



## SHIMLA JAL PRABHANDAN NIGAM LIMITED

(A jointly owned company of M.C Shimla and Govt. of H.P)

CIN- U74999HP2018SGC007069

Regd. Office: - US Club, Forest Road, Shimla-171001 (H.P)

Tel no. 0177-2650680

Email ID: sjpnld@gmail.com

No. SJPNL/HR-Employment

Date: - August, 2022

### ADVERTISEMENT FOR HIRING OF STAFF UNDER SHIMLA JAL PRABANDHAN NIGAM LIMITED (SJPNL)

Closing Date: 10.08.2022

Shimla Jal Prabandhan Nigam Limited invites applications from Civil Engineers retired from Government of Himachal Pradesh Departments, Boards and Corporations as mentioned below having experience in the field of design, estimation, construction, operation & maintenance of water supply and sewerage systems preferably in urban areas of Himachal Pradesh. The engagement will be initially for a period of one year.

| S.No | Name of Position               | No. of Positions |
|------|--------------------------------|------------------|
| 1    | Assistant Engineers / Managers | 4                |
| 2    | Junior Engineers               | 2                |

The period of engagement shall be initially for 1 year and can be extended depending upon the performance of individual.

Eligible candidates below age of 65 years may apply as per prescribed format herein, in a sealed envelope clearly marked as "Application for ..... (Name of post applied for)" alongwith self-attested testimonials and copies of certificates so as to reach **Managing Director, Shimla Jal Prabandhan Nigam Limited, U. S Club, Forest Road Shimla-1** on or before **10.08.2022 up to 5:00 PM** positively. Only the shortlisted /eligible candidates will be called for interviews.

| S.No. | Position                                       | Approx. Nos. | Qualification & Experience   | Roles & Responsibilities  |
|-------|--|--------------|--|---|
| 1     | Retired Assistant Engineer /<br><i>Manager</i> | 4            | Degree in Civil Engineering with more than 15 years' experience or diploma in Civil Engineering with more than 20 years of experience as Engineer in Departments, Boards and Corporations of Himachal Pradesh and at least more than 5 years' experience as Assistant Engineer. He should have knowledge of planning, conceiving surveying and preparation of Water Supply and Sewerage DPRs. He should have knowledge of construction of Water Supply and Sewerage schemes such as Rising/ Gravity mains, Pumping machinery, RCC Structures, Masonry Structure, Pump House, Recharge Structures, piped distribution System and other allied engineering works apart from complete knowledge of preparation of Procurement plan, call of tenders, documentations of tenders, preparations of tender documents for approval with comparative statements, justifications and award of works. He should have vast experience in execution of works as per Specifications at site of work with checking of MAS, record entries made by Junior Engineer in MB, passing of bills, keeping of all records and submission of information desired by various offices from time to time. He should have knowledge of how to take work from surveyors, draftsman, Junior Engineer, contractors and others and to have cooperation from other departments. | <p>The Assistant Engineer will have the overall responsibility to guide and train the team under him to properly supervise the civil works at the sites. In addition, he will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Designing Water Supply and Sewerage Systems. This position will also require survey, designing of sub systems such as water harvesting structures, water lifting components and service delivery.</li> <li>2. Work experience of handling problems of Water Supply and Sewerage Network.</li> <li>3. Observe comparatively simple and cost effective construction procedures.</li> <li>4. Prepares work plan for all technical staff activities both in the office and on the sites.</li> <li>5. Assist in record keeping and generating progress reports.</li> <li>6. Assist in preparation of tender documents and contracts.</li> <li>7. Work closely with Water Management Specialist design engineer.</li> <li>8. Identifying and proposing proper construction materials as per required standards and site locations.</li> <li>9. Perform any other project relevant activity assigned by GM and MD, SJPNL.</li> </ol> |

| S.No. | Position        | Approx. Nos. | Qualification & Experience   | Roles & Responsibilities  |
|-------|-----------------|--------------|--|---|
| 2     | Junior Engineer | 2            | Degree in Civil Engineering with more than 10 years' experience or diploma in Civil Engineering from AICTE approved institutions with 15 years' experience in Departments, Boards and Corporations of Himachal Pradesh and at least more than 5 years' experience as Junior Engineer. He should have knowledge of planning, conceiving surveying and preparation of Water Supply and Sewerage DPRs. He should have knowledge of construction of Water Supply and Sewerage schemes such as Rising/ Gravity mains, Pumping machinery, RCC Structures, Masonry Structure, Pump House, Recharge Structures, piped distribution System and other allied engineering works as per specification, maintenance of records of material receipt and issued and record entries in MB, preparation of bills, submission of progress reports and other allied duties attached with job. | <ol style="list-style-type: none"> <li>1. Prepare preliminary estimates and drawings for the execution of works.</li> <li>2. Directing the execution and technical guidance during the execution.</li> <li>3. Recording of Measurement Book and preparation of bills for payment/ verification of bills of contractors.</li> <li>4. Supervise construction of and Designing WTPs and STPs. Ensure quality and timely completion of work.</li> <li>5. Maintenance of records and store for the assigned works.</li> <li>6. Perform any other project relevant activity assigned by GM and MD, SJPNL</li> </ol> |

## **TERMS AND CONDITIONS**

### **Remuneration and Payment Terms:-**

Remuneration of the Retired Government / Public Sector employees to be hired as contractual resources / Staff considering their knowledge, expertise and outstanding efficiency, will be fixed based on the principle of last monthly pay-drawn minus the pension as per the policy of the State Government. This monthly remuneration / fee shall be subject to applicable TDS deductions.

### **Common competencies required for all positions:-**

- Demonstration of strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Excellent organization Skills
- Accuracy with keen attention to detail
- Ability to work under tight time lines
- Self - motivated, high level of zeal and enthusiasm in all endeavors, unblemished integrity, and ability to organize and prioritize own work to meet deadlines.
- Ability to work both independent and as well as in a team,
- Strong communication skills, with ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using the data and facts.
- Good command of English language and oral communication skills.

### **Important Instructions:-**

1. Above -mentioned positions are initially for 1 year and can be extended depending upon the performance of individual.
2. The candidate engaged for all the above positions shall not be absorbed in /government, PSU, or any other Government Organization under any circumstances.
3. Managing Director, SJPNL reserves the right to increase / decrease the recruitment position and number of position.
4. Candidate selected for the above -mentioned positions will have to work under the overall administrative control of Shimla Jal Prabandhan Nigam Limited.
5. The candidate should enter his/her particulars i.e. Name, Father's Name and Date of Birth as per her/his metric certificate.
6. The candidates are required to apply separately for each post.
7. The candidates are advised to give their Mobile Number and email ID to avoid inconvenience. There will be no other means of contacting them except their email & Mobile Numbers.

8. The candidate shall fill up their complete and correct particulars in the form to avoid rejection of candidature.
9. The SJPNL will not be responsible for any postal delay. No extra opportunity shall be provided to the application to produce appropriate document/certificates at later stage.
10. Any clarification/guidance/information regarding application form can be had on 0177-2650680 or 0177-2808655.
11. Shimla Jal Prabandhan Nigam will maintain a panel of Civil Engineer and may offer appointment in the future on the basis of these applications.
12. Preference will be given to candidates who have handled Water Supply and Sewerage System in urban areas.
13. In case the services are not found satisfactorily, SJPNL will have the right to terminate the employment by giving 30 days' notice. Similarly, the retiree officer/officials can also terminate the appointment after giving 30 days' notice.



Managing Director  
SJPNL, Shimla

**NAME OF THE POST APPLIED:**

1. Name of Candidate:
2. Father's Name:
3. Mother's Name:
4. Nationality (attach a copy of evidence);
5. (A) Complete Permanent Address (attach a copy of evidence):  
(B) Current Address:
6. Telephone/Cell No.:
7. Email Address:
8. Date of Birth with proof:
9. Marital Status:
10. Education qualification (attach a copies of evidences):

Paste recent self-attested pass port photo

| S. N | Qualification/Experience etc. | Specialization/stream | Year of Passing | Name of School/College | Name of Board/University | Class/Percentage of marks obtained |
|------|-------------------------------|-----------------------|-----------------|------------------------|--------------------------|------------------------------------|
| 1.   | HSLC/Class-X                  |                       |                 |                        |                          |                                    |
| 2.   | HSLC/Class-XII                |                       |                 |                        |                          |                                    |
| 3.   | Degree/Diploma/Graduation/    |                       |                 |                        |                          |                                    |
| 4.   | Master Degree                 |                       |                 |                        |                          |                                    |
| 5.   | Other qualification           |                       |                 |                        |                          |                                    |

**10. Experience:**

|   |   |                         |                       |
|---|---|-------------------------|-----------------------|
| <b>From (Month/Year):</b>                 |   | <b>To (Month/Year):</b> |                       |
| <b>Position held</b>                      | : |                         |                       |
| Year if experience (Provide Certificates) |   | <b>Total:</b>           | -----Years -----Month |
|   |   |                         |                       |

11. Language known:

12. Computer proficiency:

13. Do you have any corruption or criminal charge pending against you (if yes, furnish Details).

14. Have you ever been arrested, indicated or summoned into court as defendant in a criminal proceeding, fined or imprisoned for violation of any law (If yes Furnish details).

15. Have you ever been discharge or forced to resign from any position (if yes, furnish details)

**Certification:**

I... Certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Signature of Applicant**

**Dated:**

**Attach self – attested copies of certificates/testimonials**