



DAKSHIN GUJARAT VIJ COMPANY LIMITED, SURAT

INVITES

APPLICATIONS FOR THE POST OF VIDYUT SAHAYAK (JUNIOR ASSISTANT)

1. Qualification:

Graduate B.A., B.Com. B.Sc., B.B.A., B.C.A., B.Sc(Agri) or graduation in any other discipline from a recognized University with 55% for General and 50% for SC, ST and SEBC candidates.

The knowledge of Computers and English language is required, which shall be assessed by the Company through pre-employment test.

2. Age limit :(As on 22/06/2011): 25 years for General category and 30 years for SC, ST and SEBC category candidates. Relaxation in upper age limit to other categories shall be given as under:

<u>Category</u>	:	<u>Relaxation</u>
Physically Handicapped	:	10 Years
Female Candidates	:	05 Years
Ex Armed Force Personnel	:	05 to 10 years
Dependents of Retired Employees of the Company	:	Up to age of 40 years.

3. Remuneration:

Fixed remuneration for 1st, 2nd and 3rd year would be Rs.5500/-, Rs.6000/- and Rs.6500/- respectively per month. No other allowance or benefits would be admissible except coverage under Personal Accident Policy etc. as per GSO 332 dated 03.02.03

4. Vacancies: Approx.150 (Including SC/ST/SEBC/PH/General).

Actual vacancies are likely to be increased. Above vacancies are under various (O&M) Offices of Dakshin Gujarat Vij Company Limited.

General:

1. The management reserves the right to short-list the candidates for selection. Candidates in 1:10 ratio will be called for the written test from sort listed candidates. The question paper for written test will comprise 60% objective type questions and 40% descriptive type questions. Area of assessment in Mathematical ability (Higher Secondary General stream level: 25% weightage), English (General drafting and communicative ability:25% weight age), Computer

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literacy (Should be acquainted and proficient in MS Office like MS Word, Excel & Power Point: 30% weightage) and General knowledge Graduation level : 20% weightage).

2. The selected Vidyut Sahayak (Jr. Assistant) shall be appointed for duration of three years and shall be considered for appointment to the post of Jr. Asstt. in the pay scale of Rs.9700-21710 subject to completion of the period of three years as Vidyut Sahayak to the satisfaction of DGVCL.
3. SEBC candidates shall have to submit latest Creamy layer certificate (i.e 01.04.2011 to 31.03.2012).
4. Physically handicapped candidates shall have to submit certificate of Civil Surgeon. Indicating existing percentage of disability.
5. Canvassing in any form shall debar the candidate from selection.
6. Caste (Roster category) certificate of Gujarat State only will be considered.
7. Those candidates who were working as Vidyut Sahayak(Jr. Assistant) with DGVCL and resigned / not absorbed as regular Jr. Assistant shall not be consider for this appointment.
8. Incomplete applications, applications without enclosures, or applications received after the due date will be rejected.
9. Indicate on envelop “ **Application for the post of Vidyut Sahayak (Jr.Assistant)**”

Candidates meeting the above criteria may send their bio-data in the attached prescribed format along with (i) Two passport size photographs, (ii) Attested copy of SLC (iii) Caste Certificate, (iv) Attested copy of mark sheet of final year of Graduation and (v) Attested copy of Degree Certificate on or before 30.07.2011 to **The Addl Chief Engineer (IT&HR), Dakshin Gujarat Vij Company Limited, Nana Varachha Road, Kapodra, Nr. Gajjar Petrol Pump, Surat.**

(S A Naik)
Addl. Chief Engineer (IT&HR)
Corporate Office, Surat

Passport
size Photo

"Save Energy for benefit of self and nature"

Passport
size Photo

APPLICATION FORMAT



FOR THE POST OF VIDYUT SAHAYAK (JR. ASSISTANT)

1	Name(IN BLOCK LETTER)	
2	Gender	
3	Permanent Address _____ _____ _____	Contact/Mailing Address Phone No.(With STD)_____ Mobile No._____ Email _____
4	Date Of Birth with Documentary evidence	DOB: Date.....Month.....Year..... Age as on 22.06.2011.....
5	Are you SC/ST/SEBC/PH or U.R.(General) Candidate? <u>For SEBC candidates latest Creamy Layer Certificate is must</u>	(SC/ST/SEBC/PH/UR)

QUALIFICATION :

Name of Examination	Obtained Marks Out of	Percentage	Passing Year	Board / University
	/			
	/			
	/			

Experience & Skills: (Please attach experience certificate for each experience)

Name of Organization	Post	Period	Total Experience years	Nature of work

I have submitted herewith attested copies of following documents.

- 02 passport size photographs.
- School Leaving Certificate./ SSC Passing Certificate (Birth date Verification)
- Mark sheet of Final Year Graduation.
- Degree Certificate
- Caste Certificate (If belonging to reserved category).
- latest Creamy Layer Certificate (If belonging to SEBC category)
- Any other Certificate:

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 dismissal from the service of the Company.

PLACE:

DATE:

SIGNATURE OF THE CANDIDATE