

## INVITES

### APPLICATIONS FOR THE POST OF VIDYUT SAHAYAK - JUNIOR ASSISTANT

### FROM GENERAL (UR), SC, ST, SEBC AND PH CANDIDATES

#### 1. Qualification:

Graduate (Completed Regular / Full Time Course of B.A., B. Com., B.Sc., B.B.A., B.C.A.) passed **without ATKT** in final year from a recognized University (In case of Semester system, there should not be ATKT in last two semesters).

- 60% in final year examination for General (UR) Category and
- 55% for SC, ST and SEBC candidates.

Application of candidates possessing qualification other than specified above shall not be considered.

For the "Grading System" minimum grade equivalent to said Marks is required and candidate shall submit certificate issued by College/University stating the corresponding percentage obtained.

The candidates should have working knowledge of computers and English language, which shall be assessed by the Company through pre-employment test.

#### 2. Age limit:( As on the date of issuance of the advertisement i.e 26.10.2016):

Category	Age Limit
General (UR) Candidates	30 Years
SC/ST/SEBC Candidates	35 Years

Relaxation in upper age limit to other categories shall be given as under:

Category	Relaxation
Female Candidates	05 Years
PH Candidates	10 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.

#### 3. Fees (Non Refundable):

Category	Amount
General (UR) / SEBC / PH Candidates	Rs. 500
SC / ST Candidates	Rs. 250

The applicant has to pay application fees in any of the Branches of State Bank of India or online through credit/ debit card/Net Banking.

- Fees once paid shall not be refunded in any case.

#### 4. Remuneration:

FIXED Remuneration Respectively per month	
1 <sup>st</sup> Year	Rs. 7800/-
2 <sup>nd</sup> Year	Rs. 8550/-
3 <sup>rd</sup> Year	Rs. 9300/-

No other allowance or benefits would be admissible except coverage under Personal Accident Policy, Reimbursement of TA / DA as per rules etc as per GSO 332 dated 03.02.03.

- During the period of Vidyut Sahayak, the candidates shall be covered under Accidental Death Group Insurance Policy to the extent of Rs. 2.75 lacs and under a life insurance policy as per scheme devised by the Company, to the extent of Rs. 2.25 lacs. The premium thereof shall be borne by MGVCL.
- The selected Vidyut Sahayak (Junior Assistant) shall be appointed for duration of three years and shall be considered for appointment to the post of Junior Assistant in the pay scale of Rs. 9700-21710 subject to completion of the period of three years as Vidyut Sahayak to the satisfaction of MGVCL. They will have to submit an undertaking to the effect that recommendation of Dr. P.K. Das committee shall be binding to them in future.

#### 5. Vacancies:

At present there are 81 vacancies, however, approximately 133 more vacancies are likely to occur till December, 2017. The Roster position for current vacancies is as below:

Cadre	Total	Required to be filled in									
		SC		ST		SEBC		PH		UR	
		M	F	M	F	M	F	M	F	M	F
Junior Assistant	81	0	1	9	3	10	3	1	0	43	11

- Further, more vacancies are likely to occur subject to GoG approval.
- State Government policy for reservation of women shall be followed.
- State Government Domicile Policy shall be followed.

MGVCL is a multi-locational Power Distribution 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 and Sub Divisions under these Circles are situated in Baroda, Chhotaudepur, Panchmahal, Mahisagar, Dahod, Anand and Kheda Districts in Central Gujarat. The above vacancies shall occur at various field offices of the Company and these posts are transferable within the Company.

The above vacancies are mainly for Meter Reading job at various field offices in rural localities within the jurisdiction of the company.

### **General terms and conditions:**

The Candidates are requested to carefully read the terms and conditions stated below:

1. Candidates are required to submit **ONLINE Application** only.
2. 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. Guidelines issued by GUVNL as per GoG directives for Reservation for Women and PH Categories shall be followed. Women and PH Candidates shall indicate three places of choice for posting in order of preference.
3. The candidates shortlisted for written test on basis of their “on line applications” shall be required to submit photocopies of all the relevant certificate and subsequently, the original certificates for verification as and when required.
4. The Management reserves the right to short-list, select and reject any candidates for Written Test as the case may be for selection.
5. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
6. 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.
7. Visually Handicapped (VH), Hearing Handicapped (HH), Orthopedically Handicapped (OH) Physically Handicapped candidates can apply and shall have to submit valid Certificate of Civil Surgeon, indicating existing Percentage of disability. Their applications will be considered as per rules of the Company. As per prevailing rules of the Company and Govt. of Gujarat, candidates having 40% and above disability shall be considered PH in categories stated above.
8. The candidates who have been given grades in their result (graduation/post-graduation) shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.
9. Knowledge of Computer operations and Gujarati language is essential.
10. The said vacancies are mainly for Meter Reading, Billing Works and other back office operations at Field Offices. The selected candidates shall be posted in field offices i.e. Sub Divisional Offices.
11. The syllabus of the competitive exam will be as under:

There will be 5 sections in multiple choice question paper having approximate equal weightage for each section:

Section - I	General Knowledge	20%
Section - II	English Language	20%
Section - III	Maths & General Science	20%
Section - IV	Analytic & Logical Reasoning	20%
Section - V	Computer knowledge	20%

**“The Question Paper Will Be In English & Gujarati Language Only”**

- **Written test for the selection will be tentatively carried out in third week of December-2016.**

12. 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 as the case may be, failing which, their candidature will be disqualified.
13. 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.
14. Canvassing in any form shall debar the candidate from selection.
15. In case of name or caste differ due to marriage or any other reason in educational certificates; then attach the copy of Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.
16. Caste (Roster category) Certificate of Gujarat State only will be considered.
17. SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non- Creamy Layer Certificate issued (in Gujarati - પરિશિષ્ટ “ક”/ પરિશિષ્ટ-૪ (ગુજરાતી)) by the Competent Authority of Gujarat State.
18. **Method for Payment of Fees:** Generate application number by registering on line by filling up the Online Application Form and follow step by step instructions.
19. A Non-Refundable Application Fee of Rs. 500 /- for PH, SEBC and UR Candidate and Rs. 250 /- for SC and ST Candidate 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.**
20. The fee can be paid “online” though Credit Card / Debit Card / Net Banking or in any of the Branches of State Bank of India.
21. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc is acceptable.
22. No travelling fare will be paid to any candidates for attending the Written Test as the case may be.
23. The result of the test shall be published by MGVCL and shall be displayed on Company’s website. The Selection List as and when required as per the vacancy position shall be drawn from result published. The result published shall be valid for the period of one year from the date of publication. Mere appearance of the name of candidate in result/selection list shall not confer any right for appointment.
24. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
25. 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.
26. The vacancies shall arise throughout the year and the appointments are subjected to requirement as per roster point applicable from time to time during the year.
27. 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 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 employment/ recruitment.

28. Interested candidates meeting above criteria may apply “on line” on **or before 15.11.2016 before 06.00 P.M.** and the payment of fees **shall be made at the Branches of State Bank of India on or before 17.11.2016 or through online payment.**
29. **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.**
30. Application received after closing date and time will not be accepted under any circumstances.
31. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**

### **Documents to be produced as and when required by the Company**

Application Format duly filled in with:

1. Online application form alongwith two recent passport size photographs should be affixed on the application form.
2. Attested copy of
  - i. School Leaving Certificate.
  - ii. Mark sheets of final year of Graduation/or last two Semesters of Graduation Certificate issued by College/University.
  - iii. Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
  - iv. Degree Certificate, if available.
  - v. Caste (SC/ST/SEBC) Certificate/Disability Certificate (if applicable).
3. Valid Caste (Roster Category) Certificate of Reserved category of Gujarat State only will be considered.
4. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati - પરિશિષ્ટ “ક”/ પરિશિષ્ટ -૪ (ગુજરાતી) by the Competent Authority of Gujarat State.
5. In case of Physically Handicapped Candidates, valid Certificate of Civil Surgeon required.
6. In case of Ex. Armed force Personnel, necessary certificate should be attached.
7. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
8. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
9. NOC from present employer (If applicable).
10. Domicile certificate, if applicable.
11. Copy of SBI Challan (for payment made at SBI branch)/copy of system generated receipt in case of online payment of application fees.
12. Any Other Certificate/document applicable.

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

**General Manager (HR)**