

एसजेवीएन अरुण-३
पावर डेवलपमेण्ट कम्पनी (प्रा.) लि.
(भारत सरकार र हिमाचल सरकारको संयुक्त कम्पनी,
एसजेवीएन लिमिटेड बाट स्थापित कम्पनी)



SJVN Arun-3
Power Development Company (P.) Ltd.
(A company promoted by SJVN limited,
joint venture of Govt. of India and Govt. of H.P.)

CAREER OPPORTUNITIES IN A GROWING ORGANISATION

Advt. No: 01 / 2017

Closing Date: 26 May 2017

SJVN ARUN-3 POWER DEVELOPMENT COMPANY (SAPDC) PRIVATE LIMITED a wholly owned company of SJVN Limited (A Venture of Government of INDIA) is registered in Nepal to execute 900 MW Hydro Power Project on BOOT basis. The registered office of the company is at Swagat Marg, Lokanthali, Madhyapur (Thimi)-16, Bhaktapur, Kathmandu. SAPDC invites application from the Nepalese citizen for the following vacancies:-

QUALIFICATION REQUIREMENT & TENTATIVE NUMBER OF POSTS PROPOSED TO BE FILLED:-

Discipline / Level	Tentative number of posts	Minimum Qualification Requirement	Minimum Post Qualification requirement (Refer previous column)	Upper Age Limit (as on closing date)
Company Secretary	01	Having 02 years of relevant experience after obtaining professional certificate of the company secretary issued by a native or foreign body authorized to issue the professional certificate of company secretary pursuant to the prevailing law.	09 Years	40 years
Junior Company Secretary	01	OR Having 03 years of relevant experience after obtaining full time Bachelor degree in law, Management, Commerce with minimum 55% marks. CA with LLB or MBA (only from recognized Institutions) will be preferred.	-	31 years

Note:

- 1) Remuneration package shall be commensurate with qualification, experience and in accordance with the company policy and rules.
- 2) However during probation period lump sum remuneration of NPR 80,000/- for the post of Company Secretary and NPR 40,000/- for the post of Junior Company Secretary will be paid to the incumbents.
- 3) Job Description: Experience in Secretarial functions, company Law Matters, Institutional Finance, IPO related matters, Joint Ventures, handling Board matters such as organizing Board meetings, presentations/ preparation of Board agenda including statutory compliance under the companies Act of Nepal and other Corporate Laws.
- 4) Based on the Qualification & Experience the candidates may also be considered for lower level in case of Company Secretary and remuneration (lump sum) will be negotiable in accordance.

Selection Process:

The selection process for the post of Company Secretary shall be Personal Interview and for the post of Jr. Company Secretary shall be written Test / Interview, solely to the discretion of SAPDC management.

General Conditions:

1. Candidate should not have attained the upper Age as prescribed above as on the closing date of advertisement.
2. For all the above posts, candidates should possess educational qualification/ professional certificate which are from duly recognised Universities / Institutions of Nepal or recognised Foreign Bodies.
3. The candidates should have minimum relevant experience as on closing date of the Advertisement.
4. Before applying for these posts, the candidates should ensure that they fulfil all eligibility conditions.
5. Their admission at all the stages of the Interview will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issuance of Interview Call letter will not imply that his / her candidature has been finally cleared by SAPDC.
6. In case it is detected that at any stage that the candidate doesn't fulfil any of the eligibility criterion, his / her candidature shall be rejected / cancelled, without assigning any reasons thereof. Similarly, even after joining, if it is found that the candidate has furnished any incorrect information or suppressed any material fact / information, his / her services shall be summarily terminated at the discretion of SAPDC Management.
7. The decision of the SAPDC as to the eligibility or otherwise of a candidate for admission to the interview shall be final.
8. Only Nepalese citizen need apply.
9. Applications received after the closing date & time shall neither be entertained nor returned.
10. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview /written test for selection process as per requirement of post.
11. The management reserves the right to increase /decrease the number of posts or consider for lower posts /grade or not to fill up any of the post or raise the minimum eligibility standards or relax age /experience or any other criterion in other wise 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 interview/ selection process.
12. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response there to can be instituted only in Kathmandu and court/ tribunal /forum at Kathmandu only shall have sole and exclusive jurisdiction to try any such cause /dispute

Important

1. SAPDC will take up verification of eligibility condition with reference to original document only at the stage of interview / selection.
2. The Candidates must ensure that duly filled in applications complete in all the aspect is sent only by ordinary post / courier, well in advance so as to avoid its rejection on account of late receipt. Acknowledgement for receipt of applications by SAPDC will not be issued / sent.
3. Incomplete or wrongly filled applications are liable to be summarily rejected.

How to Apply:

1. Candidates must apply in the prescribed application format devised by SAPDC (as available on respective websites / job portals.
2. Application in the prescribed format along with copies of testimonials / certificates in support of age, education, experience citizenship, etc should be sent only by post to the **Chief Personnel Officer, SAPDC, Madhyapur (Thimi), House No-03, Lokanthali, Kathmandu, Nepal OR by post to P.O. Box: 5685, Kathmandu**, so as to reach on or before the closing date.
3. **The advance copies may also be sent by E-mail to sapdc recruit@gmail.com.**
4. The advt. No and Post applied for should be mentioned on the top of the envelop
5. Candidate should clearly note that the SAPDC 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 .
6. Application received after the prescribed closing date will not be entertained under the any circumstances and all such application will be summarily rejected. The applicants should therefore, ensure that their application reach SAPDC office on or before the prescribed closing Date.

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Application Format

Advertisement No & Date: _____

Post applied for: _____

Please affix
recent
Passport
sized photo
here

1	Name of the candidate (IN BLOCK LETTER)						
		First	Middle		Surname		
2	Gender (Mark '√' in relevant Box)	Male		Female			
3	Date of Birth						
		Date	Month		Year		
4	Place of Birth						
5	Age as on 26/05/17 (in completed years)						
6	Father's Name						
7	Mother's Name						
8	Marital Status (Single/Married)						
9	Spouse Name Husband/Wife						
10	Mother tongue						
11	Other Language Known						
12	Nationality						
13	Religion						
14	Address for Correspondence						
15	Permanent Address						

18	Detail of conviction/ Punishment/ Disqualification/ Criminal case, Disciplinary Proceedings etc. (if any)	
19	Mobile No. / Phone Number	
20	E-Mail ID	
21	<u>Declaration</u> I hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or eligibility being detected at any stage, action can be taken against me by SAPDC.	

Date:

Place:

Signature of the Candidate