

Madhya Gujarat Vij Company Limited.

ADVERTISEMENT NO. HSE/4/21

INVITES

APPLICATIONS FOR THE POST OF

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:

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

02: VACANCY:

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

03: QUALIFICATION:

- B.E./B. Tech. (HSE)/Environment, Health and Safety Management/Environment Sciences with minimum 55% from a recognized University in India or Abroad.

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;
- Should be conversant with occupational health and OHSAS 18001-1999 norms and will ensure all statutory compliances;
- To initiate changes in working practices that are safe and comply with the statutory provisions;
- Prepare health and safety strategies and developing internal policy;
- Carry out risk assessments and considering how risks could be reduced;
- Outline safe operational procedures which identify and take account of all relevant hazards;
- Carry out regular site inspections to check policies and procedures are being properly implemented;
- Lead in-house training with managers and employees about health and safety

issues and risks;

- Keep records of inspections findings and producing reports that suggest improvements.
- Keep records of incidents and accidents and producing statistics for managers;
- Keep up to date with new legislation and maintaining a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry;
- Producing management reports, newsletters and bulletins;
- Ensure the safe installation of equipment;
- Managing and organizing the safe disposal of hazardous substances e.g. asbestos;
- Advice on a range of specialist areas e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.

05 REQUIRED EXPERIENCE:

- He / She should possess minimum 06 years' experience after graduation in the area of environmental and safety assessment. He/ She should have completed at least one project on environmental and social assessment for a State Government/Central Government. Experience in working with Power Sector is a must.

06 PAY SCALE:

- Pay scale of Rs. 72,100-1,19,400 /- plus DA, HRA, CLA, Medical, LTC as per Company's Rules.

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

- Maximum 35 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 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 supportthr.mgvcl@gebmail.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.E / B. Tech (HSE)/ Environment, Health and Safety Management / Environment Sciences.
5. Degree 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)