

F. No. 01/02/2018-DVC (Pt2)
Government of India
Ministry of Power

Shram Shakti Bhawan, New Delhi
Dated, the 14th June, 2021

VACANCY CIRCULAR

Subject: Appointment to the post of Member-Secretary in Damodar Valley Corporation (DVC) on deputation basis through Search-cum-Selection Committee (SCSC) -reg

Applications are invited for filling up the post of **Member-Secretary in Damodar Valley Corporation (DVC)** on deputation basis from the officers working in Central Public Sector Enterprises (CPSEs)/Central Government/ State Governments/ Union Territories/ All India Services including Armed Forces Personnel for a period of five (5) years from the date of assumption of the charge of the post or until the date of superannuation, whichever is earlier. DVC is a statutory body established under the Damodar Valley Corporation Act, 1948.

2. The Company profile, job description, eligibility criteria and other details for the appointment to the said post is annexed at **ANNEXURE**.

3. The Cadre Controlling Authorities are requested to circulate this vacancy circular amongst the officers working under their control and forward the duly filled in applications of the eligible and willing candidates, who can be spared immediately, if selected, in the proforma at **APPENDIX** to this Circular, along with their ACR/APARs for the last ten (10) years, to the **Additional Secretary (Thermal), Ministry of Power, Room No. 413, A Wing, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001** and also by email at **as1-power@gov.in**. An applicant may submit a brief note indicating his/her major achievements in the last 10 years and his/her vision for the development of DVC/Power sector in India in not more than 2 pages of A-4 size. The Search-cum-Selection Committee reserves the right to shortlist the candidates for the interview/ personal interaction. Incomplete applications or applications received after the due date of receipt will be summarily rejected.

4. The last date of receipt of applications in the Ministry of Power is 30 (thirty) days from the date of publication of the advertisement in the Employment News, which will also be the cut-off date for determining the eligibility of a candidate with regard to age and experience in the relevant grade/ pay scale.

Encl: As above

(Kumar Saurabh)
Deputy Director (Thermal)

To,

1. Secretaries to all Ministries/Departments of the Government of India;
2. Chief Secretaries of all State Governments/ Union Territories with the request to circulate this vacancy circular amongst the eligible officers;
3. CMDs of all CPSEs under administrative control of Government of India

4. Chairperson, CEA/Chairman, DVC/Chairman, BBMB
5. Director General, CPRI/ Director General, NPTI/ Director General, BEE
6. Joint Secretary (Administration), DoPT, North Block - with the request to host this vacancy circular on DoPT website for wider publicity;
7. Deputy Secretary, PESB – with the request to host this vacancy circular on PESB website for wider publicity;
8. Technical Director, NIC, MoP – with a request to upload this vacancy circular on the website of Ministry of Power;

Copy to: Chairman, DVC – with a request to upload this vacancy circular on the website of DVC for publicity.

**Government of India
Ministry of Power**

Subject: Appointment to the post of Member-Secretary, Damodar Valley Corporation (DVC) on deputation basis through Search-cum-Selection Committee.

Name of the Organisation : Damodar Valley Corporation (DVC)
Name of the Post : Member-Secretary
Pay Scale : Rs. 1,80,000-3,40,000 + admissible allowances (IDA pattern)
Place of Posting : Kolkata

1. COMPANY PROFILE

The Damodar Valley Corporation (DVC) is a Statutory Body established under the Damodar Valley Corporation Act, 1948. It is a major power utility in the Eastern Region of the country, playing a key role in the unified development of the Damodar Valley basin in the States of West Bengal and Jharkhand. Main functions of DVC are generation, transmission and distribution of electricity. Its subsidiary activities are flood control, irrigation, soil conservation & afforestation, industrial, economic and other development of Damodar Valley area. DVC provides power supply to the core sector industries like coal, steel and railway in its command area. The present employee strength of the Corporation is around 7,000 belonging to various disciplines. The installed Thermal and Hydel capacity of the Corporation is 6960 MW & 147.2 MW respectively, making a total capacity of 7107.2 MW.

The primary stakeholders of the Corporation are (i) the Central Government, (ii) the Government of Jharkhand and (iii) the Government of West Bengal. The capital fund of the Corporation as on 31.03.2021 is Rs. 5643.22 crore (Central Government: Rs. 1820.67 crore, Government of West Bengal: Rs. 2041.00 crore and Government of Jharkhand: Rs. 1781.55 crore.). The Headquarters of DVC are located at Kolkata, West Bengal.

2. JOB DESCRIPTION AND RESPONSIBILITIES

Member-Secretary will be a member and will report to Chairman. He shall be overall in charge of Administration such as coordinating and implementing personnel policies, management functions, administrative control etc. He shall be in charge of development including industrial relation policies of the corporation and activities related to international cooperation. Responsibility for land acquisition, liaison, Rehabilitation and Resettlement (R&R), Corporate Social Responsibility (CSR), Raj Bhasha, Social Development, Management Information System (MIS) & Information Technology (IT) and activities connected with Joint Ventures. He will be conducting the Board meetings and will be minuting the proceedings. He will be responsible for conduct of Board proceedings as per the provisions of the Act.

3. **ELIGIBILITY CRITERIA:**

I. **AGE LIMIT** (as on the last date of receipt of applications in the Ministry of Power):

Minimum	Maximum
45 years	55 years

II. **EMPLOYMENT STATUS:**

The applicant, on the date of application, as well as on the date of interview, must be employed in a regular capacity, and not in a contractual/ad-hoc capacity, as one of the followings:-

- (a) An officer of a Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- (b) An officer of the Central/a State Government/a UT Administration including the Indian Armed Forces;
- (c) An officer of DVC.

III. **QUALIFICATION AND EXPERIENCE:**

(a) Government Officers holding post in level-14 (Rs. 144200-218200) in the pay matrix in the Government of India or officers in equivalent level in the pay matrix;

or

(b) Central Public Sector Executives holding post in the scale of Rs. 1,20,000-2,80,000 with Industrial Dearness Allowance or level-14 (Rs. 144200-218200) in the pay matrix with Central Dearness Allowance with **two years of service**;

or

(c) Officers of Damodar Valley Corporation holding post in level-14 (Rs. 144200-218200) in the pay matrix with **one year of service**.

(d) The applicant shall be a post graduate, preferably with specialization in Human Resources (HR) or Industrial Relation (IR). The applicant should have knowledge of Behavioural Science, Organization Structural, Material Management and knowledge of the Financial Planning and its control as well as general administration. He should also have experience of working at a senior level in a large organization.

IV. **METHOD OF RECRUITMENT:**

The post will be filled on deputation basis through the Search-cum-Selection Committee (SCSC) with the approval of Appointments Committee of the Cabinet (ACC).

4. **DURATION OF APPOINTMENT**

The appointment shall be for a period of five years or till the incumbent attains the age of superannuation, whichever is earlier.

5. **SUBMISSION OF APPLICATIONS**

Candidates who are willing and interested to apply for the post may submit their applications in the proforma at **APPENDIX** through proper channel within **30 days from the date of publication** of advertisement in the Employments News. An applicant may submit a brief note indicating his/her major achievements in the last 10 years and his/her vision for the development of DVC/Power sector in India in not more than 2 pages of A4 size. The Search-cum-Selection Committee reserves the right to shortlist the candidates for the interview. Incomplete applications or applications received after the due date will be summarily rejected.

The application along with all prescribed enclosures should be addressed to:

**Additional Secretary (Thermal),
Ministry of Power, Room No 413,
'A' Wing, Shram Shakti Bhawan, Rafi Marg,
New Delhi-110001**

APPENDIX

**APPLICATION PROFORMA FOR THE POST OF MEMBER-SECRETARY IN
DAMODAR VALLEY CORPORATION (DVC)**

(Through Proper Channel)

1. (a) Post applied for : Member-Secretary
2. (a) Name of the Applicant :
(as per the official records)
- (b) Identification No. :
(For Defence Service Personnel)
- (c) Designation of the Applicant (in full) :
- (d) Category as per Employment Status : Officer of a CPSE/Central Govt./State
(Please tick as applicable) Govt./UTs/ Indian Armed Forces
/All India Services
- (e) Office Address :
3. Address for communication :
4. Telephone No. : Office :
Residence :
Fax No :
Mobile No. :
Email :
5. Date of Birth (DD/MM/YY) :
6. Age (as on last date of receipt of applications) :
7. Qualifications:

Eligibility Particulars	As per eligibility criteria	Possessed by the Officer	Whether eligible or not
Education/Professional Qualification (along with the name of Institution)			
Present Pay Scale			
Length of service in eligible pay scale as on last date of receipt of applications			

8. Details of the posts held during the last 10 years:

S No	Designation & Place of Posting	Organisation	From	To	Pay scale

8 (a) Details of experience relevant for the advertised post for the last 15 years*

S No	Designation and place of posting	Organization	From	To	Pay-scale	Nature of Duties

* The details should be indicated in order of the most recent assignments.

9 (A) Does the applicant hold lien in any other organization other than one where working presently ?

Yes	No
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If Yes,

- a. Name of the Organization in which the lien is held:
- b. The date from which lien is held.

(B) Is the applicant on deputation?

Yes	No
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If Yes; the date from which the candidate is on deputation and name of the Organization/Department:

10. (a) whether any punishment awarded to the applicant during the last 10 years,

Yes	No
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If Yes, give the details:

(b) whether any inquiry (criminal/departmental) is pending against the applicant

Yes	No
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If Yes, the details thereof:

CERTIFICATE

I certify that the details furnished by me in Columns 1 to 10 are true to the best of my knowledge and belief.

Dated:

(Signature with Name)

UNDERTAKING

I hereby undertake to join the post, if selected. Further, I understand that in case, I fail to join the post after selection or I convey my unwillingness to join after the interview by the SCSC, but before the selection for the post, I may be debarred for a period of two years for being considered for Board level posts in any CPSE other than the one to which I belong.

Dated:

(Signature with Name)

(To be filled by the CPSE/Ministry/Department concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records. It is also certified that the officer is clear from vigilance angle.

Signature and Designation of
the Competent Authority with
Telephone No. & Office Seal