



# उत्तर प्रदेश पावर कारपोरेशन लिमिटेड

(उत्तर प्रदेश सरकार का उपक्रम)  
**U.P. POWER CORPORATION LIMITED**  
(Govt. of Uttar Pradesh Undertaking)  
14, अशोक मार्ग, शक्ति भवन, लखनऊ।  
CIN:U32201UP1999SGC024928



सं०: 742-कार्य-चौदह/पाकालि/2025-02-अ0प्र0-07/2021

दिनांक 26 मई, 2025

## कार्यालय-ज्ञाप

In compliance with the decision taken in the 211(45)<sup>th</sup> meeting of the Board of Directors of Uttar Pradesh Power Corporation Limited held on 13.02.2025, the following Terms and Conditions is hereby formulated for appointment to the post of Company Secretary in the Corporation on a **fixed term basis**:-

### 01. Essential Eligibility Conditions:-

- (i) Must be a citizen of India.
- (ii) Age: The candidate should not be more than 45 years of age.
- (iii) Educational Qualifications:
  - (a) Candidate should be a member of 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.
- (iv) Experience: Minimum of 5 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 is not considered.
- (iii) Experience certificate issued by Company or Form 32/DIR-12 Shall be submitted in support of experience.

02. 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.
03. Fixed Term Company Secretary will be a **Key Managerial Personnel (KMP)** as per Companies Act- 2013 for the period of his/her term.
04. Tenure: Initial Probation period of upto 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 upto total maximum 05 years (3+1+1=5) depending upon performance. It is proposed that 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 16-09-2024 for Bond rules for direct recruitment posts.
05. 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.

06. (i) Keeping in view the critical role performed by Company Secretary monthly remuneration for Fixed Term Company Secretary is proposed to be Level-13 of 7<sup>th</sup> Pay Commission. (same as given to Permanent Company Secretary at the time of joining).  
(Pay scale for Permanent Company Secretary as per 7<sup>th</sup> 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 payscale and DA will be provided equivalent to UPPCL Employees. (as per the DA orders issued by UPPCL for its employees from time to time)
07. Accommodation for the Fixed Term Company Secretary may be allotted in UPPCL Staff Quarters, subject to availability.
08. 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 03 years tenure. Encashment of the EL shall be allowed only after completion of initial tenure or extended period, whichever is later.
09. Maternity leave of 30 days per pregnancy will be permitted but only after six months of joining of service subjected 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 facility will be provided to the Fixed Term Company Secretary.
12. Provident Fund rules as eligible to employees of UPPCL will be applicable.
13. Corporation's Service conduct rules will be applicable on the Fixed Term Company Secretary.

### निदेशक मण्डल की आज्ञा से

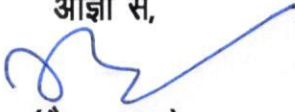
#### सं०: 742-कार्य-चौदह/पाकालि/2025 तददिनांक-

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. अध्यक्ष, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ के निजी सचिव।
2. प्रबन्ध निदेशक, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ के निजी सचिव।
3. निदेशक (का०प्र० एवं प्रशा०/वित्त/वाणिज्य/वितरण/आईटी०/कार०प्ला०), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ के निजी सचिव।
4. अपर सचिव-प्रथम/द्वितीय/तृतीय, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
5. अध्यक्ष/सचिव, विद्युत सेवा आयोग, एस०एल०डी०सी० परिसर, गोमती नगर, लखनऊ।



6. उप महाप्रबन्धक (लेखा प्रशासन), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, को निदेशक मण्डल द्वारा लिये गये निर्णय अनुसार कम्पनी सचिव की नियुक्ति के आदेश का अनुपालन किये जाने हेतु प्रेषित।
7. उप सचिव (अ०प्र०-०७), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
8. कम्पनी सचिव, उ०प्र० पावर कारपोरेशन लि० को निदेशक मण्डल की मद सं० २११(४५) में प्राप्त निर्णय के अनुपालन की सूचना सहित प्रेषित।
9. अधिशासी अभियन्ता (वेब), कक्ष सं०-४०७, शक्ति भवन, लखनऊ को उ०प्र० पावर कारपोरेशन लि० की वेबसाईट [www.uppcl.org](http://www.uppcl.org) पर अपलोड करने हेतु।

आज्ञा से,  
  
(फैसल खान)  
उप सचिव (कार्य)