



**Notice of Recruitment for the post of Senior Manager (HRM) under TSECL,
Tripura, Agartala vide Advertisement No. 02/TSECL/2022-23**

Applications are hereby invited from the Indian citizens for the post of Senior Manager (HRM) under Tripura State Electricity Corporation Limited (TSECL), Tripura, Agartala.

1. Name of the post, Vacancy, Pay Scale and Age limit for the post of Senior Manager (HRM):-

1.a:- Name of the Post, Classification & Vacancy:- Senior Manager (HRM), Group-A, 01 (UR-01)

1.b:- Scale of Pay:-

- In case of **Contractual engagement**, the Pay will be fixed at Rs. 15600-39100/- (PB-4), Grade Pay Rs. 6600/- (Pre-revised) plus other admissible allowances subject to revision by the Government, time to time as per "Tripura State Civil Services Rules, Level-15 (Revised Pay) (1st amendment Rules, 2018)".
- In case of **in-service candidates on Deputation**, the Pay will be fixed at Rs. 15600-39100/- (PB-4), Grade Pay Rs.6600/- (Pre-revised) plus other admissible allowances subject to revision by the Government, time to time as per "Tripura State Civil Services Rules, Level-15 (Revised Pay) (1st amendment Rules, 2018)".
- 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).

1.c:- Age limits:-

- Maximum 45 (Forty Five) years as on last date of receipt of application. Upper age limit is relaxable by 5 (Five) years in case of ST/SC/PH candidates.
- For in-service candidate (on Deputation) maximum age will be 60 (Sixty) years.
- In case of Retired candidates, maximum age is 62 (Sixty Two) years as on the last date of receipt of application.
- The Govt. Servants belonging to ST/SC/PH category shall not get this relaxation over and above the General relaxation of Five (5) years available to them.
- However, age limit may be relaxed in case of deserving candidate/(s).

2. Duties, Responsibilities, Qualification & Experience for the post of Senior Manager (HRM):-

Duties & Responsibilities	Educational Qualification & Work Experience
<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. 	<p>Essential:</p> <ol style="list-style-type: none"> 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) 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. Preference will be given to the candidates having Ph.D and MBA with specialization in Human Resource Management/ First class in 2 (two) years full time Post Graduate Diploma in Management with specialization in Human Resource Management or Personal Management from any Institution recognized

TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Government of Tripura Enterprise)



Duties & Responsibilities	Educational Qualification & Work Experience
<ul style="list-style-type: none">• Report to management and provide decision support through HR metrics.• Ensure legal compliance throughout human resource management.• 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>by the AICTE.</p> <p>2. A minimum of 10(ten) years' experience of Industry/profession at Managerial level in Human Resource Planning, Recruitment, Selection, Organizing Employees Training & Development, Employees Counselling 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> <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 and2. 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:-

Nature of Service	Other Service Conditions
<ul style="list-style-type: none">• 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, if applicable.• Either party can terminate the contract by giving 30 (thirty) 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. Recruitment fees:-

- a) **Rs. 500/- (Rupees Five hundred) only for UR category candidates and Rs. 400/- (Rupees Four hundred) only for ST/SC candidates** through a Demand Draft (DD)/Banker Cheque from any Nationalised/Scheduled Bank in favour of Tripura State Electricity Corporation Limited (TSECL), payable at Agartala.
- b) ST/SC candidates of other States (not recognised by the Govt. of Tripura) should apply for unreserved vacancy as UR candidate along with recruitment fee prescribed for UR candidates.
- c) The Recruitment Fee is non-refundable in nature; once it is paid, it will not be refunded to the applicant under any circumstances, even if the recruitment process is cancelled.



5. General Instructions to the Candidates:-

- i) Eligible candidate(s) may send their application in the prescribed **format (Annexure-A)** along with the original Demand Draft (DD)/Banker Cheque, 2 (Two) recent Passport size coloured photograph, self-attested photocopies of mark-sheets, certificates and other testimonials being the proof of Identity, Age, Education, Academic attainment, Work experience etc. in a sealed **envelope superscribed as "Application for the post of Senior Manager (HRM) under TSECL"**, which shall be addressed to the Managing Director, Tripura State Electricity Corporation Limited (TSECL), Bidyut Bhavan, Corporate Office, North Banamalipur, Agartala, Tripura (West), Pin-799001, **on or before the last date of receipt of application i.e., 12th September, 2022 (up to 05:30 PM). TSECL will not be responsible for any kind of postal delay.**
- ii) Only short listed candidates will be called for the 'Written Test and/or Interview'.
- iii) No TA/DA will be given for attending the 'Written Test and/or Interview'.
- iv) Selection of eligible candidate whether by 'Written Test and/or Interview' will be communicated through TSECL website (www.tsecl.in) for all the candidates (after initial scrutiny) as per the decision of TSECL authority. Selection Committee reserves the right to relax any of the terms for selection & appointment.
- v) The applications which are not in prescribed format shall be summarily rejected; like- (a) Application after the last date, (b) incomplete in any respect and (c) any fresh paper/enclosures after closing date, shall not be considered.
- vi) 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 service shall be terminated.
- vii) 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 (viva-voce) for verification.
- viii) 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.
- ix) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
- x) Applicants who are in employment should route their applications through proper channel. However, they can send the advance copy of the application.
- xi) No correspondence will be entertained from candidates regarding postal delay, conduct and result of 'Written Test and/or Interview' and reasons for not being called for the 'Written Test and/or Interview'.
- xii) Canvassing in any form will be summarily disqualified.
- xiii) No interim correspondence shall be entertained.
- xiv) The Corporation reserves the right not to fill the vacancy advertised if the circumstances so warrant.
- xv) The vacant post advertised may increase or decrease.
- xvi) The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for the 'Written Test and / or Interview'.
- xvii) Short listing of the applicants, if necessary, shall be made by 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.

10/08/22
(Mrinal Kanti Das)

Deputy General Manager (HRD)
Corporate Office, TSECL, Agartala

Format for Bio-Data

Annexure-A

Application for the post of Senior Manager (HRM) under TSECL, Tripura

A. <u>Personal Information:</u>	Affix a recent Passport size coloured Photograph
<p>1. Name in full :</p> <p>2. Father/Husband's Name :</p> <p>3. Whether Currently Working (Yes/No) :</p> <p style="padding-left: 20px;">If yes,</p> <p>a) Present Designation :</p> <p>b) Office / Department :</p> <p>c) Scale of Pay :</p> <p>d) Present Gross Emoluments :</p> <p>4. Date of Birth :</p> <p>5. Age on last date of receipt application :</p> <p>6. Nationality :</p> <p>7. Category SC/ST/UR) :</p> <p>8. Full address :</p> <p>a) Address for communication:</p> <p>Telephone No : Mobile No: Email :</p> <p>b) Permanent Address:</p> <p>Phone Number: Alternate Number: Email :</p>	

B. Details of Educational/Professional Qualification:

Degree	Name of University / Institution	Year of passing	% of Marks & Class
i) Academic Qualifications: (Madhyamik onwards)			
ii) Professional Qualifications, if any:			

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

Sl. No.	Designation	Basic Pay Scale	Name of employer	Period		Experience		Remarks	
				From	To	Years	Months		
Total Experience: (use separate sheet, if required)									

D. Training Details, if any:

Name of the Program	Institute where training is received	Period of training	Nature of training	Achievement

E. Details of affiliation with Professional Bodies/ Institution/ Society:

Sl. No.	Name of the Body/ Institution / Society	Membership No.	Since when

F. List of Academic & Professional honors received:

G. Remarkable achievement, if any:

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

I. Any Other information:

DECLARATION

I, do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura State Electricity Corporation Limited and if at any point of time any information provided by me is found incorrect, suitable disciplinary action may be taken against me.

I further declare that neither any disciplinary proceeding/ criminal proceeding/ vigilance proceeding is pending against me nor I have ever been arrested/ prosecuted/ kept under detention/ bound down/ find by a Court of Law/ convicted by a Court of Law for any offence/ debarred from any examination or rusticated by any University or any other educational authority or Institution/ debarred or disqualified by any Public Service Commission from appearing at its examinations or selections and even nor any case pending against me in any Court of Law/ University or any other educational authority or Institution at the time of filling up this job application.

Full Signature of the candidate

Date:-

Place:-