



**SJVN LIMITED**  
**(A Joint Venture of Govt. of India & Govt. of Himachal Pradesh) An ISO 9001:2015 Company**  
**A Mini Ratna & Schedule 'A' PSU**

**CAREER OPPORTUNITY IN A GROWING ORGANISATION**

**Advt. No. 98/2022**

**Closing Date: 27.02.2022**

SJVN Limited, a Mini Ratna, Category-I and Schedule- 'A' CPSE under administrative control of Ministry of Power, Govt. of India, was incorporated on May 24, 1988 as a joint venture of the Government of India (GOI) and the Government of Himachal Pradesh (GOHP). Beginning with a single project and single State operation, the company has a total portfolio of approximately 16500MW and commissioned five projects totalling 2016.5 MW of installed capacity which includes company's largest 1500 MW Nathpa Jhakri Hydro Power Station (NJHPS).

SJVN has laid Horizontal & Vertical Growth and Diversification plans and is developing itself into a fully diversified transnational power company in all types of conventional and non-conventional forms of energy and in Power Transmission. SJVN has a Shared Vision of achieving 5000 MW capacity by 2023, 25000 MW by 2030 and 50000 MW by 2040.

Commensurate to its ambitious growth plans & swift growth trajectory, SJVN intends to engage manpower on Fixed Tenure basis in the following disciplines and invites applications from promising & committed individuals who are domiciles of Himachal Pradesh. The engagement shall be purely temporary & on contract basis for an initial period of 3 years. The contract period can further be extended on yearly basis for 2 more years depending upon the work requirement and performance of the individual. The engagement will not entitle him/her to claim for any regular employment in SJVN or any relaxation in case of any requirement for any post in SJVN.

**TENTATIVE VACANCIES & EDUCATIONAL QUALIFICATION REQUIREMENTS**

Discipline	Designation	Tentative Vacancies	Educational Qualification
Assistant	Office Assistant	25	<ul style="list-style-type: none"><li>Graduate Degree in any discipline from recognized University and 1-year course/ diploma/certificate in computer Application with MS Office &amp; Typing Speed of 30 wpm in English and 25 wpm in Hindi AND</li><li>5 years' experience in Office Administration including Typing, Data entry, working on MS Office (word, excel, Power point) and maintenance of record etc.</li></ul>
Cook	Cook cum Housekeeper	15	<ul style="list-style-type: none"><li>Recognized certificate in NCVT cooking with 4years of experience OR recognized certificate in catering with 5 years' experience OR Literate with 12 years' experience AND</li><li>Should have experience of 4/5/12 years of cooking &amp; catering meals in hotel/hospital mess of repute and guest houses of reputed organizations</li></ul>
Driver	Jr. Driver	07	VIII class with a valid motor driving license for light vehicles with 5 years of experience, including attending to minor repair and maintenance problems
Attendant	Office Boy	25	10th Pass with 5 years' experience as Attendant in Office.
<b>TOTAL</b>		<b>72</b>	

**Age Limit:** Upper age limit is 38 Years as on closing date of advertisement.

\*Candidates are required to submit proof of Provident Fund deductions/salary statement as proof of length of experience as mentioned in service certificate issued by Competent Authority

\*\* Candidates who have been engaged in SJVN from HIMPESCO, UPNL on contract basis will be allowed age relaxations to the extent of period he/she worked in SJVN. However, maximum age for engagement on Fixed tenure basis will be 55 years.

\*\*\* Experience requirement is part of requisite qualification and no extra weightage shall be assigned to additional experience except for the post of Office Boy.

### COMPENSATION PACKAGE:

Designation	Fixed Remuneration (in Rs)
Office Boy	32000/-
Office Assistant Cook cum Housekeeper Jr. Driver	38000/-
<b>Remuneration is inclusive of EPF applicable under statute</b>	

In addition to above, Additional remuneration on posting at specified locations shall be payable as per policy of the Company.

- Other benefits include increment @ 5%/4%/3% on basis of PAR/PMS rating of Excellent/Very Good/Good for the year on completion of each year.
- Engaged incumbents shall be entitled for 12 days casual leave, 20 days sick leave in a year. They shall also be entitled to TA/DA if required to go on tour in connection with official duties at applicable rates for lowest level in Workmen category.
- In addition, Medical facility to self for first year and self & family i.e. spouse & two dependent children during 2nd year and onwards shall be provided subject to maximum one-month remuneration for OPD cases for each year. Engaged incumbents shall also be provided with medical insurance in case of IPD treatments during tenure of engagement upto Rs 7 Lakh.
- Engaged incumbents shall also be covered under SJVN's Employee Deposit Linked Insurance scheme and insured under Group Personal Accident Insurance Scheme.

### TENTATIVE RESERVATION

Himachal Pradesh									
Discipline	Designation	Tentative No. of posts	Reservations (including backlog)						
			SC	ST	OBC (NCL)	EWS	UR	PWD	ESM
Assistant	Office Assistant	25	06	1	04	02	12	01 VH & 01 Multiple Disability	6
Cook	Cook cum Housekeeper	15	03	-	03	01	08		
Driver	Jr. Driver	07	01	-	01	-	05		
Attendant	Office Boy	25	06	1	04	02	12	01VH	6
<b>Total</b>		<b>72</b>	<b>16</b>	<b>2</b>	<b>12</b>	<b>5</b>	<b>37</b>		

### IDENTIFIED DISABILITIES

Discipline	Designations	Identified disabilities	Legend
Attendant	Office Boy	OL, OA, B, LV, HH	OL- One Leg OA-One Arm OAL-One Arm & One Leg BL – Both Legs B - Blind HH–Hearing Handicapped LV- Low Vision
Assistant	Office Assistant	OL, BL, B, LV OA, OAL, HH	
Cook	Cook cum Housekeeper	OL, LV, HH	

### RESERVATION FOR PROJECT AFFECTED FAMILIES / AREA:

Two posts each shall be reserved for PAF/PAA of LHEP-I and DSHEP Hamirpur. The order of preference for reservation under PAF/PAA shall be as under:

- Project Affected Family or their ward.

- ii) Residents of Project Affected Areas. Preference among Project Affected Area shall be as under:
- Village
  - Panchayat
  - Block (within Tehsil)
  - Tehsil

**Relaxations and concessions for SC/ST/OBC/Physically Challenged Candidates against Reserved Posts:**

- Upper age relaxable by 5 years for SC/ST as applicable.
- For Physically Challenged, upper age is relaxable by 10 years for General Category, 13 years for OBC and 15 years for SC/ST category.
- For SC/ST/Physically Challenged, no application fee is payable. Such candidates will be required to produce the requisite certificate, in the prescribed format of Government of India, from a competent authority, at the time of document verification, if called for.

**Relaxation for OBC (Non-Creamy Layer):**

Upper age limit is relaxable by 3 years for only those candidates belonging to 'Non-Creamy Layer'. Such candidates will be required to produce the requisite certificate, in the prescribed format of Government of India, from a competent authority issued in the current financial year or within 6 months, at the time of document verification, if called for.

The OBC candidates who belong to 'Creamy Layer' are not entitled for OBC concession and they have to indicate their category as 'General'.

**Concession for J&K Candidates:**

Upper age limit is relaxable 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:**

Age relaxation to Ex-servicemen shall be as applicable under the Ex-servicemen (Re-employment in Central Civil Services & Posts) Rules 1979 and further amendments. As per Government of India guidelines 14.5% posts are reserved for Ex-servicemen which includes 4.5% reservation for disabled ex-servicemen and dependent of servicemen killed in action. Further, there is a reservation of 24.5 % in Group D posts.

**SELECTION PROCESS**

**For Office Assistant:** Selection process consists of Computer Based Test of 100 marks followed by Typing Test (in Hindi & English) & thereafter Document Verification. Candidates will be shortlisted for Trade Test/Document verification on the basis of Merit in CBT. The typing Test is qualifying in nature i.e. the candidate has to pass the test (both Hindi & English) to be considered for Final Selection.

**For Cook cum Housekeeper & Jr. Driver:** Selection process involves Written Test of 100 Marks through OMR Sheets, Trade Test (which shall be conducted by SJVN) & thereafter Document Verification. Merit for shortlisting of candidates to be called for Trade Test/document verification shall be drawn on the basis of marks scored in written test. The Trade Test shall be qualifying in nature i.e. the Candidate has to pass the Trade Test to be considered for Final selection.

**For Office Boy:** Selection process involves Written Test through OMR Sheets consisting of 90 marks. Further one marks weightage for each additional year of experience of candidate shall be awarded upto maximum of 10 marks (in addition to 5 years prescribed experience). The final merit for shortlisting of candidates to be called for document verification shall be drawn on the basis of combined merit of written test & marks of weightage of experience

**Test Centers:** For the post of Office Assistant, candidates have to choose from following test centers:

- Himachal Pradesh (Baddi/Bilaspur/Hamirpur/Kangra/Kullu/Mandi/Palampur/Shimla/Solan)

Candidates have to choose any two test centers as preference-1 and preference-2 Test Centers and no change in any circumstance will be considered subsequently. However, SJVN reserves the right to add/delete any test center and allocate any center to the candidates.

Whereas for the post of Office Boy, Cook cum Housekeeper & Jr. Driver test center/trade test center shall be SHIMLA only.

The composition of Computer Based Test & Written Test for above mentioned posts shall be as under:

<b>Designation</b>	<b>Part A</b>	<b>Part B</b>
Office Assistant	70 marks consisting of questions related to concerned discipline	30 marks consisting of questions related to Logical Reasoning (10 questions), Quantitative Aptitude (10 questions) & General Knowledge/ Awareness (10 questions)
Cook cum Housekeeper	50 Marks consisting of questions related to concerned discipline	50 Marks consisting of questions related to Quantitative Aptitude (20 questions), General Knowledge /Awareness (20 questions), Logical Reasoning (10 questions).
Jr. Driver		
Office Boy*	50 marks consisting of questions related to concerned discipline	40 Marks consisting of questions related to Quantitative Aptitude (15 questions), General Knowledge /Awareness (15 questions), Logical Reasoning (10 questions).
* One marks weightage for each additional completed year of experience of candidate from the prescribed experience upto maximum of 10 marks		

**PLACEMENT:** The engaged candidates can be placed anywhere in India or abroad, in any of the functions at Project/Stations or offices of SJVN.

**GENERAL CONDITIONS:**

1. Only Indian Nationals of age 18 years or above, who are domiciles of Himachal Pradesh are eligible for applying.
2. The candidate should ensure that he/she fulfils the eligibility criteria and other conditions mentioned in this advertisement as well as on the website [www.sjvn.nic.in](http://www.sjvn.nic.in). The admission at Written Test/CBT/Trade Test/Document Verification stage will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of Admit Card / 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 Document Verification.
3. The engagement of candidate is purely temporary in nature & on contract basis for an initial period of 3 years. The contract period may further be extended on yearly basis for 2 more years depending upon the work requirement and performance of the candidates. The contractual engagement will automatically be terminated on expiry of 36 months or on completion of extended period. For all the mentioned posts, candidates should possess prescribed educational qualification which are from an Indian University/Institute recognized by appropriate authority.
4. The contractual engagement will be regulated by Company's rules and administrative orders that may be enforced from time to time during the period of engagement
5. The candidate engaged will not be entitled to claim for any regular employment in SJVN or any relaxations in case of any recruitment for regular posts in SJVN.

6. 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.
7. Persons working under Central/State Govt./Public Sector Undertakings have to produce No Objection Certificate (NOC) at the time of document verification, failing which they will not be considered for document verification.
8. The candidates called for the document verification will be reimbursed return 3rd Class AC Sleeper Rail/ Bus Fare as per the rules of the company.
9. The management reserves the right to increase/decrease the number of posts or not to fill up any of the posts or raise the minimum eligibility standards / cancel candidature of any candidate / or cancel engagement process without assigning any reason. Merely meeting the above qualifications shall not entitle a candidate to be called for selection process. 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.
10. 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.
11. General/EWS and OBC category candidates are required to pay a non-refundable application fee of Rs. 200/- + GST@18%. SC/ST/PWD candidates are exempted from the payment of Application Fee.
12. Application fee will be paid through online mode i.e. Debit Card/Credit Card/Net Banking etc for the post of Office Assistant whereas for the post of Office Boy, Cook cum Housekeeper & Jr. Driver, the fee shall be payable through Bank Draft. There will not be any other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, SJVN will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.
13. Any modifications/amendments/corrigendum in respect of the above advertisement shall be made available only on SJVN Website. No further press advertisement will be published. Hence prospective applicants are advised to visit SJVN Website regularly for this purpose.
14. The Company reserves the right to shortlist candidates for further selection process or alter any of the advertised condition depending upon the circumstances.

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

**For the post of Office Assistant:** Eligible and interested candidates would be required to apply online by visiting SJVN 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:

1. Candidates should have a valid personal e-mail ID and ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder).
2. Personal details and educational qualification details

3. 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.
4. Debit card/ Credit card/ Internet banking detail via which the payment of applicable application fee (SC/ST/PWD exempted) is to be made on online recruitment portal. Fee once paid will not be refunded under any circumstance.
5. Candidate is required to login to candidate login section and then deposit non-refundable application fees of Rs. 200/- + GST@18% through online mode only. On submission of application fees, the application process will be treated as complete. SC/ST/PwD/ are exempted from payment of application fees.
6. 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 fee, non-submission of application or any delay in receipt thereof on any account whatsoever.

**For the post of Office Boy, Cook-cum-Housekeeper & Jr. Driver:** Eligible and interested candidates would be required to download the requisite application format from SJVN website, fill it up with relevant details, pay the requisite fee through **Bank Draft in the name of SJVN Ltd. Payable at Shimla** and send the hard copy of duly filled Application Format, Certificates of Educational Qualification, Certificate of Work Experience along with Provident Fund Statement/Salary Statement and Bank Draft to Recruitment Cell at following address: -

**Advt. No. 98/2022**  
**Post Applied For:-----**  
**Dy. General Manager (Recruitment)**  
**SJVN Limited**  
**Shakti Sadan, Corporate Head Quarters, Shanan Shimla, HP-171006**

### **IMPORTANT**

<b>Candidates are advised to be beware of fraudulent persons/agencies/websites for any online participation including applying for recruitment or paying any charges or fees. All information regarding examination schedule/admit card/ letters for Document verification shall be provided through email/uploading on SJVN website. All correspondence with candidates applying for the post of Office Assistant shall be done through e-mail/website only and for other posts through Post/website only.</b>	
<b>Responsibility of receiving, downloading and printing of admit card/ letters for Document verification /any other information shall be of the candidate. SJVN will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/none receipt of information/Applications due to postal delay before last date of receipt of Application. <i>(Please ensure that email sent to your mail box is not redirected to your junk/spam folder)</i></b>	
<b>Candidates are advised to visit SJVN Website regularly for all information related to this advertisement and further Recruitment process.</b>	
<b>Important dates</b>	
Date of commencement of online registration for submitting applications for the post of Office Assistant	31.01.2022 (10 AM)
Closing date for submitting applications through website for the post of Office Assistant	27.02.2022 (11:59 PM)
Date of availability of Application Form on SJVN website for the post of Cook cum Housekeeper, Jr. Driver and Office Boy	28.01.2022 (10AM)
Last date of receipt of filled in applications at SJVN CHQ Shimla for the post of Cook cum Housekeeper, Jr. Driver and Office Boy	27.02.2022 (6 PM)