

**GOVERNMENT OF ODISHA  
ENERGY DEPARTMENT**

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No. 6609 /En., Bhubaneswar, Dated the 21.5.2025  
**ENG-TDER-RR-0002-2025**

**ADVERTISEMENT**

**Sub: Invitation of application for the post of Director (HRD) in Odisha Power Transmission Corporation Ltd. (OPTCL).**

Name of the PSU	Odisha Power Transmission Corporation Ltd.
Name of the Post	Director (HRD)
Scale of the Post	CTC in the range of Rs. 35 Lakh to Rs. 70 Lakh per annum

The Odisha Power Transmission Corporation Limited (OPTCL), a State owned power utility organization in Odisha is engaged in the business of transmission of electricity with a vision to emerge as one of the leading utilities in the country. Its Corporate Office is at Bhubaneswar, Odisha. The present asset value of the Corporation is about Rs. 9536 Crore. As huge investments for setting up industries are lined up in the State, the demand of power transmission will increase manifold in future. This calls for massive expansion of the transmission network during the next five years.

**1. Job Description and responsibilities:**

This position of Director (HRD) is at the Board Level. The incumbent shall report to the Chairman-cum-Managing Director/ Managing Director, as the case may be. He/She shall be in overall charge of co-ordination & implementation of personnel and industrial relations policies, management functions and administrative control, Training & Development, CSR activities etc. in the Organization. The incumbent will be responsible for evolving and formulating HR / Personnel policies as well as implementation thereon. The incumbent shall spearhead the implementation of SAP (HR) module and will exercise statutory and corporate responsibilities for efficient and profitable operations of the company.

**2. Eligibility:**

**I. Age:**

Minimum - 45 years & Maximum age - 60 years as on the date of issue of this advertisement for both external & internal candidates.

Term of engagement – 5 years or up to the age of 63 years, whichever is earlier.



**II. Educational Qualification:**

The candidate must be a full time PG Degree/ Diploma holder for two years duration in Personnel Management / Industrial Relations & Labour Welfare / HRD / HRM / PM&IR / MBA with specialization in HRD or Personnel Management from a recognized University/ Institution. Degree/ Diploma obtained from Open University (Except IGNOU) / Distance Learning Mode / Part-Time/ Sandwich Course shall not be considered.

**III. Key Skills:**

The candidate should have in-depth knowledge and experience on managing HR functions, coordinating, implementing HR / IR policies, management functions, administrative control etc. Exposure to ERP/SAP based HR system is desirable. Power Sector experience will have added advantage for this position.

**IV. Experience:**

**For Internal Candidates:**

A proven track record of at least 20 (Twenty) years of post-qualification experience in relevant functional areas out of which at least 2 (Two) years in a senior level position (GM & above).

**OR**

The candidate shall be drawing a pay in the scale of Rs.1,23,100/- - 2,15,900/- in Level-15 of the ORSP Rules, 2017 or higher scale of pay on the date of advertisement.

The applicant shall furnish the organizational chart indicating his / her current position therein.

If an internal candidate is selected for the post of Director (HRD), he / she should resign / take VRS from his service and join as Director (HRD) on Contractual appointment.

**For all other candidates:**

A proven track record of at least 20 (Twenty) years of post-qualification experience in relevant functional areas out of which at least 3 (Three) years in a senior level position (GM & above) in an organization of repute.

**OR**

The candidate shall be drawing a pay in the scale of Rs.1,23,100/- 2,15,900/ in Level-15 of the ORSP Rules, 2017 or equivalent revised scale of pay or higher pay of Central Govt./ CPSE / other organization on the date of advertisement.

The applicant shall furnish the organizational chart indicating his / her current position therein.



## **V. Employment Status:**

The applicant must, on the date of application, be employed in a regular/contractual capacity and not in an adhoc capacity, as one of the following:

- i. An officer of a Central Public Sector Enterprise (CPSE)
- ii. An officer of a State Public Sector Enterprise (SPSE)
- iii. An officer of Central /State Govt.
- iv. An officer from Private Sector Enterprises, listed with stock exchange having turnover of more than Rs. 500 Crore in any of the last 03 years (FY 2021-2022 to FY 2023-24).

Interested candidates from State / Central Government / CPSUs / SPSUs may be considered on deputation. However the period of such deputation shall not be less than 03 (Three) years.

### **3. Remuneration:**

The Pay will be in Cost to Company (CTC) pattern and shall be in line with the industry. Performance based service conditions and Market Based Salary (MBS) structure will be offered in the range of Rs. 35 lacs to Rs. 70 lacs per annum.

Pay protection will be allowed only to the officers coming from the Central/ State Governments / CPSEs / State PSUs or any other Government organization subject to the maximum limit of MBS.

### **4. Tenure of Appointment:**

This position is on full time contract basis for a period of 05 (Five) years or up to the age of 63 years, whichever is earlier.

The appointee will be on probation for initial period of 1 year and his / her appointment shall be confirmed after satisfactory completion of the probation period and approval of Energy Department.

### **5. Submission of Application:**

Prospective candidates shall send their applications as in **Annexure-I** through proper channel with a prescribed forwarding letter by the Cadre Controlling Authority / Controlling Officer as in **Annexure-A**.

#### **The applicant shall also submit:**

- a. Self-Attested copies of certificates in support of age (matriculation / class 10<sup>th</sup> certificate) and Degree & other qualifications.
- b. A certificate separately (in sealed cover), duly certified by the head of the unit / head of organization currently working or last worked with regards to the integrity of the said applicant in **Annexure-II**.
- c. His / her performance rating in last 05 (Five) years duly certified by the Controlling Authority (in sealed cover) in **Annexure-III**.
- d. organizational chart indicating his / her current position therein.



- e. A write up on significant contributions made by him / her during his / her present / past assignment and his / her suitability for the post.
- f. A statement indicating his / her vision for OPTCL over the next 05 years (in about 300 words).

In addition to the above, candidates belonging to private sector must submit the following documents:

- i. Annual Reports of the Company for the last 03 (Three) years (for FY 2021 - 2022 to FY 2023-24) duly certified by Company Secretary.
- ii. Evidence of listing on the Stock Exchange.
- iii. Details of job handled in the past with details / particular references.

Interested candidates may arrange to send their applications through respective Cadre Controlling Authority (for Central/ State Government/ CPSUs/ State PSUs candidates)/ Controlling Officer (for other candidates) in the prescribed format along with a latest coloured passport size photograph and other documents/ certificates as indicated above to the following address by Registered Post/ Speed Post only so as to reach latest by **5.30 PM of 21.06.2025.**

**Address:**

**Principal Secretary to Government,  
Energy Department,  
Kharavel Bhawan, Bhubaneswar – 751001**

Envelope containing the application should be super-scribed as **"Application for the post of Director (HRD), Odisha Power Transmission Corporation Ltd. (OPTCL)".**

The undersigned reserves the right to accept / reject any or all of the applications at any stage of selection without assigning any reason thereof.

**6. Disqualification etc.:**

- a. If any of the candidate who appeared for the interview and is selected, gives his / her unwillingness after the interview is held, 'or' his / her unwillingness after the issue of offer of appointment, she / he shall be debarred for a period of two years from being considered for a Board Level Post in any PSE other than the one to which the candidate belongs.
- b. In the above cases, no request for relaxation or otherwise would be entertained.
- c. Applications received beyond the last date and incomplete application shall not be considered. Any wrong information given in the application will make the application liable for rejection.

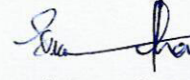
**Sd/-**

**Principal Secretary to Government**



Memo No. 6610 /En., Dated. 21/5/2025

Copy forwarded to the Secretary, CERC, New Delhi/ Secretary, CEA, New Delhi/ Additional Secretary, Ministry of Power, GoI / CMD, NTPC/ NHPC/ PFC/ REC/ PGCIL for kind information & necessary action. It is requested to kindly accord wide publicity of this Advertisement among the interested and eligible candidates in their organization.

 21.05.2025

Additional Secretary to Govt.

Memo No. 6611 /En., Dated. 21/5/2025

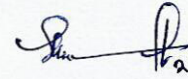
Copy forwarded to the Chief Secretaries, all State Governments/ UTs for kind information and necessary action. It is requested to accord wide publicity of this Advertisement among the interested and eligible candidates in their State/ UT.

 21.05.2025

Additional Secretary to Govt.

Memo No. 6612 /En., Dated. 21/5/2025


Copy forwarded to all Departments, Govt. of Odisha for information & necessary action.

 21.05.2025

Additional Secretary to Govt.

Memo No. 6613 /En., Dated. 21/5/2025

Copy forwarded to the CMD, OPTCL for information and necessary action. It is requested to take necessary steps for publishing this advertisement in two leading dailies (both Odia and English).

 21.08.2025

Additional Secretary to Govt.

Memo No. 6614 /En., Dated. 21/5/2025

Copy forwarded to the CMD, OHPC / CMD, OPTCL/ EIC (Elect.)-cum-PCEI, Odisha / MD, OPGC / GRIDCO / Secretary, OERC, Bhubaneswar / CEO, TPCODL / TPWODL / TPNODL / TPSODL / GEDCOL / CE, OREDA, Bhubaneswar for information & necessary action.


 21.05.2025

Additional Secretary to Govt.

Memo No. 6615 /En., Dated. 21/5/2025

Copy forwarded to Head, Portal Group, IT Centre, Lok Seva Bhawan, Bhubaneswar for information & necessary action.

It is requested to host this advertisement in the website of Energy Department urgently.

 21.05.2025

Additional Secretary to Govt.



**FORMAT OF APPLICATION**

APPLICATION FOR APPOINTMENT TO THE POST OF: **Director (HRD), OPTCL**

1. Name in full:
2. Present Designation:
3. Office / Department:
4. Pay / Level (In detail):
5. Date of Birth:

Latest  
Coloured  
Passport size  
photograph to  
be pasted

(Self-attested copy of Matriculation Certificate to be enclosed)

6. Age as on \_\_\_\_\_ : Years:      Month:      Days:
7. Nationality:
8. Whether belongs to SC/ST/OBC :
9. Full Address (Office / Residence):

i. Office with Telephone No., Mobile No., e-mail address etc.

ii. Residence:

10. Present Emoluments:  
Basic Pay:  
  
Dearness Pay / Allowances:  
  
Special Pay, if  
any:  
  
HRA. :  
  
CCA. :  
  
Any other allowances:  
  
Total:

**11. QUALIFICATION :**

Educational Qualification:

a. Academic :

b. Professional:

(Self-attested copies of all degree professional certificates to be enclosed)

c. Details of affiliation with Professional Bodies / Institution / Society :

- i. Name:
- ii. Membership No. :
- iii. Since when:

**12. EXPERIENCE:**

Details of posts held in chronological order

Sl. No.	Post held & Scale of Pay	Office	Period		Experience		Nature of job
			From	To	Years	Months	

**13. TRAINING:**

Details of training undergone in India and abroad.

Name of training program	Institute where training was received	Period of training	Nature of training	Achievement

**14. FOR PRIVATE SECTOR EXECUTIVES:**

- i. Annual turnover of last three years of the Company where he is working presently:  
(Certified copy to be attached) Turnover  
Rs. \_\_\_\_\_ for the Year 2021-22  
Rs. \_\_\_\_\_ for the Year 2022-23  
Rs. \_\_\_\_\_ for the Year 2023-24

- ii. Details of position held at Board level/ Below Board level:

- iii. Details of Stock Exchange listing :

**15. List of Publications / Academic honours received:**

**16. If selected, minimum time required to join :**



17. Organizational chart duly certified by the Controlling Authority:

18. Any other Information:

**Check List**

1. Whether furnished your organizational chart indicating your current position there in duly certified by the Controlling Officer Yes / No
2. Whether enclosed self-attested copy of matriculation certificates Yes / No
3. Whether enclosed self-attested copies of Essential certificate Yes / No
4. Whether submitted a statement on significant contributions in professional career Yes / No
5. Whether submitted a write-up on vision for OPTCL (in about 300 words) Yes / No

**Declaration:**

I hereby declare that all the information provided above is true to the best of my knowledge and satisfaction. In case any information is found to be incorrect / misleading Energy Department, Govt. of Odisha reserves the right to take action deemed appropriate.

**(Name and Signature of the applicant)**

Date:

Place:



**ANNEXURE-A**

**Forwarding letter by Cadre Controlling Authority (For Govt. / CPSE / State PSU) /  
Controlling Officer (for Private candidates)**

To,

Principal Secretary to Government  
Energy Department  
Kharavel Bhawan, Bhubaneswar – 751001  
(By Regd. Post / Speed Post Only)

Dear Sir,

I am forwarding herewith the application (Annexure-I) of \_\_\_\_\_ for the post of  
Director (HRD), OPTCL.

The Integrity Certificate and Performance Grading Report (Annexure - II & III) are  
enclosed separately in a sealed cover.

Place:

Signature:

Date:

Name & Designation:

Seal of the Organization (if any):



**ANNEXURE-II**

**Integrity Certificate**

**(To be submitted in sealed cover)**

This is to certify that the Integrity of \_\_\_\_\_ is beyond all reasonable doubts as verified from her / his Performance Appraisal Reports. No vigilance / disciplinary proceedings is pending / contemplated against her / him.

Place:

Signature:

Date:

Name & Designation:

Seal of the Organization (if any):



**ANNEXURE-III**

**Performance Grading of past five years**

**(To be submitted in sealed cover)**

Year	Grading	*Remarks
2023-24		
2022-23		
2021-22		
2020-21		
2019-20		

\*The maximum attainable grading for the above year.

Place:

Signature:

Date:

Name & Designation:

Seal of the Organization (if any):