



पावर ट्रांसमिशन कारपोरेशन ऑफ उत्तराखण्ड लि०

(उत्तराखण्ड सरकार का उपक्रम)

CIN:- U40101UR2004SGC028675

मानव संसाधन एवं प्रशासनिक विभाग

विद्युत भवन, नजदीक-आई०एस०बी०टी० क्रासिंग, सहारनपुर रोड, माजरा, देहरादून-248002

E-mail:- hr@ptcul.org

दूरभाष नं० 0135-2645249 फ़ैक्स नं० 0135-2645249 वेबसाइट www.ptcul.org

No. 1614/HR&Admn./PTCUL/H-8/PG-AI/2025-26

Date 20-10-2025

Subject :- 06 Month Hybrid Certificate Program on Digital Literacy, Foundations of AI and Cyber Security.

**All CEs Level-I/Level-II
/All SEs/All EEs,
PTCUL,**

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A Six (06) Months Hybrid Certificate Program on Digital Literacy, Foundations of AI and Cyber Security in collaboration with University of Petroleum & Energy Studies (UPES), Dehradun has been finalized for **AE or eqivalent posts, PS, JE, Stenographer, Draftsman, Accounts Staff and Ministerial staff** of PTCUL, who are confirmed on the post & Rendered minimum three (03) Years service and have more than Five (05) years service is left before attaining the age of retirement as on date of notice.

The programme will be of Six (06) Months duration. involving Offline classes on every second Saturday of every month and on-line classes of 4 hours on every Sunday shall be conducted by UPES

Service Agreement – The selected employees will be required to execute service agreement/ bond to serve PTCUL during the period of programme and thereafter for a period of 5 years from the date of passing the said course.

The course is likely to be commence in coming months, therefore, the nominations of employee, interested to take up the programme, be arranged to be sent duly recommended alongwith their request letter and their particulars in the enclosed application form **latest by 10-11-2025** for consideration of their candidature.

Please arrange to forward the application forms of interested candidates to the office of undersigned, complete in all respects to enable further processing.

Encl. Application Form and Brochure.

(A.K. Juyal)
General Manager (HR)

NO. / HR&Admn./PTCUL/H-8/PG-AI/2025-26 dated

Copy forwarded to the following for information and necessary action:-

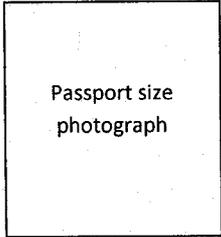
- 1- PS to MD, PTCUL, Dehradun for kind information of MD.
- 2- PS/DEO to Director (HR)/(Operation)/(Project)/(Finance), PTCUL, Dehradun for kind information of Director's.
- 3- Executive Engineer (IT), PTCUL, Dehradun for uploading the same in corporation website.

(A.K. Juyal)
General Manager (HR)

**Application Form for 06 Month Hybrid Certificate Program on Digital Literacy,
Foundations of AI and Cyber Security**

1. Personal Information

- i. Name :
- ii. Father's/Husband's Name :
- iii. Date of Birth :
- iv. Gender : Male/Female



2. Professional Information

- i. Date of Joining in corporation and Induction Post :
- ii. Present Designation :
- iii. Place of Posting :
- iv. Office Address :
- v. Phone No/Mobile No :
- vi. E-mail Id :
- vii. Professional/Work Experience (Please attached resume) :

3. Please outline your career aspirations and expectations from this course in a neatly typed/hand written A4 sheet and enclose.

4. Education Qualification :

Exam Passed	Institute/University	Year of Passing	Subject/Branch	Div/Grade
12 th				
ITI/Diploma				
Graduation				
Post Graduation				
Any Other Qualification				

5. If applicant has done any course from UPES sponsored by PTCUL then please specify details

I hereby certify that the foregoing and all information referenced in or enclosed with this application is to the best of my knowledge true and correct.

Date :

Place :

Applicant Signature

Date: 19 September 2025

Ref: UPES/WILL/2025/CDL-Staff/GoU En/25/89

To,
The Principal Secretary, Energy
Government of Uttarakhand
Dehradun, Uttarakhand – 248001

Subject: Proposal for Six-Month Hybrid Certificate Program on Digital Literacy, Foundations of AI, and Cyber Security for Staff Members

Dear Sir,

We extend our sincere gratitude to the Government of Uttarakhand for its continued trust in the Centre for Continuing Education (CCE), University of Petroleum and Energy Studies (UPES), as a knowledge partner in enhancing the academic and professional capabilities of officers across various departments.

We deeply appreciate your confidence in CCE, UPES, and the opportunity extended to us since 2015 to conduct Distance and Online EMBA programs, MDPs for government employees.

Recently, we have received a request from one of the Energy Corporations for specialized staff training in Digital Literacy. Accordingly, we have prepared a proposal for a **Six-Month Hybrid Certificate Program on Digital Literacy, Foundations of AI, and Cyber Security for Staff Members**, for your kind consideration.

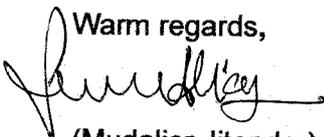
We respectfully request your esteemed office to nominate a batch from all Energy Corporations (UJVNL, PTCUL, UPCL, UREDA, UERC) to participate in this program. The six-month course is designed primarily for staff members, to strengthen their digital skills and prepare them for future technological trends. The program is proposed to commence in **November 2025**.

Please find attached the detailed proposal, including the program structure, learning outcomes, and associated costs.

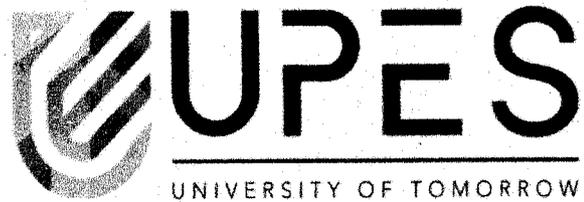
We look forward to your support and a favorable response to initiate this important skill development initiative in Digital Literacy.

Thank you once again for your continued collaboration.

Warm regards,



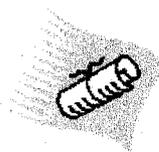
(Mudaliar Jitendra)
Assistant Director – WILL
School of Business, UPES
1509, Knowledge Acres, Kandoli
Via Premnagar, Dehradun, Uttarakhand – 248007
Email: mjitendra@ddn.upes.ac.in
Mobile: 8171862063



Presents

To

**Government of Uttarakhand, Energy Corporations
Proposal for
Sixth Month Hybrid Certificate
Program: Digital Literacy and
foundations AI and Cyber Security
for Staff Members**



Staff Employees of Government of Uttarakhand, Energy Corporations

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**Sixth Month Hybrid Certificate Program:
Digital Literacy and foundations AI and Cyber Security
for Staff Members**

I. SCOPE AND OBJECTIVE

Overview of the Program

This six-month certification program for the Energy Department, Government of Uttarakhand staff provides essential digital literacy and foundational AI knowledge & cybersecurity essentials. It combines monthly 3-hour online learning sessions with a full-day, 6-hour face-to-face class at UPES Dehradun.

The program equips participants with practical skills in MS Office, cybersecurity awareness, and introductory AI concepts to improve workplace efficiency and support digital governance initiatives. Upon successful completion, staff receive a UPES certification enhancing their digital competence and readiness for evolving technological demands.

Program Outline

- Total Duration: 6 months
- Mode: Blended (Online Sessions + 1 full-day offline session/month on 2nd Saturday at UPES Campus, Dehradun)
- Blended Learning: Engaging live sessions with monthly in-person learning, hands-on exercises, and expert guidance at UPES.
- Participants – 20-50
- On completion: Certificate Course

Learning Outcomes

- Digital Literacy: Confidently operate computers, smartphones, and use internet safely and productively.
- Office Productivity: Efficiently create documents, spreadsheets, and presentations relevant to workplace needs.
- Collaboration: Use digital tools for teamwork, sharing, and streamlined administrative workflows.
- Cyber Awareness: Understand and implement basic cybersecurity practices to safeguard self and organizational data.

- AI Readiness: Gain foundational knowledge of AI and apply basic AI tools to routine office problems.
- Job Readiness: Meet national digital competency benchmarks for government staff and contribute to e-governance and digital transformation.

II. RESPONSIBILITIES OF UPES

- UPES shall be responsible for conducting the Online and Offline 6 months classes consisting for the staff employees of the Government of Uttarakhand, Energy Corporations.
- UPES shall be responsible for staffing appropriate faculty, required for the provision of instruction.
- UPES shall be responsible for developing and distributing the course material to all candidates.

III. RESPONSIBILITIES OF THE GOVERNMENT OF UTTARAKHAND, Energy Corporations:

- The Government of Uttarakhand shall be responsible for setting up the infrastructure for imparting the Program and providing training facilities and aids.
- The batch size shall be a minimum of 20 candidates and a maximum of 50 candidates.
- The batch shall always be selected from the Government of Uttarakhand Energy Corporations, mainly UJVNL 20, UPCL 15, PTCUL 12, UREDA 03 and UERC 02.
- The Government of Uttarakhand shall bear all expenses for providing boarding and lodging facilities to them during the offline classes at Campus for the said Program.

IV. FEE STRUCTURE

- The course fee for program shall be Rs. 38,000/- with GST per participant subject to a minimum guarantee of 20 candidates and maximum 50 candidates.

V. MODE OF DELIVERY OF PROGRAM

Month-by-Month Delivery Plan

Month	Live Online Session (3 hours/month)	F2F Session (6 hours, UPES Dehradun)	Key Activities & Assessments
1	Introduction to Digital Literacy, MS Office (Word, Excel, Power Point) basics	Orientation, device familiarization, digital self-assessment	Online quiz, practical skills check
2	MS Word skills: documents, editing, formatting	Document creation workshop, collaboration with peers	Hands-on assignment
3	Fundamentals of MS Excel: formulas, reporting	Spreadsheet exercises, workplace data analysis	Data tasks
4	MS PowerPoint: designing slides, presentations	Presentation creation lab, delivering presentations	Capstone presentation, skills feedback
5	Cyber Security: safe browsing, email, passwords	Incident scenarios, live demos, cyber hygiene workshop	Security simulation, incident response drill
6	Artificial Intelligence: concepts and applications	AI tool hands-on, capstone project showcase	Final certification assessment

Methodology

- Case studies from department projects
- Interactive lectures and small projects
- Group activities and simulation exercises
- Q&A and peer learning

प्रेषक,

डा0 आर मीनाक्षी सुन्दरम्
प्रमुख सचिव, ऊर्जा विभाग
उत्तराखण्ड शासन।

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14/10/25
प्रबन्ध निदेशक
पिटकुल, देहरादून

सेवा में

1. निदेशक,
उरेडा,
देहरादून।
2. प्रबन्ध निदेशक,
उत्तराखण्ड जल विद्युत निगम लिमिटेड,
देहरादून।
3. प्रबन्ध निदेशक,
पिटकुल, देहरादून।
4. प्रबन्ध निदेशक,
उत्तराखण्ड पावर कोरपोरेशन लिमिटेड,
देहरादून।
5. सचिव,
उत्तराखण्ड विद्युत नियामक आयोग,
देहरादून।

विषय: यूनिवर्सिटी ऑफ पेट्रोलियम एण्ड एनर्जी स्टडीज (UPES) से कार्मिकों/स्टॉफ के लिए का ऑनलाइन से डिजिटल लिटरसी (Digital Literacy) का सर्टिफिकेट प्रोग्राम।

महोदय,

कृपया उपरोक्त विषयक यूनिवर्सिटी ऑफ पेट्रोलियम एण्ड एनर्जी स्टडीज (UPES) के पत्र संख्या UPES/WILL/2025/DL-Staff/Gov/En/25/89 दिनांक 9 सितम्बर, 2025 का संदर्भ ग्रहण करें(छायांप्रति संलग्न), जिसमें पेट्रोलियम एंड एनर्जी स्टडीज यूनिवर्सिटी (UPES) से नया बैच जनवरी 2026 से प्रारंभ किये जाने हेतु निम्नानुसार अनुरोध किया गया है। उक्त के क्रम में उरेडा से 03, यूजेवीएनलि0 से 20, यूपीसीएल से 15, पिटकुल से 12, यूईआरसी से 02, कार्मिकों को उक्त कोर्स निम्न प्रतिबन्धों के अधीन कराया जाना प्रस्तावित है:-

- (1) चयनित अभ्यर्थियों की विभाग में न्यूनतम 3 वर्ष की सेवा होनी चाहिए।
- (2) चयनित अभ्यर्थियों का प्रशिक्षण पर होने वाला व्यय सम्बन्धित कार्मिक के प्रशासनिक विभाग द्वारा वहन किया जायेगा और यह प्रशिक्षण सम्बन्धित विभाग की प्रशिक्षण नीति के अन्तर्गत होगा।
- (3) हाइब्रिड सर्टिफिकेट कोर्स डिजिटल लिटरसी 6 महीने हेतु निर्धारित रू0 38,000/-प्रति सैमेस्टर तथा जीएसटी अलग प्रति अभ्यर्थी का भुगतान प्रशिक्षण हेतु सम्बन्धित कार्मिक के प्रशासनिक विभाग द्वारा UPES को किया जायेगा।
- (4) हाइब्रिड सर्टिफिकेट कोर्स डिजिटल लिटरसी का 6 महीने कोर्स प्रत्येक माह के द्वितीय शनिवार को ऑफलाइन और प्रत्येक रविवार को ऑनलाईन 4 घंटे की Classes UPES द्वारा प्रदान की जायेगी।
- (5) प्रशिक्षण सामग्री UPES द्वारा उपलब्ध करायी जायेगी।

उपरोक्तानुसार निगम इच्छुक कार्मिकों का चयन कर 10 जनवरी 2026 तक UPES को प्रदान कर सकते हैं।

संलग्न- यथोपरि।

भवदीय

(डा0 आर. मीनाक्षी सुन्दरम्)
प्रमुख सचिव ऊर्जा,
उत्तराखण्ड शासन देहरादून।

प्रतिलिपि:

1. मुदालियर जितेन्द्र, सहायक निदेशक, WILL, UPES, देहरादून।

कार्यालय में पत्र प्राप्ति की तिथि 15/10/25

प्राप्तकर्ता
कार्यालय प्रबन्ध निदेशक
पिटकुल, देहरादून

HR/Admin./PTCULI/D.Due
Diary No. 2610
File
Date 17/10/25

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