

THDC INDIA LIMITED

(Schedule-A Mini Ratna)

Advt. No.-01/2023

Date:04.02.2023

RECRUITMENT FOR THE POST OF DATA ENTRY OPERATOR (TRAINEE) AT TUSCO LIMITED

TUSCO LIMITED invites application from bright, committed & energetic candidates of Uttar Pradesh Domicile to join the organization as Data Entry Operator (Trainee)

ABOUT THE COMPANY:

The Ministry of New and Renewable Energy (MNRE), Government of India, had allocated the state of Uttar Pradesh to THDCIL for development of Ultra Mega Renewable Energy Power Parks (UMREPPs). The UMPEPPs are to be developed through a SPV in the form of a JV Company between THDCIL and Government organization of UP State. Accordingly, Memorandum of Understanding (MoU/0 between THDCIL and Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA) for formation of a JV Company was signed on 06.08.2020.

TUSCO Limited, a Joint venture company of THDC India Limited (THDCIL) and UPNEDA with equity participation of 74% and 26% between THDCIL and UPNEDA respectively, was incorporated on 12th September 2020 as a Public Limited Company under Companies Act 2013 with Authorized Capital of Rs 50 Crores and initial Paid-up Capital of Rs 10 Crores.

THDC India Limited is carrying out the recruitment on behalf of TUSCO Limited.

The details of post are as given below:

S.No.	Name of Post	No. of Post	Qualification	Upper Age Limit as on 04.02.2023
1.	Data Entry Operator (Trainee) in W-4 Level in Grade Pay Scale -Rs 22,000/-	02 (UR)	(i)Intermediate of equivalent (ii)One year certificate of Computer Applications.	30 years

COMPENSATION PACKAGE: The organization offers attractive compensation package which includes Basic, DA and Perquisites & Allowances etc as per norms of Company.

SELECTION PROCESS:

1. The candidates meet the qualification and upper age limit shall be shortlisted for the skill test.
2. The skill test shall consist of Computer based typing (Hindi/English) and Knowledge Test.
3. The candidates will be empanelled in order of merit, based on their qualification/performance in skill test.
4. The offer of appointment shall be issued to the suitable candidates empanelled in the order of merit and based on requirement.

HEALTH STANDARDS: Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Examination to be conducted as per TUSCO Norms and Standards of Medical Fitness and document verification at the time of joining.

REGISTRATION FEES:

Rs 300 (Rupees Three Hundred only)

Candidate belonging to General/OBC(NCL)/EWS category are required to pay non-refundable registration fees of Rs. 300 (Rs Three Hundred Only) through online mode.

The SC/ST/PwBDs/Ex-Servicemen/ Departmental candidates (THDCIL Employees only) need not pay the Registration fee.

TEST CENTRE FOR SKILL TEST: Lucknow (U.P).

GENERAL INFORMATION AND INSTRUCTIONS:

1. Only Indian Nationals who are domicile of Uttar Pradesh are eligible to apply
2. The candidate should ensure that he / she fulfils the eligibility criteria and other norms mentioned in this advertisement. If a candidate shortlisted based on the information given by him/ her and does not fulfil the same/ meet the criteria, he/she will not be allowed for Skill Test.
3. All qualification should be Full-Time from an Indian Board /University/Institute recognized by AICTE/ appropriate statutory authority.
4. Data Entry Operator (Trainee) shall be on training period for one year and after successful completion of one year training, he/she shall be regularised.
5. **Compulsory registration with Employment Exchange-** All candidates should have valid registration with any of the Employment Exchange in Uttar Pradesh (till 04.02.2023 will be considered as valid registration)
6. Computation of age shall be done as on **04.02.2023**.
7. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment his/her services are liable to be terminated without any notice.
8. Reservation/Relaxation/Concession to the candidates belonging to SC/ST/OBC (NCL)/EWS/ PwBDs/Ex-Servicemen/J&K Domicile/Victims of Riots category shall be as per the Government of India directives.

9. Canvassing in any form shall disqualify the candidate.
10. Candidates claiming to belong to any particular category shall/ necessarily furnish valid EWS/ OBC (NCL)/SC/ST/ PwBDs Certificate, as the case may be, from Competent Authority. For posts where there are identified vacancies for OBC (NCL)/SC/ST/ PwBDs/EWS candidates, are required to submit requisite certificate in the latest prescribed format of Government India, issued in the current year only. Relaxation can be extended in case of vacancies identified for SC/ST/OBC (NCL)/PwBDs/EWS candidates. The upper age limit relaxed by 05 years for SC/ST/, 03 years for OBC (NCL) candidates. It is relaxed by 10 years for PwBD-General/EWS, 13 years for PwBDs for OBC (NCL) and 15 years for PwBDs- SC/ST/ candidate. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-category and such candidates have to indicate their category as General. Upper age is relaxed by 05 years for the candidates who had ordinary been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989 in addition, the age relaxation for Ex-Servicemen (Ex-SM) will be as per Government of India guidelines/directives.
11. The total number of vacancies indicated above may increase/decrease at the discretion of TUSCO Management.
12. Format prescribed for furnishing certificates for SC/ST, OBC, EWS and PwBDs (as applicable for the relevant PwBDs category), formats are available in THDCIL website www.thdc.co.in.
13. Candidates seeking reservation under EWS Category will have to submit an Income and Asset Certificate issued by Competent Authority. The EWS Certificate issued by the Competent Authority should be valid on closing date for receipt of online application in THDCIL. The Prescribed Format and the Competent Authority have been given Department of Personnel and Training Office Memorandum No -36039/1/2019-Estt(Res) dated 31.01.2019.
The validity of the certificate, if any, will be as per the Government of India rules as amended from time to time. Like the EWS Candidate must be in possession of an Income and Asset Certificate for the year 2022-23 based on income assessment for the year 2021-22 on or after the closing date of application. No request for the extension of time production of certificate beyond said date shall be entertained. In case the candidates fail to produce the same at the time of interview they will not be allowed to appear for the interview. Further, their request for the interview under General Category will not be entertained.
14. The closing date for receipt of application will be treated as the date reckoning for SC/ST/OBC(NCL)/EWS/PwBDs status of the candidate and the candidate should be in possession of necessary certificate as on this date.

15. In case Caste /Category Certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of document verification.
16. The upper age limit shall also be relaxed by 5 years for candidates belonging to THDCIL Project Affected Families.
17. Candidates shall be required to bring a valid photo ID to the Test centres. Photocopies of the original identification document shall not be acceptable. Candidates will not be permitted to appear for the Skill Test if original and valid photo identification is not presented.
18. Candidates are advised to keep their e-mail ID, Mobile No. active at least for one year. No change in e-mail ID and Mob. No. will be allowed once entered. All future correspondence shall be sent via e- mail/ or SMS only.
19. All information regarding this recruitment process shall be made available in the recruitment section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the website periodically for updates related to recruitment process.
20. Applications from candidates employed in the Central/State Governments and Public Sector Undertakings, will have to be forwarded through proper channel. However, application not submitted through proper channel may be processed on the basis of advance copy but in such cases the candidate will be required to produce a **“No Objection Certificate”** at the time of interview. Failing which he/she shall not be permitted to attend the interview. An undertaking to this effect would have to be furnished by the applicant along with his application.
21. Candidates employed with Government Departments/PSUs/Autonomous Bodies will be required to submit relieving letter from current organization at the time of joining if selected for the post.
22. The mere fact that candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/ considered further for selection process.
23. Depending on the requirement TUSCO Limited reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
24. For any queries, regarding the this recruitment process, please send email to thdcrecruitment@thdc.co.in or can call on working day (Monday to Friday) from 10.00 AM to 5.30 PM in recruitment cell at 0135-2473412 and 0135-2473837
25. Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an

application response there to can be instituted only in Lucknow (U.P) and Court/tribunals/ forums at Lucknow (U.P) only shall have sole exclusive jurisdiction to try any such cause/dispute.

26. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English version will prevail.

27. Applications that are not in conformity with the requirement will be rejected.

28. Registration Fees shall not be refundable in any case.

29. No TA/DA shall be paid for appearing for the skill test.

30. Date of issuance of Final Marksheet shall be taken as the date of acquiring qualification.

31. Selected candidates are liable to be posted to any of the TUSCO Limited projects.

HOW TO APPLY:

Before applying for Online Registration Form candidates should possess the following:

1. Valid and active Email ID and Mobile No.

(E-mail ID and mobile number to be entered in online registration form is mandatory. In case a candidate does not have a valid e-mail ID, he/she should create his/her new e-mail ID before applying online. Candidates are advised to keep the e-mail ID and mobile number entered in the online registration form active for at least one year. No change in the e-mail ID or mobile number will be allowed once entered. All future correspondence shall be made via e-mail and/ or SMS only.)

2. Scanned copy of recent passport size color photograph of the candidate with white background (Size-50 KB & Format-JPG/PNG/PDF)

3. Scanned signature of the candidate. (Size-20 KB & Format-JPG/PNG/PDF)

(Signature (in Black ink) against white background is to be scanned and uploaded in the space earmarked in the online registration form. Candidate is advised to confirm his/her uploaded signature is clearly visible/ identifiable at the appropriate place.)

4. Scanned copy of Marksheet of Class Xth and XIIth Marksheet (Size-125 KB & Format-JPG/PNG/PDF)

5. One year certificate of Computer Applications (Full-Time/Regular) of respective essential qualification. (Size-500 KB & Format-JPG/PNG/PDF).

6. Scanned copy of Caste/ Category Certificate (if applicable in case of SC/ST/OBC(NCL)/PwBD/J&K Domiciled / Ex-Servicemen/ Victims of riots) in a format prescribed by the Government of India. (Size-125 KB & Format-JPG/PNG/PDF)

7. Scanned copy of Valid Employment Exchange Certificate of Uttar Pradesh. (till 04.02.2023 will be considered as valid registration)

8. Scanned copy of State Domicile (Size-125 KB & Format-JPG/PNG/PDF)

Steps to Fill in Online Registration Form:

- I. The relevant link will be made available on THDCIL website <https://www.thdc.co.in/> → Career Section → New Openings. No other means/ mode of Registration Form shall be accepted. Candidates shall only apply through online registration link. ***Before filling the Online Registration Form please read eligibility criteria and essential qualification required carefully.***
- II. Candidates must fill in their Basic Information.
Candidates must enter the same name in the same configuration as they are entering while applying as mentioned in their certificate.
- III. Must carefully fill the fields asked in the Basic Information. Such as State Domicile, Category, Religion and other information asked.
- IV. Fill in the details of Academics & Professional Qualification as per your marksheet and certificate only. Provide marks as per your marksheet. In case of CGPA provide correct marks in percentage after conversion.
- V. While filling in the Languages Known remember to tick the boxes provided in that section as well. Next fill in Address details and other information.
- VI. Fill in the details of your experience with proper mention of period of service.
- VII. Remember to upload all the documents as per mentioned format and size. Please see that all documents uploaded are clear and readable.
- VIII. Upon completing the filling of the details in Registration form, candidate has to click the Save button and then proceed further:
 - For the candidates belonging to **General, OBC(NCL) and EWS**, Payment Now option will appear before final submission of Registration Form, the candidate has to click on Payment Now and complete the payment process. After completion of Payment process, the candidates shall complete the application form by filling up of Payment details and then shall click on the Submit Button at the bottom of the page.
 - For ST/SC/PwBD/ J&K Domiciled / Ex-Servicemen/ Victims of riots/ Department Candidates (THDCIL Employees only) need not pay the Registration Fee and no Payment

Now option will appear, for such candidates, they have to directly click on Submit button at the bottom for Final Submission.

IMPORTANT NOTE: After clicking of Submit button the Registration Form will be considered complete and submitted for Final Submission.

- IX. Candidate should take a print out of completed application form and keep it with him/ her safely for future reference. **(This print out of application should be kept in safe custody of the candidate. Candidates must not send this printout to any office of THDCIL).**
- X. Other Points:
- All Information regarding this recruitment process shall be made available in the career section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the web site periodically for updates regarding this recruitment.
 - Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
 - Applicants can send their Query related to Recruitment to e-mail ID: thdcrecruitment@thdc.co.in or can call any working day (Monday to Friday) from 10.00 AM to 5.00PM in recruitment cell at 0135-2473837 and 0135-2473412.
 - Once applied, the applicants are advised to check the website as well as their registered e-mail ID regularly for any updates.

THE CANDIDATES SHOULD CROSS CHECK ALL THE DETAILS FILLED IN THE ONLINE REGISTRATION FORM, BEFORE FINALLY SUBMITTING THE SAME, AS NO CORRECTION WILL BE ALLOWED LATER.

HOW TO MAKE PAYMENT:

- For **GENERAL, OBC(NCL) & EWS CANDIDATES**- Candidates have to click on the payment now link and make payment of **Registration fee-₹ 300/- (₹. Three Hundred only)**
- For **ST/SC/PwBDs/ J&K Domiciled / Ex-Servicemen/ Victims of riots**, the **Registration fee is exempted.**

1. Visit SBI Collect from <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
2. Select the check box of Terms & Conditions and click on “Proceed”.
3. State of Corporation/Institution-----> Select -All India
Type of Corporation/Institution-----> Select -PSU-Public Sector Undertaking.
4. Click on “Go”.
5. PSU-Public Sector Undertaking Name-----> Select----- THDC INDIA LIMITED.
6. Click on “Submit”.
7. Select Payment Category-----> Select -----> Data Entry Operator (Trainee)
8. Fill in the details like THDC Registration No., Name, Father’s Name, Mobile and Email ID. (Please fill in the same details as entered in online application)
9. Click on “Submit”
10. Make payment of fees.

IMPORTANT POINTS:

- On making the payment a unique number will be generated and the candidates will receive it on their Registered Mobile Number through SMS.
- Candidate should take print out of receipt of Registration Fee and keep it with him/her safely for future reference. Candidate must not send this printout to any office of THDCIL.
- If Registration Fee is deducted from the bank account and candidate receives failure payment message, after submitted the Registration Form and Payment Now displaying on the Registration form then candidates are advised to read instructions carefully under

“Steps for making payment of Registration Fee” and accordingly once again make the payment of Registration fee or contact his/her bank.

- Bank Commission charges will be borne by the candidates. In case the fee is deposited in wrong account then THDCIL will not be responsible.
- Registration fee deposited **after 07.03.2023 (5:30 PM) will not be valid.**
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to ensure their eligibility before applying for any post and payment of Registration Fee.

IMPORTANT DATES:

Sl.No.	Particulars	Date & Time
1.	Opening of Online Registration	04.02.2023 (10:00AM)
2.	Closing of Online Registration	05.03.2023 (11:59PM)
3.	Last date of submission of payment details in Online Portal (For Registered candidates only)	07.03.2023 (5:30 PM)

Note:

- 1. Applicants are advised to check the Recruitment section of our website regularly for any updates.*
- 2. In order to avoid last minute rush, the candidates are advised to apply early enough. THDCIL will not responsible for network problems or any other problem in submission of online application.*
- 3. Registration Fee once paid will not be refunded under any circumstances.*