

**ELECTRICITY SERVICE COMMISSION**  
**U.P. POWER CORPORATION LTD.**  
**(A U.P. Govt. Undertaking)**  
S.L.D.C. Campus (Near Mantri Aawas)  
Vibhuti Khand, Phase-2, Gomti Nagar, Lucknow-226010  
CIN : U32201UP1999SGCO24928

**Advertisement No.1/VSA/2019**

Applications are invited from Indian Nationals possessing the Essential Eligibility Qualification given below, for direct recruitment to the posts of **Company Secretary** as detailed below:-

| SL.NO | POST CODE | NAME OF POST      | NAME OF COMPANY                                            | NUMBER OF POST |
|-------|-----------|-------------------|------------------------------------------------------------|----------------|
| 1     | 301       | Company Secretary | U.P. Power Coropration Ltd. (UPPCL)                        | ONE            |
| 2     | 302       | Company Secretary | Dakshinanchal Vidyut Vitran Nigam Ltd.(DVVNL)              | ONE            |
| 3     | 303       | Company Secretary | Uttar Pradesh Power Transmission Corporation Ltd. (UPPTCL) | ONE            |

The process of selection to the above posts will be on the basis of Educational and Professional Qualification, Experience, General Appearance and Personnel Interview. In case of applying for, more than one post code, options for company, must be indicated by the candidate in application form. Allotment of the Company shall be done according to merit and options given by the candidate. Application alongwithwith proof of payment of application fee, Educational and Professional Qualification, Experience certificate issued by the Company should be self attested and scanned and sent through E-mail to [vsauppcl@gmail.com](mailto:vsauppcl@gmail.com) before the closing date of the application form. **Application form recived through any other mode/courier or by hand will not be considered.** Original application form alongwith proof of payment of application fee, photocopy of eductional and professional qualification will have to be submitted at the time of interview. Candidate can pay the requisite application fee through RTGS/NEFT mode only to **Current Account no- 33126144232 & IFSC code: SBIN0000125 & Name of Bank - State Bank of India, main branch, Hazratganj, Lucknow.** Application fee shall not be accepted through any other mode or cash.

**(1)ESSENTIAL ELIGIBILITY CONDITIONS:-**

**(i)AGE:** The candidate should not be more than 45 years of age as on 01.01.2019 (Inclusive of all relaxation, whatsoever).

**(ii)EDUCATIONAL QUALIFICATION:**

- Candidate should be a member of the institute of Company Secretaries of India and should hold a Degree in Law from a Recognised University
- Preference shall be given to a candidate having qualification of a



Cost Accountant in addition to (A) above from a recognised Institute.

(iii) **EXPERIENCE:**

Minimum 05 years of independent work experience as a Company Secretary. Preference shall be given to those candidates, who have the above experience as a Company Secretary in a power sector company.

(2) **RESERVATION:**

Being unitary post in DVVNL, UPPCL and UPPTCL, reservation is not applicable.

(3) **PAY-SCALE:-**

Pay as Per 7<sup>th</sup> Pay Commission-(Level-13; Rs.131100+ Dearness and other allowances admissible as per rules of UPPCL/UPPTCL (TRANSCO)/ DVVNL).

(4) **MARITAL STATUS:**

Any married male/female candidate having more than one wife/husband alive and female candidate who is married to a person has already one or more living wife/wives, are NOT eligible to apply.

(5) **APPLICATION PROCESSING FEES (NON-REFUNDABLE):-**

Application processing fees is Rs. 1000.00(Rupees One thousand only) for all categories and is non-refundable.

(a)Candidate can pay the requisite application fee through RTGS/NEFT mode only to **Current Account no- 33126144232 & IFSC code: SBIN0000125 & Name of Bank - State Bank of India, main branch, Hazratganj, Lucknow.** No other mode of payment except RTGS/NEFT is acceptable.

Bank charges are to be borne by the applicant. Application processing fee, once paid will neither be refunded /transferred nor will be held in reserve for any other future selection process.

(6) **HOW TO APPLY:**

Download the Application Form given in Annexure-1 of this advertisement. Fill the application form and sent along with proof of payment of Application Processing and self attested photocopy of certificates in support of educational and professionals eligibility to E-mail- **vsauppcl@gmail.com**. Application sent by courier or by hand or any other mode will not be accepted.

(7) **JURISDICTION :** Any dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts at Lucknow only.

(8) **DISCLAIMER:**IN CASE OF ANY AMBIGUITY, THE EXISTING POLICIES, RULES AND REGULATIONS OF UPPCL WILL BE FINAL.

**IMPORTANT DATES**

|                                         |            |
|-----------------------------------------|------------|
| Application Start Date                  | 06.01.2019 |
| Last Date of Receiving Application Form | 27.01.2019 |

NOTE : (A) THE COMPLETE APPLICATION FORM ALONGWITH SELF ATTESTED PHOTOCOPY OF ALL ELIGIBILITY CERTIFICATES AND REQUISITE APPLICATION FEES SHOULD BE E-MAILED ON OR BEFORE THE **27.01.2019**. THE APPLICATION FORM SHOULD BE SENT BY E-MAIL ONLY. FORM WILL NOT BE ACCEPTED BY ANY



*Handwritten signature*

OTHER MODE. ALSO APPLICATION RECEIVED AFTER THE LAST DATE WILL NOT BE CONSIDERED AND WILL BE REJECTED.

(B)ELECTRICITY SERVICE COMMISSION, UPPCL RESERVES THE RIGHT TO CANCEL THIS ADVERTISEMENT AT ANY STAGE WITHOUT ASSIGNING ANY REASON THEREOF.

SECRETARY  
ELECTRICITY SERVICE COMMISSION

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No. 51 /ESC/1-2019 Dated : January 05, 2019







APPLICATION FORM

1. Advertisement No: 1/VSA/2019
2. Name of the post applied for- COMPANY SECRETARY  
.....
3. Option of Company  
(Please give your option for Company as given below)

AFFIX SELF  
ATTESTED  
LATEST  
PASSPORT SIZE  
PHOTOGRAPH

| Option        | Post Code | Name of Company |
|---------------|-----------|-----------------|
| First Option  |           |                 |
| Second Option |           |                 |
| Third Option  |           |                 |

4. Applicant's Full Name in English (In Capital Letters)  
.....
5. Father's Full Name in English (In Capital Letters)  
.....
6. (a) Date of birth: (In DD/MM/YYYY format)  
(b) Age as on 01.01.2019 Year.....Month.....Days.....
7. Gender: Male ☐ Female ☐ Transgender ☐  
(Please tick in the relevant box)
8. Marital status (Please tick in the relevant column)  
Married ☐ Unmarried ☐
9. Caste.....Religion.....Nationality.....
10. (a) Address for communication .....  
.....  
..... Pin Code.....  
Mob.No- .....Email Address- .....  
(b)Permanent address:.....  
.....  
.....Pin Code :.....  
Mob.No- .....Email Address- .....



### 11. Academic Qualifications: (From class Xth onwards)

| Sl. No | Name of Exam. Passed                          | Name of Institution/ Examining Body | Year of passing | Marks Details |                | Percentage (xx.xx%) |
|--------|-----------------------------------------------|-------------------------------------|-----------------|---------------|----------------|---------------------|
|        |                                               |                                     |                 | Max. marks    | Marks Obtained |                     |
| 1      | High School(Class 10 <sup>th</sup> )          |                                     |                 |               |                |                     |
| 2      | Intermediate (Class 12 <sup>th</sup> )        |                                     |                 |               |                |                     |
| 3      | Graduate                                      |                                     |                 |               |                |                     |
| 4      | Post Graduate                                 |                                     |                 |               |                |                     |
| 5      | L.L.B                                         |                                     |                 |               |                |                     |
| 6      | Company Secretary's course                    |                                     |                 |               |                |                     |
| 7      | Registraion No. and date as company secretary |                                     |                 |               |                |                     |
| 8      | Others                                        |                                     |                 |               |                |                     |

### 12. Details of Experience:-

| Sl. No. | Name of Organization | Post Held | Period |    | Nature of Work experience |
|---------|----------------------|-----------|--------|----|---------------------------|
|         |                      |           | From   | To |                           |
|         |                      |           |        |    |                           |

### 13. Details of Application Fee Payment:

| Payment/Transaction reciept no. | Date | Mode of Transaction (RTGS/NEFT) | Amount in Rs. |
|---------------------------------|------|---------------------------------|---------------|
|                                 |      |                                 |               |



**14- Any other details**

.....  
.....  
.....  
.....

**Declaration**

I,.....Son/Daughter of  
Shri.....hereby declare and  
solemnly affirm that I have fully understood the essential eligibility clause  
provided in the advertisement and accordingly all the particulars stated in  
the application form are true to the best of my knowledge and belief. I will  
submit the required documents/certificates of eligibility on demand to the  
Commission. If at any stage of selection, the information submitted by me  
is found false/fake/misinterpreted/ incorrect or myself does not satisfy the  
eligibility criteria for the post applied, the Commission will have a right to  
cancel my candidature/selection and if the same comes to the notice, even  
after my appointment, my services may be terminated, in addition to any  
legal action as deemed fit by UPPCL. I will not claim any refund of fees or  
compensation or any sort of damages.

**Place:**

**Signature of candidate**

**Date:**

**Encl: 1. Self attested copy of each Certificate in support of the above  
details . 2. Payment/ Transaction Reciept.**

