

Advt No. NHDC/HR/RECT-II/2011

## **NHDC LIMITED**

**NHDC LTD**, a premier Joint venture Company of NHPC & Govt of Madhya Pradesh engaged in development / generation of Hydropower in Madhya Pradesh has entered into new fields of conventional / non- conventional energy sources viz. Thermal & Wind.

**NHDC LTD**, is looking for committed, young finance professionals with excellent academic record to join the Corporation for following posts:

Sl. No	Designation / Grade / Pay Scale	Proposed Vacancies	Minimum Qualification
1	Trainee Officer (Finance) / (E2) / ₹ 20600-3%-46500 (IDA)	03 UR – 02 OBC- 01	CA/ICWA qualified, from institute recognized by appropriate statutory authority in India.

### **Special Recruitment Drive to fill up Backlog Vacancies of SC & ST – FOURTH ATTEMPT**

Sl. No.	Designation / Grade / Pay Scale	Proposed Backlog Vacancies	Minimum Qualification
1	Trainee Officer (Finance) / (E2) / ₹ 20600-3%-46500 (IDA)	SC- 01 ST-01	CA/ICWA qualified, from institute recognized by appropriate statutory authority in India.

#### **Age Limit:**

Age limit for all above posts is **30** years as on **30.11.2011**.

#### **COMPENSATION PACKAGE:**

The selected candidates for the posts of Trainee Officer, on successful completion of the one-year training period, will be placed as Officer (Finance) in the Pay scale of ₹ 24900-3%-50500 (IDA) (E-2A) with probation period of one year.

Besides basic pay, Candidates will also be paid Industrial Dearness Allowances. Other allowances and benefits such as accommodation at Projects on nominal rent / HRA / Leased Accommodation, Reimbursement of conveyance expenses, payment of perks and allowances under cafeteria approach, Leave encashment, Gratuity, EPF, Group Insurance, medical reimbursement and Special Compensatory Allowance etc will be admissible as per Corporation rules in force from time to time.

### **RESERVATION AND RELAXATIONS:**

1. Reservation for SC/ST/OBC (Non - Creamy Layer) / Persons with Disabilities will be as per the Govt. norms and directives.
2. The upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non - Creamy Layer). It is relaxable by 10 years for PWD – General, 13 years for PWD – OBC (Non - Creamy Layer) and 15 years for PWD – SC/ST Candidates.
3. Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during 01.01.1980 to 31.12.1989.
4. SC/ST candidates appearing for written test shall be reimbursed single to & fro 2<sup>nd</sup> class rail /ordinary bus fare by the shortest route limited to the nearest examination centre to the mailing address mentioned in their application form on production of proof.
5. Internal candidates having requisite qualification are eligible to apply and they have no age bar.

### **SERVICE AGREEMENT BOND FOR TRAINEE OFFICER:**

The Selected candidates for the post of Trainee Officer of General and OBC (Non - Creamy Layer) category will be required to execute a service agreement bond of ₹ 2.50 lakhs and for SC/ST of ₹ 1.25 lakhs to successfully complete a minimum period of four years of service in the corporation including the period spent on training

### **GENERAL INFORMATION:**

1. Only Indian Nationals are eligible to apply
2. Before applying, the candidate should ensure that he /she fulfills the eligibility and other norms mentioned in this advertisement. If candidate succeed in written test and is called for interview based on information given by the candidates, but does not fulfills the eligibility, will not be allowed to appear in interview.
3. Candidature of the applicant 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 in conformity with eligibility criteria mentioned in the advertisement.
4. Number of vacancies are tentative and posts will be filled up upon review of requirement.
5. Selection will be based on Written test and/ or interview, which is likely to be held at Bhopal.
6. Candidates working in Govt / Quasi Govt. organization / Public Sector Undertaking must send their application through proper channel or should produce "No Objection

Certificate” issued by the competent authority at the time of interview. Otherwise they will not be interviewed.

7. The Corporation reserves the right to call only those candidates who according to its decision, rank high in terms of eligibility criteria and mere eligibility will not entitle any candidate for being called for interview or selection. The Corporation reserves the right not to fill any or all posts or to cancel / modify / restrict / curtail / enlarge or alter recruitment process, without issuing any further notice or assigning any reason there of.
8. Candidates selected can be placed, across the country, in any of the functions at Projects/Power Stations/Unit/Offices and including those of holding company of NHDC Ltd. etc through out India.
9. Canvassing or otherwise influencing the selection process will render the candidature invalid.
10. Legal jurisdiction will be Bhopal in case of any dispute.
11. Other thing being equal, preference will be given to persons who are also displaced person affected by NHDC projects. Candidates belonging to the above category must enclose a certificate obtained from the Competent Authority.
12. Application with incomplete / wrong particulars or not in the prescribed format will not be considered.
13. NHDC reserves the right to increase /decrease the vacancies as per requirement.
14. Eligible Internal Candidates may also apply. There is no age bar for internal candidates

### **APPLICATION FEE:**

SC/ST/PWD Candidates are exempted from payment of application fee subject to submission of prescribed Caste /Medical Certificate from the Competent Authority along with application. Other candidates should send application fee of Rs. **250/-** along with application. Application fee shall be in the form of crossed Demand Draft drawn in favour of “NHDC Ltd” payable at Bhopal (MP). Any other mode of payment will not be accepted.

### **HOW TO APPLY:**

Application in duplicate should be typed on A4 paper as per format **F-HR-01:01/00** available on our website. Completed applications in duplicate along with the attested copies of certificates in support of qualification, experience, age, caste / PWD and others as per applicability, with recent passport size photographs duly signed and affixed at right upper corner of application should be sent in an envelope SUPERSCRIBING Name of the post applied for and **Advt No. NHDC/HR/RECT-II/2011 to SENIOR MANAGER (HR)-Rectt. NHDC LTD, NHDC PARISAR, SHAMLA HILLS, BHOPAL (M.P) 462013 latest by 30/12/2011.** Application received after the last date will not be entertained.