Secretary with knowledge of the Company Law and allied Corporate Laws including Industrial Laws since he/she is required to provide legal aid and advice including vetting of legal documents/ agreements. <p><u>Additional Criteria :</u></p> <p>Company turn over: If a candidate is working in Pvt. Sector then Company/Employer should have minimum turn-over of Rs. 100 Crores for last or Current financial year.</p> <p>Preference will be given to candidates from Power Sector.</p> <p><u>Desirable:</u> Degree in Law/ CA/ICWAI (CMA)/ MBA (Finance)</p>

		<p><u>Age Limit:</u></p> <p>Not exceeding 45 yrs. (Relaxable for Govt. Servant upto 5 yrs. In accordance with the instructions/orders issued by the Govt.</p> <p>Age relaxation can also be considered for experienced and deserving candidates.</p>
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Pay & emoluments:- the pay emoluments in Direct Recruitment shall be as per Pay matrix level 13-A, Rs. 1,31,100-216,600 (Pre-revised CDA pay scale of Rs. 37400-67000+ Rs. 8900 (GP)) & other benefit which includes DA, HRA, Medical Benefits, Provident Fund, Gratuity, other perks etc. as per extant rules of the company.

Important conditions:-

1. Only Indian Nationals are eligible to apply.
2. Before applying, the candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement, otherwise the candidature will be cancelled at any stage.
3. The applicant working in a State Govt. PSU/Central Govt. PSU/ State Govt. Deptt./ Central Govt. Deptt./Autonomous Bodies should apply **through proper channel** or produce “ **No objection Certificate**” at the time of interview. The NOC along-with disciplinary / vigilance clearance certifying that no penalty is imposed against the officer for last 05 years and experience certificate, will be required at the time of interview.
4. If candidate(s) is working in private sector then company should have minimum turnover of **Rs. 100 Cr. for FY 2021-22 or 2022-23**. Supporting documents should be submitted alongwith application. In absence of which the candidature will be rejected.
5. Application not submitted strictly in the prescribed format or incomplete in any respect shall be liable for rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent request /clarification regarding job profile/ experience, mailing address, category etc. at a later date will not be entertained under any circumstances.
6. DTL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. The Management reserves the right to fill or not to fill all or any of the above positions, without assigning any reason whatsoever. Also the vacancies may vary depending upon the requirement.
7. DTL also reserves the right to cancel/amend the advertisement and/or the selection process there under, without assigning any reason thereof.
8. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment.
9. Canvassing or bringing influence in any form will disqualify the

candidature of the applicants.

10. In case of any dispute, the decision of the Management will be final.
11. Legal jurisdiction in case of any dispute arising out of this recruitment shall be with the **Courts of Delhi** only.
12. The selected candidate will be on probation for specified period as per applicable rules and their regularization shall be subject to successful completion of the probation.
13. Candidates will have to submit the duly signed original application and produce original educational & experience documents, company turnover document, birth certificate, caste certificate (if availed fee waiver) etc. for verification at the time of interview. If any certificate etc. is issued in a language other than Hindi or English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of interview.

Note:

1. The selection process may consist any or all of the following selection methods i.e. written test / GD/ interview or any other methodology as per the rules and decision of the management.
2. Preference will be given to candidates from Power Sector.
3. Weightage will be given to good academic background.
4. The period for which the service is being rendered as "Trainee" will not be considered for counting of experience.
5. The crucial date for determining the age limit shall be the closing date for receipt of application from the candidates.
6. Willing candidates are required to send the scanned signed copy of application, educational certificates/mark sheets, experience certificates, birth certificate, caste certificate (if availed fee waiver) & company turnover document etc in PDF format in single email at email id – dm.hr1@dtl.gov.in along with scanned copy of signed application form latest by closing date and time for receipt of application at given email id. Multiple emails regarding submission of documents will not be entertained.
7. Hard copy of the applications are required to be sent in the office of GM(HR), 7th Floor, Shakti Sadan, ND-11002. In case of any discrepancy, the documents in hard copy will be final.

How to apply:

Persons desirous of making application may send scanned copy of their filled in application in the format (annexure-1) available on the website along with scanned copies of self attested all supporting documents and scanned copy of Demand Draft in PDF format to General Manager (HR), DTL at email address dm.hr1@dtl.gov.in

within 15 days, from the date of publishing of advt. in Employment News.

1. The original signed in application along with copies of all supporting documents and original DD will have to be submitted at the time of interview.
2. Candidates are required to pay a non-refundable application fee of Rs.500/- in the form of a Demand Draft, drawn in favour of "Delhi Transco Limited." payable at New Delhi. No application fee is required by the candidates belonging to SC/ST category. Initially, scanned copy of Demand Draft has to be sent along with scanned copy of Application and all supporting documents in PDF format at above mentioned email address and the Original Demand Draft has to be submitted at the time of Interview by the Shortlisted Candidates only. Demand Drafts of candidates not shortlisted for Interview are not required to be sent to the Company and may be encashed by the candidates once they have been informed that they have not been shortlisted for Interview.
3. In case of any overwriting or tampering of application form, the candidature of the concerned candidate shall be rejected. Also, the Original duly signed Application submitted at the time of Interview should match exactly with the scanned copy already submitted earlier via email as above at Point No. 1. The candidature of the candidate shall be summarily rejected if any discrepancies are found between the scanned copies of signed application and supporting documents already sent via email id and original application and documents submitted at the time of Interview.
4. Furnishing of wrong/false /in-complete /misleading information in the application form will lead to disqualification of the candidate and DTL will not be responsible for any of the consequence of furnishing such wrong/false/in-complete/ misleading information.
5. If at any stage during the recruitment and selection process and thereafter, it is found that the candidate has furnished wrong/false/in- complete/misleading information, his/her candidature will be rejected or any other action as deemed fit, may be taken against him/her. If any of these shortcomings are detected even after appointment, his/her services will be summarily terminated.
6. Candidates must possess a valid e-mail id & mobile number. The company will not be responsible for any miscommunication arising out of change of email address/mobile no. Accordingly, the candidates are advised not to change their email address/mobile no. till completion of the recruitment process.
7. The communication to the candidates will be done through email/ mobile number.
8. The applicants are advised to check the website www.dtl.gov.in periodically for important updates. Any amendment in the conditions or any other information will be hoisted on the website of the company only and for the same, no further notification will

be given in the press.

9. Following format should be followed for submission of application through e-mail address:
 - (i) A PDF file should be created and named as first name of the candidate. (for example- if your name is Ram Kumar Sharma, then-the file should be named as Ram.pdf)
 - (ii) Arrangement of documents in PDF format should be as follows-
 - (a) Filled in & signed application form,
 - (b) Scanned copy of demand draft.
 - (c) Birth certificate.
 - (d) Educational certificates & mark sheets. (Starting from 10th class)
 - (e) Certificates of desirable qualifications, if any.
 - (f) Experience certificates (Starting from present employer)
 - (g) Caste certificate. (if availed fee waiver)
 - (h) Supporting documents for Company turnover for FY 20-21 or 21-22.
 - (i) Details of criminal case or conviction/fine or imprisonment or vigilance/disciplinary cases pending or any penalty imposed by employer/ company (if any).
 - (j) Any other details.
10. Specimen copy of filled-in application form is also attached for reference.
11. The last date of receipt of applications at email address dm.hr1@dtl.gov.in is 15 days, from the date of publishing of advt. in Employment News.

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Name of the post: Company Secretary,

No. of Post: 01 (Unreserved) in Pay Level: 13-A (Rs. 131,100-216,600/-) (Pre-revised CDA pay scale of Rs. 37400-67000+ Rs. 8900(GP))

Minimum essential qualification required for the below mentioned post is indicated in the table:

- i. Graduate with membership of Institute of Company Secretaries of India
- ii. Should have at least 12 yrs. Of post qualification experience as Company Secretary. The incumbent should be fully conversant with all the aspects of work of the Company Secretary with knowledge of the Company Law and allied Corporate Laws including Industrial Laws since he/she is required to provide legal aid and advice including vetting of legal documents/ agreements.

Additional Criteria :

Company turn over: If candidate(s) is working in Pvt. Sector then Company/Employer should have minimum turn-over of Rs. 100Crores for last or Current financial year.

Preference will be given to candidates from Power Sector.

Desirable :

Degree in Law/ CA/ICWAI (CMA)/ MBA (Finance)

Age Limit:

Not exceeding 45 yrs. (Relaxable for Govt. Servant upto 5 yrs. In accordance with the instructions/orders issued by the Govt. Age relaxation can also be considered for experienced and deserving candidates.

Pay & emoluments:- The pay emoluments in Direct Recruitment shall be as per Pay matrix level 13-A, Rs. 1,31,100-216,600 (Pre-revised CDA pay scale of Rs. 37400-67000+ Rs. 8900 (GP)) & other benefit which

includes DA, HRA, Medical Benefits, Provident Fund, Gratuity, other perks etc. as per extant rules of the company.

Last date of receiving on-line application is 15 days, from the date of publishing of advt. in Employment News.

For other Terms & Conditions please visit DTL website: www.dtl.gov.in under the head "Career".



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Paste recent
passport size
self attested
colour
photograph

**Bio-data cum Application form for the Post of Company Secretary on
Direct Recruitment basis.**

(Write in Capital Letter for point no. 1-8)

1. Name (Mr./Ms./Mrs.):
2. Date of Birth:
(DD/MM/YY & in words)
3. Father's /Husband's Name: Mr.
4. Whether belong to SC/ST category*:
(in case, the applicant is claiming application fee waiver on the account
of belonging to SC/ST category, a copy of caste certificate must be
enclosed)
5. Mailing Address:
6. Permanent Address:
7. Mobile no.:
8. E-Mail I.D.:
9. (a) Are you related to any of the Directors of Delhi Transco Limited ?
Yes/No
(b) Are you/your relative(s) employed in Delhi Transco Limited ?
Yes/No
If yes, give details:

Name	Post, Place of posting	Employee No.	Relationship with employee

10. Academic and Professional Qualification:

Details of academic and professional qualifications (10th onwards)

Examination/ Degree Passed	School/ College/ Institution	Name of Board /University	Date of Passing	Full time /Part time	Division	% of Marks obtained

Note:

1. Self attested copies of degrees and mark sheets to be enclosed.
2. Course percentage (%) should not be rounded off.

11. Proficiency in languages:

Languages Known	Speak	Read	Write

12. Total Post Qualification Experience:

Years

Months

13. Details of experience starting from present. Please give details of different positions held in each organization with dates

Employers name & Sector	Period of employment		Duration		Designation & scale of pay/pay matrix level	Total emoluments per month	Exact nature of duties/ functions	Reason for leaving
	From date	To date	Year	Month				

Note: Copy of self attested certificates and proper proof of experience in respect of details of experience are to be enclosed. (Add: Extra sheet separately, if required)

14. Present employment status (as on date of submission of application):
Please indicate details as under:
- (a) Name of organization;
 - (b) Sector (Central/State/UT Govt./PSUs/Autonomous Bodies/Others-
(Please specify));
 - (c) Position status in the hierarchical structure of the organization along
with respective grades and pay scales:

15. Name & address of two persons other than relatives to whom we may
write for reference with contact number & email ID (if any):

1.

2.

16. Have you ever been arrested in criminal case or convicted, fined or
imprisoned for violation of any law excluding minor traffic violation) or is
any disciplinary/vigilance case pending/ ever initiated or any penalty
is/was imposed against you in your company or have you been
barred/disqualified by a Public Service Commission/University or any
other Educational Authority from appearing in its examination?
Yes /No (if yes give details)

17. Any other relevant details/information not covered above that you may
wish to furnish:

If yes provide details:

18. I Certify that all the information given above are true to the best of my
knowledge and belief. I also certify that I fulfill the eligibility criteria for
applying to the post.

Signature:
Name:

Date :
Place :