

<p>the Corporation including misconduct, revenue blockage, under billing/ wrong billing, enquiry, raid against theft of power, etc. in accordance with the provision of the Electricity Act, 2003 as amended up to date with special emphasis on Section 126, Section 133, and Section 138, etc;</p> <p>6. To take all necessary steps for optimal utilization of the human capital of the Corporation at all levels;</p> <p>7. To develop a culture in the Corporation to work in accordance with law in force in the country and prevailing rules and regulation of the Corporation at all levels.</p> <p>8. Besides above, the functions of the Vigilance-cum- Intelligence Unit may be categorized broadly into 3 (three) following parts –</p> <p>a) Preventive Vigilance: This function deals with systemic correction and modification of rules and processes which, because of their ambiguity and complexity may give rise to scope of corruption. The unit would work to simplify the systems and procedures and make them more transparent by way of enhancing the level of managerial efficiency and effectiveness in the organization mainly in the following manner:</p> <ol style="list-style-type: none"> i. Administrative delays; ii. Corporation taking upon themselves more than what they can manage by way of regulatory function; iii. Scope for personal discretion in the exercise of powers at different levels of the Corporation; iv. Cumbersome procedures for dealing with various matters which are of importance to stakeholders in their day to day affairs; v. To suggest/ recommend to the department for any changes/ modifications required in bringing the system/ procedures more transparent; vi. To organize workshops/ seminars for bringing awareness amongst the officials of the Corporation; vii. To list out the officials who are found to be involved in corruption/ malpractices. <p>b) Punitive Vigilance: This function deals with the verifiable allegations/ complaints received by Vigilance Unit. On a preliminary investigation, if the complaint is found to have vigilance angle, an enquiry should be done. The unit may conduct all inspections including field visits, tests, etc. as required to conduct the inspection satisfactorily. The unit while conducting field tests may use the existing infrastructures of the Corporation and having absence of the facilities in the Corporation, may outsource on requirements.</p> <p>c) Surveillance and detection: This deals with collection of intelligence about the corrupt practices committed, or likely to be committed by employees of the Corporation. This would be done by through surprise and regular inspections in the sensitive areas of the organization or through different reports or returns, such as Audit Reports, Press Reports, Departmental Inspection Reports, etc.</p> <p>9. On receipt of a complaint, first vigilance angle involved if any will be determined. Decision of the CMD, TSECL will be final with regard to existence of a vigilance angle based on confidential enquiry or preliminary enquiry.</p> <p>10. Once vigilance angle is made out, detailed enquiry will be taken up by collecting evidence consisting of documents, examination of concerned person(s), and any other materials.</p> <p>11. After provisional assessment of charges, clarification will be sought from the concerned employee(s) involved before final determination of charges.</p> <p>12. The instructions issued by the CVC are to be followed generally during investigation of cases as well as in discharge of other responsibilities.</p> <p>13. All other works those are not mentioned above but relevant with Vigilance-cum-Intelligence Unit which will be required from time to time in the interest of the Corporation.</p>	<p>from any Institution/ University recognized by the AICTE/UGC.</p> <p>2. At least 20 years managerial experience in Public Sector Power Utility with a minimum of 5 years experience as Additional General Manager (AGM) or equivalent OR 12 years as Deputy General Manager (DGM) or equivalent OR combined experience of 12 years as AGM and DGM and with adequate exposure to the operation and maintenance of Generation, and/ or Transmission, and/or Distribution Systems including material management, computerization of the consumers' billing system. Managerial Officers holding the post of AGM/ DGM on Current Duty Charge (CDC) will also be considered their experience as AGM/ DGM. <u>Exposure as Team Leader in Vigilance Squared/ Vigilance-cum-Intelligence Unit in any Public Sector Power Utility is mandatory.</u></p> <p style="text-align: center;">OR</p> <p>1. Graduation in any discipline and consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) from any University recognized by the UGC.</p> <p>2. At least 20 years of working experience in Indian Police force/ armed force, of which minimum of 5 years as Deputy Superintendent of Police or equivalent or above. Preference will be given to the IPS Officers.</p>
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Deputy Vigilance Officer

<i>Job Descriptions</i>	<i>Job Specifications</i>
<ol style="list-style-type: none"> 1. To look after all matters pertaining to vigilance; 2. To provide a link between TSECL and the State Vigilance Organization; 3. To collect intelligence about the corrupt practices committed or likely to be committed by the employees working under TSECL; 	<ol style="list-style-type: none"> 1. Consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale</i>)

<p>4. Investigating or causing an investigation to be made into verifiable allegations received by the Vigilance-cum- Intelligence Unit;</p> <p>5. To take all necessary steps towards removal of all kinds of Commercial losses of the Corporation including misconduct, revenue blockage, under billing/ wrong billing, enquiry, raid against theft of power, etc. in accordance with the provision of the Electricity Act, 2003 as amended up to date with special emphasis on Section 126, Section 133, and Section 138, etc;</p> <p>6. To take all necessary steps for optimal utilization of the human capital of the Corporation at all levels;</p> <p>7. To develop a culture in the Corporation to work in accordance with law in force in the country and prevailing rules and regulation of the Corporation at all levels.</p> <p>8. Besides above, the functions of the Vigilance-cum- Intelligence Unit may be categorized broadly into 3 (three) following parts –</p> <p>a) Preventive Vigilance: This function deals with systemic correction and modification of rules and processes which, because of their ambiguity and complexity may give rise to scope of corruption. The unit would work to simplify the systems and procedures and make them more transparent by way of enhancing the level of managerial efficiency and effectiveness in the organization mainly in the following manner:</p> <ol style="list-style-type: none"> i. Administrative delays; ii. Corporation taking upon themselves more than what they can manage by way of regulatory function; iii. Scope for personal discretion in the exercise of powers at different levels of the Corporation; iv. Cumbersome procedures for dealing with various matters which are of importance to stakeholders in their day to day affairs; v. To suggest/ recommend to the department for any changes/ modifications required in bringing the system/ procedures more transparent; vi. To organize workshops/ seminars for bringing awareness amongst the officials of the Corporation; vii. To list out the officials who are found to be involved in corruption/ malpractices. <p>b) Punitive Vigilance: This function deals with the verifiable allegations/ complaints received by Vigilance Unit. On a preliminary investigation, if the complaint is found to have vigilance angle, an enquiry should be done. The unit may conduct all inspections including field visits, tests, etc. as required to conduct the inspection satisfactorily. The unit while conducting field tests may use the existing infrastructures of the Corporation and having absence of the facilities in the Corporation, may outsource on requirements.</p> <p>c) Surveillance and detection: This deals with collection of intelligence about the corrupt practices committed, or likely to be committed by employees of the Corporation. This would be done by through surprise and regular inspections in the sensitive areas of the organization or through different reports or returns, such as Audit Reports, Press Reports, Departmental Inspection Reports, etc.</p> <p>9. On receipt of a complaint, first vigilance angle involved if any will be determined. Decision of the CMD, TSECL will be final with regard to existence of a vigilance angle based on confidential enquiry or preliminary enquiry.</p> <p>10. Once vigilance angle is made out, detailed enquiry will be taken up by collecting evidence consisting of documents, examination of concerned person(s), and any other materials.</p> <p>11. After provisional assessment of charges, clarification will be sought from the concerned employee(s) involved before final determination of charges.</p> <p>12. The instructions issued by the CVC are to be followed generally during investigation of cases as well as in discharge of other responsibilities.</p> <p>13. All other works those are not mentioned above but relevant with Vigilance-cum-Intelligence Unit which will be required from time to time in the interest of the Corporation.</p>	<p><i>wherever grading system is followed</i>) in B.E. / B. Tech. in Electrical Engineering from any Institution/ University recognized by the AICTE/UGC.</p> <p>2. At least 15 years managerial experience in Public Sector Power Utility with a minimum of 7 years experience as Senior Manager or equivalent OR 10 years as Manager, Gr. A or equivalent OR combined experience of 10 years as Senior Manager and Manager, Gr. A and with adequate exposure to the operation and maintenance of Generation, and/ or Transmission, and/or Distribution Systems including material management, computerization of the consumers' billing system. Managerial Officers holding the post of Senior Manager on Current Duty Charge (CDC) will also be considered their experience as Senior Manager. <u>Exposure as Team Leader in Vigilance Squared/ Vigilance-cum-Intelligence Unit in any Public Sector Power Utility is mandatory.</u></p> <p style="text-align: center;">OR</p> <p>1. Graduation in any discipline and consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) from any University recognized by the UGC.</p> <p>2. At least 15 years of working experience in Indian Police force/ armed force, of which minimum of 5 years as Inspector of Police or equivalent or above. Preference will be given to the TPS or equivalent Officers.</p>
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Senior Vigilance Officer

<i>Job Descriptions</i>	<i>Job Specifications</i>
<ol style="list-style-type: none"> 1. To look after all matters pertaining to vigilance; 2. To provide a link between TSECL and the State Vigilance Organization; 3. To collect intelligence about the corrupt practices committed or likely to be committed by the employees working under TSECL; 4. Investigating or causing an investigation to be made into verifiable allegations received by the Vigilance-cum- Intelligence Unit; 5. To take all necessary steps towards removal of all kinds of Commercial losses of the Corporation including misconduct, revenue blockage, under billing/ wrong billing, enquiry, raid against theft of power, etc. in accordance with the provision of the Electricity Act, 2003 as amended up to date with special emphasis on Section 126, Section 133, and Section 138, etc; 6. To take all necessary steps for optimal utilization of the human capital of the Corporation at all levels; 7. To develop a culture in the Corporation to work in accordance with law in force in the country and prevailing rules and regulation of the Corporation at all levels. 8. Besides above, the functions of the Vigilance-cum- Intelligence Unit may be categorized broadly into 3 (three) following parts – <ol style="list-style-type: none"> a) Preventive Vigilance: This function deals with systemic correction and modification of rules and processes which, because of their ambiguity and complexity may give rise to scope of corruption. The unit would work to simplify the systems and procedures and make them more transparent by way of enhancing the level of managerial efficiency and effectiveness in the organization mainly in the following manner: <ol style="list-style-type: none"> i. Administrative delays; ii. Corporation taking upon themselves more than what they can manage by way of regulatory function; iii. Scope for personal discretion in the exercise of powers at different levels of the Corporation; iv. Cumbersome procedures for dealing with various matters which are of importance to stakeholders in their day to day affairs; v. To suggest/ recommend to the department for any changes/ modifications required in bringing the system/ procedures more transparent; vi. To organize workshops/ seminars for bringing awareness amongst the officials of the Corporation; vii. To list out the officials who are found to be involved in corruption/ malpractices. b) Punitive Vigilance: This function deals with the verifiable allegations/ complaints received by Vigilance Unit. On a preliminary investigation, if the complaint is found to have vigilance angle, an enquiry should be done. The unit may conduct all inspections including field visits, tests, etc. as required to conduct the inspection satisfactorily. The unit while conducting field tests may use the existing infrastructures of the Corporation and having absence of the facilities in the Corporation, may outsource on requirements. c) Surveillance and detection: This deals with collection of intelligence about the corrupt practices committed, or likely to be committed by employees of the Corporation. This would be done by through surprise and regular inspections in the sensitive areas of the organization or through different reports or returns, such as Audit Reports, Press Reports, Departmental Inspection Reports, etc. 9. On receipt of a complaint, first vigilance angle involved if any will be determined. Decision of the CMD, TSECL will be final with regard to existence of a vigilance angle based on confidential enquiry or preliminary enquiry. 10. Once vigilance angle is made out, detailed enquiry will be taken up by collecting evidence consisting of documents, examination of concerned person(s), and any other materials. 11. After provisional assessment of charges, clarification will be sought from the concerned employee(s) involved before final determination of charges. 12. The instructions issued by the CVC are to be followed generally during 	<ol style="list-style-type: none"> 1. Consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) in B.E. / B. Tech. in Electrical Engineering from any Institution/ University recognized by the AICTE/UGC. 2. At least 10 years managerial experience in Public Sector Power Utility with a minimum of 3 years as Manager, Gr. A or equivalent and with adequate exposure to the operation and maintenance of Generation, and/ or Transmission, and/or Distribution Systems including material management, computerization of the consumers' billing system. <u>Exposure as Team Leader in Vigilance Squared/ Vigilance-cum-Intelligence Unit in any Public Sector Power Utility is mandatory.</u> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Graduation in any discipline and consistently good academic record with at least 55% marks (<i>or an equivalent grade in a point scale wherever grading system is followed</i>) from any University recognized by the UGC. 2. At least 10 years of working experience in Indian Police force/ armed force, of which minimum of 3 years as Sub Inspector of Police or equivalent or above.

investigation of cases as well as in discharge of other responsibilities.	
13. All other works those are not mentioned above but relevant with Vigilance-cum-Intelligence Unit which will be required from time to time in the interest of the Corporation.	

3. Nature of Service & Other Service Conditions:

Chief Vigilance Officer	
<i>Nature of Service</i>	<i>Other Service Conditions</i>
<ul style="list-style-type: none"> Contractual appointment for a period of 3(three) years which may be extended on mutual consent. Will act as a Staff manager in the organization and report directly to the Chairman-cum-Managing Director of the Corporation. 	<ul style="list-style-type: none"> No pension from Government of Tripura or Tripura State Electricity Corporation Limited (TSECL). Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary. Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.
Deputy Vigilance Officer	
<i>Nature of Service</i>	<i>Other Service Conditions</i>
<ul style="list-style-type: none"> Contractual appointment for a period of 3(three) years which may be extended on mutual consent. Will act as a Staff manager in the organization and report to the Chief Vigilance Officer of the Corporation. 	<ul style="list-style-type: none"> No pension from Government of Tripura or Tripura State Electricity Corporation Limited (TSECL). Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary. Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.
Senior Vigilance Officer	
<i>Nature of Service</i>	<i>Other Service Conditions</i>
<ul style="list-style-type: none"> Contractual appointment for a period of 3(three) years which may be extended on mutual consent. Will act as a Staff manager in the organization and report to the Deputy Vigilance Officer of the Corporation. 	<ul style="list-style-type: none"> No pension from Government of Tripura or Tripura State Electricity Corporation Limited (TSECL). However, will be entitled for benefits of EPF, if so desired and if applicable. Either party can terminate the contract by giving 30 days Notice or paying 1(one) month salary. Other service conditions will be as applicable to Tripura State Civil Service Officers of equivalent grade. In case of any officer of Government of Tripura is appointed on deputation, he will be Governed by the service conditions of his original employment.

4. General Instructions to the Candidates:

- i) Last date of receipt of application is **15th October, 2019 (up to 05:30 PM)**.
- ii) Only short listed candidates will be called for interview.
- iii) T.A/D.A for attending the interview will be paid by the Corporation on presentation of original documents subject to maximum limit of Rs.8, 000/- (*Rupees eight thousand only*).
- iv) Selection will be based on interview only.
- v) Selection committee reserves the right to relax any of the terms for selection & appointment.
- vi) The applications which are not in prescribed format shall be summarily rejected.
- vii) (a) Application after the last date, (b) incomplete in any respect and, (c) any fresh paper/ enclosures after closing date, shall not be considered.
- viii) The Corporation shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents

- submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
- ix) Candidates should send self-attested photocopies of certificates and mark-sheets from matriculation/ Madhyamik onwards and other testimonials in support of their qualifications, experience, age, etc. Originals should not be sent along with the application but these must be produced at the time of interview for verification.
 - x) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Corporation reserves the right to modify/withdraw/cancel any communication made to the candidates.
 - xi) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
 - xii) Applicants who are in employment should route their applications through proper channel. However, they can send the advance copy of the application.
 - xiii) No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview.
 - xiv) Canvassing in any form will be a disqualification.
 - xv) No interim correspondence shall be entertained.
 - xvi) The Corporation reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
 - xvii) The vacant post advertised may increase or decrease.
 - xviii) The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
 - xix) Short-listing of the applicants, if necessary, shall be made by written test / academic records / higher educational qualifications and experiences. The decision of the Screening Committee and Appointing authority for the purpose of short listing the candidates from amongst the total number of applications received, shall be binding for all.
 - xx) Candidate(s) deserving to apply for more than one post, separate application(s) should be submitted for each post.
 - xxi) The Corporation will not be responsible for any kind of postal delay.

The Eligible candidates may send their detailed bio-data as per enclosed format along with self attested copies of mark-sheets, certificates and other testimonials being the proof of age, academic attainment, experience, etc. addressed to the Chairman Cum Managing Director, Tripura State Electricity Corporation Limited, Bidyut Bhavan (New Building), North Banamalipur, Agartala, Tripura (West), Pin-799001 so as to reach the same on or before the last date of receipt of applications. The envelope containing the application should be super scribed as “Application for the post of Chief Vigilance Officer/ Deputy Vigilance Officer/ Senior Vigilance Officer”.

Rajendra Debbarma
Deputy General Manager (HRD)
Tripura State Electricity Corporation Limited

Format for Bio-data

Affix recent
passport size
photograph

A. Personal Information

- | | |
|--|---|
| 1. Name in full | : |
| 2. Father's Name | : |
| 3. Whether Currently Working (Yes/ No) | : |
| (a) If yes, present Designation | : |
| (b) Office/ Department | : |
| (c) Scale of Pay | : |
| (d) Present Gross Emoluments | : |
| 4. Date of Birth | : |
| 5. Age as on the last date of receipt of application | : |
| 6. Nationality | : |
| 7. Category (SC/ST/UR) | : |
| 8. Full address | |
| (a) Address for Communication | : |
| (b) Permanent Address | : |
| (c) Phone and/ or Mobile No. | : |
| (d) Fax No., if any | : |
| (e) Email ID | : |

B. Details of Educational/ Professional Qualification:

Degree	Name of University/ Institution	Year of passing	% of Marks & Class/ Division/ Grade
i) <u>Academic Qualifications:</u>			
ii) <u>Professional Qualifications, if any:</u>			

C. Experience: Details of Posts held from time to time:

Sr. No.	Designation	Basic Pay Scale	Name of employer	Period		Experience		Remarks
				From	To	Yrs	Months	
Total Experience (use separate sheet, if required):								

D. Training: Details of training undergone in India & Abroad

Name of the training program	Institute where training is received	Period of training	Nature of training	Achievement

E. List of Academic/ Professional honors received:

F. Remarkable achievement, if any:

G. If selected, minimum time required for joining the post:

H. Any other relevant information:

DECLARATION

I, do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura State Electricity Corporation Limited and if at any point of time any information provided by me is found incorrect, suitable disciplinary action may be taken against me.

I further declare that neither any disciplinary proceeding/ criminal proceeding/ vigilance proceeding is pending against me nor I have ever been arrested/ prosecuted/ kept under detention/ bound down/ find by a Court of Law/ convicted by a Court of Law for any offence/ debarred from any examination or rusticated by any University or any other educational authority or Institution/ debarred or disqualified by any Public Service Commission from appearing at its examinations or selections and even nor any case pending against me in any Court of Law/ University or any other educational authority or Institution at the time of filling up this job application.

Date:

Place:

Signature of the Candidate