

No. 5/28 (Chd)

WAPCOS LIMITED
Terms and Conditions for various posts

WAPCOS Limited an 'ISO 9001-2008' "Mini Ratna-I" Organisation intends to engage the following posts of Engineers / Office Manager / Stenographer /Data Entry Operator / Draftsman (Civil) at Chandigarh, for its Project requirements in Jammu & Kashmir and Haryana region on contract consolidated basis . The requisite qualification and experience prescribed for the posts is as under:

Sl. No	Name of the post & No. of posts	Required Qualification	Required Experience
1.	Engineer (Electrical) (For Haryana State)	Graduate in Electrical Engineering Post Graduate in Electrical Engineering shall be advantage	05 years experience in design/Construction Projects, Transmission & Distribution Projects.
2.	Engineer (Electrical) (For Jammu & Kashmir State)	Graduate in Electrical Engineering Post Graduate in Electrical Engineering shall be advantage	05 years experience in design/Construction Projects, Transmission & Distribution Projects.
3.	Office Manager	MBA (Fin.)	05 Years experience
4.	Stenographer /Data Entry Operator	Graduate or Diploma in Computer Applications /PGDCA	Minimum 05 years experience of working in technical works / Projects, typing, Shorthand and good knowledge of MS Office , Excel & Power Point etc.
5.	Draftsman (Civil)	Diploma in Civil Engineer	Minimum 05 years experience of working in irrigation, water supply and sanitation projects in Auto Cad-Civil

- Salary shall be commensurate to qualification and experience at the time of Interview/Skill test.
- Those who are working in Govt. Departments/PSU/Autonomous bodies are required to apply through proper channel or produce no objection certificate.
- The posts are purely on temporary basis for its Project requirement.
- Number of posts may vary as per requirement of projects of the company.
- Employees working in WAPCOS can also apply.
- Relevant experience will be given due weightage.
- Management reserves the right to fix the criteria to restrict the number of candidates to be called for skill test/interview.
- Age relaxation for SC/ST/OBC/PWDBM will be as per Government rules.
- Preference will be given to SC/ST/OBC/ PWDBM candidates if otherwise found suitable.

- Before submission of application, the candidate must ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement.
- CVs should be submitted strictly in prescribed proforma along with photocopies of documents in support of Date of birth, Qualification, Experience and Proof of category etc. in case of candidate belonging with reserved category. Any other proforma will not be accepted.
- The candidates appointed are liable to be posted anywhere in India or abroad as per exigencies of works of the company.
- The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for engagement.
- The Company will not be responsible for any postal delay within the specified time.
- Interested candidates fulfilling the eligibility conditions may send their CVs in the prescribed proforma in an envelope super scribing the name of post applied for to

**Project Manager
WAPCOS limited
2nd Floor, SCO 826, NAC
Manimajra, Chandigarh-160101**

For details and proforma visit our website **www.wapcos.co.in** and for clarification, if any please call on 0172-5041152.

Last date of submission of application is 21.03.2018.