



यूजेवीएन लिमिटेड

UJVN Limited

(An Uttarakhand Govt. Enterprise)

“Ujjwal”, Maharani Bagh,

GMS Road, Dehradun – 248006

Applications for Management Trainee (Company Secretary) (01 Vacancy)  
(ICSI-Executive/Professional passed)

Applications are invited for 15/24 months training as Management Trainees under the provisions of Institute of Company Secretaries of India (ICSI) on a consolidated stipend of Rs. 12000/- p.m. for ICSI Executive Pass/Rs. 15,000/- for ICSI Professional Passed candidates. The detailed terms & conditions of training can be referred on UJVN Limited's website [www.ujvnl.com](http://www.ujvnl.com) under Recruitment heading.

The interested eligible candidates are required to forward their applications in the prescribed format as available at the above website alongwith self attested copies of their educational qualifications/ testimonials in an envelop marked as “Applications for Management Trainee” (Company Secretary) through speed post/registered post to the following address or through e-mail on [hrujvnlimited@gmail.com](mailto:hrujvnlimited@gmail.com) latest by 25.06.2024

General Manager (P&IR)

UJVN Ltd.,

“UJJWAL”, Maharani Bagh, G.M.S. Road,

Dehradun-248006.

  
04/6/24

General Manager (P&IR)

TERMS & CONDITIONS

1. The training will be initially for a period of 15 months extendable upto 24 months in terms of guidelines of ICSI.
2. The Trainees will be referred as Management Trainees. The engagement as Trainee is meant for training purpose and not to be treated an appointment on regular rolls of UJVN Limited. The candidates thus engaged have no right of benefits as applicable to employees of regular employment or absorption during or after such engagement.
3. A Consolidated Stipend of Rs. 12,000/- p.m. for ICSI Executive/ Intermediate (CS) Passed & Rs. 15,000/- p.m. for ICSI Professional/Final Passed trainee will be paid during the period of such Training.
4. The trainee will observe normal Office Timings and will be entitled to weekly off and Holidays as applicable of the UJVN Limited Dehradun.
5. The Trainee is eligible for leave as per Guidelines of ICSI.
6. For any tours undertaken during the period of training, Trainee shall be governed by UJVN Limited TA rules as applicable to the officers in the Pay Band 10, Pay Scale Rs. 56100-177500.
7. No housing or HRA will be given to the trainee. The Trainee will have to make own arrangements for his/her accommodation.
8. Trainee will be expected to observe punctuality and discipline in the office during the training period.
9. UJVN Limited will not entertain any claim regarding any injury/accident, theft and other natural calamity inflicted to in the course of training.

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**DETAILS OF CANDIDATE FOR VERIFICATION /RECOMMENDATION  
FROM ICSI HEAD OFFICE/REGIONAL OFFICE/LOCAL CHAPTER.**

1. Name of the Candidate: .....
2. Date of Birth.....
3. Father's/Husband's Name.....
4. Registration No. issued by I.C.S.I.....
6. Details of Educational Qualification

S. No.	Name of Course	Year of Passing.	% of Marks	Remarks
1	ICSI Executive Pass			
2.	ICSI Professional Pass			
3				

**SIGNATURE OF CANDIDATE**

**VERIFICATION/RECOMMENDATION BY ICSI HEAD OFFICE/  
REGIONAL OFFICE/LOCAL CHAPTER**

It is certified that Mr/Ms..... is a bonafied student of this Institute. The above details given by the candidate are true & verified as per our record. He/She is recommended for training as Management Trainees with M/S UJVN Ltd., Dehradun.

Date:

Signature of Recommending Authority  
with Seal/Rubber Stamp



**UJVN Limited**  
(An Uttarakhand Govt. Enterprise)

**APPLICATION FOR MANAGEMENT TRAINEE (Company Secretary)**  
*(Only from Institute of Company Secretary of India)*

Candidate's self  
attested  
photograph

4.5CmX3.5Cm

Note: Please submit details in Capital letters only)

1 Name of candidate  
(in Capital Letters)  
(Leave one Blank Space)


2 Father's/Husband's  
Name


3 Date of birth & age as on Date of birth \_\_\_\_\_  
01-01-2024 \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

4 Gender (Please tick): 1-Male 2-Female

5 Permanent Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

6 Correspondence Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

7 Phone No with STD Code Office \_\_\_\_\_ Residence \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_

Email ID \_\_\_\_\_

8 Category: (Gen./SC/ST/OBC) \_\_\_\_\_  
(In case of SC/ST/OBC, please submit a copy of Caste Certificate issued  
from the competent authority of State of Uttarakhand).

9. Details of Educational/Professional Qualifications from High School (Matriculation) onwards:

Sl. No	Examination passed	Year of passing	Institute/ Board / University	Main subjects	Total Aggregate % of marks/ Division	Remarks, if any

10. Details of Experience, if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Computer Proficiency, if any: \_\_\_\_\_

12. Any other Information: \_\_\_\_\_

\_\_\_\_\_

**Declaration**

I \_\_\_\_\_ solemnly declare that the particulars furnished above are correct to the best of my knowledge and belief. I understand that in the event of any of the particular of information given herein being found false or incorrect, my application is liable to be rejected or cancelled and in the event of any wrong statement/discrepancy in the particulars being detected at any stage even after my engagement, my training is liable to be terminated without any notice.

Date:

Place:

Signature of the candidate