

UJVN Limited

(Erstwhile Uttarakhand Jal Vidyut Nigam Ltd.)

Corporate Office "UJJWAL", Maharani Bagh, GMS Road, Dehradun-248006



Advt. No: - RECTT/04/2013

Invites Applications for the posts of Accounts Officer

UJVN Limited, Dehradun is a wholly owned undertaking of the Government of Uttarakhand and is a professionally managed power development and generation utility. The UJVN Ltd is a self sustaining Utility and promises to be one amongst leading power companies of India.

UJVN Limited wishes to recruit candidates for following position:-

S. No	Name of Post & Scale of Pay (CDA)	No of Posts			
		General	SC	OBC	Total
1	Accounts Officer Pay Band Rs. 15600-39100 & Grade Pay Rs. 5400.00	03	01	01	05

The above scale carries Central DA & other allowances as per the rules/regulations of UJVN Limited.

Job specifications

Qualifications	Age limit as on 01-01-2014
Chartered Accountant (CA)/ ICWA/MBA with specialization in (Finance/Accounts) (Passed as on date of advertisement)	21-35 years

Candidates having experience of working in the Finance/Accounts/Audit Branch of large Private/Public sector undertaking preferably a public utility undertaking shall be given preference.

Relaxation of 03 and 05 years in maximum age limit will be admissible to candidates belonging to OBC and SC category respectively. Relaxation will be subject to production of valid Caste Certificate issued from competent authority of State of Uttarakhand only.

Selection Procedure: Selection of candidates will be made on the basis of Written Test & Interview.

Application Fee (Non-refundable): An account payee Demand Draft of Rs 500/- (in case of SC candidates of Uttarakhand Rs.250.00) drawn in favour of "UJVN LIMITED" payable at Dehrdaun is to be submitted with application form.

GENERAL INFORMATION:

1. The candidate must possess fair knowledge of usages of spoken and written Hindi and English.
2. Horizontal reservation for candidates for the above advertised post will be available as per Govt. policies and instructions.
3. Copy of Caste Certificate issued by the competent authority of State of Uttarakhand must be attached in case of candidates belonging to SC/OBC Category. SC/OBC Candidates belonging to States other than Uttarakhand shall be treated in General Category.
4. In case of candidates belonging to subcategory viz Physically Handicapped/Ex-serviceman/Dependants of Freedom Fighter/ Woman, a Copy of relevant Certificate in prescribed form issued by the competent authority of State of Uttarakhand must be attached.
5. The candidates serving in Central/State Government Deptt./Public Sector Undertaking shall be required to submit their application through proper channel or produce NOC at the time of interview, which will also incorporate that there is no vigilance/disciplinary case pending or under contemplation against the individual.
6. UJVNL will not be responsible for applications lost in transit/Postal delays. No correspondence/enquiry in this regard will be entertained.
7. Departmental Candidates (UJVN Ltd. regular employees) fulfilling the eligibility criteria may also apply. However, there will be no maximum age limit in such case.
8. Applications found incomplete in any respect shall be rejected.
9. Any lobbying/canvassing would disqualify the candidates.
10. Mere fulfilling the job specifications shall not entitle a candidate for being called for interview/written test.
11. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Dehradun and the Courts/Tribunal/Forum at Dehradun only shall have the sole and exclusive jurisdiction to try such cause/dispute.
12. Self Attested copies of all educational qualifications, experience etc should also be attached with the application.

How to Apply:

The interested candidates are required to download the Application Form from our website and send the duly filled in application along with Application Fee, self-attested copies of educational qualifications & Experience certificates etc. in a sealed envelope marked "Application for the post of Accounts Officer by **Speed Post/Registered Post** to the following address, so as to reach us latest by **05-02-2014**.

Executive Director (HR)
UJVN Limited,
Yamuna Bhawan, Yamuna Colony,
Dehradun-248001



UJVN LIMITED
(An Uttarakhand Govt. Enterprise)

APPLICATION FORMAT

Candidate's
self attested
photograph
4.5CmX3.5Cm

(Note: Please submit details in Capital letters only)

- 1 Name of post applied for _____
- 2 Name of candidate
(in Capital Letters)
(Leave one Blank Space)
- | | | | | | | | | | | | | | | | | | | | | | |
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- 3 Father's / Husband's
Name
- | | | | | | | | | | | | | | | | | | | | | | |
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- 4 Date of birth & age as on _____ : Date of birth _____
01-01-2014 _____ Years _____ Months _____ Days
- 5 Gender (Please tick): 1-Female 2-Male
- 6 Permanent Address _____
_____ PIN _____
- 7 Correspondence Address _____
_____ PIN _____
- 8 Phone No with STD Code Office _____ Residence _____
Mobile _____
Fax _____
Email ID _____
- 9 Religion _____
- 10 (a) Category: (Gen./SC/OBC) _____
- 10 (b) Sub-Category: (Physically _____
Handicapped/Ex-serviceman/Dependants
of Freedom Fighter/Woman (Copy of relevant Certificate in prescribed form issued
by the competent authority of State of Uttarakhand must be attached).
- 11 Are you departmental candidate Yes No

12 Details of Educational Qualifications from High School (Matriculation) onwards :

Sl. No	Examination passed	Year of passing	Institute/ Board / University	Main subjects	Total Aggregate % of marks/ Div	Remarks, if any

13. Details of experience (in chronological order starting from latest)

Sl. No	Name of Organisation	Type of Organisation (Central/State Govt.Deptt./ CPSU/PSU/Autonomous body/ Private Co.etc..)	Post held	Period of tenure with date		Brief description of duties	Pay, Scale of Pay (CDA/IDA) and total emolument s drawn
				From	To		

(Attach separate sheet if required)

- 14 Computer proficiency, if any _____
- 15 Extra Curriculum activities _____
- 16 Membership of Professional bodies _____
- 17 Details of Bank Draft Draft No _____ Amount _____
Date _____
- 18 Details of any other information _____

Declaration

I solemnly declare that all the particulars furnished above are correct to the best of my knowledge and belief. In the event of any of the particulars or information given herein being above found false or incorrect, I shall be responsible and my candidature for the examination/selection is liable to be rejected/cancelled.

Date: _____
Place _____
Details of Enclosures:

Signature of candidate