

Madhya Gujarat Vij Company Limited.

ADVERTISEMENT NO. HSE/4/21

INVITES

APPLICATIONS FOR THE POST OF

Deputy HSE Officer- Health, Safety and Environment (in Corporate Office)

Madhya Gujarat Vij Company Limited is a Power Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Gujarat State. MGVCL offers a challenging and rewarding career to young and dynamic candidates.

IMPORTANT DATES:

Date of Advertisement	<u>07.07.2021</u>
Start Date and Time of Registration	<u>07.07.2021 10.30 AM</u>
Last Date & Time of Registration	<u>27.07.2021 6.00 PM</u>

01: JOB TITLE:

Deputy HSE Officer- Health, Safety and Environment (in Corporate Office)

02: VACANCY:

There is one vacancy for Deputy HSE Officer - Health, Safety & Environment (at Corporate Office) to be filled up Unreserved candidate.

03: QUALIFICATION:

B.Sc. (Environment)/ Diploma in (HSE)/Environment, Health and Safety Management Environment Sciences with minimum 55% from a recognized University in India.

04: JOB PROFILE:

- The candidate would be responsible for implementing Health, Safety and Environment (HSE) initiatives of the Company at all locations;
- The candidate shall be responsible for regular compliances of HSE audits, Safety System Development is key requisites;
- Should be conversant with occupational health and OHSAS 18001-1999 norms and will ensure all statutory compliances;
- Inspect the department to ensure the workplace meets the various safety requirements.
- Respond to report of unsafe condition by requesting repair or maintenance.
- Accompany staff from the department of Environmental Health and Safety Committees, and external agencies during workplace inspections.
- Assist concern with investigating all accidents and send report to the Department of Environment Health and Safety.
- Ensure the completion of incident report/accident report.
- Ensure all staff receive the information with respect to

- Fire Safety
- Electrical Safety
- Biohazard Safety
- First Aid Safety
- Mandatory Training.
- Maintain Departmental Safety Bulletin Board.
- Prepare Health and Safety Strategies and developing internal policy.
- Carry out regular site inspections to check policies and procedures are being properly implemented.
- Keep up to date with new legislation and maintaining a working knowledge of all Health and Safety Executive Legislation and any developments that effect the employer's organizations.
- Any other work that may be assigned by the Superior.

05. REQUIRED EXPERIENCE:

- He/She should possess minimum 6 years' experience after graduation in the area of environmental and social assessment. He/She should have completed atleast one project on environmental and social assessment for the State Government/Central Government.
- Experience in working with Power Sector is a must. Preference would be given to candidates who have worked in Gujarat and have a working knowledge of Gujarati.

06. PAY SCALE:

- Pay scale of Rs. 55,600-1,10,100 /- plus DA, HRA, CLA, Medical, LTC, etc. as per Company's Rules.

07. AGE CRITERIA (as on the date of issuance of the advertisement i.e. **07.07.2021**):

- Maximum 30 years.
- Relaxation in upper age limit to other categories shall be given as under:

Category	Relaxation
Person with Disability candidate	10 years
Female Candidates	05 Years
Ex Armed Force Personnel	10 years
Dependent of Retired Employee of the Company	Upto age of 40 years (will be considered only on submission of undertaking)

Maximum age relaxation in upper age limit shall be considered as 45 years.
Age relaxation will be considered for Departmental Candidates.

As per prevailing rules of the Company and Govt. of Gujarat, candidates having 40% and above disability shall be considered PWD in categories stated above.

08. REQUIRED SKILLS:

- Imparting safety training.
- Good communication skill oral as well as written.
- Knowledge of computer operation.

▪ **09 Fees (Non Refundable):**

Fees	Amount
Fees (Non-refundable)	<p><u>Rs.500.00/- .</u></p> <ul style="list-style-type: none"> • Candidate has to pay application fees On-line through Credit Card / Debit Card / Net Banking. • Bank charges shall be borne by candidate. • Application fees once paid shall not be refunded or shall not be adjusted in any subsequent Recruitment Process, under any circumstances. • No other mode of payment i.e. Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.

GENERAL TERMS AND CONDITIONS:

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

01. Candidates are required to submit **ONLINE APPLICATION** only.
02. The candidates shortlisted for Online test/Written test on basis of their “on line applications” shall not be required to submit photocopies of all the relevant certificate at present. The photocopies of all the relevant certificate shall be submitted alongwith original certificates for verification as and when required.
03. The Management reserves the right to short-list, select and reject any candidates for Written Test/Online test/Personal Interview as the case may be for selection.
04. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
05. 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.
06. The candidates who have been given grades in their result (graduation) shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.

07. Mere submission of online application does not guarantee the adequacy of candidature for being considered for the further selection process.
08. The question paper for the exam shall be consisting of 100 questions and the paper shall be of 100 marks. There shall be negative marking system and 1/4th mark for each wrong answer shall be deducted to arrive at total marks scored.
09. In case of Written Test examination, the evaluation of the OMR Sheets of the written test shall be evaluated on computer, as per entries made in OMR Sheets by the Candidates. As the evaluation done on the Computer by scanning thereby eliminating manual evaluation, rechecking or inspection of OMR Sheets, subsequent to written test, will not be entertained by the Company.
10. In case of Online Test examination, if the applications are received in large number, then examination may be held in multiple batches and candidates scores should be as per normalization methodology before result declaration.
11. As per GSO-3, the minimum eligibility cut off marks for selection will be 50. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
12. While preparing selection list, if two or more candidates found with equal marks in Exam, they will be kept in merit according to their date of birth i.e. older will be kept in priority to younger and if the date of birth is also found same, then they will be kept in priority according to alphabet seniority of name. 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.
13. 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.
14. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
15. No travelling fare will be paid to any candidates for attending the Written Test/Online Test/ Personal Interview as the case may be.
16. The selection procedure shall comprise of Written Test/ Online Test / Personal Interview as per provisions of GUVNL Circular dtd. 07.12.2018.
17. The result of the test shall be published by COMPANY 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.
18. Candidates are requested to apply Online only, if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application submission written test/online test; candidate has to doubly ensure that he/she fulfil all the requisite criteria. All the documents of selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his/her

candidature shall be cancelled immediately and his/her shortlisting in selection list shall not be a ground for claiming employment/ recruitment.

19. Candidates are requested to visit on [www.mgvcl.com\career](http://www.mgvcl.com/career) for regular updates regarding schedule of test and other relevant notifications.
20. In case of selection, the candidates have to fulfil the requisite physical fitness standards as per company's rules.
21. Applicant who has completed the Task No.07 :- (i.e. "Online payment of Recruitment fees") of Online Application process shall only be considered for further selection process. Candidates whose online payments were successful will be considered eligible for further process.
22. Interested candidates meeting above criteria may apply "on line" **and complete all the tasks as mentioned in online registration portal on or before 27.07.2021 before 06.00 P.M..**
23. Application received after closing date and time shall not be accepted under any circumstances.
24. Canvassing in any form shall debar the candidate from selection.
25. In case a candidate has claimed charge back of application fees after successful payment of application fees, their candidature shall not be considered valid and they shall not be called for selection process.

For any query, you may contact on our Help Desk No. **0265-2340114** which will be available between 10 am and 6 pm on working days. You may also send an E-mail for your query on supporthr.mgvcl@gmail.com.

Documents to be produced as and when required by the Company i.e. after written/online examination or whenever asked from the applicant.

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Attested copy of:

1. Online application form along with two recent passport size photographs affixed on the space provided on the application form.
2. Resume/ Curriculum Vitae.
3. School Leaving Certificate
4. Copy of all marksheets of B.Sc. (Environment)/ Diploma in (HSE)/Environment, Health and Safety Management Environment Sciences.
5. Degree/ Diploma Certificate.
6. Caste Certificate.
7. Certificate specifying the percentage equivalent to grades (if applicable).

8. In case of PWD Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability).
9. Experience Certificates and Relieving Letters.
10. NOC from present employer.
11. Copy of system generated receipt in case of online payment of application fees.
12. In case of Ex. Armed force Personnel, necessary certificate should be attached.
13. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
14. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
15. In case of departmental candidates, copy of appointment order and employee ID card should be attached.
16. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).
17. Any Other Certificate/document applicable.

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

General Manager (HR)