

Madhya Gujarat Vij Company Limited.

ADVERTISEMENT NO. ALO/1/2017

INVITES

APPLICATIONS FOR ASSISTANT LAW OFFICER (FOR CIRCLE OFFICE AND CORPORATE OFFICE)

1. **Qualification:**

Special LLB with minimum 60 % from Government Recognized University with regular course or five years integrated course in law with 60 % marks.

2. **Job Profile:**

- Candidate has to look after the legal matters of the Company at Circle and Field Offices/Corporate Office.
- To coordinate, monitor, follow-up various litigation in the courts effectively and provide necessary legal guidance to the field offices.

3. **Required Experience:**

Minimum 03 years of working experience in Corporate Sector/Public Sector/Power Sector or as practicing Advocate in Court of Law.

4. **Required Skills:**

Good Command over English Language, skill and knowledge in legal drafting, knowledge of court procedures, briefing and liaisoning with advocates and knowledge of computer operations.

5. **Age limit:(As on the date of issuance of the advertisement i.e.25.07.17):**

- 35 years for UR candidates.
- 40 years for SEBC Candidates
- Relaxation in upper age limit to other categories shall be given as under:

Category	Relaxation
Female Candidates	05 Years
Ex Armed Force Personnel	10 years
Dependent of Retired Employee of the Company	Upto age of 40 years

- ❖ Maximum age relaxation in upper age limit shall be considered as 45 years.
- ❖ The above relaxation in age is in view of “Yuva Swavlamban” Scheme and as approved by GUVNL.
- ❖ Age relaxation will be considered for departmental candidates as per rules.

6. **Pay Scale:** Pay scale of Rs.17,300-38,610 plus DA, HRA, CLA, Medical, LTC as per Company's rules.

7. **Fees (Non Refundable):**

Category	Amount
General (UR)/SEBC Candidates	Rs. 500 /-

The applicant has to pay application fees in any of the Branches of State Bank of India or online through Credit Card / Debit Card / Net Banking.

8. Vacancies:

06 vacancies are to occur in the year 2017-18 one each at Corporate Office Baroda and Circle Offices, Baroda(O&M), Baroda City, Anand, Godhra and Nadiad. These vacancies are to be filled up considering roster requirement as under:

Cadre	Total	Required to be filled in		
		Gender	UR	SEBC
Assistant law Officer	06	Male	04	01
		Female	01	-

* State Government policy for reservation of women shall be followed.

* State Government Domicile Policy shall be followed.

General Instructions and Information for the candidates (Candidates are required to carefully note):

1. MGVCL is a multi-locational company having its Corporate Office at Baroda and Five (05) Circle Offices, two at Baroda and one each at Anand, Nadiad and Godhra. Various Divisions/Stores and Sub Divisions under these Circles are situated in Baroda, Panchmahal, Dahod, Anand, Kheda, Mahisagar and Chhotaudepur Districts in Central Gujarat. The above vacancies shall occur at various field offices of the Company and these posts are transferable within the Company.
2. Candidates are required to submit **ONLINE Application** compulsorily.
3. 5% marks (of secured marks in written test) over and above actual marks secured shall be added for Widow Candidates. Widow Candidates, if remarried, shall not be given advantage of grace of 5 % marks. Further, Widow Candidates shall categorically state so and inform if they are remarried, with necessary documentary proofs.
4. The candidates shortlisted for written test/Interview on basis of their "on line applications" shall be required to submit self-attested photocopies of all the relevant certificate and subsequently, the original certificates for verification as and when required.
5. The Management reserves the right to short-list, select and reject any candidates for Written Test / Interview as the case may be for selection.
6. The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
7. Knowledge of Computer operations and Gujarati language is essential.
8. Filling up of the post is at the discretion of Management based on suitability of candidates. The management in all matters relating to eligibility, acceptance or rejection of the application made, shall be final and management will not entertain any enquiry or correspondence in this regard.

9. The candidates working in Government / Semi Government or PSU Organization shall have to produce “**NO OBJECTION CERTIFICATE**” from the concerned organization at the time of Written Test / Interview as the case may be, failing which, their candidature will be disqualified.
10. If the selected candidate working in any company or organization, he/she shall have to produce relieving letter from the previous employer at the time of resuming their duty, failing which, their appointment order shall stand cancelled.
11. The post of Assistant law Officer is transferable under the jurisdiction of MGVCL.
12. Canvassing in any form shall debar the candidate from selection.
13. The candidates who have been given grades in their result shall have to submit a certificate issued by their University/Institute specifying exact percentage equivalent to the grades obtained by them along with decimals.
14. In case of name or caste differ due to marriage or other reason in educational certificates, attach the copy of Gazette for transfer of name or caste, failure of which the candidature for the further process will be rejected.
15. Caste (Roster category) Certificate of Gujarat State only will be considered.
16. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati - પરિશિષ્ટ “ક” / પરિશિષ્ટ “ઝ” (ગુજરાતી) by the Competent Authority of Gujarat State is to be submitted.
17. Method for Payment of Fees: Generate application number by registering online by filling up the Online Application Form and follow step by step instructions.
18. A Non-Refundable Application Fee of Rs. 500 /- UR and SEBC Candidates and Bank charges of Rs. 60 /- shall be paid by the applicant to the bank. Application fee once paid will not be refunded on any account.
19. The fee can be paid “online” though Credit Card / Debit Card / Net Banking or in any of the Branches of State Bank of India.
20. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.
21. Mere submission of application and payment of fees do not guarantee the adequacy of candidature for being considered for the further selection process.
22. No travelling fare will be paid to any candidates for attending the Written Test / Interview as the case may be.
23. The list of Selected Candidates shall be published by MGVCL and shall be displayed on Company’s website. The selection published shall be valid for the period of one year from the date of publication.
24. The requirement of percentage shall be considered as exact percentage and no rounding off of percentage will be allowed for deciding the eligibility of the candidate.
25. More vacancies may arise throughout the year and the appointments are subject to requirement as per roster point applicable from time to time during the year when selection list is in operation.

26. Interested candidates meeting above criteria may apply “on line” on or before 22.08.2017 before 06.00 P.M. and the payment of fees **shall be made at the Branches of State Bank of India on or before 24.08.2017.**
27. **APPLICANT WHO HAS COMPLETED THE TASK NO.:- 6 (i.e. “FINAL SUBMIT AND CONFIRM APPLICATION”) OF ONLINE APPLICATION PROCESS SHALL ONLY BE CONSIDERED FOR FURTHER SELECTION PROCESS.**
28. Application received after closing date and time will not be accepted under any circumstances.
29. Candidates are requested to apply, only if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application submission/ written test, candidate has to doubly ensure that he fulfills all the requisite criteria. All the documents of provisionally selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his candidature shall be cancelled immediately and his shortlisting in selection list shall not be a ground for claiming appointment.

Documents to be produced at time of Written Test / Interview or as and when required:

1. Online application form alongwith two recent passport size photographs should be affixed on the space provided on the application form.
2. Resume/ Curriculum Vitae.
3. Attested copy of
 - i. School Leaving Certificate
 - ii. Mark sheets of Special LLB or Marksheets of Five Year Integrated Course in Law, as applicable.
 - iii. Degree Certificate.
 - iv. Caste Certificate.
4. Certificate specifying the percentage equivalent to grades (if applicable).
5. Experience Certificate.
6. Valid Caste (Roster Category) Certificate of Reserved category issued by Competent Authority of Gujarat State.
7. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati - પરિશિષ્ટ “ક” ”/ પરિશિષ્ટ “ઝ” (ગુજરાતી) by the Competent Authority of Gujarat State.
8. NOC from present employer.
9. Domicile certificate, if applicable.
10. Copy of SBI Challan (for payment made at SBI branch)/copy of system generated receipt in case of online payment of application fees.
11. In case of Widow Candidates, necessary documentary proofs.
12. Any Other Certificate/document applicable.

Note:- Whenever documents are called from the candidates, submission shall have to be made by the candidates within stipulated time, failing which his/her candidature shall be cancelled for the post.

It may please be noted that all above stated documents are to be self-attested by the candidate.

General Manager (HR)