



## SJVN LIMITED

CIN Number: L40101HP1988GOI008409

(A Joint Venture of Govt. of India & Govt. of Himachal Pradesh)  
Shakti Sadan, SJVN Limited Corporate Office Complex,  
Shanan, Shimla 171006 (H.P.)

[www.sjvn.nic.in](http://www.sjvn.nic.in)

**CAREER OPPORTUNITIES IN A GROWING ORGANISATION**

**Advt. No. 81/2016**

**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 5000 MW 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 1959.6 MW (comprising of 1912 MW Hydro + 47.6 MW 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 having domicile of HP for following posts:-

Post / Level	No. of Posts	Qualification	Upper age limit*
Steno Typist (Trainee) / W3	26	Degree in any discipline from recognized University with Certificate/Diploma in Stenography from recognized Institute. The candidate should have Shorthand/ Typing Speed of 80/40 wpm in English and 70/30 wpm in Hindi.**	29 years

**Note:** \* Candidates who are presently engaged in SJVN from HIMPESCO etc. will be allowed age relaxation to the extent of the period he/she has worked in SJVN.

\*\* In case the candidate fails in the one of the Proficiency test (Hindi or English) and is selected on the overall performance he/she will be appointed provisionally subject to achieving the required proficiency during the period of training, failing which his/her services are liable to be terminated.

### **PAY SCALES, ALLOWANCES & BENEFITS:**

The selected candidates will be paid consolidated Stipend consisting of Basic Pay of Rs. 11500/- 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, Liveries, Leave encashment, HBA, Multi Purpose Advance, comprehensive social security & Insurance, liberal medical facilities, Gratuity, PF, etc. (as per extant company rules).

### **SELECTION PROCESS:**

The candidates would be required to undergo a Written Test at Shimla and there would be no interviews. Shortlisted candidates would be required to qualify typing trade test. The typing test for Steno-typists would be conducted on the computers and not on type-writer.

### **SERVICE AGREEMENT BOND:**

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.

### **RESERVATIONS, RELAXATION & CONCESSIONS FOR SC/ST/PWD/OBC/Ex-SERVICEMEN AND J&K CANDIDATES:**

<b>Category-wise break up of Vacancies</b>					
<b>Vacancies for Himachal Pradesh</b>					
<b>Post</b>	<b>Tentative Nos. of Posts</b>	<b>Reservation</b>			
		<b>UR</b>	<b>SC</b> (Including backlog)	<b>ST</b>	<b>OBC(NCL)</b>
<b>Steno-Typist</b>	<b>26</b>	<b>12</b>	<b>9(6+3)</b>	<b>01</b>	<b>04</b>

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

- Upper age limit is relaxable by 5 years for SC/ST and 3 years for OBC (NCL) as applicable as per rules.
- 10 years relaxation to Persons with Disabilities in addition to above mentioned age relaxation.
- Age relaxation to Ex-servicemen as per Govt. of India guidelines.
- 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.

### **OBC (Non Creamy Layer):**

The OBC candidates who belong to "Creamy Layer" are not entitled for OBC relaxation and such candidates have to indicate their category as 'General'. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority **issued after 01.06.2016**. Further, such candidates will have to give a self-undertaking indicating that they belong to OBC (Non creamy Layer) category at the time of Typing Test/ Verification of Documents, if called for, along with the latest OBC (NCL) Certificate.

### **Ex-Servicemen:**

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

### **Reservation for PWD**

One post from above is reserved for Persons with disability. Persons with disabilities with following disabilities are eligible to apply –

<b>Type of Disability</b>	<b>Legend</b>
OA, OL, BL, OAL, B, LV	OL : One Leg OA : One Arm BL : Both Legs OAL : One Arm and Leg LV : Low Vision B : Blind

## **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/ non-submitted applications are liable to be summarily rejected. **No correspondence regarding the candidature would be entertained.**
6. First preference would be given to candidates belonging to Project Affected Families of the various projects of SJVN in Himachal Pradesh.
7. **Only those candidates who are domiciled in the State of Himachal Pradesh are eligible to apply against this advertisement.**
8. The candidates applying should ensure that they fulfil all eligibility conditions. Their admission at all the stages of the written test / trade 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 at the time of typing test / before issuance of offer only.
9. In case it is detected at any stage that a candidate does not fulfil 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.**
10. The decision of the SJVN as to the eligibility or otherwise of a candidate for admission to the Written test / Trade Test shall be final.
11. Applications received after the closing date shall neither be entertained nor returned.
14. The certificates in any other language except English and Hindi should invariably be accompanied by certified translated copy in Hindi or English.
15. **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.

16. 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**

#### **Candidates to ensure their eligibility before applying:**

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

Mere issue of Written Test / Trade Test 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.

#### **HOW TO APPLY:**

Eligible and interested candidates would be required to apply online through Career section on SJVN's website: [www.sjvn.nic.in](http://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 and a Demand Draft of ₹ 200/- (SC, ST and PWD exempted for payment of fee) in favour of 'SJVN Limited' payable at Shimla.
- 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) After applying online, candidates are required to send only the Demand Draft, with registration number written on its backside of Demand Draft, alongwith print out of application form through ordinary post only, to the following address-

**Advt. No. 81/2016**  
**O/o AGM (Recruitment), SJVN Limited**  
**Shakti Sadan, Corporate Office Complex,**  
**Shanan, Shimla**  
**171006 (H.P.)**

f) General and OBC category candidates are required to pay a non-refundable application fee of ₹200/-. The fee is to be paid by a **Demand Draft of ₹ 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/ non-submission 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 Fee along with application printout 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	7 <sup>th</sup> December, 2016
2	Closing date for submitting applications through website	27 <sup>th</sup> December, 2016
3	Last date for sending application print out along with Demand Draft or SC/ST/PWD certificates	6 <sup>th</sup> January, 2017

**SAVE ENERGY FOR THE BENEFIT OF SELF & NATION**