



यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उद्यम)

U J V N Limited

(A Govt. of Uttarakhand Enterprise)

मानव संसाधन विभाग, "उज्जवल", जी०एम०एस० रोड, महारानीबाग, देहरादून-248 001, दूरभाष-0135-2531975/2530909 फ़ैक्स सं० 0135-2531646
Human Resources Department, "UJJWAL", G.M.S. Road, Maharani Bagh, Dehradun-248 001, Phone-0135-2531975/2530909, Fax-0135-2531646
CIN No. 40101UR2001SGC025866

ISO 27001:2013, 9001:2015, 14001:2015, 45001:2018 Certified

Letter No: M-528/UJVNL/05/HRD

Dated:

27.02.2025

Sub.: Requirement of Management Trainees in UJVN Ltd.

To,

SPEED
POST

Principal Director of Training,
Membership, Legal and Placement,
The Institute of Company Secretaries of India,
ICSI House, 22, Institutional Area,
Lodhi Road,
New Delhi – 110 003

Dear Sir,

We intend to engage Management Trainees under the Provisions of ICSI on the standard Terms & Conditions as enclosed at Appendix-"A".

You are requested to arrange to publish/display enclosed advertisement at your website/display Board or through other appropriate media & forward applications of willing students in the prescribed Application format (copy attached) to us.

A copy of above advertisement is also displayed on UJVN Limited's website under Recruitment heading.

Thanking you,

Encl.: As above.

Yours faithfully,

(Ashish Kumar Jain)
Executive Director (HR)

N.O.O.

Copy to:

1. Company Secretary, UJVN Limited, Dehradun.
- 2. Dy. General Manager (IT), UJVN Limited, Dehradun for publication on UJVN Limited Website.
3. Secretary, Dehradun Chapter of NIRC of ICSI, 179/141 Vidhya Palace, Shop No. 1st, 2nd Floor, Araghar, Dehradun-248001.



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 21 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 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 latest by **29.03.2025**.

Executive Director (HR)
UJVN Ltd.,
"UJJWAL", Maharani Bagh, G.M.S. Road,
Dehradun-248006.

Ashwini
27/1/25

Executive Director (HR)

TERMS & CONDITIONS

1. The training will be for a period of 21 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.

A3

**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 _____

01.01.2025

_____ 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