



**GOVERNMENT OF ODISHA
ENERGY DEPARTMENT**

No 10439 /En., Dated 7.10.2023
ENG-HYD-HYDRO-0040-2020

ADVERTISEMENT

Sub: Invitation of application for the post of Director (Human Resources) in Odisha Hydro Power Corporation Limited (OHPC Ltd.).

Name of the PSU	Odisha Hydro Power Corporation Ltd.
Name of the Post	Director (HR)
Scale of the Post	CTC in the range of Rs. 35 Lakhs to Rs. 70 Lakhs per annum

Odisha Hydro Power Corporation Limited (OHPC Ltd.) functioning under the administrative control of Energy Department, Government of Odisha, is an ISO 9001:2008, ISO 14001 and OHSAS 18001 certified Gold rated State Public Sector Undertaking with installed capacity of 2099.8 MW at six locations within the State and one inter-State project. OHPC is also promoting investment in various green energy projects through GEDCOL (a wholly owned subsidiary of OHPC). The Company is also planning to take up new hydro projects & Pumped Storage Projects (PSPs) in the coming days.

2. Job description and responsibilities:

This position is at the Board Level. The incumbent shall report to the Managing Director/ Chairman. He/she shall be overall in-charge of coordinating and implementing Personnel and Industrial Relations Policies., management functions, General Administration, Training and Development, CSR activities etc. in the organisation. He/ she will be responsible for evolving and formulating HR policies as well as implementation thereon. He/ she shall spearhead the implementation of ERP-HR-Module. He/ she will exercise statutory and corporate responsibilities for efficient and profitable operations of the Company.

3. Eligibility:

I. Age:

Minimum age will be 45 years and maximum age will be 60 years as on 30.11.2023.

II. Educational Qualification:

The candidate applying for the position must have full time MBA with HR specialization or a Post Graduate Degree in Personnel Management/ Industrial relations/Human Resource Management or its equivalent from a recognised University/Institutions.

Candidates having additional degree in Law will be preferred.

III. Key skill:

Candidate should exhibit characteristics of a leader who is determined, results oriented, persuasive, and a strong communicator. Besides, he/ she should be able to lead

and a mentor for the staff to achieve significant results. He/ she should possess high professional ethics, good judgement, and ability to take judicious decisions. 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:-

He/ she should be working at a Board level position or reporting directly to a Director on the Board (one level below Board level) in a private company listed on the Stock Exchange having annual turnover of more than Rs.500 Crore.

IV. Experience:

For Internal Candidates:

1. A proven track record of at least 20 (twenty) years of post-qualification experience in relevant functional areas.
2. He/ she should have at least 01 (one) year experience in a senior level position (GM & above), drawing pay in the scale of Rs.1,23,100 - 2,15,900/- i.e. in level 15 of the pay matrix under the ORSP Rules, 2017 or higher scale of pay on the date of advertisement.

The applicant shall furnish the organizational chart indicating his/her current position therein.

If internal candidate is selected for the post of Director (HR), he/she should resign/ take Voluntary Retirement from his service and join as Director (HR) on contractual appointment.

For all other candidates:

1. A proven track record of at least 20 (twenty) years of post-qualification experience in relevant functional areas.
2. He/ she should have at least 03 (three) years' experience in a senior level position (GM/ equivalent & above) in an organization of repute.

OR

The candidate shall be drawing a pay in the scale of Rs.1,23,100- 2,15,900/- in level 15 of the ORSP Rules 2017 or equivalent revised scale of pay or higher pay of Central Govt./ State Govt./CPSE /SPSE/ other organisations on the date of advertisement.

The applicant shall furnish the organizational chart indicating his/ her current position therein.

Note: *Eligible functional Directors of Energy Sector PSUs of the State will be given an opportunity to apply for the post, but they have to compete as any other regular candidate.*

The Condition of experience would be relaxable in deserving cases.

V. Employment Status:

The applicant must on the date of application be employed in a regular capacity (not in a contractual/adhoc capacity) in one of the following:

- i. Central Public Sector Enterprise (CPSE)
- ii. State Public Sector Enterprise
- iii. Central /State Govt.

- iv. Private Sector Enterprises, listed with stock exchange having turnover of more than Rs.500 Crores in any of the last three years (,FY 2020-21 , FY 2021-22 and FY 2022- 23).

Interested candidates from Government/ CPSUs/ SPSUs/ State/ Central Govt. may be considered on deputation. However, the period of deputation as Director (HR), OHPC shall not be less than 03 (three) years.

4. Scale of Pay:-

The pay will be Cost to Company (CTC) pattern and shall be in line with the industry. Performance based service conditions and Market Based Salary (MBS) Structure shall be offered, the CTC ranges between Rs. 35 Lakhs to Rs. 70 Lakhs per annum.

Pay protection will be allowed only to the Officers from the Central/ State Governments/ CPSEs/ State PSUs or any other Government organization.

5. Tenure of Appointment:

This position is on full time contract basis for a period of 05(five) years or up to the age of 63 years whichever is earlier.

It shall include a probation period of 1(one) year. Appointment shall be confirmed after satisfactory completion of the probation period and approval of Energy Department.

6. Submission of Application:

Prospective candidates from the Central Public Sector and Government /State Public Sector Undertaking shall send their applications, through Cadre Controlling Authority, in the format as at **Annexure-I** along with a prescribed forwarding letter as in **Annexure-A**.

Private sector candidates shall forward their applications through their Controlling Officer.

Interested candidates shall submit their applications in the format at Annexure - I, along with a write up on the significant contributions made by them during their present/past assignments and their suitability for the post. Further, all candidates shall submit a statement indicating their vision for OHPC over the next 5 years (in about 300 words).

In addition to the above, Private Sector Executives must submit the following documents along with the application form:

- a. Self Attested copies of certificate in support of age (matriculation/ class 10th certificate) and degree & other qualifications;
- b. Annual Reports of the company for the last 03 (Three) years for FY 2020-21 , FY 2021-22 and FY 2022-23) duly certified by Company Secretary (for Private Sector applicants).
- c. Evidence of listing on the Stock Exchange.
- d. Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level.
- e. The details of job handled in the past with details/particular references.

The applicant shall submit

- i. A certificate separately (in sealed cover), duly certified by the Head of the Unit/ Head of Organisation with regards to the integrity of the said applicant in **Annexure-II** and
- ii. His/ her performance rating in last 05 (five) years duly certified by the Controlling Authority (in sealed cover) in **Annexure-III**.

Interested candidates may arrange to send their application through the Cadre Controlling Authority/ Controlling Officer in the format at Annexure-I along with a passport size photograph to the following address by Registered post/ Speed post only so as to reach by 30.11.2023.

Address: Additional Chief Secretary to Government,
Department of Energy
Kharavel Bhawan, Bhubaneswar-751001


Envelope containing the application should be super-scribed as “**Application for the post of Director (HR), Odisha Hydro Power Corporation Limited (OHPC)**”.

The undersigned reserves the right to accept/ reject any or all of the applications at any stage of selection without assigning any reason thereof.

7. Disqualification, etc:

a) If any of the candidates who appeared for the interview and is selected, gives his/her unwillingness after the interview is held, ‘or’ his/her unwillingness after the issue of offer of appointment, he/she shall be debarred for a period of two years from being considered for a Board Level posts in any State PSU other than the one to which the candidate belongs.

b) In the above cases, no request for relaxation or otherwise would be entertained. Applications received beyond the last date and incomplete applications shall not be considered. Any wrong information given in the application will make the application liable for rejection.

 7/10/2023

Additional Chief Secretary to Government

Memo No. 10440 /En, Dated. 7.10.2023

Copy forwarded to the Secretary, CERC, New Delhi/ Secretary, CEA, New Delhi/ Additional Secretary, Ministry of Power, GoI / CMD, NTPC/ NHPC/ PFC/ REC/ PGCIL for kind information & necessary action.

It is requested to kindly accord wide publicity of this Advertisement among the interested and eligible candidates in their organization.

M.
7.10.2023
Additional Secretary to Govt.

Memo No. 10441 /En, Dated. 7.10.2023

Copy forwarded to all Departments, Govt. of Odisha for information & necessary action.

M.
7.10.2023
Additional Secretary to Govt.

Memo No. 10442 /En, Dated. 7.10.2023

Copy forwarded to Addl. Chief Secretary to Govt., Public Enterprises Department/ Chairman, OHPC/ EIC (Elect.)-cum-PCEI, Odisha/ MD, OPGC/ OPTCL/ GRIDCO/ Secretary, OERC, Bhubaneswar/ CEO, TPCODL/ TPWODL/ TPNODL/ TPSODL/ GEDCOL/ CE, OREDA, Bhubaneswar for information & necessary action.

M.
7.10.2023
Additional Secretary to Govt.

Memo No. 10443 /En, Dated. 7.10.2023

Copy forwarded to MD, OHPC for information & necessary action. He is requested to get the advertisement published in The Times of India, The Samaj and the Indian Express.

M.
7.10.2023
Additional Secretary to Govt.

Memo No. 10444 /En, Dated. 7.10.2023

Copy forwarded to Head, Portal Group, IT Centre, Lok Seva Bhawan, Bhubaneswar/ Computer cell, Energy Department for information & necessary action.

It is requested to host this advertisement in the website of Energy Department urgently.

M.
7.10.2023
Additional Secretary to Govt.

FORMAT OF APPLICATION

APPLICATION FOR APPOINTMENT TO THE POST OF: **Director (HR), OHPC**

1. Name in full:

2. Present Designation:

3. Office / Department:

4. Pay/ Level (In detail):

5. Date of Birth:

(Self-attested copy of Matriculation Certificate to be enclosed)

6. Age as on 30.11.2023: Years: Month: Days:

7. Nationality:

8. Whether belongs to SC/ST/OBC:

9. Full Address (Office / Residence):

i. Office with Telephone No., Mobile No., e- mail, address etc.

ii. Residence:

10. Present Emoluments:

Basic Pay:

Dearness Pay / Allowances:

Special Pay, if any:

HRA:

CCA

Any other allowances:

Total:

11. QUALIFICATION:

Educational Qualification:

a. Academic :

b. Professional:

(Self-attested copies of all degree professional certificates to be enclosed)

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

i. Name:

ii. Membership No. :

iii. Since when:

12. EXPERIENCE:

Details of posts held in chronological order

Sl. No.	Post held & scale of pay	Office	Period		Experience		Nature of job
			From	To	Years	Months	

Passport size
photograph to be
pasted

13. TRAINING:

Details of training undergone in India and abroad.

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

14. FOR PRIVATE SECTOR EXECUTIVES:

i. Annual turnover of last three years of the Company where he is working presently:
(Certified copy to be attached) Turnover

Rs.----- for the year 2020-21

Rs.----- for the year 2021-22

Rs.----- for the year 2022-23

ii. Details of position held at Board level / Below Board level:

iii. Details of Stock Exchange listing:

15. List of Publications / Academic honours received:

16. If selected, minimum time required to join:

17. Organizational chart duly certified by the Controlling Authority:

18. Any other Information

Check List

- Whether furnished your organizational chart indicating your current position there in duly certified by the controlling officer Yes/No
- Whether enclosed self-attested copy of matriculation certificate Yes/No
- Whether enclosed self-attested copies of degree(MBA/P.G, etc) & Professional degree(L.L.B/L.L.M) certificate. Yes/No
- Whether submitted a statement on significant contributions in professional career Yes/No
- Whether submitted a write up on vision for OHPC (In about 300 words) Yes/No

Declaration:

I hereby declare that all the information provided above is true to the best of my knowledge & satisfaction. In case any information is found to be incorrect/ misleading, Energy Department, Government of Odisha reserves the right to take action deemed appropriate.

(Name and Signature of the applicant)

Date:

Place:

ANNEXURE-A

**Forwarding letter by Cadre Controlling Authority (for Govt./ CPSE/ State PSU)/
Controlling Officer (for private candidates)**

To

Additional Chief Secretary to Government
Energy Department
Kharavel Bhawan, Bhubaneswar- 751001
(By Regd. Post/ Speed Post Only)

Dear Sir,

I am forwarding herewith the application (Annexure-I) of _____ for the
post of Director (Projects), OHPC.

The Integrity certificate and Performance Grading Report (Annexure -II & III)
are enclosed separately in a sealed cover.

Place: Signature:

Date: Name & Designation

Seal of the Organisation (if any)

Integrity Certificate
(To be submitted in sealed cover)

This is to certify that the integrity of _____ is beyond all reasonable doubts as verified from his performance appraisal reports. No vigilance/ disciplinary proceedings is pending/ contemplated against him/her.

Place:

Date:

Signature:

Name & Designation

Seal of the Organisation (if any)

Performance Grading of past five years
(To be submitted in sealed cover)

Year	Grading	*Remarks
2021-22		
2020-21		
2019-20		
2018-19		
2017-18		

*The maximum attainable grading for the above year.

Place:

Signature:

Date:

Name & Designation

Seal of the Organisation (if any)