



SJVN LIMITED

(A Joint Venture of Govt. of India & Govt. of Himachal Pradesh)
Corporate Office: Himfed Building, New Shimla, (H.P.) -171009
CIN Number: L40101HP1988GOI008409

www.sjvn.nic.in

CAREER OPPORTUNITIES IN A GROWING ORGANISATION

Advt. No. 79 /2016

SJVN LIMITED, A Category-I Mini Ratna Schedule 'A' Public Sector Undertaking under Ministry of Power, Govt. of India is emerging as a multi-unit 5000MW company. Beginning with a single project (India's largest 1500 MW Nathpa Jhakri Hydro Power Station in H.P.) the company is presently implementing Hydroelectric Projects in Himachal Pradesh, Uttarakhand & Arunachal Pradesh in India besides neighboring countries viz. Nepal and Bhutan. The present installed capacity of SJVN is 1959.6MW (comprising of 1912MW Hydro + 47.6MW Wind Power). SJVN has expanded its horizons and envisions developing itself into a fully diversified transnational power company in all types of conventional and non-conventional forms of energy and in Power Transmission.

The company invites applications from eligible candidates for following positions:-

Post/ Level	Nos. of Posts	Reservation	Educational Qualification from a recognized University / Institute of India.	Upper Age Limit*
Trainee Junior Officer (Company Secretarial) / S0	01	Unreserved (UR)	Commerce Graduate with minimum 55% marks and Passed Intermediate / Executive level Examinations conducted by the Institute of Company Secretaries of India.	30 years
Junior Officer (Company Secretarial) / S4	01	Unreserved (UR)	Commerce Graduate with minimum 55% marks and Passed Intermediate / Executive level Examinations conducted by the Institute of Company Secretaries of India.	40 years
Trainee Junior Officer (HR) / S0	04	UR=2, SC=2,	Graduate with one/ two year Full time Post Graduate Degree/ Diploma in Personnel Management / Social Works / Labor Welfare / Business Management / Office Management / Public Administration with 55% marks for Gen/OBC and 50% for others.	30 years
Trainee Assistant (Accounts) / W3	05	UR=4; SC=1	Full time B.Com with minimum 50% marks for Gen/ OBC and 45% for others.	30 years

Note: * Employees who have been presently engaged in SJVN as contract labour will be allowed age relaxation to the extent of period he/she has worked in SJVN.

EXPERIENCE REQUIREMENT

Post /Level	Minimum Post Qualification Relevant experience	Experience Profile/ Nature of experience
Jr. Officer (Company Secretarial) / S4	Minimum 10 years post qualification experience in Company Secretarial Department of a comparable CPSU or a Listed Power Sector Company.	Work experience of Board Meetings, Committee Meetings, Shareholder Meetings, Postal Ballot & E-Voting, Public Offers, Listing Agreement Compliances, DPE Corporate Governance compliances, E-Filing under MCA21, Secretarial Drafting & Conveyancing, Investor Services / Grievances, SEBI SCORES, NSE – NEAPS, maintaining Statutory Records and Registers etc.

PAY SCALES, ALLOWANCES & BENEFITS:

Post/ Level	Pay Scale (INR)
Trainee Assistant (Accounts) /W3	11,500 - 3%-26,000/- (After training)
Trainee Jr. Officer (Company Secretarial/ HR) / S0	16,000 - 3% - 35,500 (After training)
Jr. Officer (Company Secretarial) / S4	20,000 - 3% - 42,500

Trainee Assistant (Accounts) /W3 - The selected candidates will be paid consolidated Stipend consisting of Basic Pay of Rs. 11,500/- plus Dearness Allowance (on Basic Pay) as applicable in first quarter of the year of appointment, per month during the training period of one year. On confirmation, in addition to Basic Pay & IDA, the above posts carry attractive allowances and benefits like HRA or Company Owned Accommodation, Special Duty Allowance, Difficult Area Allowance, Liveries, Leave encashment, HBA, Multi Purpose Advance, comprehensive social security & Insurance, liberal medical facilities, Gratuity, PF etc. (as per extant company rules).

Trainee Jr. Officer (Company Secretarial/ HR) / S0- The selected candidate will be paid consolidated Stipend consisting of Basic Pay of Rs. 16,000/- plus Dearness Allowance (on Basic Pay) as applicable in first quarter of the year of appointment, per month during the training period of one year. On confirmation, in addition to Basic Pay & IDA, the above posts carry attractive allowances and benefits like HRA or Company Owned Accommodation, Special Duty Allowance, Difficult Area Allowance, Liveries, Leave encashment, HBA, Multi Purpose Advance, comprehensive social security & Insurance, liberal medical facilities, Gratuity, PF etc. (as per extant company rule).

Jr. Officer (Company Secretarial) / S4- The selected candidates will be placed in the pay scale of Rs. 20,000 - 3% - 42,500. In addition to Basic Pay & IDA, the post carry attractive perquisites and benefits under cafeteria approach such as Difficult Area Allowance, Canteen Allowance, and Conveyance allowance etc. Along with Performance Related Pay, Foreign Compensatory Allowance, Liveries, Shift Allowance, HRA/ Company leased Accommodation, Comprehensive Social Security Schemes, Liberal Medical benefits, Gratuity, PF & Pension etc., as per extant company rules.

SELECTION PROCESS:

For all posts candidates would be required to undergo written test at Shimla and there would be no interviews.

SERVICE AGREEMENT BOND:

Trainee Assistant (Accounts) /W3 - The selected candidates will be required to execute a service agreement bond of Rs. 60,000/- to successfully complete the prescribed training and thereafter serve the company for at least 3 years. This amount is Rs. 30,000/- for SC, ST and PWD category candidates.

Jr. Officer Trainee (Company Secretarial/HR) / S0 – The selected candidates who belong to General and OBC category will be required to execute a service agreement bond of Rs. 100,000/- to successfully complete the prescribed training and thereafter serve the company for at least 3 years. This amount is Rs. 50,000/- for SC, ST and PWD Category candidates.

RELAXATIONS & CONCESSIONS FOR SC/ ST/ PWD/ OBC, EX-SERVICEMEN AND J&K CANDIDATES:

- i. Upper age limit is relaxable by 5 years for SC/ST and 3 years for OBC (NCL) as applicable as per rules.
- ii. 10 years relaxation to Persons with Disabilities in addition to above mentioned age relaxation.
- iii. SC/ST/PWD will be exempt from payment of application fee.
- iv. Age relaxation to Ex-servicemen as per Govt. of India guidelines.

- v. For SC/ST/PWD candidates, no application fee is payable but they must enclose a copy of certificate in proof of belonging to SC/ST or PWD category from competent authority in the format prescribed by the Govt. of India.

Concession for J&K candidates:

Upper age is relaxed by 5 years for the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01.01.80 to 31.12.89.

Ex-Servicemen:

Reservation of posts and Age relaxation to ex-servicemen will be as per Government of India guidelines.

Reservation for PWD

Persons with disabilities with following disabilities are eligible to apply -

Discipline	Designation	Identified disabilities
Company Secretarial	Jr. Officer / Trainee Jr. Officer	OL, BL, OA, B, LV
HR	Trainee Jr. Officer	OL, BL, OA
Accounts	Trainee Assistant	OL, BL, MW, LV, HH

APPLICATION FEE:

Trainee Assistant Accounts /W3	Rs. 200/- (Non- Refundable)
Jr. Officer Trainee (Company Secretarial/HR) / S0	
Jr. Officer (Company Secretarial) / S4	

GENERAL CONDITIONS:

1. The candidates should not be above the prescribed upper age limit as on the closing date of advertisement.
2. For all the above posts, candidates should possess Educational qualification from recognized University/Institute of India and those candidates whose final results have been declared shall only be considered eligible. **Result awaited candidates need not apply.**
3. Applications that are not in conformity with the requirements indicated in this advertisement will not be entertained.
4. Persons working under Central/State Governments. / Public Sector Undertakings should submit their application through proper channel. They may, however, send one advance copy of the application along with requisite enclosures after applying online.
5. Incomplete applications are liable to be summarily rejected. **No correspondence regarding the candidature would be entertained.**
6. The candidates applying should ensure that they fulfil all eligibility conditions. Their admission at all the stages of the written test will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issuance of admission certificate/ call letter to the candidate will not imply that his/her candidature has been finally cleared by SJVN. SJVN will take up verification of eligibility conditions with reference to original documents before issuance of appointment offers.
7. In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his/her candidature shall be rejected/ cancelled without assigning any reason, thereof. Similarly, **even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated without prejudice to legal action.**

8. The decision of the SJVN as to the eligibility or otherwise of a candidate for admission to the Written test shall be final.
9. More than one application from a candidate for different posts will not be accepted in any case. Even if a candidate sends more than one completed application, SJVN will accept only one application at its discretion and the SJVN's decision in the matter shall be final.
10. Only Indian Nationals need apply.
11. Applications received after the closing date shall neither be entertained nor returned.
12. The certificates in any other language except English and Hindi should invariably be accompanied by certified translated copy in Hindi or English.
13. **The management reserves the right to increase/decrease the number of posts or consider for higher/lower post or not to fill up any of the posts or raise the minimum eligibility standards / or relax age / experience or any other criteria in otherwise suitable cases and also cancel candidature of any candidate / or cancel recruitment process without assigning any reason.** Merely meeting the above qualifications and experience shall not entitle a candidate to be called for Written Test/ appointment.
14. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Shimla and courts/tribunals/forums at Shimla only shall have sole and exclusive jurisdiction to try any such cause/dispute.

IMPORTANT

1. Candidates to ensure their eligibility before applying:

The candidates should ensure that they fulfill all eligibility conditions. Their candidature at all the stages of recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions.

Mere issuance of written test/Skill test call letter will not imply that his/her candidature has been finally cleared by SJVN.

SJVN will take up verification of eligibility conditions with reference to original documents before final selection.

2. The candidates must ensure that applications are sent only by ordinary post well in advance so as to avoid rejection on account of late receipt.

HOW TO APPLY:

Eligible and interested candidates would be required to apply online through Career section on SJVN's website:

www.sjvn.nic.in. **No other means/ mode of application shall be accepted.**

Before registering their applications on the website the candidates should possess the following:

- a) Valid e-mail ID and mobile number, which should remain valid for atleast one year.
- b) Personal details and educational qualification details.
- c) Candidates should have scanned copy of latest passport size photograph as well as photograph of signatures in digital format (.jpg or .jpeg file only, less than 500 KB size) for uploading with the application form.
- d) For Trainee Assistant(Accounts), Trainee JO(HR/CS) posts, after applying online, candidates are required to send only the Demand Draft or SC, ST , PWD certificate along with print out of application form. For Jr.Officer (CS)-S4, candidates are required to take the printout of the Application form

(Preview) and sent it along with Demand Draft and certificates in support of Educational/Professional Qualification, Age, Category, Experience profile and length of experience, etc. to following address-

Advt. No. 79/2016
O/o AGM (Recruitment), SJVN Limited
Corporate Office Complex,
Shanan, Shimla
171006 (H.P.)

f) General and OBC category candidates are required to pay a non-refundable application fee of R 200/-. The fee is to be paid by a **Demand Draft of R 200/- in favour of 'SJVN Limited' payable at Shimla**

g) Candidates should clearly note that SJVN will in no case be responsible for rejection of application on account of application being incomplete, non-receipt of application or any delay in receipt thereof on any account whatsoever. Application received after the prescribed closing date will **not** be entertained under any circumstances and all such applications will be summarily rejected. The applicants should therefore, ensure that their applications reach SJVN office on or before the prescribed last date for sending print out of application.

Important dates

1	Commencement of Online Registration for submitting applications	28th June, 2016
2	Closing date for submitting applications through website	15th July, 2016
3	Last date for sending application print out along with Demand Draft and certificates	25th July 2016

SAVE ENERGY FOR THE BENEFIT OF SELF & NATION