

SIKKIM POWER DEVELOPMENT CORPORATION LIMITED

(A Government of Sikkim Enterprise)

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

Ref. No.: SPDC/1005/19-20/144

Date: 15.06.2023

EMPLOYMENT NOTICE



Applications are invited through email from the eligible candidates for appointment purely on contract basis for a period of 1 (one) year, on consolidated salary for the following post.

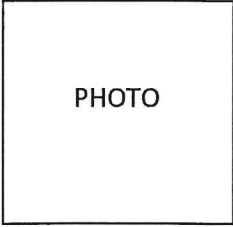
Sl. No.	NAME OF THE POST	NO. OF POST
1	Assistant Manager (HR)	1 (One) No

Terms and Conditions:

1. Eligibility: -

- Education qualification – MBA in HR (Regular Course) from reputed university minimum 60% pass marks.
 - Preference will be given to local candidates.
 - Minimum Experience – 5 years in relevant field.
 - Well versed in Computer Office Application.
 - Candidate should not have exceeded the age of 35 years as on 31.12.2022.
 - Preference will be given to the candidate who also knows how to operate HR software viz Keka etc.
- Interested candidates may submit the scan copy of **Annexure – A** duly filled and signed through email on or before 10.07.2023 by 11:30 hrs. The email ID is – **spdcskm@gmail.com**.
 - The selected candidate will be intimated through official email about mode, date and venue of interview.
 - No TA/DA shall be paid for attending the interview.


PS to MD




Annexure – A

APPLICATION FORM FOR THE POST OF ASSISTANT MANAGER – HR
UNDER SPDCL

A. Personal Data				
1.	Name (Capital Letter)			
2.	Fathers Name			
3.	Mother 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 (HR)			

C. Experience Data					
	Name of the Organisation, Place	Designation	From	To	Last Drawn Salary
1.					
2.					
3.					
4.					
5.					
6.					
7.					
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.