



SIKKIM POWER DEVELOPMENT CORPORATION LIMITED

(A Government of Sikkim Enterprise)

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

Ref. No.: SPDC/1015/19-20/238

Date: 7.07.2022

EMPLOYEMENT NOTICE

Applications are invited from eligible candidates for appointment on adhoc basis and on consolidated salary for the following post.

Sl. No.	NAME OF THE POST	NO. OF POST
1	Senior Executive (Admin)	1 (One) No

Terms and Conditions:

1. Eligibility: -

- Education qualification – MBA in HR (Regular Course).
- Preference will be given to candidates with Sikkim Subject/COI holders.
- Minimum Experience – 2 years in relevant field.
- Well versed in Computer Office Application.
- Candidate should not have exceeded the age of 38 years as on 31.12.2021.

2. Interested candidates may submit their application to the office of **Assistant Manager (Admin)**, SPDCL on or before 14.07.2022 by 14:30 hrs, which should consist of following documents only: -

- Copy of resume duly signed along with application.
- MBA in HR certificate.
- copy of COI / SSC (attested by concern authority).
- Experience certificate for minimum 2 years.
- Copy of Birth Certificate (self-attested)

3. The selected candidate will be initiated through official email and called for interview on 18.07.2022 from 11:00 am onwards.

4. The candidates should carry with them all the original requisite documents in support of para no. 2 above on the date of interview.

5. No TA/DA shall be paid for attending the interview.



Sd/-
Asst. Manager
Administration