



टीएचडीसी इंडिया लिमिटेड

THDC INDIA LIMITED

(श्रेणी-क, मिनी रत्न, सरकारी उपक्रम)

(Schedule "A" Mini Ratna Government PSU.)

Advt. No.-13/2023

Date: 09.08.2023

RECRUITMENT FOR THE POST OF EXECUTIVE TRAINEE -COMPANY
SECRETARY & ASSISTANT COMPANY SECRETARY ON REGULAR BASIS

Company Profile:

THDC India Limited is a leading Power Sector and Profit-making Public sector Enterprise and registered as a Public Limited Company in July-1988 under the Companies Act,1956. THDCIL was conferred 'Mini Ratna' Category-I Status in Oct-2009 and up-graded to Schedule 'A' PSU in July-2010 by the Govt. of India. The Equity of Company was earlier shared between Govt. of India and GoUP in the ratio of 75:25. Pursuant to Strategic Sale, the Share Purchase Agreement was executed between NTPC Limited and President of India on 25th March,2020, for acquisition of legal and beneficial ownership of equity held by the President of India in THDC India Limited. After Strategic Sale, Equity in THDC India Limited is shared between NTPC Limited and Government of UP in a ratio of 74.496% and 25.504%.

The Authorized Share Capital of the Company is ₹ 4000 Cr. and paid up capital as on 31 Mar'2023 is ₹3665.88 Cr. THDCIL started earning profits from first year (2006-07) of commercial operation of its maiden project i.e. Tehri HPP(1000 MW) and THDCIL is a consistently profit-making company since then. THDCIL was constituted with the sole objective to develop, operate & maintain the 2400 MW Tehri Hydro Power Complex(Tehri HPP-1000 MW, Tehri PSP-1000 MW and Koteshwar HEP-400 MW), and other Hydro projects.

The Corporation has grown into a Multi-Project Organization, with Projects spread over various States as well as neighbouring country, Bhutan. It has also forayed into generation of electricity from renewable energy sources and thermal power plants.

Presently, THDCIL has a portfolio of 10 projects (Hydro, Thermal, Wind & Solar), with a total capacity of 4516 MW. This includes 1587 MW operational Projects (Tehri HPP-1000 MW, Koteshwar HEP-400 MW, Dhukwan SHP-24 MW, Patan Wind Farm-50 MW, Devbhumi Dwarka Wind Farm-63 MW and Kasaragod Solar Power Plant -50 MW), 2764 MW under Construction Projects (Tehri PSP- 1000 MW, VPHEP 444

MW and Khurja 1320 MW) and Bokang Bailing HEP(165 MW) in DPR stage.

Further, THDCIL is also developing 2000 MW UMREPPs (600 MW capacity of Solar Park, each at Jhansi and Lalitpur District and 800 MW at Chittarkoot District of UP) through SPV (a JV of 'THDCIL' and 'UPNEDA' named 'TUSCO') in the state of Uttar Pradesh.

A Joint Venture (JV) Company between THDCIL and Rajasthan Renewable Energy Corporation Limited (RRECL) named 'TREDCO Rajasthan Ltd.' has also been incorporated on 25.03.2023 for development of 10,000 MW Ultra MegaRenewable Energy Parks in the Rajasthan state.

For further details of company profile and projects candidates may log on to www.thdc.co.in

THDCIL invites applications from bright, dedicated, result oriented, energetic and dynamic candidates with good academic records & experience to join us as Executive Trainee-Company Secretary & Assistant Company Secretary:

DETAILS OF POSTS

S.No.	Name of Post	No. of Post	Essential Qualification	Experience	Age as on 09.08.2023
1.	Executive Trainee-Company Secretary E-2 Grade	01 (UR)	Graduate and Member of Institute of Company Secretaries of India. Degree in Law will be added qualification.	NIL	30 years
2.	Assistant Company Secretary E-3 Grade	01 (UR)	Graduate and Member of Institute of Company Secretaries of India. Degree in Law will be added qualification.	Post qualification Experience of 1 year in Executive/Officer cadre in IDA Pay Scale: 50,000-3%-1,60,000	32 years

➤ Not less than 65% marks in Xth & XIIth examination taking average of all the subjects will only be considered. Candidates with 64.99% in Xth & XIIth are not eligible and same shall not be rounded off to 65%.

➤ Nature of Experience

1. The candidate must have a working experience in Secretarial matters including statutory and regulatory compliances, corporate governance, board/committee/general meetings, Compliances relating to Companies Act along with rules and secretarial standards, issue and listing of debt securities, Listing Regulations, Stock exchanges compliances, SEBI laws, dividend etc. Knowledge of drafting/amendments in documents such as Agenda and Minutes, Delegation of powers, Agreements, MoUs, Memorandum and Articles of Association,

Formation of JVs and Subsidiaries, coordination with Statutory/regulatory bodies/authorities, etc.

2. Preference will be given to those having handled issue and listing of debt securities
 3. Preference will be given to those having experience in Power Sector.
- The total number of vacancies indicated above may increase/ decrease at the discretion of THDCIL Management.
- The vacancies for Persons with Benchmark Disabilities (PwBDs) are reserved as per Govt. Guidelines. The vacancies for PwBDs are reserved as per Govt. Guidelines. If there is no person with benchmark disability available for the post shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.

RELAXATION & CONCESSION

1. Reservation to OBC (Non-Creamy Layer)/SC/PwBDs (Degree of Disability 40% or above)/ Ex-Servicemen /J&K Domiciled/Victims of riots candidates will be provided as per Government of India directives/guidelines wherever the vacancy is reserved.
2. Category (SC/ST/OBC(NCL)/PwBDs/ Ex-Servicemen /EWS) once filled in the online Registration form will not be changed and no benefit of these category will be admissible later on.
3. For Departmental Candidates (THDCIL employees only) there is no upper age limit.
4. Reservation/relaxation/concession to OBC(NCL)/SC/ST/PwBDs/ EWS/ Ex-Servicemen /J&K Domiciled/Victims of riots shall be as per Government of India Directives wherever the vacancy is reserved.

SELECTION PROCESS

1. Eligible candidates will be shortlisted for the Personal Interview.
2. Candidates must qualify in Personal Interview in order to be considered for the empanelment. The Qualifying percentage marks in the interview for different categories are as mentioned below:

CATEGORY	QUALIFYING PERCENTAGE MARKS
Unreserved (UR)/ EWS	50%
OBC(NCL)/ST/SC/PwBDs/Ex-Servicemen*	30%

*wherever the vacancy is reserved.

3. WEIGHTAGE OF DIFFERENT PARAMETERS

For calculation of final score of the candidate for empanelment, the weightage of marks obtained Qualification and Interview shall be considered as indicated below:

A. FOR EXECUTIVE TRAINEE-COMPANY SECRETARY

S.No.	Criteria	Weightage of Marks
1.	Marks obtained in Member of Institute of Company Secretaries of India.	75%
2.	Group Discussion	10%
3.	Personal Interview	15%
	TOTAL	100%

B. FOR ASSISTANT COMPANY SECRETARY

S.No.	Criteria	Marks
1.	Personal Interview	100 Marks

Mode of selection may change for any/all post subject to the number of applicants and management discretion.

4. Empanelment of candidates: Candidates who qualify in the Personal Interview will only be adjudged suitable for empanelment. Therefore, candidates will have to qualify Personal Interview separately in order to be considered for empanelment.
5. The offer of appointment shall be issued to the suitable candidates in the order of merit and based on the requirement.

HEALTH STANDARDS

Applicants should have sound health. Before joining candidates will have to undergo medical examination by CMO of any Govt Hospitals. No relaxation in Medical Norms is allowed. For details of norms and Standard of Medical Fitness, please visit “Medical Norms” on recruitment of our website www.thdc.co.in

COMPENSATION PACKAGE

The organization offers a very attractive pay package and is one of the best in the Power Sector Industry.

For Executive Trainee-Company Secretary: The selected candidates will be placed at minimum basic pay of Rs. 50,000.00 in the pay scale of **Rs. 50,000-3%-1,60,000 (IDA)** during the period of training as **Executive Trainee-Company Secretary in E-2 Grade.**

These candidates will be absorbed after successful completion of training as **Assistant Company Secretary in E-3 Grade** in the pay scale of **Rs. 60,000-3%-1,80,000 (IDA).**

During training period beside Basic Pay candidates will also be paid Dearness Allowance and will be entitled for other perquisites & allowance @35% of Basic Pay under cafeteria approach. Other benefits include reimbursement against the laptop, payment towards liveries, leave, medical treatment, gratuity, pension etc.

For Assistant Company Secretary: The selected candidates will be placed at minimum basic pay of Rs. 60,000.00 in the pay scale of **Rs. 60,000-3%-1,80,000 (IDA)** as **Assistant Company Secretary in E-3 Grade.**

On regularization, the Compensation Package shall include Basic Pay, Dearness Allowance, Perquisites and Allowance @ 35% of basic pay as per cafeteria, Performance Related Pay, Company Leased Accommodation /Company Quarters or HRA, Reimbursement of monthly conveyance, expenditure, mobile instrument facility and communication charges reimbursement etc. will be admissible as per company rules in force from time to time.

The Corporation also offers excellent facilities like Short and Long term Loans & Advances including House Building Advance, Car Loan, Computer/ Laptop Loan, Medical facilities, Group Insurance, PF, Gratuity and Pension, Post-Retirement Medical Benefits etc.

REGISTRATION FEES

Candidate belonging to General/OBC(NCL)/EWS category are required to pay non-refundable registration fee Rs. 600 (Rs Six Hundred Only) through online mode. **The SC/ST/PwBDs/Ex-Servicemen/Departmental candidates (THDCIL Employees only) need not pay the Registration fee.**

SERVICE AGREEMENT BOND (Only for Executive Trainee-Company Secretary)

The selected candidates will be required to execute a Service Agreement bond, for General (UR), OBC & EWS category of Rs. 10,00,000/- (Rupees Ten Lakh only) and for SC/ST/PwBDs category of ₹ 7,50,000/ (Rupees Seven Lakh Fifty Thousand only) to successfully complete the prescribed training period and thereafter serve the company for at least 03 years.

PLACEMENT

For Executive Trainee- Company Secretary:

The selected candidates shall be required to undergo one year on-the-job training as per schedule. The training period can be extended if the performance of candidate(s) is not found satisfactory during the training period. The place of posting will be decided after successful completion of training, based on requirement of various units/projects/offices of the Corporation.

For Assistant Company Secretary:

The selected candidates shall be given posting based on requirement of various units/projects/offices of the Corporation.

GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement. If a candidate shortlisted based on the information given by him/ her and does not fulfill the same/ meet the criteria, he/she will not be allowed for Personal Interview.
3. Candidate is required to obtained requisite marks/ grade in minimum qualification prescribed for the post as mentioned above in detailed advertisement.
4. Computation of age shall be done as on **09.08.2023**.
5. Computation of experience shall be done as on **09.08.2023**. (**Only for Assistant Company Secretary**).
6. While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the

eligibility norms and /or that he/she has furnished any incorrect/false information of has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment his/her services are liable to be terminated without any notice.

7. Canvassing in any form shall disqualify the candidate.
8. Candidates claiming to belong to any particular category shall/ necessarily furnish valid EWS/ OBC (NCL)/SC/ST/ PwBDs Certificate, as the case may be, from Competent Authority in the latest prescribed format of Government India. Relaxation can be extended in case of **vacancies identified** for SC/ST/OBC (NCL)/PwBDs/EWS candidates. The upper age limit relaxed by 05 years for SC/ST/, 03 years for OBC (NCL) candidates. It is relaxed by 10 years for PwBD-General/EWS, 13 years for PwBDs for OBC (NCL) and 15 years for PwBDs- SC/ST/ candidate. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-category and such candidates have to indicate their category as General. Upper age is relaxed by 05 years for the candidates who had ordinary been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989 in addition, the age relaxation for Ex-Servicemen (Ex-SM) will be as per Government of India guidelines/directives.
9. Format prescribed for furnishing certificates for SC/ST, OBC, EWS and PwBDs (as applicable for the relevant PwBDs category), formats are available in THDCIL website www.thdc.co.in.
10. The closing date for receipt of application will be treated as the date reckoning for SC/ST/OBC(NCL)/EWS/PwBDs status of the candidate and the candidate should be in possession of necessary certificate as on this date.
11. Candidates seeking reservation under EWS Category will have to submit an Income and Asset Certificate issued by Competent Authority. The EWS Certificate issued by the Competent Authority should be valid on closing date for receipt of online application in THDCIL. The Prescribed Format and the Competent Authority have been given Department of Personnel and Training Office Memorandum No -36039/1/2019-Estt(Res) dated 31.01.2019.

The validity of the certificate, if any, will be as per the Government of India rules as amended from time to time. Like the EWS Candidate must be in possession of an Income and Asset Certificate for the year 2023-24 based on income assessment for the year 2022-23 on or after the closing date of application. No request for the extension of time production of certificate beyond said date shall be entertained. In case the candidates fail to produce the same at the time of interview they will not be allowed to appear for the interview. Further, their request for the interview under General Category will not be entertained.

12. In case Caste /Category Certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of document verification
13. Candidates belonging to **Doob Kshetra/THDCIL Project Affected Area** the certificate shall be valid only if the same is issued by **Special Land Acquisition Officer (SLO) duly verified by concerned District Authority.**
14. Candidates shall be required to bring a valid photo ID to the interview. Photocopies of the original identification document shall not be acceptable. Candidates will not be permitted to appear for the Personal interview if original and valid photo identification is not presented.
15. Candidates are advised to keep their e-mail ID, Mobile No. active at least for one year. No change in e-mail ID and Mob. No. will be allowed once entered. All future correspondence

shall be sent viae- mail/ or SMS only.

16. No Registration fee shall be refunded in any case.
17. All information regarding this recruitment process shall be made available in the recruitment section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the website periodically for updates related to recruitment process.
18. Candidates working in Govt./PSU are required to produce “ No objection Certificate” from the present employer at the time of Personal Interview.
19. Candidates employed with Government Departments/PSUs/Autonomous Bodies will be required to submit relieving letter from current organization at the time of joining if selected for the post.
20. The mere fact that candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/ considered further for selection process.
21. Depending on the requirement THDCIL reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning anyreason thereafter.
22. For any queries, regarding the this recruitment process, please send email to thdcruitment@thdc.co.in.
23. Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application response there to can be instituted only in Dehradun (Uttarakhand) and Court/tribunals/ forums at Dehradun (Uttarakhand) only shall have sole exclusive jurisdiction to try any such cause/dispute.
24. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English version will prevail.
25. Application registered without/ incomplete documents shall be summarily rejected even though registration number has been generated. Candidate should not send any documents/certificates or print out of Registration slip/form through post

HOW TO APPLY

Before applying for Online Registration Form candidates should possess the following:

1. Valid and active Email ID and Mobile No.
(E-mail ID and mobile number to be entered in online registration form is mandatory. In case a candidate does not have a valid e-mail ID, he/she should create his/her new e-mail ID before applying online. Candidates are advised to keep the e-mail ID and mobile number entered in the online registration form active for at least one year. No change in the e-mail ID or mobile number will be allowed once entered. All future correspondence shall be made via e-mail and/ or SMS only.)
2. Scanned copy of recent passport size color photograph of the candidate with white background (Size-50 KB & Format-JPG/PNG/PDF)
3. Scanned signature of the candidate. (Size-20 KB & Format-JPG/PNG/PDF).

(Signature (in Black ink) against white background is to be scanned and uploaded in the space earmarked in the online registration form. Candidate is advised to confirm his/her uploaded signature is clearly visible/ identifiable at the appropriate place.)

4. Scanned copy of Marksheet of Class Xth and XIIth Marksheet (Size-125 KB & Format-JPG/PNG/PDF)
5. Marksheet & Degree (Full-Time/Regular) of respective essential qualification. (Size-500 KB & Format-JPG/PNG/PDF).
NOTE: Candidates having Additional Qualification are supposed to upload the supporting documents alongwith documents of essential qualification as one file.
6. Scanned copy of Experience Certificate. (Size-500 KB & Format-JPG/PNG/PDF).
(Candidates applying for Assistant Company Secretary should ensure that they have uploaded all their experience certificates as one file)
7. Scanned copy of Caste/ Category Certificate (if applicable in case of SC/ST/OBC(NCL)/PwBD/J&K Domiciled / Ex-Servicemen/ Victims of riots /Doob Kshetra of THDC Projects) in a format prescribed by the Government of India. (Size-125 KB & Format-JPG/PNG/PDF)
8. Scanned copy of Proof of norms adopted by University/Institute to convert CGPA/OGPA/DGPA in to percentage. (Size-125 KB & Format-JPG/PNG/PDF)
If CGPA is not applicable then upload the scanned copy of Marksheet.
9. Scanned copy of Certificate of Membership issued by Institute of Company Secretaries of India.(Size-500 KB & Format-JPG/PNG/PDF).

Steps to Fill in Online Registration Form:

- I. The relevant link will be made available on THDCIL website <https://www.thdc.co.in/>→Career Section→ New Openings. No other means/ mode of Registration Form shall be accepted. Candidates shall only apply through online registration link. ***Before filling the Online Registration Form please read eligibility criteria and essential qualification required carefully.***
- II. Candidates must fill in their Basic Information.
Candidates must enter the same name in the same configuration as they are entering while applying as mentioned in their certificate.
- III. Must carefully fill the fields asked in the Basic Information. Such as State Domicile, Category, Religion and other information asked.
- IV. Fill in the details of Academics & Professional Qualification as per your marksheet and certificate only. Provide marks as per your marksheet. In case of CGPA provide correct marks in percentage after conversion.

- V. While filling in the Languages Known remember to tick the boxes provided in that section as well. Next fill in Address details and other information.
- VI. Fill in the details of your experience with proper mention of period of service.
- VII. Remember to upload all the documents as per mentioned format and size. Please see that all documents uploaded are clear and readable.
- VIII. Upon completing the filling of the details in Registration form, candidate has to click the Save button and then proceed further:
- For the candidates belonging to **General, OBC(NCL) and EWS**, Payment Now option will appear before final submission of Registration Form, the candidate has to click on Payment Now and complete the payment process. After completion of Payment process, the candidates shall complete the application form by filling up of Payment details and then shall click on the Submit Button at the bottom of the page.
 - For ST/SC/PwBD/ J&K Domiciled / Ex-Servicemen/ Victims of riots /Doob Kshetra (Project Affected)/ Department Candidates (THDCIL Employees only) need not pay the Registration Fee and no Payment Now option will appear, for such candidates, they have to directly click on Submit button at the bottom for Final Submission.

IMPORTANT NOTE: After clicking of Submit button the Registration Form will be considered complete and submitted for Final Submission.

- IX. Candidate should take a print out of completed application form and keep it with him/ her safely for future reference. **(This print out of application should be kept in safe custody of the candidate. Candidates must not send this printout to any office of THDCIL).**
- X. Other Points:
- All Information regarding this recruitment process shall be made available in the career section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the web site periodically for updates regarding this recruitment.
 - Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
 - Applicants can send their Query related to Recruitment to e-mail ID: thdcrecruitment@thdc.co.in
 - Once applied, the applicants are advised to check the website as well as their registered e-mail ID regularly for any updates.

THE CANDIDATES SHOULD CROSS CHECK ALL THE DETAILS FILLED IN THE ONLINE REGISTRATION FORM, BEFORE FINALLY SUBMITTING THE SAME, AS NO CORRECTION WILL BE ALLOWED LATER.

HOW TO MAKE PAYMENT

- For **GENERAL, OBC(NCL) & EWS CANDIDATES**- Candidates have to click on the payment now link and make payment of **Registration fee-₹ 600/- (₹. Six Hundred only)**
 - For **ST/SC/PwBDs/J&K Domicile / Ex-Servicemen/ Victims of riots /Doob Kshetra of THDC Projects** the **Registration fee is exempted.**
1. Visit SBI Collect from <https://www.onlinesbi.com/sbicollect/collecthome.htm>
 2. Select Category-----> PSU-Public Sector Undertaking.
 3. Search for PSU- Public Sector Undertaking and type---- THDC INDIA LIMITED.
 4. Click on “THDC INDIA LIMITED”.
 5. Fill in the details like a. Name, b. Application No. (THDC Registration No.), c. Mobile Number, d. Father’s Name and e. Email ID, f. Advt No., g. Post, h. Discipline, i. Amount (Please fill in the same details as entered in online application and kindly ensure to fill the details correctly)
 6. Enter your details-----> Click on Individual and fill details like Name, Date of Birth, Mobile No., Email ID.
 7. Click on the Check Box- I have read and agreed to Terms & Conditions.
 8. Enter the Captcha and Click on Next.
 9. Verify payment details and Click on Next.
 10. Select the payment mode and make payment of fees.

IMPORTANT POINTS:

- On making the payment a unique number will be generated and the candidates will receive it on their Registered Mobile Number through SMS.
- Candidate should take print out of receipt of Registration Fee and keep it with him/her safely for future reference. Candidate must not send this printout to any office of THDCIL.
- If Registration Fee is deducted from the bank account and candidate receives failure payment message, after submitted the Registration Form and Payment Now displaying on the Registration form then candidates are advised to read instructions carefully under “Steps for making payment of Registration Fee” and accordingly once again make the payment of Registration fee or contact his/her bank.
- Bank Commission charges will be borne by the candidates. In case the fee is deposited in wrong account then THDCIL will not be responsible.
- Registration fee deposited **after last date of submission (5:30 PM) will not be valid.**
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to ensure their eligibility before applying for any post and payment of Registration Fee.

IMPORTANT DATES

Sl.No.	Particulars	Date & Time
1.	Opening of Online Registration	09.08.2023 (10:00 AM)
2.	Closing of Online Registration	08.09.2023 (11:59 PM)
3.	Last date of submission of payment details in Online Portal (For Registered candidates only)	10.09.2023 (5:30 PM)

Note:

- 1. Applicants are advised to check the Recruitment section of our website regularly for any updates.*
- 2. In order to avoid last minute rush, the candidates are advised to apply early enough. THDCIL will not responsible for network problems or any other problem in submission of online application.*
- 3. Registration Fee once paid will not be refunded under any circumstances.*