



# SJVN LIMITED

(A Joint Venture of Govt. of India & Govt. of Himachal Pradesh)

A 'Mini Ratna' & Schedule 'A' PSU | ISO 9001:2015 Certified Company

CIN: L40101HP1988GOI008409

## NOTE:

- CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. SJVN SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.**
- PLEASE RETAIN PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP (If applicable) FOR FUTURE REFERENCES.**
- PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF SJVN.**

Important Dates	
-Opening Date for On-line Registration of Application	20.09.2023 (6:00PM)
-Last Date of submission of Online Application with Fee through Debit/Credit Card/Net Banking /Wallets (Payment of Application Fee through Bill desk portal)	11.10.2023 (11:59PM)

## **INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION**

General Instructions	
1.	Read the Instructions care fully and select (√) " I Agree" and Press 'START' button to proceed further.
2.	For detailed Notification , and read Advertisement carefully before filling-up the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid E-mail ID& Mobile Number. b) Scanned copy of the recent passport size color Photograph ( <i>not older than 3 weeks</i> ). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature.
4.	Category [ <i>General(UR)/EWS/SC/ST/OBC(NCL)/ESM/PWD</i> ] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.

How to Apply	
I.	Candidates should have a valid personal e-mail ID and to ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password, and all other important communication will be sent on the same registered e-mail ID ( <i>please ensure that email sent to this mail box is not redirected to your junk/spam folder or mobile no.</i> )
II	Candidates should take utmost care in furnishing / providing the correct details while filling-up the on-line application. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION. Once the Form is submitted, it can't be edited.</b>

II	<p>The process for submitting the application for ‘<b>Recruitment for Junior Field Engineers &amp; Junior Field Officers in multiple Disciplines as per Advt. 112/2023 &amp; 113/2023 in SJVN</b>’ is given below:</p> <p><b>Step-I:</b> Sign-up by filling-up by Post Applied Name, Candidate Name, Mobile No. and E-mail ID. The candidates will receive Application Sequence No (User ID) &amp; Password on their registered ID or mobile number.</p> <p><b>Step-II :</b> Re login and select the category and fill up the Personal Details, Qualification Details, Upload relevant documents (photo/signature) and submit fee online via Billdesk (<i>if applicable</i>) through netbanking/ debit cards/credit cards/wallets.</p>
I	Application once submitted can not be withdrawn and fee once paid will neither be refunded nor adjusted.
<b>STEP-I: Registration</b>	
a.	Candidates agreeing Terms & Conditions of the recruitment may apply by clicking (√) in the Box & press 'START' button.
b.	Sign-up by selecting Post Applied, Name, Mobile No. and E-mail ID.
c.	On completion of Step-I candidates will receive Application Sequence No. (User ID) & Password on their registered email ID.
<b>STEP-II: Filling-up of Application</b>	
d.	After registration, candidate may click on “ Go to Application Form” icon at top right corner, select his category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature and submission of Fee ( <i>if applicable</i> ) through Online mode via Debit card, Credit card/Wallets or Internet Banking through Billdesk.
e.	<p>Instructions regarding scanning of Photograph, Signature : Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:</p> <p><b>i. Photograph Image:</b></p> <ul style="list-style-type: none"> <li>• Photograph must be a recent passport size colour picture on light background (<i>not older than 03 weeks</i>).</li> <li>• Look straight at the camera with a relaxed face.</li> <li>• The size of the scanned image should be upto 100kbinjpg/jpeg format only.</li> </ul> <p><b>ii. Signature image:</b></p> <ul style="list-style-type: none"> <li>• The applicant has to sign on white paper with Black ink pen.</li> <li>• The signature must be signed only by the applicant and not by any other person.</li> <li>• Please scan the signature area only and not the entire page.</li> <li>• Size of file should be upto 100kb in Jpg/jpeg format only.</li> </ul>
f.	<p>Once the application is submitted, candidates automatically will be redirected to Billdesk gateway to deposit the fee.</p> <ul style="list-style-type: none"> <li>• <b><u>Advt. 112/2023:-</u></b> <b>General/EWS and OBC category candidates are required to pay a non-refundable application fee of Rs. 600/- + GST @ 18% for engagement as Field Engineer/Officers.</b> <b>SC/ST/PWD candidates are exempted from the payment of Application Fee.</b></li> <li>• <b><u>Advt. 113/2023:-</u></b> <b>General/EWS and OBC category candidates are required to pay a non-refundable application fee of Rs. 300/- + GST @ 18% for engagement as Junior Field Engineers &amp; Junior Field Officer.</b> <b>SC/ST/PWD candidates are exempted from the payment of Application Fee.</b></li> </ul>
g.	<p>Guidelines for remittance of fee are as under:</p> <ul style="list-style-type: none"> <li>• Post submission, the candidate will be re-directed to Billdesk gateway to make the online payment of application fees.</li> <li>• Kindly verify the details and make the payment for application fees via the different payment modes.</li> <li>• Post successful payment of application fees, candidate will be redirected to his application form.</li> <li>• Candidate may keep the payment transaction no. safe with him for future use.</li> </ul>
h.	Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Grievance portal available in the application form or Toll Free No.:+91 9513167665

