

ADVERTISEMENT FOR THE POST OF DIRECTOR (HRD) IN ODISHA POWER TRANSMISSION CORPORATION LIMITED.

NAME OF THE PSU : Orissa Power Transmission Corporation Limited (OPTCL)

NAME OF THE POST : DIRECTOR(HRD)

SCALE OF THE POST : Rs.37,400-67,000/- +Grade pay 9000/-

1. COMPANY PROFILE

Odisha Power transmission Corporation Limited (OPTCL), a state owned power utility organization in Odisha is engaged in the business of transmission of electricity with a vision to emerge as one of the leading utilities in the country in Transmission space. As huge investments for setting up industries are lined up in the State, the demand of power transmission will be doubled during the next five years. It has a manpower of around 3100 spread all over odisha. Its registered and Corporate Office is at Bhubaneswar, Odisha. The present asset base of the Corporation is about Rs.3400 Crores.

The Corporation invites application for the post of Director(HRD) for its corporate office at Bhubaneswar, from the experienced talented professionals with impeccable performance history and observable leadership traits.

2. JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Human Resources Development) is a member of the Board of Directors and reports to Chairman and Managing Director. He is overall in charge of coordinating and implementing personnel and industrial relations policies., management functions, administrative control, Training and Development, CSR activities etc. In the organisation. He will responsible for evolving and formulating HR/Personnel policies as well as implementation thereon. He shall spearhead the implementation of ERP-HR-Module. He will exercise statutory and corporate responsibilities for efficient and profitable operations of the Company.

3. AGE:

Not exceeding 57(fifty seven) years as on the date of notification of advertisement. The age of superannuation is 60 years.

4. ESSENTIAL QUALIFICATION

The candidate applying for the position must a MBA with HR specialization or a post graduate Degree in personnel Management and Industrial relations/Human Resource Management or its equivalent from a recognised University/Institutions.

5. EXPERIENCE

At least 20 years of experience with proven performance track record in the relevant functions out of which at least 5 (five) years should be at the level of two positions below the Board of Directors. The applicant shall furnish the organizational chart indicating his/her current position there in. The candidate should have adequate experience and knowledge in all aspects of HRD i.e. Training & Development, Industrial Relations, Labour Laws, CSR policies, ERP implementation etc.

6. KEY SKILL:

Candidate will exhibit characteristics of a leader who is determined, results oriented, persuasive, and a strong communicator. Besides, she/he should be able to lead and mentor staff to achieve significant results. She/he should possess high professional ethics, good judgement, and ability to take decisive action. Superb communication (verbal and written) and interpersonal skills is highly required.

For Private Sector Executives:

In addition to the above Private Sector Executives shall fulfil all the following criteria listed below:-

- i) They should be working in companies where the annual turnover is in excess of Rs.300 Crore.
- ii) They should be working in private companies listed on the Stock Exchange; and
- iii) They should be working at a Board level position or reporting directly to a director on the Board i.e. one level below Board level.

7. SCALE OF PAY AND ALLOWANCE;

Rs.37,400-67,000/- with Grade Pay Rs.9,000/- with other applicable allowances. Pay protection will be allowed to the officers from the Central or State Governments/ SPSEs/ State PSUs or any other Government Organization.

8. TENURE OF APPOINTMENT;

Initially for a period of 3 (three) years subject to extension for another term of maximum up to three years based on performance and as per requirement of the Corporation. However, the contract period shall be limited up to the date of superannuation i.e. 60 years.

In the event of an internal candidate is selected for the post of Director(HRD), she/ he should resign/ take VRS from service and join as Director (HRD) on contractual appointment.

9. SUBMISSION OF APPLICATIONS;

Prospective candidates from the CPSU and Central Government officers/State PSU shall send their applications through proper channel as follows:

- a) For Government Servants through cadre controlling authority.
- b) For CMD's/MD's/Director's in CPSE, the concerned administrative ministry.
- c) For below Board level in SPSE, the concerned CPSE.
- d) For CMD/MD in State PSE concerned administrative ministry.
- e) For below board level in State PSE/State Joint Venture, the concerned SPSE.
- f) For Director in State PSE, State Government.

Besides, the five years performance Report and Vigilance Clearance of the candidates shall be obtained from the Concerned Authority before interview.

- i) Attested copies in support of age and qualification.
- ii) Evidence of listing on the Stock Exchange.
- iii) Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level.
- iv) The details of job handled and achievements in the past with details/particular references.

Interested candidates may send their application in the format at Annexure-I along with a passport size photograph within 30 (thirty) days from the date of publication of the advertisement to the following address by registered post/ speed post. Candidates working in the Government/ PSUs are required to apply through proper channel. Envelope containing the application should be super scribed as "Application for the post of Director (HRD)". The undersigned reserves the right to accept/ reject any or all of the applications at any stages of selection without assigning any reason thereof.

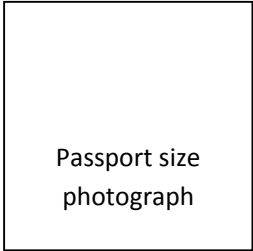
Principal Secretary to Government,
Public Enterprises Department, Odisha Secretariat,
Bhubaneswar-751001
Telephone Number, 0674-2536623, FAX- 0674-2391981
E-mail- dpesec.od@nic.in

ANNEXURE-I

APPLICATION FORMAT

APPLICATION FOR APPOINTMENT TO THE POST OF DIRECTOR (HRD), OPTCL

1. Name in full:
2. Present Designation:
3. Office / Department:
4. Scale of Pay:
5. Date of Birth:
6. Age as on the date of application: Years Month Days
7. Nationality:
8. Gender (Male/Female):
9. Social Category (SC/ST/OBC/SEBC) :
10. Office Address:
11. Address for Communication:
12. Telephone No. : Office:
Residence:
Fax No. Mob:
E-Mail address:
13. Educational/professional Qualification



	As per job description	Possessed by the officer
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Academic		
Professional		
Details of affiliation with Professional Bodies/Institution/ Society		

14. Present Emoluments

Current Pay Scale	Basic Pay	DA	Other Allowances: HRA/CCA/Any other

15. Positions held during the preceding ten years:

Sl. No.	Designation and Place of posting	Organisation	From	To	Total Experience	Pay Scale

16. Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation and Place of posting	Organisation	From	To	Total Experience	Pay Scale

17. Training

Sl No.	Nature of Training	Institute	Period of	Nature of	Achievements
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	Programme	where training is received	Training	Training	

18. For Private Sector Executives:

(a) Annual turnover of last three years of the Company where candidate is employed

(Certified copy to be attached) Turnover Rs. _____ for the year _____

(b) I certified that:

(i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at **Encl.I**

(ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at **Encl.II**

(iii) I am working at Board level position /or reporting directly to a Director on the Board i.e one level below Board level. (The organizational Chart enclosed at **Encl.III**)

(iv) The Company in which I am working is listed on the _____ Stock Exchange. (A proof of listing is at **Encl.IV**)

19. If selected, minimum time required to join:

20. Any other information:

Declaration

Ison/daughter of hereby certified that I have not been disqualified to act as a Director Under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of , nor have ever been convicted for, any act of moral turpitude or economic offence.

Date:

Place: **(Name and signature of the applicant)**

Note : Copies of Testimonials in support of age, qualification, experience etc. May be furnished, wherever necessary.