



टीएचडीसी इंडिया लिमिटेड THDC INDIA LIMITED

(भारत सरकार एवं उ.प्र. सरकार का संयुक्त उपक्रम)
(A joint venture of Govt. of India & Govt. of UP)

Advt. No. 03/2016

Dated : 02.11.2016

COME ENERGISE YOUR PROFESSIONAL DREAMS WITH US AS EXECUTIVE TRAINEE-HR AND PR DISCIPLINE

THDC India Limited (formerly known as Tehri Hydro Development Corporation Ltd.), is a Joint Venture of Govt. of India and Govt. of Uttar Pradesh. The Equity is shared in the ratio of 75:25 between Gol and GoUP for the Power Component. THDCIL is one of the premier hydro power generators in the country with installed capacity of 1450 MW with commissioning of Tehri & Koteshwar Dam and 50 MW Wind Power to its credit and is bestowed with 'Mini Ratna-Category-I & Schedule 'A' Status.

THDCIL has also diversified into non conventional energy sector. The corporation has 15 projects under various stages of implementation / development. THDCIL is initially setting up a 50MW Grid Connected Solar Project at Karsargad Kerala in collaboration with SECI under comprehensive plan of development of 250MW Grid Connected Solar Projects. THDCIL also establishing 1320MW Khurja Super Thermal Power Project. (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 to join us as Executive Trainee in Human Resource and Public Relations Discipline.

DISCIPLINE AND CATEGORY-WISE VACANCIES

Sl. No.	Name of Post	Total No. of Vacancies *	UR	SC	ST	OBC (NCL)	PwD**(Persons with Disability)	
							Posts Reserved for	Post identified suitable for
1.	Executive Trainee-HR discipline	10	06	01	---	03	01- OH	OH- OA/OL/BL
2.	Executive Trainee-PR discipline	03	03	----	----	----		OH- OA/OL

**The number of vacancies may change as per Requirement.*

** Horizontal Reservation for PwD

Abbreviations:

OH- Orthopedically Handicapped, **OA-** One Arm **OL-**One Leg, **BL-** Both Leg

Candidates belonging to ST category may also apply for the post SI.No. 1&2 and SC/OBC category for post SI.No.2, provided they meet the eligibility criteria prescribed for UR category.

Candidates belonging to PwD sub-category other than the one for which the post is reserved can also apply, provided the post is identified for that sub-category and that the candidate meets the eligibility criteria prescribed for their respective category as mentioned under Relaxations & Concessions.

ELIGIBILITY CRITERIA

a. Essential Qualification

Sl. No.	Name of the Post	Essential Qualification	Experience	Overall percentage of Marks
1.	Human Resource	MBA with specialization in Personnel Management (HR as main or Major subject)/HRD/HRM or Post Graduate Degree in Personnel Management/IR/Labour Welfare or 2 years full time post Graduate Diploma in PM&IR/Labour Welfare or Master in Social Work or MHORD from recognized Indian University or Institute recognized by appropriate statutory authority in India with not less than 65% marks or equivalent CGPA/OGPA Desirable Qualification: LLB	NIL	Candidates with not less than 65% marks, taking average of all the Semesters/Years, irrespective of the weightage given to any particular semester/year by the University/Institute in Qualifying Educational Qualification and also not less than 65% marks in XII & X examinations will only be considered. Candidates with 64.99% marks are not eligible and the same shall not be rounded off to 65%.
2.	Public Relations	Graduate with 2 years Full time Post Graduate Degree/Diploma in PR/Mass Communication or Journalism from recognized Indian University or Institute recognized by appropriate statutory authority in India with not less than 65% marks or equivalent CGPA/OGPA		

- Final Year / Semester students of academic year 2016-17, who expect their results by 15.08.2017 may also be considered eligible, **provided they obtain minimum 65% marks** or equivalent CGPA in aggregate of all semesters/years up to pre-final examination at the time of applying for any of the above posts. Their candidature shall be provisional and will be considered for appointment in the event of selection, only if they meet all the eligibility criteria specified.

- For instruction on conversion of CGPA into percentage, refer to points 7 of “**GENERAL INFORMATION AND INSTRUCTIONS**”.
- Wherever specialization is mentioned, subjects in specialization required should have been part of the examination cleared and find mention in the final mark sheet / degree certificate or the specialization should be certified by the concerned University/ Institute attended / attending by the candidates.
- In absence of above, THDCIL shall be at liberty to decide the eligibility based on the courses studied/opted by the candidates during their post-graduation .Candidates for Human Resources must have majority of papers from Human Resource Management **Stream**.

b. Upper Age Limit

30 years as on **31.12.2016**

c. Valid Score in the UGC- NET- 2017

Candidates are required to appear in the corresponding paper of **UGC-National Eligibility Test (NET)- of January 2017** as shown below and Qualify in the same. The qualifying marks shall be as per standards set by UGC-NET conducting authority.

Sl.No.	Name of Post	Corresponding NET (January 2017) Paper and Subject Code
1	Human Resource Management	Labour Welfare/Personnel Management/Industrial Relations/Labour & Social Welfare/Human Resources Management (55)
2	Public Relation	Mass Communication & Journalism (63)

RELAXATIONS & CONCESSIONS

1. Reservation/ relaxation/ concession to OBC (NCL)/ SC/ ST/ PwD/ Ex – SM/ J&K Domiciled/ Victims of riots shall be as per Government of India directives. **However eligibility for UGC-NET- 2017 is pre-requisite for applying to THDCIL**
2. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit under PwD category. Persons claiming concessions/ relaxations/ reservation under PwD category are requested to keep their Disability certificate ready in the format prescribed by Government of India (also available in the Recruitment section of THDCIL website) for reference.
3. Relaxation in Marks in essential qualification Percentage of marks in essential qualification is relaxed to “ **Pass Marks**” for **SC/ST/PwD/EX-SM/Departmental candidates** .

4. Relaxation in Upper Age Limit:

- a) For OBC(NCL) candidates : 03 years -for ET (HR)
 - b) For SC/ST candidates :05 years -for ET (HR)
 - c) For PwD candidates : 10 years over and above applicable category relaxation.
 - d) For Doob Kshetra Candidates:. 05 years over and above applicable category relaxation
 - e) J&K Domicile / Ex-Servicemen/ Victims of riots : As per Govt. of India directives
5. Reservation/ Relaxation / Concession for SC will be subject to submission of relevant Caste Certificate in the prescribed format issued by a competent authority.
6. Relaxation / Concession for J&K Domiciled / Ex-Servicemen/ Victims of riots will be subject to submission of relevant Age relaxation cum Domicile certificate /Discharge certificate etc. in the prescribed format issued by a competent authority.
7. Reservation and Relaxation for OBC (NCL) will be subject to submission of latest OBC (NCL) certificate in the format prescribed by the Govt. of India for "Appointment to posts under Govt. of India" from a competent authority alongwith the application form. OBC (NCL) candidates should also submit NCL declaration in the format prescribed by the Govt. of India. The name of caste, community of the candidate must appear in the Central List of OBCs available on National Commission for Backward Classes (NCBC) website- www.ncbc.nic.in.
8. Reservation / Relaxation / Concession for Persons with Disability is subject to submission of disability certificate in prescribed format issued by the Government Medical Board .
9. Candidates belonging to **Doob Kshetra** the certificate shall be valid only if the same is issued by **Special Land Acquisition Officer(SLO) duly verified by concerned District Authority**.
10. 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**
11. Candidates working in THDCIL are advised to forward their application through proper channel.

HOW TO APPLY

1. Application for above positions in THDCIL is a two stage process.
 - a. On-line Registration for UGC-NET (January-2017 Examination) in relevant paper
 - b. Apply to THDCIL in prescribed format for the position concerned mentioning the UGC-NET Roll. No.
2. Candidates are required to first go through the notification for UGC-NET January 2017 and apply for UGC-NET online. For details information on UGC-NET and online application form, candidates may log on <http://cbsenet.nic.in>
3. Candidates will be required to download their UGC-NET Admit card form the website <http://cbsenet.nic.in> They will also have to retain print out of UGC-NET Application form, Attendance slip and Admit Card. These documents will have the UGC-NET Roll. No. of the candidate.

4. After UGC-NET registration, candidates need to visit <http://www.thdc.co.in> Recruitment Section "**Application for the post of Executive Trainee**", download and fill up the Application format and send the same along with self attested copies of the relevant testimonials / certificates before closing date of application.
5. Please note that only **UGC-NET of January 2017 (to be conducted on 22.01.2017)** score is valid for this recruitment process. **NET score of July-2016 or prior is not valid.** Candidates, who are willing to apply for THDCIL, will have to apply and appear for UGC-NET – January 2017 even if they are previously qualified in NET.
6. **Candidates should ensure that all fields including valid email id and mobile number are duly filled in and are correct. All future correspondence shall be made via Email and/or SMS only. The E-mail ID entered in the application form must remain valid at least for a period of one year from the date of application. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail only. For any queries, regarding this recruitment exercise, please send mail to thdcilrecruitment@gmail.com**
7. Filled in **Application Format**, duly signed along with self attested hard copy of requisite documents in support of age, essential qualification, Admit Card of UGC-NET (January 2017), caste, disability, ex-serviceman, Doob Kshetra certificate etc shall be sent through **ordinary post/Registered Post/speed post only** at the following address in an envelope superscribed: "**Application for the Post of Executive Trainee in (Human Resource/Public Relation) Discipline**" so as to reach latest by the last date of receipt of application to:

**The Manager (Recruitment),
THDC India Limited,
Pragatipuram, Bye Pass Road,
Rishikesh-249201,
Uttarakhand**
8. Please note that only those applications which are received through ordinary post/speed post (no other means) alongwith requisite documents within scheduled date as mentioned will be considered further.
9. Once applied, the applicants are advised to check the website as well as their registered e-mail regularly for any updates.
10. **There is no application fee**
11. Call letters for document verification and other formalities will be made available on our website <http://www.thdc.co.in> to the candidates found apparently eligible based on the UGC-NET (January 2017) marks, and hard copy of application only. The candidate has to download his/her call letters from the website only. **Please note that call letter will not be sent by post.**
12. Applicants should use the **same photograph used for UGC-NET (January 2017)** application and keep sufficient copies in reserve for future use.
13. Candidates are required to go through the full text of the advertisement and agree to all the conditions given, while applying for the post.

14. 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 web site periodically for updates.
15. For any Query related to Recruitment candidates shall email at email id: thdcilrecruitment@gmail.com
16. List of Enclosures to be sent through Ordinary Post/Speed Post along with system generated application form:
- Certificate for proof of age (Class Xth certificate mentioning DOB)
 - Certificate/ Marksheet of Class Xth & XIIth**
 - Certificate for proof of educational qualification (Final year mark sheet and Pass out certificate)
 - Certificate / Document for proof of registration with UGC-NET (January 2017) (Admit Card)
 - Caste / Disability/Ex SM/Doob Kshetra J&K Domicile/Victims of Riots category certificate wherever applicable.
17. **THDCIL will not be in a position to process applications, where the UGC-NET-January 2017 Roll Number is missing /invalid/or wrongly entered or the application is incomplete in any respect**

IMPORTANT INSTRUCTIONS:

- If the candidate is called for GD and interview, her/ his identity would be verified with UGC-NET - 2017 admit card and UGC-NET Official Score Card. Therefore candidates are requested to retain their UGC-NET 2017 application copy, admit card and score card with them.
- 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 group discussion and interview if original and valid photo identification is not presented along with the UGC-NET 2017 admit card and score card.

SELECTION PROCESS

- The Selection Process consists of marks obtained (out of 100) in the corresponding paper of UGC-NET – 2017, Group Discussion & Personal Interview.
- Eligible candidates will have to appear for the corresponding paper/ subject of UGC-NET (January-2017), i.e. Subject Code 55 (for HR) / 63 (for Public Relations)
- Candidates declared qualified in corresponding paper/ subject of UGC-NET-2017 shall only be eligible to be considered for the next stage of selection subject to meeting the eligibility criteria prescribed by THDCIL
- . Qualifying Marks in UGC-NET- January 2017 shall be as per the standards set by UGC-NET Conducting authority.**

- Qualified candidates shall be short-listed category-wise for Group Discussion & Personal Interview based on their marks out of 100 in UGC-NET – 2017, in the corresponding paper/ subject and as per the criteria decided by management.
- Candidates shall obtain information about their status at the THDCIL website in Recruitment. Candidates shortlisted for the Group Discussion and Interview shall be required to bring the documents as mentioned in their interview call letter.
- Candidates must qualify in the Personal Interview in order to be considered for empanelment. The qualifying % in interview for different categories are as mentioned below:

Category	Qualifying % in Interview
UN-Reserved/OBC	50%
SC/ST/PwD	30%

WEIGHTAGE OF DIFFERENT PARAMETERS

For calculation of final score of a candidate for empanelment, the weightage of marks obtained in UGC-Net-2017, Group Discussion and Interview shall be as indicated below:

NET-2017 Marks (out of 100) in corresponding Paper	85%
Group Discussion	3%
Personal Interview	12%
Total	100%

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

Empanelment of Candidates

Candidates who qualify in the Personal Interview will only be adjudged suitable for empanelment. Therefore it is again reiterated the candidates will have to qualify in UGC-NET-2017 and in Personal Interview separately in order to be considered for empanelment. The offer of appointment shall be issued to the suitable candidates in the order of category wise merit and based on the requirement.

- **Please note that only UGC – NET of January 2017 (to be conducted on 22.01.2017) score is valid for this recruitment process. NET score of -2016 or prior is not valid. Candidates, who are willing to apply for THDCIL, will have to apply and appear for UGC-NET-2017 even if they are previously qualified in NET.**
- The offer of appointment shall be issued to the suitable candidates in the order of category wise merit and based on the requirement.
- . Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Medical Examination to be conducted as per THDCIL Norms and Standards of Medical Fitness

HEALTH STANDARDS

Applicants should have sound health. Appointment of selected candidates will strictly be subject to their being found medically fit in the Pre- Employment Medical Examination to be conducted as per the Norms and Standards of Medical Fitness prescribed by the corporation which is minimum standard of fitness required .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 Industry. Selected candidates will be placed at minimum basic pay of Rs. 20,600.00 in the pay scale of Rs. **20,600-3%-46500 (IDA)** (Provisional) during the period of training. These candidates will be absorbed after successful completion of training as **Sr. Officer** in **E-3** Grade in the pay scale of Rs. **24,900-3%-50,500 (IDA)** (Provisional).

During training period besides Basic pay candidates will also be paid Dearness Allowance and will also be entitled for other perquisites & allowances under cafeteria approach. Benefits such as leave, medical treatment for self and dependent (renowned hospitals have been empanelled in Delhi, NCR and at other places), Provident Fund, Pension, Gratuity.

On regularization, the Compensation package shall include Basic Pay, Dearness Allowance, Perquisites and Allowance as per cafeteria, Performance Related Pay, Company Leased Accommodation / Company Quarters or HRA, Reimbursement of monthly conveyance expenditure, mobile facility, 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 for self and dependents, Group Insurance, PF, Gratuity and Pension.

The Pay Scales mentioned above are due for revision with effect from 01.01.2017

SERVICE AGREEMENT BOND

The selected candidates who belong to General & OBC category will be required to execute a Service Agreement Bond of Rs 2,50,000/- (Rupees Two lakh fifty thousand only) and SC/ST/PH candidate Rs 1,25,000/- (Rupees One lakh twenty five thousand only) to successfully complete the prescribed training and thereafter serve the company for at least 03 years.

No request for transfer or change in place of posting shall be entertained. In case any outside influence brought upon any superior authority in this matter, it will be construed as a misconduct as per the THDCIL Conduct ,Discipline & Appeal Rules.

PLACEMENT & CARRER PROGRESSION:

Selected candidates shall be required to undergo one year training as per schedule at various units/Projects/offices. The training period can be extended if performance of the trainee is not found satisfactory. On successful completion of training they will be placed as Sr. Officer (E-3) in **HR/Social discipline** at various units/Projects/offices including joint ventures & subsidiary companies of the corporation based on requirement. The essential Education Qualification admissible/ desired for the mentioned posts shall from the basic for career progression of the candidate in the organization. Candidates once placed shall have no right to claim promotion/other benefits on the basis of higher education possessed/ acquired by them at any point of time

GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals who have attained the age of 18 years and above are eligible to apply.
2. Reservation /Relaxation /Concession to candidates belonging SC/ST/OBC/PwD /Ex-SM/J&K Domicile/Victims of Riots category shall be as per Government of India directives
3. Candidates belonging to **Doob Kshetra** the certificate shall be valid only if the same is issued by **Special Land Acquisition Officer(SLO) duly verified by concerned District Authority**
4. Before applying, the candidate should ensure that he/ she fulfill the eligibility criteria and other norms mentioned in this advertisement.
5. All eligibility qualification should be regular and recognized from a recognized Institution/ Board/ Council/ University.
6. Candidates with Diploma/ Sandwich Diploma Course/ Qualification acquired through Distance Learning Mode or Part Time Mode shall not be considered.
7. The minimum %-age of marks in essential qualification is 65% marks, taking average of all the Semesters/Years, irrespective of the weightage given to any particular semester/year by the University/Institute if applicable. No rounding of marks obtained shall be allowed. Wherever CGPA/OGPA or letter grade is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. A certificate for conversion of Grades/CGPA to percentage of marks based on the procedure certified by the University/Institute from where they have obtained essential qualification shall be sent along with application through post.

8. The SC/ST/OBC /PwD candidates who meet the minimum eligibility criteria and have not availed any relaxation availed to them as per GoI guidelines shall be considered for unreserved Posts.
9. Application that are not conformity with the requirement indicated in the advertisement. Incomplete applications, unsigned, without photograph or necessary documentary proofs will be rejected.
- 10 The mere fact that a candidate has submitted the 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 considered further for selection process. The decision of THDCIL as the eligibility or otherwise of a candidate shall be final.
- 11 Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is not found in conformity with the criteria mentioned in the detailed advertisement or if any particulars indicated in the application/other forms/formats are not recognized / false / misleading and/or amounts to suppression of information/ particulars.
12. Canvassing or otherwise influencing the selection process will render the candidature invalid
13. The vacancies notified may vary depending upon requirement.
14. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
15. Any dispute arising in this connection will be subject to Jurisdiction of Dehradun (Uttarakhand) courts only.
16. Computation of age shall be done as on 31.12.2016. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
17. Candidates selected in THDCIL are liable to be posted in HR/Social/PR division/department as per policy/requirement anywhere in India and Abroad.
- 19..THDC India Ltd. will not be responsible for any postal delay/loss in transit in submission of documents within specified time
20. Applications received after the last date of receipt of applications will neither be entertained nor returned.
21. 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.

22. It is mandatory the eligible candidates go through the full text of the advertisement and agree to all the condition given, while applying for post.
23. Applicants should clearly mention their mobile no. and e-mail id at specified place in application form. In case candidate does not have a valid e-mail ID, he/she should create his/her new valid e-mail ID before applying. Candidates are advised to keep the e-mail ID and mobile number active until the completion of entire recruitment process. No change in the email ID or mobile number will be allowed once entered. All future correspondence shall be made via Email and/or SMS only.
24. Candidates working in Govt./PSU are required to produce “ **No objection Certificate**” from the present employer at the time of Interview
- 25.** Please note that only those applications which are received through ordinary post/speed post (no other means) alongwith requisite documents within scheduled date as mentioned will be considered further.
26. Categories of PwD eligible for the posts shall be as per the categories of PwD identified suitable for the posts as per Govt. Notification.
27. For the Un-Reserved (UR) vacancy.SC/ST/OBC (NCL) candidates can apply subject to meeting with all General Standards of Eligibility.
- 28.** Candidates claiming reservation under OBC (NCL) should belong to OBC-Non Creamy Layer **as on last date for submission of application to THDCIL.**

Important Dates

Sl. No.	Particulars	Date
1.	Opening of Online Registration for UGC-NET January 2017	17.10.2016
2.	Closing of Online Registration for UGC-NET January 2017	16.11.2016
3.	Cut-Off date for the purpose of Upper age limit, qualification etc.	31.12.2016
4.	Last date for receipt of Hard copy of application from candidates with all applicable testimonials	20.01.2017

Note:

- 1. Applicants are advised to check the Recruitment section of our website regularly for regular updates.**