

दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड

(सरकार का उपक्रम)

DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)

CIN : U40100DN2012GOI000405

No. DNHPDCL/48/2014/

1924

Dtd 11/06/2014

1. Applications are invited from interested candidates to fill up the following posts on deputation:-

Sr. No	Name of Post	Pay Scale	Qualification and Experience	No of posts
1	General Manager (Finance & Accounts)	PB III ₹ 15,600- 39100 Plus Grade Pay ₹ 7600/-	Chartered Accountant with very good experience in maintaining Accounts in Double Accounts System, its finalization, handling taxation, legal, audit matters etc. AND (i) Holding analogous post in any Govt./Semi Govt Undertakings, Departments, Corporations, Electricity Boards, Undertakings etc. OR (ii) Holding the post in the grade of PB III, Grade Pay of ₹ 6600/- with minimum 5 years experience in similar organization as at (i) above	1 (one)
2	General Manager (Administration & HR)	PB III ₹ 15,600 - 39100 Plus Grade Pay ₹ 7600/-	(i) Officers holding analogous post in Govt./Semi Govt. Undertakings, Departments, Electricity Boards, Corporations. etc. OR (ii) Officers in the grade of PB III, G. P. ₹ 6,600/- with minimum 5 years regular service in the grade in any organization mentioned at (i) above. AND (iii) Having very good exposure in Administrative and service matters, welfare of employees etc.	1 (one)

2. The pay of the candidate selected for appointment on deputation will be regulated in accordance with general orders on the subject.

पंजीकृत कार्यालय : प्रथम तल, विद्युत भवन, सचिवालय के सामने, सिलवासा - ३९६२३०
Regd. Office : First Floor, Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230
Tele/Fax : 0260-2642338 Web site : www.dnhdcl.in



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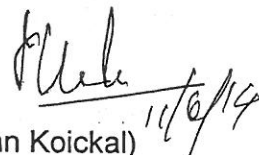
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3. Interested candidates fulfilling all the above criteria may forward their Bio-data (in the Pro forma attached), Integrity Certificate and Vigilance Certificate, Annual Confidential Reports dossier of last 5 years, Statement giving details of major or minor penalties, if any imposed on the officer during the last 5 years to the Managing Director, DNHPDCL, Vidhyut Bhawan, Opp. Secretariat, Silvassa-396230, Dadra & Nagar Haveli.
4. The period of deputation will be initially for a period of one year which may be extended for further period in accordance with Govt. of India's instructions on the subject.
5. The last date for receipt of application will be 02/07/2014.
6. Incomplete applications and applications received after the last date will not be entertained.


(John Koickal)

General Manager (HR & Adm)

PRO FORMA FOR FURNISHING BIO-DATA

1. Name and Address (in Block letters):
2. Date of Birth (in Christian era):
3. Educational Qualifications:
4. Experience:
5. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post of "_____".
6. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Institution	Post Held	From	To	Scale of pay /Pay Band & Grade pay	Nature of duties(in detail)



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7. Nature of present employment, i.e. ad hoc or Temporary or Quasi-Permanent or Permanent:
8. In case the present employment is held on deputation /contract basis, please state-
 - a) The date of initial appointment:
 - b) Period of appointment on deputation/contract:
 - c) Name of the parent office/organization to which you belong:
9. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)
 - a) Central Government:
 - b) State Government:
 - c) Semi. Govt. Organization:
 - d) Government Undertaking:
 - e) Electricity Board/Undertakings:
10. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:
11. Total emoluments per month now drawn:
12. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Advertisement). (Note-Enclose a separate sheet, if the space is insufficient).
13. Whether belongs to SC/ST/OBC:
14. Remarks:

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note- Enclose a separate sheet if the space is insufficient).



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I have carefully gone through the advertisement and I am well aware that the Bio-data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: __/__/2014

Signature of the candidate

Address:

To be certified by the Employer/Forwarding Authority

Certified that the particulars furnished by the Applicant have been verified with reference to his service records and found correct. No vigilance/disciplinary proceedings either pending or contemplated against the officer.

Signature of the employer/
Forwarding Authority with Official Seal

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