

INSTRUCTIONS FOR GROUP DISCUSSION & INTERVIEW FOR THE POSTS OF
ET(CIVIL/ELECT./MECH./HR/FINANCE/GEOLOGY/ARCH./SAFETY/CS)
AGAINST THE ADVT. NO. 69/2013

1. Admission to Personal Interview will be on production of the interview call letter only. Candidates may download their interview call letter from SJVN website (www.sjvn.nic.in).
2. In case the photograph/Signature is not uploaded/printed in the call letter or is not visible/clear, the candidate should affix his/her recent passport size color photograph in the space provided and get the photograph and signature attested by a Gazetted Officer.
3. Candidate to bring one **photo identity** proof (Driving license/Voter ID Card etc.) **in original** for verification purpose.
4. Single to and fro 2nd Class AC Rail Fare by Ordinary Train / Bus by the shortest route from the above address or the place of actual travel, whichever is nearer to the place of interview, will be reimbursed on production of tickets. No Local Conveyance expenses will be paid.
5. SJVN Ltd. reserves the right to cancel the process if considered necessary at any stage of selection/appointment. Candidate to please note that this Call Letter does not confer an offer of employment to him/her. His/her candidature for this personal interview is provisional and is subject to his/her fulfilling the educational and other eligibility criteria prescribed for the post. **If you do not fulfill the eligibility criteria you will neither be interviewed nor will any TA be paid to you.** Mere attending the Personal Interview does not bind to select the candidate for employment.
6. The following document in **original with one clear Photostat copy duly attested / self attested** needs to be produced at the time of Personal Interview without which candidate will not be allowed to attend the interview:
 - a) **Personal Resume in the prescribed format (to be downloaded from our website) duly completed in all respects with photograph affixed.**
 - b) **Proof of date of birth – Birth certificate / Matriculation Certificate mentioning the date of birth.**
 - c) **10th Pass certificate & Mark sheet.**
 - d) **12th Pass Certificate & Mark sheet.**
 - e) **Graduation Certificate with mark sheets.**
 - f) **Certificate and mark sheets of the qualification which makes you eligible e.g. CA/CS/MBA/B.Tech. etc.**
 - g) **A certificate from your college/ Institute duly countersigned by concerned University Authorities that the institute is not an off-campus of the university and is not in violation of UGC (Establishment of and Maintenance of standards in Private Universities) Regulations, 2003 and the judgment of the Hon'ble Supreme Court in case of Prof. Yash Pal & Others Vs. State of Chhatisgarh & others or any other rules/regulations/stipulations etc. of any concerned authorities in this regard and the degree is a full time and regular course. (Format available on SJVN website)**
 - h) **Candidates called for interviews in HR and Finance (except CA/ICWA) disciplines also need to bring a certificate of specialization from the concerned college/institute /university. (Format available on SJVN website)**
 - i) **Master's Degree certificate, if any, with mark sheets.**
 - j) **Higher qualification Certificate, if any, with mark sheets.**
 - k) **If applicable - SC/ST Certificate in prescribed format.**
- **OBC - valid Non-creamy Layer Certificate issued on or after 1st January, 2013, for appointment to posts in Central Government / Central Government Undertaking, in the prescribed format, duly signed by Competent authority.**
 - l) **PwD Certificate indicating Percentage of disability & Type of disability issued by competent authority in the prescribed format, if applicable.**
 - m) **NOC from the employer, in case employed in Government / PSU.**
7. The selection procedure consists of Group Discussion followed by Interview. In case of the interview spilling over to next day owing to unavoidable circumstances, no halting and / or accommodation or any expenses thereof will be payable.
8. Wherever CGPS / OGPA or letter grade in Degree / Post grade is awarded, equivalent percentage of marks should be verifiable as per norms adopted by University / Institute. Please also obtain a certificate to this effect from the University / Institute, which shall be required at the time of Personal interview.
9. Candidates may choose to give interview in Hindi.
10. No request for change of date or venue shall be entertained.
11. Canvassing directly or indirectly will disqualify the candidature.