

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.)

Advertisement No: 01/2016

SJVN ARUN-3 POWER DEVELOPMENT COMPANY (SAPDC) PRIVATE LIMITED is incorporated by SJVN (a joint venture of Government of India and Government of Himachal Pradesh), registered under the Company Act, 2063 (2006) of Nepal to design, engineer, finance, construct, operate 900 MW Arun-3 hydro power generation project and transfer after 25 years of successful operation to Government of Nepal. The registered office of the company is at 3, Swagat Marg, Lokhanthali, Madhyapur (Thimi)-16, Bhaktapur, Kathmandu.

The company invites applications from Nepali Citizen for two posts of Steno/PS/Office Secretary for posting at its registered office at Kathmandu / project office at Khandbari.

Desirable qualifications:

Graduate qualified with proficiency in shorthand, typing and record keeping etc.

Experiences:-

He/she should have worked as Steno/PS for at least two years after completing the professional qualification.

Age Limit:-

Upper Age limit: 30 years as on 31/10/2016, can be relaxed in case of experienced and deserving candidate.

No. of Vacancies:- 2

Job requirement:-

- To work as Steno/PS on full time basis.
- Taking dictation in English/Hindi shorthand and then typing the document on computer.
- Proficient in typing on computers in English, Hindi and Nepali.
- Record keeping of the letters and documents as per procedure

Probation:-

The candidate selected shall be on probation for a period of one year from the date of joining.

Emoluments:-

Negotiable based on the qualification and experience.

Last date of receipt of application:- 10/12/2016.

How to Apply:-

The application form could be downloaded from website www.sjvn.nic.in/career.htm

Duly filled in application form along with documents in proof of citizenship of Nepal, qualifications and details of experience can be uploaded on recruit.sapdc@gmail.com as advance copy. Physical hard copy of the application along with all the relevant documents may be send by post on the following address:

P&A Department,

SAPDC, 3, Swagat Marg,

Lokhanthali,

Madhyapur (Thimi)-16,

Kathmandu, Nepal

Ph:01-6631077, 9852024905

APPLICATION FORM FOR THE POST OF STENO/PS/Office Secretary

Sr. No.	Particular	Detail
1	Name	
2	Father's Name	
3	Date of Birth	
4	Email	
5	Gender	
6	Qualification	
7	Religion	
8	Permanent Address	
9	Correspondence Address	

Educational Qualification

Qualification/ Specialization	Institute Name	Place	Marks/CGPA Obtained	Maximum Marks	Passing Year	Course Duration	Full time / Part Time / Correspondence
10 th							
12 th							
Graduation							

Professional Qualifications:

- Qualification:
- Course Type :
- ❖ Institute Type :
- ❖ Institute Name :

Work Experience:

Name of Organization	Position Held	From	To	Pay Scale	Whether Govt/ Private

- ❖ Enclosed documentary proof for citizenship of Nepal, educational qualification and experience.
- ❖ Enclosed recent passport size color photograph.

Date:

Signature

Place:

Note :

All the Documentary Proof submitted by the applicant, related to proof of citizenship of Nepal ,qualification and detail of Experiences etc along with application, must be self certified.