



TRIPURA STATE ELECTRICITY CORPORATION LIMITED
(A Government of Tripura Enterprise)

Appointment

Advertisement No. TSECL/2019-20/04 dated, 28.05.2019

Applications in prescribed format are hereby invited from the Indian Nationals for filling-up of the following vacant posts under Tripura State Electricity Corporation Limited (TSECL):

I. Name of the Post(s), Classification & Vacancy details, Scale of Pay & Age limits:

Item No.	Name of the Post, Classification & Vacancy details	Scale of Pay	Age limits
1.	General Manager (HR) Group – “A” 01 (UR – 01)	<ul style="list-style-type: none">In case of retired candidates, Rs.80, 000/-(Rupees eighty thousand only) per month on consolidated basis, subject to revision by the Government from time to time (without linkage of pension drawn from previous service, if any).In case of in-service candidates on deputation, pay will fix up at level 20 in the pay matrix as per “Tripura State Civil Services (Revised Pay) Rules, 2018” w.r.t. Pay Band Scale: Rs. 37400-67000 (HAG + Scale), Grade Pay : Rs. 8700/- plus other admissible allowances; subject to revision by the Government from time to time.	Maximum 65 (sixty five) years as on the last date of receipt of application as per advertisement. However, this limit may be relaxed in case of deserving candidate.
2.	Deputy General Manager (HR & IR) Group – “A” 01 (UR – 01)	<ul style="list-style-type: none">In case of retired candidates, Rs. 60, 000/-(Rupees sixty thousand only) per month on consolidated basis, subject to revision by the Government from time to time (without linkage of pension drawn from previous service, if any).In case of in-service candidates on deputation, pay will fix up at level 17 in the pay matrix as per “ Tripura State Civil Services (Revised Pay) Rules, 2018” w.r.t. Pay Scale: Rs. 15600-39100/-(PB-4), Grade Pay : Rs. 7000/- plus other admissible allowances; subject to revision by the Government from time to time.	Maximum 65 (sixty five) years as on the last date of receipt of application as per advertisement. However, this limit may be relaxed in case of deserving candidate.
3.	Senior Manager (HRM) Group – “A” 01 (UR – 01)	<ul style="list-style-type: none">In case of retired candidates, Rs. 50,000/-(Rupees fifty thousand only) per month on consolidated basis, subject to revision by the Government from time to time (without linkage of pension drawn from previous service, if any).In case of in-service candidates on deputation, pay will fix up at level 15 in the pay matrix as per “ Tripura State Civil Services (Revised Pay) Rules, 2018” w.r.t. Pay Scale: Rs. 15600-39100/-(PB-4), Grade Pay : Rs. 6600/- plus other admissible allowances; subject to revision by the Government from time to time.	Maximum 65 (sixty five) years as on the last date of receipt of application as per advertisement. However, this limit may be relaxed in case of deserving candidate.
4.	Senior Manager (HRD) Group – “A” 01 (UR – 01)	<ul style="list-style-type: none">In case of retired candidates, Rs. 50,000/-(Rupees fifty thousand only) per month on consolidated basis, subject to revision by the Government from time to time (without linkage of pension drawn from previous service, if any).In case of in-service candidates on deputation, pay will	Maximum 65 (sixty five) years as on the last date of receipt of application as per advertisement.

	fix up at level 15 in the pay matrix as per “ Tripura State Civil Services (Revised Pay) Rules, 2018” w.r.t. Pay Scale: Rs. 15600-39100/-(PB-4), Grade Pay : Rs. 6600/- plus other admissible allowances; subject to revision by the Government from time to time.	However, this limit may be relaxed in case of deserving candidate.
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2. Job Descriptions & Job Specifications:

General Manager (HR)	
<i>Job Descriptions</i>	<i>Job Specifications</i>
<ul style="list-style-type: none"> • Develop and implement HR strategies and initiatives aligned with the overall business strategy. • Bridge management and employee relations by addressing demands, grievances or other issues. • Manage the recruitment and selection process. • Support current and future business needs through the development, engagement, motivation and preservation of human capital. • Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. • Nurture a positive working environment. • Oversee and manage a performance appraisal system that drives high performance • Maintain pay plan and benefits program. • Assess training needs to apply and monitor training programs. • Report to management and provide decision support through HR metrics. • Ensure legal compliance throughout human resource management. 	<p>Essential:</p> <ol style="list-style-type: none"> 1. Consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) in Master’s Degree in Human Resource Management or Personal Management/ MBA with specialization in Human Resource Management or Personal Management from any university recognized by the UGC/ First class in two years full time Post Graduate Diploma in Management with specialization in Human Resource Management or Personal Management from any Institution recognized by the AICTE. 2. Preference will be given to the candidates having Ph.D. Degree. 3. A minimum of 20(Twenty) years experience of Industry/ profession at Managerial level in Human Resource Planning, Recruitment, Selection, Organizing Employees Training & Development, Employees Counseling and Grievance Handling, Developing & Managing HR Information System, Maintaining Industrial Relations with stakeholders and day to day HR activities. Candidates having exposure in the power sector of any Central Government organization/ State Government organization/ Central PSU/ State PSU will be preferred. In case of any deserving candidates, the limit of 20 (twenty) years experience may be trim downed. <p>Desirable: Without prejudice to the above, the following conditions may be considered desirable:</p> <ol style="list-style-type: none"> 1. Published work, such as – Papers, Articles, Books by National / International publishers and 2. Presentations in National/ International Seminars, Conferences, Workshops, Symposium, etc. 3. Participation in Television/ All India Radio’s Talk, Debate, Discussion, Quiz etc.
Deputy General Manager (HR & IR)	
<i>Job Descriptions</i>	<i>Job Specifications</i>
<ul style="list-style-type: none"> • Develop and implement HR strategies and initiatives aligned with the overall business strategy. • Bridge management and employee relations by addressing demands, grievances or other issues. • Manage the recruitment and selection process. • Support current and future business needs through the development, 	<p>Essential:</p> <ol style="list-style-type: none"> 1. Consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) in Master’s Degree in Human Resource Management or Personal Management/ MBA with specialization in Human Resource Management or Personal Management from any university recognized by the UGC/ First class in two years full time Post Graduate Diploma in Management with specialization in Human Resource Management or Personal Management from any Institution

<p>engagement, motivation and preservation of human capital.</p> <ul style="list-style-type: none"> • Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. • Nurture a positive working environment. • Oversee and manage a performance appraisal system that drives high performance • Maintain pay plan and benefits program. • Assess training needs to apply and monitor training programs. • Report to management and provide decision support through HR metrics. • Ensure legal compliance throughout human resource management. 	<p>recognized by the AICTE.</p> <ol style="list-style-type: none"> 2. Preference will be given to the candidates having Ph.D. Degree. 3. A minimum of 15(fifteen) years experience of Industry/ profession at Managerial level in Human Resource Planning, Recruitment, Selection, Organizing Employees Training & Development, Employees Counseling and Grievance Handling, Developing & Managing HR Information System, Maintaining Industrial Relations with stakeholders and day to day HR activities. Candidates having exposure in the power sector of any Central Government organization/ State Government organization/ Central PSU/ State PSU will be preferred. In case of any deserving candidates, the limit of 15 (fifteen) years experience may be trim downed. <p>Desirable: Without prejudice to the above, the following conditions may be considered desirable:</p> <ol style="list-style-type: none"> 1. Published work, such as – Papers, Articles, Books by National / International publishers and 2. Presentations in National/ International Seminars, Conferences, Workshops, Symposium, etc. 3. Participation in Television/ All India Radio’s Talk, Debate, Discussion, Quiz, etc.
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Senior Manager (HRM)

<i>Job Descriptions</i>	<i>Job Specifications</i>
<ul style="list-style-type: none"> • Develop and implement HR strategies and initiatives aligned with the overall business strategy. • Bridge management and employee relations by addressing demands, grievances or other issues. • Manage the recruitment and selection process. • Support current and future business needs through the development, engagement, motivation and preservation of human capital. • Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. • Nurture a positive working environment. • Oversee and manage a performance appraisal system that drives high performance • Maintain pay plan and benefits program. • Assess training needs to apply and monitor training programs. • Report to management and provide decision support through HR metrics. • Ensure legal compliance throughout human resource management. 	<p>Essential:</p> <ol style="list-style-type: none"> 1. Consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) in Master’s Degree in Human Resource Management or Personal Management/ MBA with specialization in Human Resource Management or Personal Management from any university recognized by the UGC/ First class in two years full time Post Graduate Diploma in Management with specialization in Human Resource Management or Personal Management from any Institution recognized by the AICTE. 2. Preference will be given to the candidates having Ph.D. Degree. 3. A minimum of 10(ten) years experience of Industry/ profession at Managerial level in Human Resource Planning, Recruitment, Selection, Organizing Employees Training & Development, Employees Counseling and Grievance Handling, Developing & Managing HR Information System, Maintaining Industrial Relations with stakeholders and day to day HR activities. Candidates having exposure in the power sector of any Central Government organization/ State Government organization/ Central PSU/ State PSU will be preferred. In case of any deserving candidates, the limit of 10 (ten) years experience may be trim downed. <p>Desirable: Without prejudice to the above, the following conditions may be considered desirable:</p> <ol style="list-style-type: none"> 1. Published work, such as – Papers, Articles, Books by National / International publishers and 2. Presentations in National / International Seminars, Conferences, Workshops, Symposium etc.

	3. Participation in Television / All India Radio's Talk, Debate, Discussion, Quiz etc.
Senior Manager (HRD)	
<i>Job Descriptions</i>	<i>Job Specifications</i>
<ul style="list-style-type: none"> • Develop and implement HR strategies and initiatives aligned with the overall business strategy. • Bridge management and employee relations by addressing demands, grievances or other issues. • Manage the recruitment and selection process. • Support current and future business needs through the development, engagement, motivation and preservation of human capital. • Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. • Nurture a positive working environment. • Oversee and manage a performance appraisal system that drives high performance • Maintain pay plan and benefits program. • Assess training needs to apply and monitor training programs. • Report to management and provide decision support through HR metrics. • Ensure legal compliance throughout human resource management. 	<p>Essential:</p> <ol style="list-style-type: none"> 1. Consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) in Master's Degree in Human Resource Management or Personal Management/ MBA with specialization in Human Resource Management or Personal Management from any university recognized by the UGC/ First class in two years full time Post Graduate Diploma in Management with specialization in Human Resource Management or Personal Management from any Institution recognized by the AICTE. 2. Preference will be given to the candidates having Ph.D. Degree. 3. A minimum of 10(ten) years experience of Industry / profession at Managerial level in Human Resource Planning, Recruitment, Selection, Organizing Employees Training & Development, Employees Counseling and Grievance Handling, Developing & Managing HR Information System, Maintaining Industrial Relations with stakeholders and day to day HR activities. Candidates having exposure in the power sector of any Central Government organization/ State Government organization/ Central PSU/ State PSU will be preferred. In case of any deserving candidates, the limit of 10 (ten) years experience may be trim down. <p>Desirable: Without prejudice to the above, the following conditions may be considered desirable:</p> <ol style="list-style-type: none"> 1. Published work, such as – Papers, Articles, Books by National / International publishers and 2. Presentations in National / International Seminars, Conferences, Workshops, Symposium etc. 3. Participation in Television / All India Radio's Talk, Debate, Discussion, Quiz etc.

3. Nature of Service & Other Service Conditions:

General Manager (HR)	
<i>Nature of Service</i>	<i>Other Service Conditions</i>
<ul style="list-style-type: none"> • 'Regular Service' in case of candidates below the age of 60 years. • In case of retired candidates, 'Contractual Appointment' for a period of 3(three) years which may be extended on mutual consent. • Will act as a Staff manager in the organization and report to the Chairman cum Managing Director of the Corporation till creation of any higher post in the HR wing of the Corporation. 	<ul style="list-style-type: none"> • No pension from Government of Tripura or Tripura State Electricity Corporation Limited (TSECL). However, will be entitled for benefits of EPF, if so desired, in case of regular service. • Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary. • Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. • In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.
Deputy General Manager (HR & IR)	
<i>Nature of Service</i>	<i>Other Service Conditions</i>
<ul style="list-style-type: none"> • 'Regular Service' in case of candidates 	<ul style="list-style-type: none"> • No pension from Government of Tripura or Tripura State

<p>below the age of 60 years.</p> <ul style="list-style-type: none"> • In case of retired candidates, 'Contractual Appointment' for a period of 3(three) years which may be extended on mutual consent. • Will act as a Staff manager in the organization and report to the General Manager (Human Resource) of the Corporation. 	<p>Electricity Corporation Limited (TSECL). However, will be entitled for benefits of EPF, if so desired, in case of regular service.</p> <ul style="list-style-type: none"> • Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary. • Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. • In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.
Senior Manager (HRM)	
<i>Nature of Service</i>	<i>Other Service Conditions</i>
<ul style="list-style-type: none"> • 'Regular Service' in case of candidates below the age of 60 years. • In case of retired candidates, 'Contractual Appointment' for a period of 3(three) years which may be extended on mutual consent. • Will act as a Staff manager in the organization and report to the Deputy General Manager (HR & IR) of the Corporation. 	<ul style="list-style-type: none"> • No pension from Government of Tripura or Tripura State Electricity Corporation Limited (TSECL). However, will be entitled for benefits of EPF, if so desired, in case of regular service. • Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary. • Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. • In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.
Senior Manager (HRD)	
<i>Nature of Service</i>	<i>Other Service Conditions</i>
<ul style="list-style-type: none"> • 'Regular Service' in case of candidates below the age of 60 years. • In case of retired candidates, 'Contractual Appointment' for a period of 3(three) years which may be extended on mutual consent. • Will act as a Staff manager in the organization and report to the Deputy General Manager (HR & IR) of the Corporation. 	<ul style="list-style-type: none"> • No pension from Government of Tripura or Tripura State Electricity Corporation Limited (TSECL). However, will be entitled for benefits of EPF, if so desired, in case of regular service. • Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary. • Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. • In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.

4. General Instructions to the Candidates:

- i) Last date of receipt of application is **27th June, 2019 (up to 05:30 PM)**.
- ii) Only short listed candidates will be called for interview.
- iii) T.A/D.A for attending the interview will be paid by the Corporation on presentation of original documents subject to maximum limit of Rs.8, 000/- (*Rupees eight thousand only*).
- iv) Selection will be based on interview only.
- v) Selection committee reserves the right to relax any of the terms for selection & appointment.
- vi) The applications which are not in prescribed format shall be summarily rejected.
- vii) (a) Application after the last date, (b) incomplete in any respect and, (c) any fresh paper/ enclosures after closing date, shall not be considered.
- viii) The Corporation shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
- ix) Candidates should send self-attested photocopies of certificates and mark-sheets from matriculation/ Madhyamik onwards and other testimonials in support of their qualifications, experience, age, etc. Originals should not be sent along with the application but these must be produced at the time of interview for verification.

- x) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Corporation reserves the right to modify/withdraw/cancel any communication made to the candidates.
- xi) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
- xii) Applicants who are in employment should route their applications through proper channel. However, they can send the advance copy of the application.
- xiii) No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
- xiv) Canvassing in any form will be a disqualification.
- xv) No interim correspondence shall be entertained.
- xvi) The Corporation reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- xvii) The vacant post advertised may increase or decrease.
- xviii) The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
- xix) Short-listing of the applicants, if necessary, shall be made by written test / academic records / higher educational qualifications and experiences. The decision of the Screening Committee and Appointing authority for the purpose of short listing the candidates from amongst the total number of applications received, shall be binding for all.
- xx) Candidate(s) deserving to apply for more than one post, separate application(s) should be submitted for each post.
- xxi) The Corporation will not be responsible for any kind of postal delay.
- xxii) Candidates who have already applied for the post(s) of General Manager (HR)/ Deputy General Manager (HR & IR)/ Senior Manager (HRM)/ Senior Manager (HRD) against the advertisement No. TSECL/2018-19/03 of the Corporation, they need not to apply again. Their applications will be considered along with the applications received against the present advertisement (*i.e. Advertisement No. TSECL/2019-20/04 dated 28.05.2019*) of the Corporation.

The Eligible candidates may send their detailed bio-data as per enclosed format along with self attested copies of mark-sheets, certificates and other testimonials being the proof of age, academic attainment, experience, etc. addressed to the Chairman Cum Managing Director, Tripura State Electricity Corporation Limited, Bidyut Bhavan (New Building), North Banamalipur, Agartala, Tripura (West), Pin-799001 so as to reach the same on or before the last date of receipt of applications. The envelope containing the application should be super scribed as “Application for the post of General Manager (HR)/ Deputy General Manager (HR & IR)/ Senior Manager (HRM)/ Senior Manager (HRD)”.

Sd/-
Rajendra Debbarma
Deputy General Manager (HRD)
Tripura State Electricity Corporation Limited

Photograph

Application For Post of
Tripura State Electricity Corporation Limited
Part-A

A. Personal Information

1. Name in full :
2. Whether Currently Working :
3. Present Designation:
4. Office / Department:
5. Scale of Pay:
6. Date of Birth:
7. Age on the last date of receipt application:
8. Nationality
9. Full address :

Office Address:

TelephoneNo : Mobile No: Email :

Permanent Address:

Phone Number: Alternate Number Email ID:

10. Present Emoluments:

B. Qualification Details:

a) Educational / Professional Qualification;

Degree	Name of University / Institution	Year of passing	% of Marks & Class
i) Academic Qualifications:			
ii) Professional Qualifications:			

b) Details of affiliation with Professional bodies / institution / Society:

Sr. No.	Name of the Body	Membership No.	Since When

C. Experience: Details of Posts held from time to time:

No.	Designation	Basic Pay Scale	Name of employer	Period		Experience		Remarks
				From	To	Yrs	Months	
Total Experience: * Separate sheet is attached.								

D. Training: Details of training undergone in India & Abroad

Name of training program	Institute where training is received	Period of training	Nature of training	Achievement

E. List of publication / Academic honors received:

F. If selected, minimum time required for joining the post:

G. Any Other information:

Date

Signature

Place: