



ELECTRICITY SERVICE COMMISSION

U.P. Power Corporation Limited

(An U.P. Govt. Undertaking)

S.L.D.C. Campus (Near Mantri Aawas), Vibhuti Khand,

Phase-2, Gomti Nagar, Lucknow-226010

CIN : U32201UP1999SGCO24928

Advertisement No.03/VSA/2025/CS

Applications are invited from Indian Nationals possessing the Essential Eligibility Qualification given below, for direct recruitment to the post of Company Secretary on a **Fixed term Basis** as detailed below:-

Sl.No.	Name of Post	Name of Company	Number of Post
1	Company Secretary (on a Fixed term Basis)	U.P. Power Corporation Ltd. (UPPCL)	01

The process of selection to the above post will be on the basis of Academic and Professional Qualification, Experience along with interview.

Application alongwith proof of payment of Application fee, Educational and Professional Qualification, Experience certificate issued by the Company should be self attested and scanned and sent through E-mail to **esc.applications@uppcl.org** on or before the closing date of the application form. **Application form received through any other mode/courier or by hand will not be considered.** Original application form alongwith proof of payment of application fee, photocopy of educational and professional qualification will have to be submitted at the time of interview.

(1) ESSENTIAL ELIGIBILITY CONDITIONS:-

(i) Must be a citizen of India.

(ii) **AGE:** The minimum age of the candidate shall be 35 years and the maximum age shall be 55 years as on 01.07.2025

(Inclusive of all relaxation, whatsoever).

(ii) EDUCATIONAL QUALIFICATION:

(A) Candidate should be a member of the institute of Company Secretaries of India and should hold a Degree in Law from a Recognized University

(B) Other things such as experience and past record being equal candidate having qualification of a Cost Accountant in addition to (A) above from a recognized Institute shall have advantage.

(iii) **EXPERIENCE:** Minimum of 10 years of independent work experience as a Company Secretary in a listed company.

Note:- (i) Work experience as an independent Company Secretary is considered only. (ii) Experience as a Firm's Proprietor/Partner will not be considered. (iii) Experience certificate issued by Firm/Company or Form-32/DIR-12 shall be submitted in support of experience.

(iii) Please note that a candidate applying against this advertisement must possess requisite qualifications and experience on or before the closing date of application, which he/she shall have to produce at the time of interview in original.

(2) The appointment shall be on **Fulltime role**. He/She will not be permitted to engage in private practice or any other business activity of any kind whatsoever.

(3) Fixed Term Company Secretary will be a Key Managerial Personnel (KMP) as per Companies Act-2013 for the period of his/her term.



(4)**Tenure:** Initial Probation period of up to 6 months, after which tenure will be of a total of 03 years from date of joining (including the probation period). Board may extend the tenure on yearly basis up to total maximum 05 years(3+1+1=5) depending upon performance. Fixed Term Company Secretary will have to sign a Bond of Rs-3,00,000/- as per Board order No: 1051-kavini & viniyam-29/PCL/2020-04-kavini/20 dated 16-09-2020 for Bond rules for direct recruitment posts.

(5) The incumbent will have to serve a 03 month prior notice for resigning. The Corporation reserves the right to terminate the term by serving 01 month notice.

(6)**PAY-SCALE:** (i) Keeping in view the critical role performed by Company Secretary monthly remuneration for Fixed Term Company Secretary will be Level-13 of 7th Pay Commission.(same as given to Permanent Company Secretary at the time of joining). (Pay scale for Permanent Company Secretary as per 7th Pay Commission Level-13(Pay band of Rs. 37400-67000) (Grade Pay 8900) is Rs. 1,31,100 (Basic pay)+Dearness Allowance+HRA+ Medical Allowance.(i.e. presently Rs. 2,15,343/-).

(ii) Fixed Term Company Secretary will be eligible for an annual increment as per the pay scale and DA will be provided equivalent to UPPCL Employees. (as per the DA order issued by UPPCL for its employees from time to time)

(7) Accommodation for the Fixed Term Company Secretary may be allotted in UPPCL staff Quarters, subject to availability.

(8)He/She shall be eligible for 8 days of Casual Leave, 30 days of Earned Leave (EL). Any leave taken on medical grounds shall be a part of 30 days EL only. Not more than 10 days of EL shall be allowed to be carried over to the next calendar year, with a maximum accumulation of 30 days, which shall be encashable at the end of the contract period. This is clarified that maximum accumulation of Earned Leave for encashment is 30 days, even if contract is extended beyond 3 years tenure. Encashment of the EL shall be allowed only after completion of initial tenure or extended period, whichever is later.

(9) Maternity leave of 30 days per pregnancy will be permitted but only after six months of joining of service subject to maximum two pregnancy in a 3 years Tenure. The Maternity leave for the second time will be permissible only after a period of at least two years has elapsed from the date of expiry of the previous Maternity leave availed.

If the incumbent resigns or terminated from the post within six months after availing the Maternity Leave of 30 days, then she would be liable to pay an amount equal to the salary of Maternity Leave availed.

(10) Medical facilities will be provided to the Fixed Term Company Secretary and dependent family members similar to the facility provided to regular employees of UPPCL.

(11) Conveyance facilities will be provided to the Fixed Term Company Secretary.

(12) Provident Fund rules as eligible to employees to UPPCL will be applicable.

(13) Corporation's Service conduct rules will be applicable on the Fixed Term Company Secretary.

(14) **RESERVATION:** Being unitary post in UPPCL, reservation is not applicable.

(15) **MARITAL STATUS:** Any married male/female candidate having more than one wife/husband alive and female candidate who is married to a person who has already one or more living wife/wives, are NOT eligible to apply.

(16)**APPLICATIONCUM PROCESSING FEES (NON-REFUNDABLE):**-Application cum processing fees is Rs 1770/- {Rs. 1500+GST(@18%) (Rupees One thousand Five hundred +GST (@ Eighteen Percent only)} for all categories and is non-refundable.

(A) Candidate can pay the requisite application fee through RTGS/NEFT/UPI mode only to Current Account no- 33126144232 & IFSC Code: SBIN0000125 & Name of Bank-State



Bank of India, main branch, Hazratganj, Lucknow. No other mode of payment except RTGS/NEFT/UPI is acceptable.

(B) Bank charges are to be borne by the applicant. Application cum processing fee, once paid will neither be refunded/transferred nor will be held in reserve for any other future selection process.

(17)HOW TO APPLY: Download the Application Form given in Annexure-1 of this advertisement. Fill the Application Form and send along with proof of payment of Application Cum Processing fee and self attested photocopy of certificates in support of educational and professional eligibility and self singed photograph on application form to E-mail- **esc.applications@uppcl.org**. Applications sent by courier or by hand or any other mode will not be accepted. Application received without payment of application cum processing fees shall not be entertained.

(18) JURISDICTION: Any dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts at Lucknow only.

(19)DISCLAIMER: IN CASE OF ANY AMBIGUITY, THE EXISTING POLICIES, RULES AND REGULATIONS OF UPPCL WILL BE FINAL.

IMPORTANT DATES:-

Application Start Date	08.10.2025
Last Date of Receiving Application Form	04.11.2025

NOTE: (A) The complete Application Form alongwith self attested photocopy of all eligibility certificates and Proof of requisite Application fee should be E-mailed on or before the closing date of application. The Application Form should be sent by E-mail only. Application Form will not be accepted by any other mode. Applications received after the last date will not be considered and will be rejected.

(B) Candidates are advised to keep their communication E-mails and Mobile Number alive till the end of selection process.

(C) Candidates are also advised to regularly visit UPPCL's official website **www.uppcl.org** for any updates.

(D) Electricity Service Commission, UPPCL reserves the right to cancel this Advertisement at any stage without assigning any reason thereof.

Secretary
Electricity Service Commission

No. I/27271/2025/ESC/03-2025/CS

Dated : 08-10-2025



Handwritten signature

APPLICATION FORM

1. Advertisement No: 03/VSA/2025/CS
 2. Name of the post applied for- COMPANY SECRETARY
 (on a Fixed term Basis)
 3. Name of Company-UP Power Corporation Ltd.
 (UPPCL)

AFFIX SELF
 ATTESTED LATEST
 PASSPORT SIZE
 PHOTOGRAPH

4. Applicant's Full Name in English (In Capital Letters)

5. Father's Full Name in English (In Capital Letters)

6. (a) Date of birth:(In DD/MM/YYYY format)

(b) Age as on 01.07.2025 Year.....Month.....Days.....

7. Gender: Male ☐ Female ☐ Transgender ☐

(Please tick in the relevant box)

8. Marital status (Please tick in the relevant column)

Married ☐ Unmarried ☐

9. Caste.....Religion.....Nationality.....

10. (a) Address for communication

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..... Pin Code.....

Mob.No-Email Address-

(b)Permanent address:.....

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.....Pin Code :.....

Mob.No-Email Address-

11. Academic Qualifications:- (From class Xth onwards)

Sl.No	Name of Exam. Passed	Name of Institution/ Examining Body	Year of passing	Marks Details		Percentage (xx.xx%)
				Max. marks	Marks Obtained	
1	High School (Class 10 th)					
2	Intermediate(Class 12 th)					

9									
10									

13. Details of Application cum Processing Fee Payment:-

Payment/Transaction receipt no.	Date	Mode of Transaction(RTGS/NEFT/UPI)	Amount in Rs.

(Note:- Please enclose proof of payment of application cum processing fee)

14- Any other details:-

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Declaration

I,.....Son/Daughter of Shri.....hereby declare and solemnly affirm that I have fully understood the essential eligibility clause provided in the advertisement and accordingly all the particulars stated in the application form are true to the best of my knowledge and belief. I will submit the required documents/certificates of eligibility on demand to the Commission. If at any stage of selection, the information submitted by me is found false/fake/misinterpreted/incorrect or myself does not satisfy the eligibility criteria for the post applied, the Commission will have a right to cancel my candidature/selection and if the same comes to the notice, even after my appointment, my services may be terminated, in addition to any legal action as deemed fit by UPPCL. I will not claim any refund of fees or compensation or any sort of damages.

Place:

Signature of candidate

Date:

Encl: 1-Self attested copy of each Certificate in support of the above details.
2-Payment/ Transaction Receipt.