

DAKSHIN GUJARAT VIJ COMPANY LIMITED

Registered Office: Nana Varachha Road, Kapodra, Nr Gajjar Petrol Pump,
Surat-395006

Tel No: (0261) 2506100/200 – Fax No-0261-2572636 Web Site: www.dgvcl.com

APPLICATIONS ARE INVITED FOR THE POSTS OF **EXECUTIVE (HR)** FROM ELIGIBLE CANDIDATES.

Dakshin Gujarat Vij Company Limited (DGVCL), subsidiary Company of GUVNL (Erstwhile GEB) is a Power Distribution Company distributing Power in 7 districts of South Gujarat. DGVCL has a consumer base of more than 27 Lacs consumers. Applications are invited for the post of Executive (HR) under Dakshin Gujarat Vij Company Limited from the eligible candidates as follows.

Job Title:-	EXECUTIVE (HR)
Qualification:-	<p>Two years full time Post Graduate Qualification with 60% in any of the following:</p> <ul style="list-style-type: none"> • Social Work • Labour Welfare • Personnel Management • Human Resource Management or Development • Industrial Relations <p>With First Trial without ATKT (Passed in First attempt) from a recognized University.</p> <p>Distance Learning Courses secured in above degrees may be allowed only for Departmental Candidates who has rendered at least 05 years service in respective Company.</p> <p>The candidates shall have working knowledge of computers and English language, which shall be assessed by the Company through pre-employment test.</p>
Age limit:-	<ul style="list-style-type: none"> • Not more than 30 Years as on publication of advertisement i.e. 22.09.13 • Age relaxation will be considered for Departmental Candidates.
Fees (Non Refundable)	<p>Rs. 500 for General Category (UR)/PH/SEBC Candidates. Rs. 250 for SC and ST candidates.</p>
Pay Scale:-	Rs. 17300-38610. Total Salary Approx. Rs. 32800 pm.
Experience:-	Preferably 03 years of Post Qualification Experience in HR functions.

General terms and conditions:

1. Candidates are required to submit **ONLINE Application** compulsorily.
2. If the candidate submits the Online Application, but do not forward the Hard Copy of the application with requisite documents and Fee Challan in schedule of time limit, then such candidature will be invalid.
3. The Management reserves the right to short-list, select and rejects any candidates for Written Test/Interview as the case may be for selection.
4. The Management reserves the right to cancel the Selection List/Waiting List at any time at its sole discretion, without assigning any reasons thereof.
5. Knowledge of Computer operations and Gujarati language is essential.
6. Filling up the post is at the discretion of Management based on suitability of candidates. The decision of management in all matters relating to eligibility, acceptance or rejection of the application, made will be final and management will not entertain any enquiry or correspondence in this regard.
7. The candidates working in Government/Semi Government or PSU Organization shall have to produce "**NO OBJECTION CERTIFICATION**" from the concerned organization at the time of Written Test/Interview as the case may be, failing which their candidature will be disqualified.
8. If the selected candidate working in any company or organization, they have to produce relieving letter from the previous employer at the time of resuming their duty.
9. The post of Executive (HR) is transferable in Jurisdiction of DGVCL.
10. Canvassing in any form shall debar the candidate from selection.
11. The application is liable to be rejected, if it is not in conformity with proforma, incomplete, illegible, un signed or without requisite certificate, received after stipulated date or without Fee Challan , without assigning reason thereof and in all such events the fees received through Bank will not be refunded
12. In case of name of caste differ due to marriage or other reasons in educational certificates, attach the copy of Gazette for transfer of name or

caste, on failure of which the candidature for the further process will be rejected.

13. The Unreserved (UR) /SEBC candidates have to pay Non refundable Application fee Rs. 500/- and the SC/ST candidates have to pay non refundable Application fee Rs. 250/- in any branch of **State Bank of India in to 'Power Jyoti' Account No 33265984351**. Bank Charges of Rs. 50 shall be paid by the applicant to the Bank over and above application Fee. Candidates have to submit fee Challan with application. The triplicate challan for payment of application fee is to be downloaded from our website. **Application fee once paid will not be refundable in any circumstances.**
14. Copy of DGVCL Challan duly endorsed by State Bank of India to be attached with application form without copy of Challan, application shall not be processed.
15. No other mode of payment i.e Demand draft, Money order, Postal order , Cheque etc is acceptable.
16. DGVCL will not be responsible for any postal loss/delay in receipt of application.
17. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
18. No any travelling fare will be paid to any candidates for attending the Written Test/Interview as the case may be.
19. The Selection list shall be valid for a period of one year from the date of Selection and the validity can be extended for further one year by the Competent Authority if required.
20. Interested candidates meeting with above criteria may apply **COMPULSORILY ONLINE on or before 05.10.2013 before 06.00 PM** and send the print out of application along with below mentioned documents in hard copies also so as to reach on or before **11.10.2013 before 06.00 PM** with super scribed as **"APPLICATION FOR THE POST OF EXECUTIVE (HR) & APPLICATION NO:"** respectively on the envelope and posted/delivered to the following address.

**The Personnel Officer (HR),
Dakshin Gujarat Vij Company Limited,
4th Floor, HRD Department, Corporate Office,
Nana Varachha Road, Kapodra Char Rasta, SURAT-395006.**

The physical documents be submitted by Speed Post or RPAD only.

Documents to be attached with application form.

01. Two recent passport size photographs should be stapled on the space provided on the application form.
02. Curriculum Vitae
03. Attested copy of
 - i. School Leaving Certificate
 - ii. Mark Sheet of final year Graduation
 - iii. Mark Sheet of final year Post Graduation
 - iv. Degree Certificate
04. Experience Certificate
05. Copy of DGVCL Challan duly endorsed by SBI.
06. Caste Certificate reserved candidates.
07. Creamy Layer Certificate for SEBC candidate.

(F Y Timol)
Addl. General Manager (HR)

Dakshin Gujarat Vij Company Limited

APPLICATION FORMAT: EXECUTIVE (HR)

FILL THE FORM IN CAPITAL LETTERS ONLY

APPLICATION FOR THE POST OF

01 Name

First Name

Middle Name

Surname

02 Name & Address for Correspondence

Pin Code

02A Contact No (Mobile)

02B E mail address

03 Gender (✓)

Male

Female

Recent Passport Size Photograph

04 Birth Date

DD MM YYYY

05 Caste (✓)

General (UR)

SC

ST

SEBC

PH

Applicant's Signature

06 Educational Qualification

Name of Examination	Obtained Marks out of	%age	Year of Passing	Board/University/ Institution
	/	.		
	/	.		
	/	.		

07 Fee Challan Details

Name of Bank	Branch	Journal No (As indicated on Bank deposit (Fee) Challan)	Payment date	Amount(Rs)

I have submitted herewith attested copies of following documents:

- Printed online application form alongwith 02 passport size photograph pasted on form.
- School Leaving Certificate/SSC Certificate(For verification of date of Birth)
- Caste Certificate and latest Creamy Layer Certificate
- Marksheet & Certificate of XII Std./Final Year Graduation / Post Graduation
- Experience certificate.
- Challan for remittance of Application Fee

Undertaking: I certify that the statements made by me in the application are complete and correct to the best of my knowledge and belief. I further undertake that if any information given herein above is proved wrong then I am liable for being dismissed from the service of the Company. I also certify that, no Criminal Proceeding are initiated / Pending against me and I have never been convicted by any Court of Law.

Date

Place

Signature of Applicant

Last date for Payment of Fees:05.10.2013

(Applicant's Copy)

Challan for Remittance of application Fees

For DGVCL, Surat

Recruitment of Executive (HR)

'Power Jyoti' Account No.33265984351 at

SBI _____ Branch (Code _____)

Applicant's Name (to be filled by the Applicant)

Full Name

Caste.....

Contact No.....

To Be Filled by Branch

Branch Name.....

Branch Code.....

Journal No.....

Date of Deposit.....

Caste : UR/PH/SEBC	SC/ST
Application Fees : 500.00	250.00
Bank Charges : 50.00	50.00
Total Amount : 550.00	300.00

Amt. Received by Bank Rs. : _____

Signature of the Remitter _____ Signature of the authorized

Remitter _____ official with Branch Seal

Branch should collect Rs. 50 extra (total Rs. 550 for UR, SEBC & PH category and Rs.300 for SC & ST category) from the remitter as Bank Charges and to be credited to the Branch Commission Account.

Branch should write the Branch Name, Branch Code, Journal No. & Date of remittance invariably and handover both the DGVCL. Copy and applicant's copy to the remitter duly signed.

Fees once paid will not be refunded.

Last date for Payment of Fees:05.10.2013

(DGVCL Copy)

Challan for Remittance of application Fees

For DGVCL, Surat

Recruitment of Executive (HR)

'Power Jyoti' Account No. 33265984351 at

SBI _____ Branch (Code _____)

Applicant's Name (to be filled by the Applicant)

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