

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
VIDYUT SAHAYAK (JUNIOR ASSISTANT) 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 Vidyut Sahayak (Junior Assistant) under Dakshin Gujarat Vij Company Limited from the eligible candidates as follows.

Job Title:-	VIDYUT SAHAYAK (JUNIOR ASSISTANT)
Qualification:-	Graduate B.A., B.Com. B.Sc., B.B.A., B.C.A or graduation in any discipline with first Trial without ATKT from a recognized University and having minimum, <ul style="list-style-type: none"> • 55% in final year exam for General Category (UR)/PH candidates. • 50% in final year exam for SC, ST and SEBC candidates. <p>The knowledge of Computers and English language is required, which shall be assessed by the Company through pre-employment test.</p>
Age limit:-	Not less than 18 Years and not more than 25 years for General category candidates and not more than 30 years for reserved category candidates as on date of publication of advertisement i.e. 22.09.2013 <p>Relaxation in upper age limit to other categories shall be given as under:</p> <p>Physically Handicapped : 10 Years Female Candidates : 05 Years Ex Armed Force Personnel : 05 to 10 years Dependents of Retired Employees of DGVCL Company : Up to age of 40 years.</p>
Fees (Non Refundable)	Rs. 500 for General Category (UR)/PH/SEBC Candidates. Rs. 250 for SC and ST candidates.
Fixed Remuneration per month:-	1 st year - Rs. 6500/- , 2 nd year - Rs. 7250/- & 3 rd year Rs. 8000/- . No other allowance or benefits would be admissible except coverage under Personal Accident Policy etc. as per GSO.332 dtd 03-02-03
Vacancies:-	Approximately 290 vacancies. (Including SC/ST/SEBC/PH/General) <p>Above vacancies are at Dakshin Gujarat Vij Company Limited. The number of vacancies may vary depending up on the actual requirement.</p>

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General terms and condition:

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 application with requisite documents and fee Challan, then such candidature will be invalid.
3. The management reserves the right to short list, select or rejects any candidates for written test/ oral interview as the case may be for selection.
4. The question paper for written test will comprise of 60% objective type question and 40% descriptive type question, Candidates will be assessed in,
 - **Mathematical ability** (Higher Secondary General stream level : 25% weightage),
 - **English Language** (General drafting and communicative ability : 25% weight age)
 - **Computer Knowledge** (Should be acquainted and proficient in MS Office like MS Word, Excel & Power Point: 30% weightage).
 - **General knowledge** (Graduation level: 20% weightage).
5. The knowledge of Computer operation and Gujarati and English language is essential.
6. The management reserves right to cancel Selection list / Waiting list at any time at its sole discretion, without assigning any reasons thereof.
7. The selected Vidyut Sahayak (Junior Assistant) shall be appointed for duration of three years and shall be considered for appointment to the post of Jr. Assistant in the pay scale of Rs.9700-21710 on regular cadre-establishment subject to completion of the period of three years as Vidyut Sahayak to the satisfaction of DGVCL.
8. Those candidates who were working as Vidhyut Sahayak with DGVCL and resigned / not absorbed on regular cadre/establishment shall not be considered for this appointment.
9. Filling up of the post is at the discretion of management bases on suitability of candidates, the management in all matters relating to eligibility, acceptance or rejection of the application, made be final and management will not entertain any enquiry or correspondence in this regard.
10. The candidates working in Govt./ Semi-Govt. or PSU Organization shall have to produce '**No Objection Certificate**' from the concerned organization at the time of written test/ interview as the case may be for selection failing which their candidature will be disqualified.

11. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming their duty.
12. The post of Jr. Assistant is transferable in jurisdictions of DGVCL.
13. Majority post of Vidyut Sahayak (Junior Assistant) are at our Sub division level, where they have to attend Consumer's installation for Meter Reading work, prepare bill and served the same to the consumer during billing programme, carry out window cash collection / Village Cash collection etc. Selected candidates have to carry out allotted work without gender bias.
14. Canvassing in any form shall debar the candidate from selection
15. The application is liable to be rejected, if it is not in conformity with given proforma, Incomplete, illegible, unsigned or without requisite certificates and received after stipulated date or without **Fee Challan**, without assigning reason there of and in all such events the fees received through Bank will not be refunded.
16. In case of name or caste differ due to marriage or others in educational certificates please attach the copy of gazette for transfer of name or caste, failure of which the candidature for the further process will be rejected.
17. Caste (Roster category) Certificate of Gujarat state only will be considered.
18. SEBC candidates who fulfill the qualification and age criteria shall have to submit Non Creamy Layer Certificate (issued in Gujarati- **પરિશિષ્ટ-૬ (ગુજરાતી)**) on or after dated 01.04.2013 and caste certificate issued by Competent Authority of Gujarat State to be considered under SEBC Category. (Non Creamy Layer Certificate issued in English for OBC (other backward class) shall not be considered valid.
19. Physically handicapped candidates shall have to submit certificates of Civil Surgeon, indicating existing percentage of disability.
20. Those who are applying under UR/SEBC category have to pay Non refundable Application fee Rs. 500/- and those who are applying under SC/ST category 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.**
21. 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.
22. No other mode of payment i.e Demand draft, Money order, Postal order , Cheque etc is acceptable.

23. DGVCL will not be responsible for any postal loss/ delay in receipt of application.
24. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
25. No any traveling fare will be paid to any candidates for attending the written test/interview as the case may be.
26. Candidates meeting with above criteria and interested then apply **COMPULSORILY ONLINE** on or before 05.10.2013 and send the print out of application along with below-mentioned documents so as to reach on or before 11.10.2013 with super scribed as "**Application for the post of Vidyut Sahayak (Junior Assistant) & Registration No: _____**" on the envelope and posted / delivered to following address.

**The Addl.General Manager (HR),
Dakshin Gujarat Vij Company Limited,
Nana Varachha Road, Nr. Gajjar Petrol Pump,
Kapodra Char rasta, Surat 395006, Gujarat**

- (1) Two recent passport size photograph should be pasted on the space provided on the application form.
- (2) Attested copy of School Leaving Certificate or S.S.C. Certificate for verification of Birth Date.
- (3) Caste (For Reserved Category) Certificate of reserved category of Gujarat State.
- (4) Latest Non Creamy Layer certificate issued on or after dated 01.04.2013 in Gujarati **પરિશિષ્ટ-૬ (ગુજરાતી)** in case of SEBC candidates.
- (5) Copy of DGVCL Challan duly endorsed by SBI.
- (6) Attested copy of Mark sheet of Final Year Graduation.
- (7) Attested copy of Degree Certificate.
- (8) Physically handicapped certificates of Civil Surgeon.
- (9) Any other Certificates/documents.

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

Dakshin Gujarat Vij Company Limited

FILL THE FORM IN CAPITAL LETTERS ONLY

Application for the post of "VIDYUT SAHAYAK (JUNIOR ASSISTANT)"

01 Name

First Name

Middle Name

Surname

02 Name & Address for Correspondence

02 (A) Contact Number.

M-

R -

02 (B) E-mail address

**Recent Passport Size
Photograph**

03 Gender (✓)

Male

Female

Pin Code

[Applicant's Signature]

04 Birth Date

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DD

MM

YYYY

05 Caste (✓)

General (UR)

SC

ST

SEBC

PH

06 Educational Qualification

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

07 Computer Qualification if any

08 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:

School Leaving Certificate/SSC Certificate
(For verification of date of Birth)

Printed online application form dully filled
in alongwith 02 passport size photograph

Caste Certificate and latest Creamy layer
Certificate

Mark Sheet & Certificate of Graduation.

Computer literacy 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 Vidyut Sahayak (Jr.Assistant)

'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 _____
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 Vidyut Sahayak (Jr.Assistant)

'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

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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

(Bank Copy)

Challan for Remittance of application Fees

For DGVCL, Surat

Recruitment of Vidyut Sahayak (Jr.Assistant)

'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
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