

<p>Company Profile</p>	<p><b>Tata Power is India’s largest integrated power company</b> with a 107-year-old legacy committed to ‘Lighting Up Lives’ for generations to come. Our vision is to <b>“Empower a billion lives through sustainable, affordable and innovative energy solutions”</b>. Tata Power, together with its subsidiaries and joint entities, is present across the entire power value chain of conventional and renewable energy and next generation customer solution with future focus on innovation and technology, emphasis on renewable power, power distribution and service-led business. Tata Power has a domestic footprint with a generation capacity of 13,515 MW (FY22) from Thermal, Hydro, Waste Heat/BFG, Wind and Solar energy, out of which 4,655 MW is from “Clean and Green sources”. We have 12 million+ distribution customers and carry a <b>clean energy portfolio of 34%</b>. With a bold aspiration to become the <b>‘Most Preferred Green Energy Company’</b>, we are proactively investing in a greener portfolio, and innovating with smart technology for a future-ready business. Tata Power has a holistic approach to Sustainability that covers environment, climate change, biodiversity and community relations.</p> <p>At Tata Power, we are on a journey to challenge conventions, set benchmarks and consistently innovate to explore solutions to meet the energy needs of the present and the future. Today, more than ever, we have a responsibility to all our stakeholders and the world at large, to find such solutions that usher in a sustainable tomorrow.</p> <p><b>Our highly engaged workforce is a reflection of the work environment that inspires excellence, continuous learning and a culture that encourages employees to innovate.</b> With a strong foundation of values and ethical conduct, strong legacy and expertise across the value chain, Tata Power stands out to be one of the most valued power companies in India.</p> <p>For more details, please visit <a href="http://www.tatapower.com">www.tatapower.com</a></p>
<p>Designation</p>	<p>Executive Trainee – Company Secretary</p>
<p>Role &amp; Responsibilities</p>	<p>The roles and responsibilities include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Stock Exchange related compliances</li> <li>• Company law related compliances</li> <li>• Maintain statutory registers</li> <li>• Drafting of board and committee agenda notes and minutes</li> </ul>

	<ul style="list-style-type: none"> <li>• Compilation of data for annual report</li> <li>• Filing of e-forms</li> <li>• SE Compliances on NEAPS and BSE portal</li> <li>• Dealing with shareholders and their queries</li> <li>• Vetting of documents for subsidiaries and advising subsidiaries</li> </ul>
Key Skills Required	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> <li>• Excellent spoken and written communication skills</li> <li>• Analytical skills for interpretation of laws</li> <li>• Good organizational and planning skills</li> <li>• Drafting skills</li> <li>• Well-versed with MS Office (Excel, PowerPoint, Outlook and Word)</li> </ul>
CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive healthcheck-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (purchase at WDV), Rewards &amp; Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
Joining Locations	Tata Power Group companies across India
Joining Period	May 2023 onwards (subject to completion of qualifying examinations)
Selection Process	Online Written Test > Psychometric Test & Asynchronous Video Interview > Personal Interview
Shortlisting Criteria	<ul style="list-style-type: none"> <li>• 60% above throughout SSC, HSC, Graduation and PGP/MBA (if applicable)</li> <li>• The applicant must not have any active backlogs (uncleared exams)</li> <li>• The applicant should have completed all academic courses (Under Graduation/ Post Graduation) within the stipulated tenure of course (e.g.: B.A./ B.Com./ B.Sc. in 3 year or B.E./ B. Tech. in 4 years, and MBA/ PGDM in 2 years)</li> <li>• Candidate should be willing to travel and be posted anywhere in India at office, plant, project site location etc.</li> <li>• Candidate to be declared medically fit by Company CMO</li> </ul>