



**Come on board to embrace exciting challenges with NHPC...**

NHPC Limited, a premier Schedule – A, 'Mini Ratna' Company of Government of India having 7071.2 MW installed capacity with 24 operating Power Station, is the biggest hydropower company in India and a leader in design, construction and operation of Hydropower Plants. NHPC, along with its subsidiaries and JVs, is also aggressively expanding its renewable energy portfolio; including hydro, solar and wind power. It has 05 projects with 4924 MW capacity in construction stage, 14 Projects with 8326 MW capacity in clearance stage, and 02 Projects with 1079 MW capacity in Survey & Investigation stage. NHPC has been earning profit for the last many years, with Gross Turnover of Rs. 9771.59 Crore and Profit after Tax of Rs. 3007.17 Crore in the FY 2019 - 20.

**1.0 Details of Posts:**

The company fosters excellent working environment and has attractive compensation package. To support its high growth trajectory, NHPC is looking for promising and competent Company Secretary Professionals with brilliant academic record, who are ready to take up the challenges alongwith us.

Sl. No.	Post / Grade / Pay Scale	Minimum Qualification	Maximum Age(as on 01.02.2021) / Vacancies
1.	<b>GM Company Secretary</b> Grade & Pay Scale: E-8 Grade, ₹ 120000-280000 (IDA)	<b>Essential Qualification:</b> Membership of the Institute of Company Secretaries of India (ICSI). <b>Desirable:</b> LLB/ CA/ CMA. <b>Essential Work-Experience(as on 01.02.2021)</b> Minimum 19 years post qualification experience in Company Secretarial functions, out of which at least 5 years experience should be in company/ companies having equity listed in National Stock Exchange (NSE)/ Bombay Stock Exchange (BSE).	53 years/ 1(one) Post (Un-reserved)*
2.	<b>DGM Company Secretary</b> Grade & Pay Scale: E-7 Grade ₹ 100000-260000 (IDA)	<b>Essential Qualification:</b> Membership of the Institute of Company Secretaries of India (ICSI). <b>Desirable:</b> LLB/ CA/ CMA <b>Essential Work-Experience (as on 01.02.2021)</b> Minimum 16 years post qualification experience in Company Secretarial functions, out of which at least 4 years experience should be in company/ companies having equity listed in National Stock Exchange (NSE)/ Bombay Stock Exchange (BSE).	49 years/ 1(one) Post (Un-reserved)*

\*The post is identified suitable for Persons with Benchmark Disabilities (PwBD) in Category-'a'(LV-Low Vision), Category-'b'(Deaf and HH-Hard of Hearing), Category-'c'(Locomotor Disability: OA-One Arm, OL-One Leg, OAL-One Arm & One Leg, BL-Both Legs, BLOA-Both Legs & One Arm including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy) and Category-'d' & 'e': Autism and Learning Disability, Combination of Category-'a' & 'c' and combination of category-'b' & 'c'.

**2.0 Compensation Package:**

Compensation in CTC terms is one of the best amongst PSUs. The company offers attractive compensation package comprising Basic Pay, Dearness Allowance, HRA, Cafeteria Allowance, Performance Related Pay (PRP), Company Leased Accommodation/Company Quarters or HRA, Reimbursement of Monthly Conveyance Expenditure, Medical Facility, Social Security Benefits including PF, Pension, Gratuity etc as per company rules in force from time to time.

**3.0 Experience Profile:**

The candidate should have expert knowledge of Company Laws and various other Legislations, guidelines provided by statutory bodies and corporate governance aspects. The incumbent is also expected to have in-depth knowledge and experience in handling functions related to Board/shareholder meetings, Compliance relating to IEPF matters, Compliance with company law and other statutory requirements, Compliance with SEBI guidelines & Stock Exchange, Compliance of Corporate Governance guidelines of DPE/SEBI/ other regulatory bodies from time to time, Preparing Statutory Forms/ Returns to be filed with the Registrar of Companies, the monitoring of the Share Registration & Dematerialization & disbursement of Dividends & Communication with the Share Holders, dealing with the issues of Subsidiaries & Joint Ventures and other related Company Secretarial works.

**4.0 Selection Procedure :**

- The selection process shall consist of Scrutiny of Applications and Personal Interview of shortlisted candidates. Applications of candidates shall be scrutinized based on the Job Specification given and the details of Experience in the relevant field, Educational Qualification, etc. to be given by candidates.
- In case of number of candidates fulfilling the eligibility criteria are more, the Appointing Authority shall decide the number of candidates to be considered for the post and may accordingly enhance the criteria for qualification and/or experience.
- Mere possession of the minimum qualification and experience does not entitle a candidate to be called for interview.
- The names of shortlisted candidates will be displayed at [www.nhpcindia.com](http://www.nhpcindia.com). Individual e-mail will also be sent to the shortlisted candidates.
- The decision of NHPC regarding scrutiny of application and shortlisting shall be final and binding.

**5.0 Selection Criteria:**

5.1 The selection criteria and distribution of marks shall be as prescribed below:

Sl. No.	Criteria	Marks
I.	Qualification	15
II.	Experience in company secretarial functions	20
III.	Interview	15
	<b>Total</b>	<b>50</b>

5.1 (A) Marks for qualification shall be awarded as prescribed below:

Sl. No.	Percentage of Marks obtained in Final (Professional) examination of the Institute of Company Secretaries of India (ICSI)	Marks
I.	Up to 60%	8
II.	Above 60% and up to 75%	12
III.	Above 75%	15

5.1 (B) Marks for experience shall be awarded as prescribed below:

Sl. No.	Years of experience in company secretariat in executive cadre or equivalent position	Marks
I.	For minimum prescribed post-qualification experience in company secretarial functions	10
II.	For each additional year of post-qualification experience in company secretarial functions over and above the minimum prescribed period of experience	1 (Maximum 5 Marks)
III.	For each additional year of experience in a listed company equity shares of which is listed in National Stock Exchange (NSE)/ Bombay Stock Exchange (BSE) over and above the minimum prescribed period of experience	1 (Maximum 5 Marks)
IV.	Maximum marks which can be awarded	20

**5.2 Qualifying Marks in Personal Interview:**

In order to be considered for final selection, a candidate must obtain a minimum of 60% marks in the interview.

**Note:** Possession of relevant additional qualification shall be an added advantage for final selection.

- Candidates shall have the option for appearing the Personal Interview in Hindi or English.
- After selection of suitable candidate(s), an offer letter shall be issued to successful candidates indicating terms & conditions of appointment. Selected candidate will be on probation for one year.
- Appointment of selected candidate will be subject to their being found medically fit in the Pre-Employment Medical Examination.

**6.0 Reservations and Relaxations:**

- Relaxation for SC / ST / OBC (Non-Creamy Layer) / PwBD (degree of disability 40% or above)/ EWS will be as per the Govt. Norms & Directives.
- The relaxation of age for Ex-servicemen shall be as per Government guidelines.
- The relaxation in upper age limit is subject to the condition that the maximum age of the candidate shall not, in any case, exceed 57 years.

**7.0 How to Apply:**

- Candidates belonging to General, EWS & OBC (NCL) Category are required to pay a non-refundable fee of ₹250/-. The SC/ST/PwBD Category candidates need not to pay the Registration Fee.
- State Bank of India has been authorized to collect the Registration Fee in a specially opened account No.31713133703 at CAG Branch, New Delhi, on behalf of NHPC. Candidate has to approach the nearby SBI Branch with a printout of the "pay-in-slip" which is available on the application registration portal. The pay-in-slip printed from the portal should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the Bank will issue a Unique Journal Number and a Branch Code of the Bank collecting the money. This Journal Number and the Branch code are to be filled up by the candidate during online registration. In case the candidate deposits the fee in a wrong account, NHPC will not be responsible. There will not be any other mode of payment of registration fee.
- Fee once paid will not be refunded under any circumstances. Candidates are therefore, requested to verify their eligibility & correctness of information on Application Form before paying the registration fee.
- Read the instructions carefully and fill in the On-line application form giving accurate information. After filling it, system will generate a Unique Registration Number of NHPC. Candidates should keep ready scanned copies of their certificates in PDF format in a separate file as given in step no. 4 under head "STEPS FOR APPLYING" of 100 to 200 KB each JPEG / PDF format along with passport size color photograph and signature in JPEG format of less than 23 KB size and 15 KB size respectively. The scanned copies of certificates should be readable otherwise candidature shall be treated as rejected.

**8.0 Important Dates**

a.	Start Date for receiving Online Applications.	17.03.2021 (From 1000 Hrs.)
b.	Last date for receipt of Online Applications	16.04.2021(Up to 1800 Hrs.)

**9.0 Steps for Applying:**

- Log on to [www.nhpcindia.com](http://www.nhpcindia.com) & click on **Career** Section.
- Read all instructions given on the website.
- Fill up the Online application form with relevant details and submit.
- Scanned copies of following documents should be kept ready by the candidate before applying online registration for attachment:
  - Matriculation / Secondary School Certificate as proof of date of birth.
  - Essential qualification certificate along with Marksheets.
  - Experience Certificate/ proof of experience (e.g. pay slip, job assignment, joining & separation order etc)
  - CS Membership Certificate.
  - Caste Certificate should be in format prescribed by the Government of India.
  - Disability certificate issued by Competent Authority (if applicable).
  - Any other document/certificate in support of qualification/experience.
- Candidate will have to bring these documents along with original for verification at the time of interview, if called for.
- Candidate should upload scanned copies of their certificates in separate space given in the online application form.
- Take out the print of the Registration Slip / Form generated by the system for future reference.

**10.0 General Information and Instructions:**

- 10.1 Only Indian Nationals are eligible to apply.
- 10.2 Before applying, the candidate should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. If a candidate is shortlisted, based on the information given by him / her and does not fulfill the same, he / she will not be allowed to join.
- 10.3 The candidate is likely to be posted at the Registered Office at Faridabad and also can be posted to its any other location as per requirement.
- 10.4 No representation will be entertained for relaxation of prescribed criteria in any circumstances.
- 10.5 Internal candidates having requisite qualifications are also eligible to apply. However, the minimum service left in the Corporation shall not be less than 3 years. They are also exempted from Application Fee.
- 10.6 Candidate has to apply Online only. No manual / paper application will be entertained.
- 10.7 Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after selection / joining, in the event of any information, provided by the candidate, is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 10.8 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 email to [recttcell2010@nhpc.nic.in](mailto:recttcell2010@nhpc.nic.in).
- 10.9 Candidates employed with Government Departments / PSUs/ Autonomous Bodies has to attach scanned copy of NOC along with testimonials or submit at the time of interview.
- 10.10 In case of any ambiguity / dispute, arising on account of interpretation in version other than English, English version will prevail.
- 10.11 NHPC reserves the right to cancel/modify/restrict/enlarge/alter recruitment process, without issuing any further notice or assigning any reason thereof.
- 10.12 NHPC reserves the right to increase / decrease the vacancies as per requirement.
- 10.13 Recruitment Process will be as per NHPC Policy and Recruitment Rules.
- 10.14 Any canvassing, directly or indirectly, by the applicant will disqualify his / her candidature.
- 10.15 In case of any dispute, the Competent Court at Faridabad / High Court of Punjab and Haryana at Chandigarh, shall have exclusive jurisdiction.
- 10.16 Further, Notification, Addendum, Corrigendum (if any) shall be published at the official website of NHPC Limited only.

**ENERGY IS FUTURE...**

**MAKE IT BRIGHT**