



**ASSAM POWER DISTRIBUTION COMPANY LIMITED**

**EMPLOYMENT NOTICE NO.CMD/APDCL/17/2011/157**

**Dated 21.09.2020**

Assam Power Distribution Company Limited (APDCL), a Government of Assam Enterprise, is the pioneer in the state electricity distribution domain with presence throughout Assam. APDCL is on a rapid growth pathway and invites applications from eligible candidates to fill up the following posts:

Name of Post	Indicative Vacancies			Upper Age limit (in years) as on 31.08.2020:	Scale and Grade Pay(Rs.)	Minimum Relevant Post Qualification Experience (in years) as on 31.08.2020
	Unreserved	OBC	Total			
General Manager (HR)	01	-	01	For Internal (Departmental) Candidates:55  For External Candidates:50	<b>Scale:</b>  <b>42,000/- – 1,16,000/-</b>  <b>Grade Pay:</b>  <b>19,500/-</b>	<b>15</b>

**1) EDUCATIONAL QUALIFICATION & EXPERIENCE:**

Post Name	Educational Qualification	Post Qualification relevant experience as on: 31.08.2020
General Manager (HR)	<p><b>For external candidates:</b> Candidates shall hold a 2 (two) years full time MBA/PGDM Degree securing a minimum aggregate marks of 60% or its equivalent with specialization in Human Resource Management/ Personnel Management/ Industrial Relations/ Social Welfare, from any Indian University / Institution approved by AICTE/UGC.</p> <p><b>For internal candidates:</b> Departmental Candidates shall hold a 2 (two) years full time MBA/PGDM Degree securing a minimum aggregate marks of 60% or its equivalent with specialization in Human Resource Management/ Personnel Management/ Industrial Relations/ Social Welfare, from any Indian University / Institution approved by AICTE/UGC <b>OR</b> a part time/distance/correspondence MBA/PGDM degree securing a minimum aggregate marks of 60% or its equivalent with specialization in Human Resource Management/ Personnel Management/ Industrial Relations/ Social Welfare from any Indian University/Institution recognized by AICTE/UGC.</p>	<p>Candidates must possess post qualification experience in HR/Personnel field in a responsible position, in any large organization of repute, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Working Experience in Enterprise Resource Planning, preferably in Systems, Applications and Products in data processing (SAP);</li> <li>2. Working knowledge of Human Resource Information System, Performance Management System;</li> <li>3. Working knowledge of activities of Administration, Personnel, Learning &amp; Development and Employee Relation functions of an Organization;</li> <li>4. Working knowledge about Disciplinary Proceedings, Labour Laws, PSU and Govt. Service Rules;</li> <li>5. Working knowledge in dealing with Contractual workers and Wage administration;</li> <li>6. Experience in Recruitment &amp; Reservation Matters;</li> <li>7. Experience of working in Payroll System; and</li> <li>8. Experience in Training &amp; Development Activities.</li> </ol> <p><b>Desirable:</b> Candidate having experience of working in the power distribution sector/large CPSEs will be given preference.</p>

**2) ADDITIONAL QUALIFICATION:**

- A candidate shall be of sound health, both mentally and physically and free from organic defects or bodily infirmities likely to interfere with the efficient performance of his duties.
- His/her character and antecedents are such as to qualify him/her for such service, provided that any candidate who is dismissed or discharged from Service of the Government or any other Organization for misconduct or who is convicted of any offence involving moral turpitude shall be disqualified for appointment.

### 3) REMUNERATION :

- Selected candidates for the post of General Manager (HR) will be placed in the pay scale of Rs.42000-116000 with Grade Pay of Rs. 19500 (starting Basic Pay of Rs.61500) will be applicable. In addition to the Basic Pay, other applicable allowances would be provided as per rules of the Company. The selected candidate will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.

### 4) GENERAL INFORMATION AND INSTRUCTIONS:

- Only Indian nationals are eligible to apply.
- Candidates should have proficiency in Assamese/Local language of Assam.
- The candidate should undergo medical examination before appointment to the service.
- Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- During the time of appointment, the person to be appointed must produce a copy of the resignation order from him/her previous job, irrespective of the person is working in a public or private sector.
- The E-mail ID and Mobile number entered in the application form must remain valid for at least one year from the date of filling the application form. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only.
- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of interview. The following documents will only be accepted at the time of verification:
  - A copy of the filled up application form along with valid ID card (PAN/Driver's License/Aadhar etc.).
  - Class X admit card/ pass certificate/ mark sheet or equivalent issued by Central/State Board indicating date of birth in support of their claim of age.
  - Marks sheet & Pass certificate of Class X, Class XII, Graduation and Post Graduation, pertaining to all the academic years / consolidated mark sheet as proof of educational qualification claimed. In the absence of Degree / Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
  - Order / letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
  - Relevant experience certificates.
  - Initial appointment letter/ offer of appointment in original.
  - Specialization Certificate in HR.
  - A copy of the University/Institute norms regarding conversion of CGPA / OGPA / DGPA or Letter Grade in a degree / diploma to equivalent percentage of marks.
  - No Objection Certificate (NOC) from their present employer.
  - Character Certificate from two respectable persons who are well acquainted with (but not related to) him/her.
- Calculation of percentage of marks shall be as per University/ Institute rules. Wherever CGPA / OGPA / DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by the Institute. Rounding off of percentage would not be allowed.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only short listed candidates will be notified for the Selection Test.
- Candidates applying for the post of General Manager (HR) and employed with Government departments / PSUs / Autonomous Bodies **as on the last date of application submission** should apply through proper channel or submit a **No Objection Certificate (NOC)** at the time of document verification without which they would not be allowed to appear in the Selection Test.
- Canvassing in any form will result in cancellation of the candidature.

## 5) APPLICATION FEE:

Candidates should enclose a Demand Draft/IPO of Rs. 500.00/- drawn in favour of the Chief General Manager (F&A), APDCL, Guwahati, payable at Guwahati-781001.

## 6) HOW TO APPLY:

- Candidates fulfilling the above criteria may apply by downloading the application form by visiting Career section of official APDCL website [www.apdcl.org](http://www.apdcl.org) from **21.09.2020**.
- Completely filled up application should be enclosed with the following supporting documents (self attested wherever applicable):
  - i. 2 (two) self-attested Passport size photographs.
  - ii. Class X admit card/ pass certificate/ mark sheet as Proof of age.
  - iii. Marks sheet & Pass certificate of Class X, Class XII, Graduation and Post Graduation.
  - iv. Candidates applying for the post of General Manager (HR), who are employed in PSUs/ Govt. Departments/Autonomous bodies, should apply through proper channel or may enclose a No Objection Certificate (NOC) along with the filled up application form.
  - v. Initial appointment letter/ offer of appointment.
  - vi. Experience Certificates.
  - vii. Specialization Certificate in HR.
  - viii. Last Pay slip/ Pay abstract.
  - ix. Demand Draft/ IPO.
- Completely filled up application form along with the supporting documents should reach the: CGM (HRA), Assam Power Distribution Company Limited, 4<sup>th</sup> Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001, Assam on or before **21.10.2020**.
- Applications received after due date would be summarily rejected without any intimation.

## 7) IMPORTANT DATES:

**Last date for submission of application in APDCL: 17:00 hours on 21.10.2020.**