



INDRAPRASTHA POWER GENERATION COMPANY LTD.

[Regd. office: Humadri, RPH Office Complex, New Delhi-110002]
(A Govt. of NCT of Delhi Undertaking)

IPGCL is a Delhi Govt. Company engaged in the business of Power Generation. 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>Age Not exceeding 45 years as on closing date of advertisement. (Relaxable for Govt. servant's upto 5 years in accordance with the instructions/orders issued by the Govt.) Relaxation in maximum age can also be considered for experienced and deserving candidates by Managing Director of the Company on the basis of recommendations made in this regard by a Committee of all the Functional Directors & GM (HR) for shortlisting of suitable candidates.</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate with Membership of Institute of Company Secretaries of India. 2. Should have atleast 12 years of post qualification experience as Company Secretary with any designation. (with no weightage for pre-qualification experience). 3. If candidate(s) is working in private sector then company should have minimum turnover of Rs 100 cr for last or current Financial Year. (Supporting documents indicating turnover of company for last or current Financial Year should be submitted alongwith application in absence of which candidature may be rejected).

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425

		<p>4. Preference will be given to candidates from Power Sector.</p> <p>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 is required to provide legal aid and advice including vetting of legal documents/agreements.</p> <p><u>Desirable</u> Degree in Law/ CA/ ICWAI (CMA)/MBA(Finance).</p> <p>*Note: The period of obtaining full time desirable qualifications should not be concurrent with the period of articleship of essential qualification and the period of post qualification experience claimed in the application form.</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.

2. 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 candidature will be cancelled at any stage.
3. If the candidate is already working in a State Govt. PSU/Central Govt. PSU/State Govt. Deptt./Central Govt. Deptt./Autonomous Bodies, application may not be forwarded through proper channel initially. However, 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 2022-23 or 2023-24. Supporting documents should be submitted alongwith application. In absence of which candidature will be rejected.
5. The period of obtaining full time desirable qualifications should not be concurrent with the period of articleship of essential qualification and the period of post qualification experience claimed in the application form, otherwise, the candidature may be rejected.
6. 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.
7. IPGCL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. The Management reserves that 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.

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- 8. IPGCL also reserves the right to cancel/amend the advertisement and/or the selection process there under, without assigning any reason thereof.
- 9. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment.
- 10. Canvassing or bringing influence in any form will disqualify the candidature of the applicants.
- 11. In case of any dispute, the decision of the Management will be final.
- 12. Legal jurisdiction in case of any dispute arising out of this recruitment shall be with the Courts of Delhi only.
- 13. 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.
- 14. 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), form 32 as per requirement of Companies Act regarding intimation/approval to Ministry of Corporate Affairs as Company Secretary, relieving/joining report for each promotion in the Company /Organization 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.

3. **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/marksheets, experience certificates, birth certificate, caste certificate (if availed fee waiver) & company turnover document, form 32 as per requirement of Companies Act regarding intimation/approval to Ministry of Corporate Affairs as Company Secretary, relieving/joining report for each promotion in the Company/Organization etc. in PDF format in single email at email id hr-recruitment@ipgcl-ppcl.nic.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 and may lead to rejection of the candidature.

How to apply:

1. Persons desirous of making application may send scanned copy of their filled in application in the format (annexure-I) 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), IPGCL at email address hr-recruitment@ipgcl-ppcl.nic.in by 5.00 pm 28th SEPTEMBER, 2023. 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 "Indraprastha Power Generation Company Ltd." 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 candidature and IPGCL 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 mis-communication 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 e-mail/mobile number.



- 8. The applicants are advised to check the website www.ipgcl-ppcl.nic.in OR www.ipgcl-ppcl.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 & marksheets. (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 22-23 or 23-24.
 - (i) Scanned copy of form 32 as per requirement of Companies Act regarding intimation/approval to Ministry of Corporate Affairs as Company Secretary
 - (j) Scanned copy of relieving/joining report for each promotion in the Company/Organization.
 - (k) Details of criminal case or conviction/fine or imprisonment or vigilance /disciplinary case pending or any penalty imposed by employer/company (if any).
 - (l) 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 hr-recruitment@ipgcl-ppcl.nic.in is 28th SEPTEMBER, 2023 by 05.00 p.m.