



SIKKIM POWER DEVELOPMENT CORPORATION LIMITED

(A Government of Sikkim Enterprise)

National Highway - 10, Gangtok – 737101, Sikkim, India

Ref. No.: SPDC/1005/19-20/385

Date : 04/12/23

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates purely on contract basis for a period of 1 (one) year only on consolidated salary of Rs. 18,000/- per month for the following post.

| Sl. No. | NAME OF THE POST | NO. OF POST |
|---------|---|-------------|
| 1 | Personal Assistant in the Rank of Executive | 1 (One) No |

Terms and Conditions:

1. Eligibility (Mandatory): -

- Education qualification – Bachelor's degree from reputed university minimum 50% pass marks.
 - Preference will be given to local candidates.
 - Preference will be given to candidates with minimum experience of 5 years.
 - Well versed in Computer Office Application.
 - Minimum age of candidate at the time of applying for the said post is 25 years and the candidate should not be more than 35 years as on 31.10.2023.
- Interested candidates may download the application form (**Annexure – A**) from SPDCL website (<http://www.sikkimpower.com/tender-announcement>) and fill the same, scan and submit through email on or before **22.12.2023** by 11:30 hrs in the official email ID i.e.– spdcskm@gmail.com (mandatory).
 - Beside Sl. No.2, application form submitted through any other mode will not be accepted.
 - The application form submitted which is not as per the above rules or any incomplete forms will be rejected without assigning reason thereof.
 - The selected candidate will be intimated through official email about mode, date and venue of interview.
 - Existing employees working in SPDCL can also apply for the said post.
 - No TA/DA shall be paid for attending the interview.




Assistant Manager (Admin)
SPDCL

Annexure – A – to be filled, scanned and submitted through email only

APPLICATION FORM FOR THE POST OF EXECUTIVE UNDER SPDCL

| A. Personal Data | | | | |
|----------------------------|--|------------------------|---|---------------------------|
| 1. | Name (Capital Letter) | | | |
| 2. | Father's Name | | | |
| 3. | Mother's Name | | | |
| 4. | Gender | | | |
| 5. | Date of Birth | | | |
| 6. | Address | | | |
| 7. | Contact Details | | | |
| 8. | E-mail ID | | | |
| B. Educational Data | | | | |
| | Qualification / Degree | Year of Passing | Name of Institution /University/ Place | Percentage / Score |
| 1. | Secondary School Certificate | | | |
| 2. | Higher Secondary Certificate | | | |
| 3. | Graduation | | | |
| 4. | Master in Business Administration (If any) | | | |
| 5. | Computer course details | | | |

C. Experience Data

| | Name of the Organisation, Place | Designation | From | To | Last Drawn Salary |
|----|--|--------------------|-------------|-----------|--------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

D. Expected CTC

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the employment notice.

Date:

Place:

(Signature and Name of the applicant)

Note: -

- a. To be filled with Blue or Black Ball pen only.
- b. Incomplete application will be rejected without assigning reason thereof.

