

DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

The 09th February, 2007

No. 06/RECT-12/SE/Admn. In exercise of powers conferred under Clause-C of Section-79 of the Electricity (Supply) Act, 1948 read with Haryana Electricity Reforms Act, 1997 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam is pleased to notify the essential qualification for the post of Company Secretary as under: -

1. ESSENTIAL QUALIFICATION

- a) B.Com. with 50% marks qualified Company Secretary with membership of Institute of Company Secretaries of India.
- b) Desirable, any one of the following qualifications: -
 - i) Diploma in Industrial Relation
 - ii) Degree in Law
 - iii) MBA (Finance)
 - iv) Chartered Accountant
- c) The candidate should have minimum 5 years of post qualification/ experience as Company Secretary in a reputed public limited concern.
- d) Should have passed Hindi/Sanskrit upto Matric.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in their meeting held on 31.01.2007.

**S.E.(Administration)
DHBVN, Hisar**

Endst.No.Ch-20/RECT-12/SE/Admn.

Dated: 09.02.2007

A copy of the above is forwarded to the following for information: -

1. All G.Ms./C.Es. in DHBVN.
2. S.E.(Admn.), HVPN/UHBVN/HPGCL, Shakti Bhawan, Sector-6, Panchkula.
3. The C.A.O./C.A./F.A.(HQ)/F.A. & C.A.O.(MM), DHBVN, Hisar.
4. All S.Es. (including Controller of Stores/D.G.M./IT) in DHBVN.
5. The Company Secretary, DHBVN, Hisar.
6. All Xens/Dy. Secretary (T&M)/Estate Officer-cum-Xen(Civil) in DHBVN.
7. Manager (PR/IR), DHBVN, Hisar.
8. All Administrative Officers and Under Secretaries in DHBVN.
9. All Sectional Heads in the office of S.E.(Admn. & HR), DHBVN, Hisar.

**Under Secretary (General)
DHBVN, Hisar**

- CC to:-
1. Sr. P.S. to Chairman, Power Utilities Haryana, Shakti Bhawan, Sector-6, Panchkula.
 2. Sr. P.S. to Managing Director, DHBVN, Hisar.
 3. Sr. P.S./P.S. to Director (Projects/'OP'), DHBVN, Hisar.
 4. P.A. to G.M./HR & Admn., DHBVN, Hisar.
 5. P.A. to S.E./Administration, DHBVN, Hisar.