



DAMODAR VALLEY CORPORATION/ दामोदर घाटी निगम
(ESTABLISHED BY THE ACT XIV OF 1948)/(1948 का अधिनियम XIV द्वारा स्थापित)

DVC TOWERS: VIP ROAD: KOLKATA-700054/डीवीसी टावर्स : वीआईपी रोड

कोलकाता-700054

Employment Notice No. PLR-Advt./2012-2013/354 Dated: 11.12.2013

Damodar Valley Corporation (DVC) came into being on July 7, 1948 by an Act of the Constituent Assembly (Act No. XIV of 1948) as the first multipurpose river valley project of independent India on the lines of Tennessee Valley Authority (TVA) of USA. It is now one of the premier power utilities in India engaged in Thermal / Hydel Power Generation, Transmission & Distribution, peripheral activities for a sustained and eco-friendly growth of the Valley Area spread across the states of West Bengal (Burdwan, Purulia & Bankura Districts) and Jharkhand (Bokaro, Dhanbad & Koderma Districts) with its Head Quarters in Kolkata. Annual turnover of ₹11000 crores (approximate) with installed power generation capacity of 5857.2 MW and expansion programme to touch 8000 to 10,000 MW thermal capacities in next few years.

DVC invites **ONLINE** applications from deserving & eligible Indian citizens having good academic record, requisite EQ & Experience etc to fill up the following Posts:

- a) **DIRECTOR (HR) - M10 - Post No.2013/19**
- b) **DIRECTOR (FINANCE) - M10- Post No.2013/20**

A. AGE for Both the Posts – Not exceeding 55 years as on 01.07.2013.

B. COMPENSATION PACKAGE:

Selected candidate will be placed in Pay Band-4 (Rs. 37,400-67,000/- with Grade Pay-Rs.10,000) plus Special Pay of Rs. 300. Besides pay & GP, Central Dearness Allowance (CDA), HRA, Transport, Energy Allowance, LTA, Leave Encashment, Medical benefits, and Education Allowance for Children, Provident Fund, Gratuity, etc. are also admissible as per Corporation Rules in force from time to time.

C.

MINIMUM ESSENTIAL QUALIFICATION (QR) WITH EXPERIENCE AND OTHER DESIRABLE QUALIFICATIONS REQUIRED FOR THE POST	
1. DIRECTOR (HR) POST NO. 2013/19 (M-10 level) Vacancy-01	<p><u>Qualifying Requirements:-</u></p> <p><u>Essential :</u></p> <p>1) Education: - Graduate with good academic record from University (UGC approved) /Institute (AICTE approved) with MBA/Two years' full time Post Graduate Degree or Diploma with Specialization in HRM/PMIR/LSW/MSW.</p> <p>2) Experience: - Minimum 25(twenty five) years experience in executive cadre in reputed Govt. Organization/PSU/Pvt. Sector in the field of Personnel Management and Human Resources. In addition to that, the executive should be in the pay scale/pay as follows :</p> <p>a) Govt. executives: Minimum 3(three) years in Pay Band-4 with GP of Rs.8900/- .</p> <p>b) PSU executives: Minimum 3(three) years in pay scale of Rs.19500-25600/-(pre-revised) or 1(one) year in pay scale of Rs.20, 500-26500/-(pre-revised).</p> <p>c) Private Sector Executives: Minimum 1(one) year working experience as Head of HR or 3(three) years working experience in the post just below Head of HR in such company, which has annual turnover more 1000 crore and the executive should draw more than Rs.18 lakh per annum as salary.</p> <p>(3) Desirable:- Strong and effective communicator in writing, business presentations and interpersonal communication. Highly developed, demonstrated team work skill. Demonstrates a high degree of confidentiality and unusual common sense. Demonstrated ability to increase productivity and continuously improve methods, approaches and departmental contribution while being cost sensitive. Commitment to continuous learning. Expert in employment Law and employee relations and communication. Demonstrated ability to see the big picture and provide useful and strategic advice and input across the company and on the senior executive team. Ability to lead in an environment of constant change. Experience of working in</p>

		<p>a flexible, employee empowering work environment. Familiarity and skill with the tools of the trade in human resources including HRIS and benefits administration. Experience in organization development and change management etc.</p> <p>Expectations: Incumbent will be required to implement interventions related to team building activities, internalization of core values in employees, employee involvement in realization of Vision and Mission of DVC and carry out necessary communication strategies for the same. Should be able to attract young talent from the market with required potential. Should be able to generate buy in of employees for latest HRM policies and practices implemented recently or to be implemented in future in DVC. Should be able to identify and develop the desired functional & managerial competencies in Employees by implementing training Need identification and developmental strategies. Will be required to develop and implement strategies for creating commitment in employees and building required culture conducive for above stated change management strategies. Implement strategies for making DVC a learning Organization.</p>
2.	<p>DIRECTOR (FINANCE) POST NO. 2013/20 (M10 Level) Vacancy-01</p>	<p><u>Qualifying Requirements:-</u></p> <p><u>Essential:</u></p> <p>(1) <u>Education:</u> - The incumbent should be final pass of ICWA/CA/ Two years full time MBA with specialization in Finance from recognised University/Institute (AICTE approved) with good academic record.</p> <p>(2) <u>Experience:</u> Minimum 25 years managerial experience in Executive Cadre in reputed Govt. Organisation/PSU/Private Sector in the Field of Finance and also having good academic record with managerial experience at senior level in finance function. In addition to that, the executive should be in the pay scale/pay as follows :</p> <p>a) Govt. executives: - Minimum 3(three) years in Pay Band-4 with of GP Rs.8900/-.</p> <p>b) PSU executives: - Minimum 3(three) years in pay scale of Rs.19,500-25,600/- (pre-revised) or 1(one) year in pay scale of Rs.20,500-</p>

26,500/-(pre-revised).

c) Private Sector Executives:-Minimum 1(one) year working experience as Head of Finance or 3(three) years working experience in the post just below Head of Finance in such company, which has annual turnover more 1000 crore and the executive should draw more than Rs.18 lakh per annum as salary.

(3) Desirable: The incumbent should be strong to handle the taxation function, developing and implementing sound financial policies, control and practices in the organization commensurate with corporate objectives and goals, to arrange finance globally and ensure its availability as per corporate plans and providing appropriate advice in matter of Contracts, manner in which annual and other financial statements are compiled and also the accounts of the Corporation are maintained and made available to audit.

The incumbent shall also be responsible to formulate the tactical plans in the area of financial management of the organisation for ensuring accomplishment of Corporate Plans and goals, to provide financial advice on matter involving financial implications related to revenue & expenditure for the Company including award of contracts, to concur proposal through file noting having value upto Rs.10 crore, to vet any proposal either routed through TC or file noting where the accepting authority of the proposal is the Board/Chairman, to re-delegate any power of his subordinates in case of exigencies, DAN to be placed before the Corporation's meeting, to clarify any interpretation/minor modification/minor addition/minor deletion of W&P manual as recommended by the standing committee prior to vetting of the Member(Finance), to interpret/clarify in respect of any item covered in the schedule of delegations of power, to provide down the line directions in developing sound financial policies, controls and practices for effective management of the company's financial operations and to ensure proper implementation of the same, to make such recommendations on matters relating to Corporate Policy as considered necessary, to ensure strict compliance of statutory laws and governmental directives regarding financial aspects of various organisational activities including compliance of all laws relating to taxes, duties, etc., to present budget before the Corporation and exercise budgetary control, to mobilize financial resources for meeting the annual expenditure of the corporation, to raise fund from both

		<p>national & international market at minimum cost including coordination with MOF, MOP, Bank and other concerned bodies, to exercise control over cash management and treasury functions, to ensure the optimum utilisation of funds and proper investment decisions, to organize special studies at periodic intervals particularly with reference to cost reduction, economic in administrative and overhead expenditure and such other areas which have a bearing on the profitability of the company or its finances, to formulate departmental/divisional financial policies and plans in consultation with the related Divisions/Departments and also with the reporting executives, to maintain sound organizational structure for the Department/Division with clearly defined branch objectives and individual responsibilities, to make periodical financial review and progress of the Projects, Contract closure, etc. to apprise the performance of his intra departmental heads/functional heads and executives of related division at regular intervals and discussing the same with them individually and also to identify potential managers for taking up higher responsibilities, to assist to formulate and implement management development and succession plans, in conjunction with the Corporate HR Division, to ensure the availability of managerial and technical expertise to meet future needs.</p> <p>Expectations: Incumbent should possess outstanding professional competence and proven managerial ability. As the head of the functional division he should be able to coordinate and interact effectively with MOP, MOF, various other institutions and agencies. He should have the required conceptual ability and the qualities of innovative leadership to direct a multi-disciplinary and highly qualified team to achieve the objectives of the organisation. As HOD, he should have demonstrated effectiveness in managing diversities and group processes without losing sight of objectives. He should have the ability to build a strategic vision with demonstrated ability for change management and translation of vision into goals and the ability to convert ideas into action plans. He should have sharp business acumen with sensitivity to surrounding business environment and ability to spot opportunities.</p>
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D. IMPORTANT

- (i). Applications for the above posts is to be submitted **ONLINE** only for which please refer to Para 'H' on "**How to Apply**".

(ii) No other Qualification than as mentioned in the QR against the above post would be accepted and hence person having subjects/streams other than as shown in the "Qualifying Requirements" above are ineligible. Candidates are therefore advised to ensure before applying that they exactly have the same educational qualification and experience as shown above with valid certificates in support. In other words, equivalent subject/stream would not be accepted.

(iii) **NOC in case of employees working in Govt./Semi-Govt./Public Sector Undertakings is must at the time of Interview.**

E. SELECTION PROCESS

(i) **Personal Interview.** However, DVC reserves the right to call limited persons for personal interview and to decide criteria for shortlist subject to number of eligible applicants.

(ii) DVC reserves the right to change the selection procedure, if necessary. The change, if any, shall be hoisted in DVC website in advance.

(iii) The list of candidates who have been shortlisted will be hoisted on DVC website **www.dvc.gov.in** only with details such as date, time and venue of the test/interview. No correspondence or personal enquiry shall be entertained by DVC.

F. GENERAL INFORMATION AND INSTRUCTIONS:

1. Only Indian Citizens are eligible to apply.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this employment notice.
3. Candidates with Degrees/Diploma not from recognized University/AICTE Approved Institute as applicable are not eligible to apply for the posts. Candidates in this connection are advised to produce proof. **Onus lies on the candidate to prove his/her eligibility in all respects by submitting the required documents.**
4. **4 (four) recent identical coloured passport photographs similar to the one uploaded in the Online Application should be retained by the candidate as the same would be required at the time of Interview..** Different styled photograph(s) may lead to rejection of the candidature. The

- colour photograph should be with clear front view of the candidate **without cap and sunglasses**. Photocopy of photograph is not permitted.
5. Candidates are required to sign in the prescribed place provided in the printout of the online application in running hand and not in Block Capital or disjointed letter. During physical verification, **all signatures should be identical**.
 6. Candidates employed with Government Departments/Public Sector Undertakings/Autonomous Bodies will be required to produce "**No Objection Certificate**" from their present employer at the time of interview positively.
 7. Candidature is liable to be rejected at any stage of recruitment process or after joining, if any information provided by the candidate is found to be false or not in conformity with eligibility criteria mentioned in this Employment Notice. The decision of DVC in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, and interviews, selection and allotment of posts and places of postings to the selected candidates shall be final and binding on the candidate. No enquiry/correspondence or telephonic discussion will be entertained in this regard. If any shortcoming is detected after appointment, the services of such candidates are liable to be terminated.
 8. DVC also reserves its right to cancel this Employment Notice, modify the educational qualifications/experience without assigning any reason thereof.
 9. **Any subsequent amendment/notice/clarification etc., if any, will be made available in DVC website only.** As such, candidates are advised to keep visiting DVC website **www.dvc.gov.in** from time to time till completion of recruitment process of the post.
 10. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.
 11. Canvassing in any form will be a disqualification.
 12. Applicant is required to retain copy of print out of the On-Line submitted application safely for records.
 13. Incomplete and Unsigned application is liable to be rejected.

G (i). List of other mandatory documents to be submitted in Xerox duly self-attested on or before 03.02.2014 for the Post of :-

DIRECTOR (HR) Post No. 2013/19:-

- 1) Mark sheets and Degree Certificates starting from school to MBA/Post-Graduate Degree or Diploma (2 years full-time) with Specialization in HRM/ PMIR/LSW/

MSW from University (UGC Recognised) /Institute (AICTE Approved).

- 2) Minimum 25 (twenty five) years requisite Experience certificate/s showing in Executive Cadre in reputed Govt. Organization/PSU/Pvt. Sector in the field of Personnel Management and Human Resources (turnover not less than 1000 crores in case of Pvt. sector).
- 3) Relevant Page of approved Annual Report of the present/last employer (in case of Pvt. Sector) showing annual turnover from the year 2010 to 2013.

DIRECTOR (FINANCE):-2013/20 :-

- 1) Mark sheets and Degree Certificate starting from school onwards to ICWA/CA/ Two years full-time MBA with Specialization in Finance from Recognised University / AICTE Approved Institute.
- 2) Minimum 25 (twenty five) years requisite Experience certificate/s showing in Executive Cadre in reputed Govt. Organization/PSU/Pvt. Sector in the field of Finance & managerial experience certificate at senior level in Finance function.
- 3) Relevant Page of approved Annual Report of the present/last employer (in case of Pvt. Sector) showing annual turnover from the year 2010 to 2013.

G (ii). Xerox copy of documents/certificates common for both Posts to be sent mandatorily duly self-attested by 03.02.2014:-

- b. Print out of Online Application Form duly signed and LTI at appropriate places.
- c. Secondary School Certificate for Age Proof (Date of Birth).
- d. Other Certificates in support of essential educational & professional qualifications.
- e. Experience certificate in support of the QR as mentioned in table under 'C' above relevant to post applied.
- f. Certificates in support of any other additional qualification / experience mentioned in the application.
- g. A Curriculum Vitae /Resume in separate sheet giving brief of essential qualification, experience in respective area.

H. Instructions on **HOW to APPLY** for ON-LINE APPLICATION

Mode of Application: Candidates should apply through DVC's Online Registration System only. The Online Registration will be available on the website www.dvc.gov.in and will remain activated from **13.00 hrs of 28.12.2013 to 24.00 hrs of 28.01.2014**. No other mode of application will be accepted.

Following Information/Documents to be kept ready before applying ONLINE:

1. One scanned photograph to be uploaded while applying.
2. Year/Semester wise marks obtained in Degree/Diploma in percentage. Other relevant details pertaining to proof of date of birth, academic qualifications, experience etc.
5. Valid E-Mail ID of the candidate, Mobile No. which shall remain valid for at least 6(six) months from the date of this Employment Notice.
6. After having arranged all information/documents, candidates should visit www.dvc.gov.in (under Career/Recruitment Notification) and follow the instructions given therein for Online Application for the posts. After successful submission of the online data including uploading of scanned photo, **a Unique Registration/Application Number will be generated and thereafter** candidates need to take printout of the submitted application. Printout without system-generated number will not be accepted in any case.
7. **Applicant is advised to take two copies of Printout of the Application and must send one copy putting his/her signature and Left Thumb Impression (LTI) along with copy of self attested documents/certificates mentioned under Para 'G(i) &G(ii)' to the address mentioned hereunder. The thumb impression must be clear and complete. Ridges of the thumb impression must be clearly visible. The other copy should be kept with the candidate for future reference.**

Completed application along with all Xerox copies to be sent at below mentioned address by post.

**To,
The Sr. Manager (HR)-R
Recruitment Cell, DVC,
DVC Towers, 5th Floor,
VIP Road,
KOLKATA-700054 (W.B.)**

IMPORTANT DATES:

Commencement of ONLINE Registration: **28.12.2013 (13.00 Hours)**

Closing Date of ONLINE Application: **28.01.2014 (24.00 Hours)**

Last date of receipt of Hard Copy etc.

By post: **03.02.2014.**

Helpline No. (IT CELL):033-6607-3048
(For system related query during Office hours).

Helpline No. for query related to QR: 033-6607-2537.
Email: amitava.mallik@dvc.gov.in

**Director (HR)
DVC, Kolkata-54**