



PASCHIM GUJARAT VIJ COMPANY LIMITED

Registered & Corporate Office, "PaschimGujaratVijSevaSadan"
Off. Nana Mava Main Road, Laxminagar, Rajkot – 360 004

CIN U40102GJ2003SGC042908

Phone No.: (0281) 2380423-25-27, 2370916

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www.pgvcl.com agmhr.pgvcl@gebmail.com

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

APPLICATIONS ARE INVITED FOR THE POST OF VIDYUT SAHAYAK (JUNIOR ASSISTANT) UNDER PGVCL FROM THE ELIGIBLE CANDIDATES FROM GENERAL (UR), SC, ST, SEBC, EWS and PWD CANDIDATES AS FOLLOWS:

| | | |
|----|--|---|
| 01 | Job Title | Vidyut Sahayak (Junior Assistant) |
| 02 | Fixed Remuneration | Fixed Remuneration for 1 st Year Rs.-17,500/- 2 nd Year Rs.-19,000/- 3 rd to 5 th Year Rs.-20,500/- No other allowance or benefits would be admissible except Reimbursement of TA/DA as per GSO-332 dated 03.02.2003. |
| 03 | Scope of Career Development / Prospective | The selected candidate shall be appointed initially for the period of five years as Vidyut Sahayak (Junior Assistant) and may be considered for appointment to the post of Junior Assistant on regular establishment, in the pay scale of Rs. 25000-55800 subject to satisfactory completion of five years as Vidyut Sahayak. |
| 04 | Required skill | - The candidate should possess knowledge of Computer Operations. - Good command over English and Gujarati Language. |
| 05 | Qualification | - Full time B.A., B.Com., B.Sc., B.C.A. and B.B.A. in regular mode from recognized University duly approved by UGC with minimum 55% in final year. |
| 06 | Age Criteria | For Unreserved Category: 31 years and For Reserved Category (Inclusive EWS): 36 years on the date of advertisement. (i.e. 17/03/2022) |
| 07 | Relaxation in upper age limit to other categories shall be given as under | |
| | Category | Relaxation |
| | (I) Female Candidate | 05 Years. |
| | (II) Person with Disability candidate | 10 Years. Suitable disability for the post: (a) Low-Vision (40-70%), (b) Hard of hearing (40-70%), (c) One Arm (d) One Leg (e) Dwarfism (f) Leprosy Cured (g) Acid Attack Victim (h) Specific Learning Disability. |
| | (III) Ex. Armed force Personnel | 10 Years |

| | |
|--|--|
| (IV) Dependent of Retired Employee of PGVCL | Upto age of 40 years (will be Considered only on submission of undertaking) |
| <ul style="list-style-type: none"> Maximum age relaxation in upper age limit shall be considered upto the age of 45 years only. The above age criteria are as per the “Yuva Swavlamban Scheme” of Govt. of Gujarat. The upper age limit shall not be applicable in case of departmental candidate. As per resolution of GAD dtd. 14.10.2021 one year relaxed in upper age limit. | |

08. VACANCIES:

There are **57** vacancies likely to be arise.

The Roster position for vacancies is as below:

| Total | Tentative Roster wise vacancies are as under | | | | | | | | | | |
|-----------|--|----|-----|---|------|---|----|---|----|---|-----|
| | UR | | EWS | | SEBC | | SC | | ST | | PWD |
| | M | F | M | F | M | F | M | F | M | F | |
| 57 | 18 | 09 | 2 | 1 | 10 | 4 | 6 | 3 | 3 | 1 | 2 |

- The stated vacancies with roster position are probable and the actual vacancies and roster position may vary. Actual vacancies and subsequent vacancies are subject to promotions, retirement, resignation on any other account, sanction of new post, abolition of post, compassionate appointments and 10% Internal Recruitment etc. No candidate shall claim a right based on the above stated vacancies and roster position.
- State Government policy for reservation of women & State Domicile shall be followed.

09. Fees (Non-Refundable): (Only online payment will be accepted)

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|------------------------------|---|
| FEES (NON REFUNDABLE) | <p>Rs.500.00 (Inclusive GST) for UR, SEBC & EWS candidate Rs.250.00 (Inclusive GST) for ST, SC and PWD candidates</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 fee 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. |
|------------------------------|---|

10. IMPORTANT DATES:

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|---|-----------------------------|
| Start Date and Time of Registration | 17/03/2022, 10:30 AM |
| Last Date & Time of Registration | 06/04/2022, 06.00 PM |

GENERAL TERMS AND CONDITIONS:

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

- Candidates are required to submit **ONLINE Application** only.
- The candidates shortlisted for Online / Offline 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 along with original certificates for verification as and when required.

03. The Management reserves the right to short-list, select and reject any candidates for Online/ Offline Test as the case may be for selection.
04. The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
05. Filling in 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. Persons with Disability as mentioned at Sr. No. 07(II) 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.
07. The candidates who have been given grades in their result (Graduation) shall **have to submit a certificate issued by their University/Institute specifying percentage of Last Year / Last Two Semesters** equivalent to the grades obtained by them along with decimals.
08. 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 Online / Offline Test as the case may be, failing which, their candidature will be disqualified.
09. 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.
10. Minimum 85% of representation in selection will be for local resident of Gujarat State as per GR dtd.31.03.95.
11. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
12. The tentative syllabus for the exam will be including but not limited to following topics/areas and emphasis could differ.

The exam will be conducted by On-line / Offline mode considering the number of eligible candidates registered On-line portal.

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

| | | |
|---------------|------------------------------|-----|
| Section - I | General Knowledge | 10% |
| Section - II | English Language | 20% |
| Section - III | Maths & General Science | 15% |
| Section - IV | Analytic & Logical Reasoning | 15% |
| Section - V | Computer knowledge | 20% |
| Section - VI | Gujarati Language | 20% |

“The Question Paper will be in English & Gujarati Language Only”

13. 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.
14. If the application received in large number than examination scheduled to be held in multiple batches and candidates' scores should be as per normalization methodology before result declaration.
15. In case of offline test, the evaluation of the OMR sheets of the 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 test, will not be entertained by PGVCL.
16. As per GSO-3 the minimum eligibility cut off marks for selection will be 50 and above marks for unreserved candidates and 45 and above for reserved candidates. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
17. 5% marks (of secured marks in Exam) over and above actual marks secured shall be added in case of Widow Female Candidates. The widow female candidate, if remarried shall not be given advantage of grace 5 % marks.
18. 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. elder 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 operated. The Selection list displayed on official web site shall be valid for the period of one year from the date of publication of the result.
19. In case of name or caste differ due to marriage or any other reason in educational certificates; then attach the copy of Govt. Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.
20. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
21. 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.
22. EWS candidates who fulfill the qualification and age criteria shall have to submit valid certificate as per Resolution No. E.W.S./122019/45903/A Dtd.23.01.19 & Dtd.25.01.19 prescribe format (in English "Annexure – KH" or in Gujarati - પરિશિષ્ટ "ગ") in issued by the Competent Authority of Gujarat State.
23. No travelling fare will be paid to any candidates for attending the Online / Offline Test.
24. Candidates are requested to apply only, if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of On-line application candidate has to fully ensure that he/she 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/her candidature shall be cancelled immediately and his/her short listing in selection list shall not be a ground for claiming employment/ recruitment.
25. Candidates are requested to visit on www.pgvcl.com/recruitment for regular updates regarding schedule of On-line / Offline test and other relevant notifications.

26. The selected candidates shall be posted in field offices under the jurisdiction of PGVCL and shall be assigned work of Meter Reading, Billing and other Office/Field works. The selected candidates shall be posted in field offices i.e. Sub Divisional Offices and shall not be transferred from PGVCL to any other Subsidiary Company of GUVNL.
27. On selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules. The candidate not meeting with physical fitness, shall not be considered for appointment.
28. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
29. Applicant who has successfully finally submitted the on-line application and done online payment shall only be considered for further selection process.
30. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
31. Canvassing in any form shall debar the candidate from selection.

| | |
|-----------------------|----------------------------|
| Help Desk | |
| Contact Number | <u>0281-2380425</u> |

Timing for inquiry will be on all working days during 11:00 a.m. to 06.00 p.m. only

Documents to be produced as and when required by the PGVCL.

Application Format duly filled in with:

1. Online application Form along with Two recent passport size photographs should be affixed on the application form.
2. Self Attested copy of
 - ✓ School Leaving Certificate.
 - ✓ Marksheets of final year of Graduation/or last two Semesters of Graduation Certificate issued by College/University.
 - ✓ **Certificate from the Institute/ University mentioning percentage marks obtained in case grading system is in place.**
 - ✓ Degree Certificate.
 - ✓ Caste (SC/ST/SEBC) Certificate/EWS 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 EWS candidates, submit valid as per resolution No.E.W.S./122019/45903/A Dtd.23.01.19 & Dtd.25.01.19 for prescribe format (in English "Annexure – KH" or in Gujarati - પરિશિષ્ટ "ગ") Certificate issue by the Competent Authority of Gujarat State.
6. In case of Persons with Disabilities Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability)
7. In case of Ex. Armed force Personnel, necessary certificate should be attached.
8. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.

9. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
10. NOC from present employer (If applicable).
11. Domicile certificate (If applicable).
12. Online fee payment receipt.
13. Identification Proof (Voter ID / Pan Card /Aadhar Card/Driving License etc).
14. Residential Address Proof (Voter ID / Aadhar Card / Electricity Bill / Telephone Bill/ Ration Card, etc).

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.

Addl. General Manager (HR)