



TRIPURA POWER GENERATION LIMITED
(A Government of Tripura Enterprise)

Appointment

Advertisement No. TPGL/2023-24/03 dated, 08.01.2024

Applications in prescribed format are hereby invited from the Indian Nationals having Permanent Resident of Tripura Certificate (PRTC) for filling-up of the following vacant post under Tripura Power Generation Limited (TPGL):

➤ **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 (Human Resource) Group – “A” 01 (UR – 01)	<ul style="list-style-type: none">In case of in-service candidates on deputation or direct recruitment, 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) plus other admissible allowances; subject to revision by the Government/ Corporation from time to time. <p>Minimum Basic Pay in the said scale of pay is ₹118500. Besides Basic Pay, Company provides Dearness Allowance (DA) [<i>presently @ 20% on Basic Pay which is likely to be increased time to time</i>], Compensatory Allowance (CA) [<i>presently @ ₹400 per month at this level</i>], House Rent Allowance (HRA) [<i>presently @ ₹3000 per month at this level</i>] and EPF (Employers’ Contribution) @ 12% on (Basic + DA).</p> <ul style="list-style-type: none">In case of retired candidates, Rs.1, 00, 000/- (Rupees one lakh only) per month on consolidated basis (<i>without linkage of pension drawn from previous service, if any</i>), subject to revision by the Government/ Corporation 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.
Other Facilities: <ol style="list-style-type: none">Leave would be admissible as per Tripura State Government’s Leave Rules.Medical Bill reimbursement facility would be admissible as per Tripura State Government’s Rules.TA bills for official tours will be provided as per Tripura State Government’s Rules.Vehicle and Mobile facility as per Company Policy.			

➤ **Job Descriptions:**

- 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

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- 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.

➤ **Job Specifications:**

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

or

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. Minimum of 20 (twenty) years working 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. However, in case of any deserving candidates, the limit of 20 (twenty) years experience may be trimmed down.

➤ **Nature of Service:**

- Contractual appointment for a period of 3(three) years which may be extended by the appointing authority on mutual consent.
- Will act as a Staff manager in the organization and report to the Managing Director of the Corporation till creation of any higher post in the HR wing of the Corporation.

➤ **Other Service Conditions:**

- No pension from Government of Tripura or Tripura Power Generation Limited (TPGL). However, will be entitled for benefits of EPF, if so desired and if applicable.
- 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.


➤ **General Instructions to the Candidates:**

- i) Last date of receipt of application is **12th February, 2024 (up to 05:30 PM)**.
- ii) The candidates must have Permanent Resident of Tripura Certificate (PRTC).
- iii) Only short listed candidates will be called for interview.
- iv) No T.A. / D.A. will be paid by the Corporation for attending the interview.
- v) Selection will be based on interview only.
- vi) Selection committee reserves the right to relax any of the terms for selection & appointment.
- vii) The applications are to be submitted in prescribed format annexed herewith.
- viii) (a) Application after the last date, (b) incomplete in any respect and, (c) any fresh paper/ enclosures after closing date, shall not be considered.
- ix) The Corporation shall verify the antecedents or documents submitted by a candidate at any time; may be 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.

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- x) 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 or any other time as decided by the Corporation.
- xi) 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.
- xii) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
- xiii) The in-service candidates may apply directly to TPGL. However, in case of selection of any in-service candidate, he/she has to submit the 'Release Order' or 'Deputation Order' from his/her present employer at the time of joining in TPGL, without which, his joining in TPGL will not be accepted.
- xiv) No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
- xv) Canvassing in any form will be a disqualification.
- xvi) No interim correspondence shall be entertained.
- xvii) The Corporation reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- xviii) The vacant post advertised may increase or decrease.
- xix) The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
- xx) 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.
- xxi) The Corporation will not be responsible for any kind of postal delay.

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, state of domicile, etc. addressed to the **Managing Director, Tripura Power Generation Limited, Corporate Office, Bidyut Bhavan (Old Building), North Banamalipur, 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) in TPGL"***.


Debasish Sarkar
Managing Director
Tripura Power Generation Limited

Name of the Post Applied for: *General Manager (Human Resource)*

Advertisement No.

: *TPGL/2023-24/03 dated, 08.01.2024*

Affix one recent
passport size
photograph

BIO-DATA

A. Personal Information

1. Name in full:
2. Whether Presently Working:
If yes,
 - a) Present Designation:
 - b) Office/ Department:
 - c) Present Scale of Pay and Gross Emoluments:
3. Date of Birth (*in dd/mm/yyyy format*):
4. Age as on the last date of receipt of application:
5. a) Nationality:
b) State of Domicile (*if Tripura, enclose PRTC*):
6. Category (ST/ SC/ UR):
7. Full address:

(i) **Address for communication:**

Telephone No.: FAX No.: Mobile No.: Email ID:

(ii) **Office Address (if presently working):**

Telephone No.: FAX No.: Alternate Mobile No.: Alternate Email ID:

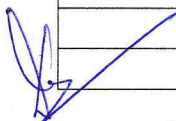
(iii) **Permanent Address:**

Telephone No.: FAX No.: Alternate Mobile No.: Alternate Email ID:

B. Qualification Details (Matriculation/ Madhyamik onwards):

a) Educational / Professional Qualification:

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


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b) Details of affiliation with other Professional bodies/ institution/ society:

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

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

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

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

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

E. List of Academic/ Professional honors received:

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

G. Any other relevant information:

DECLARATION

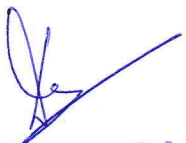
I, do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura Power Generation Limited and if at any point of time any information provided 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/ fined 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.

Date:

Place:

Signature of the Candidate


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