



DAKSHIN GUJARAT VIJ COMPANY LIMITED

CIN U40102GJ2003SGC042909

Regd. & Corporate Office: "Urja Sadan", Nana Varachha Road,
Kapodara Char Rasta, SURAT- 395 006

Tel No: (0261) 2506100/200 – Fax No-0261-2572636

Website: 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), mainly for Meter Reading and billing work** at field Offices under Dakshin Gujarat Vij Company Limited from the eligible candidates as follows :

1. Job Title: VIDYUT SAHAYAK (JUNIOR ASSISTANT)

2. Qualification:

Graduate having **B.A., B.Com. B.Sc., B.B.A., B.C.A.**, from U.G.C. recognized University and have cleared at first attempt without ATKT in final year, In case of semester system there shall not be ATKT in last two semester i.e. 5th and 6th semester, having minimum,

- **60%** in final year of graduation for General Category (UR)/PH candidates.
- **55%** in final year of graduation for SC, ST and SEBC candidates.

For the applicants who passed out their graduation with 'Grading System', the grading awarded to them must be equivalent to the criterion of minimum %age of marks stipulated above and the candidate should invariably submit a certificate from the College / University of his study showing the corresponding percentage of marks obtained in final year / last two semesters.

The eligibility criteria of percentage are with respect to the percentage obtained in final year and in case of semester system, average percentage of 5th and 6th semester will be considered. If the final year marksheet shows the weightage of previous years / semesters, only the marks / %age obtained in final year shall be considered. Their shall not be any procedure of rounding off of percentage – i.e. if the eligibility criterion is of minimum 60% marks and a candidate applying against the same has 59.5% marks, he / she shall not be considered eligible.

3. Age Limit (As on the date of issuance of the advertisement i.e 21.04.2016):

Category	Age Limit
General Category (UR)	30 Years
ST/SEBC/SC	35 Years

Relaxation in upper age limit to following categories shall be given as under:

Category	Relaxation
Female Candidates	05 years
Physically Handicapped	10 years
Ex Armed Force Personnel	10 years
Dependents of Retired Employees of DGVCL Company as per the terms & conditions of GSO-295	Up to age of 40 years

The total relaxation in upper age limit as stated above will be admissible to the extent that the age of the respective candidate does not exceed 45 years.

4. Fees (Non Refundable) to be paid in any branch of State Bank of India in to 'Power Jyoti Account No: 33265984351.

Category	Amount
General(UR)/SEBC/PH candidates	Rs.500.00
ST / SC Candidates	Rs.250.00

5. Remuneration:

Fixed Remuneration for 1st year - **Rs. 7,800/-p.m.**, 2nd year - **Rs. 8,250/-p.m.** & 3rd year **Rs. 9,300/-p.m.**, No other allowance or benefits would be admissible except coverage under Personal Accident Policy etc. as per GSO.332 dtd 03-02-03.

6. Vacancies:-

Approximately 31 vacancies (Including SC/ST/SEBC/ PH/ Female/ General). The number of vacancies may vary depending upon the actual requirement. The roster position of 31 Nos. of vacancies is as below.

SC	ST	SEBC	PH	UR	Vacancies
03	02	13	05	08	31

Another approximately 140 Nos. of post is likely to be release in due course of time.

General terms and condition:

1. **The vacancies are mainly for Meter Reading and Billing Work at field Offices and the appointees will be posted in Sub Divisions only.**
2. Candidates are required to submit their applications **Online** compulsorily.
3. If a candidate submits his application online but does not forward hard copy of the same with requisite documents and fee Challan, then in such case the candidature will be considered **invalid**.
4. The management reserves the right to short list, select or reject any candidates for written test for selection.
5. The question paper for written test will comprise of 100% objective type questions. The focus areas of assessment will be:
 - **Mathematical ability** : Higher Secondary General stream level - 25% weightage
 - **English Language ability** : Grammatical, spelling, sentence construction etc. - 25% weight age.
 - **Computer Knowledge** : MS Office Suite, particularly MS Word, Excel & Power Point -30% weightage.
 - **General knowledge** : Graduation level - 20% weightage.

The question paper will be in English and Gujarati Language. English Language ability will be in English Language only.

6. The knowledge of Computer operation and Gujarati and English language is essential, which shall be assessed by the Company through pre-employment test.
7. The management reserves the right to cancel Selection list / Waiting list at any time at its sole discretion without assigning any reasons thereof.
8. The selected Vidhyut 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 Management.
9. The persons who were earlier working as Vidhyut Sahayak with DGVCL and who resigned / were not absorbed on regular cadre/establishment shall not be eligible for applying against this advertisement.

10. It is the prerequisite for Candidates to be in sound health. As per prevailing rules, candidates having myopia and hypermetropia exceeding +/- 4.00D as also Squint, loss of an eye and colour blindness (partial or full) are disqualified for the post. The candidates have to fulfill requisite Physical Fitness Standard prevailing in the Company.
11. Reservation in seat quota will be maintained as per prevailing guide line issued by GUVNL.
12. 5 % of Marks obtained in the Written test will be added and result of Widow candidate will be recast as per Resolution of Govt. of Gujarat. Widow candidates have to submit Affidavit on non judicial Stamp paper of Rs.20/- regarding her status.
13. It is the sole discretion of DGVCL management to fill up any number of posts based on merit / suitability of candidates and in all matters relating to eligibility of candidates, acceptance or rejection of application(s) or any such matter the decision of DGVCL management will be final and it will not entertain any enquiry or correspondence in this regard.
14. 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 for selection, failing which their candidature will be disqualified.
15. The selected candidate shall have to produce relieving letter from his / her existing employer at the time of joining duty in DGVCL.
16. The post of Jr. Assistant is transferable within the jurisdiction of DGVCL.
17. Since the appointees will be posted at Sub division level, they will be expected to attend Consumer's installations for Meter Reading work, prepare bill and serve the same to the consumer during billing programme, carry out window cash collection / Village Cash collection etc. in their normal routine functioning and will carry out the allotted work without gender bias.
18. Canvassing in any form shall debar the candidate from selection.
19. An application which is not in conformity with given proforma, incomplete, illegible, unsigned or without requisite certificates and which is received after stipulated date or without Fee Challan is liable for rejection without assigning any reason there of and in all such events the fees received through Bank will not be refunded.

20. In case of difference in name or caste in educational certificates due to marriage or such other reason, a copy of 'Gazette' for change of name or caste has to be invariably submitted, failing which the candidature for further process will be rejected.
21. Caste (Roster category) Certificate of Competent Authority of Gujarat state only will be considered.
22. SEBC candidates who fulfill the qualification and age criteria shall have to submit Non Creamy Layer Certificate (in Gujarati- પરિશિષ્ટ-ક (ગુજરાતી) issued on or after dated 01.04.2016 by Competent Authority of Gujarat State only. The Non Creamy Layer Certificate issued in English for OBC (other backward class) shall not be considered valid. This requirement is for eligibility to apply as S.E.B.C. Candidates. At the time of appointment latest Non Creamy Layer Certificate (in Gujarati- પરિશિષ્ટ-ક (ગુજરાતી) should be submitted by the selected candidate.
23. Physically handicapped candidates shall have to submit relevant certificate of Civil Surgeon, indicating existing percentage of disability.
24. Those who are applying under UR/SEBC/PH category have to pay Non refundable Application fee of Rs. 500/- and those who are applying under SC/ST category have to pay non refundable Application fee of Rs. 250/- in any branch of **State Bank of India in to ' Power Jyoti ' Account No: 33265984351**. Bank Charges applicable if any shall be paid by the applicant to the Bank over and above the application Fee. Candidates have to submit Fee Challan for the fees paid 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.**
25. The Copy of DGVCL Challan duly endorsed by State Bank of India has to be attached with application form. Without copy of Challan, application shall not be processed.
26. For application fee, no other mode of payment i.e Demand draft, Money order, Postal order, Cheque etc is acceptable.
27. DGVCL Management will not be responsible for any postal loss/ delay in receipt of application.
28. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
29. No traveling fare will be paid to candidates for attending the written test at the place decided by DGVCL Management.

30. Interested candidates meeting with above criteria may apply **ONLINE** COMPULSORILY **on or before 14.05.2016** and send the print out of application along with below-mentioned documents so as to reach **on or before 21.05.2016**, super-scribing the envelope with **"Application for the post of Vidyut Sahayak (Junior Assistant) & Registration No: _____"**. The envelope should be posted to following address **by RPAD or SPEED POST ONLY:**

**The Addl.General Manager (HR),
Dakshin Gujarat Vij Company Limited,
'Urja Sadan', 4th Floor, Nana Varachha Road,
Kapodra Char rasta, Surat 395006, Gujarat**

Documents to be attached with Application Form:

- (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 issued by Competent Authority of Gujarat State only.
- (4) Latest Non Creamy Layer certificate issued on or after dated 01.04.2016 in Gujarati પરિશિષ્ટ-ક (ગુજરાતી) in case of SEBC candidates.
- (5) Copy of DGVCL Challan duly endorsed by SBI.
- (6) Attested copy of Mark sheet of Final Year/ 5th & 6th semesters of Graduation. Certificate issued by College /University stating the corresponding percentage obtained in case of 'Grading System'.
- (7) Attested copy of Degree Certificate / provisional Degree Certificate.
- (8) Physically handicapped certificates of Civil Surgeon in case of Physically handicapped candidates.
- (9) Any other Certificates/documents.

Addl. General Manager (HR)



Last date for Payment of Fees: 14.05.16

(Applicant's Copy)

Challan for Remittance of application Fees

For DGVCL, Surat

Recruitment of Jr. Assistant (Vidyut Sahayak)

‘ **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/SEBC/PH	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

Signature of the authorized
official with Branch Seal

Branch should collect **Rs. 50 extra** (total) **Rs. 550** for UR, SEBC 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: 14.05.16

(DGVCL Copy)

Challan for Remittance of application Fees

For DGVCL, Surat

Recruitment of Jr. Assistant (Vidyut Sahayak)

‘ **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/SEBC/PH	SC/ST
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(Bank Copy)

Challan for Remittance of application Fees

For DGVCL, Surat

Recruitment of Jr. Assistant (Vidyut Sahayak)

‘ **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/SEBC/PH	SC/ST
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