

**INVITES**

**APPLICATIONS FOR THE POST OF  
"JUNIOR ASSISTANT (VIDYUT SAHAYAK)"**

Uttar Gujarat Vij Company Limited (UGVCL), subsidiary of GUVNL (erstwhile GEB), ISO-9001:2008 Company and recipient of National Gold Shield for its excellent performance in power distribution during 2010-11, having consumer-base of more than 28 Lacs, annual turnover of Rs. 7,500 Crores and manpower strength of more than 7500, invites applications from young, dynamic and result oriented candidates for the post of Junior Assistant (Vidyut Sahayak) for a challenging career with excellent growth opportunity.

**ATTENTION APPLICANTS.....**

Only on-line applications will be permitted on the Company's Website [www.ugvcl.com](http://www.ugvcl.com) between 00.00 hours on 06/01/2015 till 24.00 hours on 20/01/2015

**1. QUALIFICATION:**

Graduate having BA, BCom, BSc, BBA, BCA from UGC recognized University with 55% or more marks in final year exam for General Category candidates and 50% or more marks in final year exam for reserved category candidates and have cleared at first attempt without ATKT in final year.

5% relaxation for widow candidate in respective category.

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

**2. AGE LIMIT:(As on date of publishing the advertisement i.e. 06 /01/2015):**

25 years of age for General category, 30 years of age for reserved category and 40 years for the dependant of Retired employee of the Company. Relaxation in upper age limit to P/H candidates & Ex Armed Force Personnel is 10 years and 5 years for female Candidates in respective caste.

**3. REMUNERATION:**

Fixed remuneration for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year would be Rs.6500/-, Rs.7250/- and 8000/-respectively per month. No other allowance or benefits would be admissible except coverage under Personal Accident Policy, Reimbursement of TA/DA at par category of Junior Assistant and will be eligible for 12 casual leaves in a year.

**4. SCOPE OF CARRIER DEVELOPMENT / PROSPECTIVE:**

The selected Junior Assistant (Vidyut Sahayak) shall be appointed initially for the period of three years and may be considered for appointment to the post of Junior Assistant on regular establishment, in the pay scale of Rs.9700 - 21710 subject to completion of 3 year lock in period satisfactorily.

**5. VACANCIES:**

Vacancy: 100 Nos.(Including SC-08, ST-11,SEBC-28, P/H-10 & UR-43 Nos).

\*Women Reservation and PH Policy applicable as per prevailing rules in GUVNL.

These vacancies are under various Circles of Uttar Gujarat Vij Company Limited.

**General terms & conditions:**

1. The management reserves the right to short list, select or reject any candidates for written test / Oral / Interview as the case may be for selection.
2. The management reserves right to cancel Select list / Waiting list / or extend the validity period in exigency of work at any time at its sole discretion, without assigning any reasons thereof.
3. Candidates are required to submit online application compulsorily. Candidates must necessarily fill their mobile number and e-mail address in the application form.
4. If the candidates submit the online application, but do not forward the hard copy of application with requisite documents along with demand draft of Nationalized Bank (fees) of required amount, then such candidature will be treated as invalid.
5. The application is liable to reject, if it is not in conformity with given proforma, incomplete, illegible, and unsigned or without requisite certificates and application fees wherever applicable or received after closing date, without assigning any reasons thereof and in all such events the fees received by DD will not be refunded.
6. Copy of School Leaving Certificate is must for Birth date / Age verification.
7. Applications will be short listed as per our requirement & only short listed candidates will be called for written test / interview as case may be on the base of percentage of academic year.
8. UR/SEBC/PH Category Candidates have to send Demand Draft from Nationalized Bank of Rs. 500/- and for SC/ST Category Candidates have to send Demand Draft from Nationalized Bank of Rs. 250/-. If PH Candidate belongs to SC/ST category and fulfill the criteria, fees payable shall be Rs.250/-. Payable in favour of "UGVCL, Mehsana". Applicant needs to write down his Name & Application Confirmation number on the back side of the Demand Draft also. Demand Draft amount is towards application form fees, processing fees and scrutiny fees and it is non-refundable.
9. The applicants have to send Demand Draft of Nationalized Bank in original with hard copy of the application.
10. Knowledge of Gujarati, English languages & Computer awareness are essential.
11. Physically handicapped candidates shall have to submit latest certificate of Civil Surgeon indicating existing percentage of physical disability.
12. Candidates should have sound health. Candidates with myopia and hypermetropia exceeding +/- 4.00D need not apply. Squint and colour blindness (partial or full) is disqualification for the post.
13. Reservation in seat quota will be maintained as per prevailing guide line issued by GUVNL.

14. Woman policy and widow policy applies as per GUVNL Circular No. GUVNL/RVCELL/2013/784, DTD.15/05/2013.
15. Widow candidates have to submit Affidavit on non judicial Stamp paper of Rs.20/-. The format for the same is attached herewith.
16. Caste certificate issued by Competent Authority of Government of Gujarat State only will be considered as a valid.
17. SEBC candidates shall have to submit Non Creamy Layer Certificate (issued in Gujarati-પરિશિષ્ટ-ક (ગુજરાતી)) on or after dated 01.04.2014 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 i.e. Other Backward Class shall not be considered as valid.)
18. Selected Candidate shall be posted any where under the jurisdiction of UGVCL and the candidate selected for the post, shall not be transferred from UGVCL to any other subsidiary Company of GUVNL.
19. Candidate, who is applying against any reserve quota as narrated above, may fill-up the same in application form in respective column.
20. Mere submission of application does not guarantee the adequacy of candidature for being considered for the selection process.
21. Departmental candidates meeting with the qualification / experience criteria as prescribed can also apply through proper channel and compete with the external candidates.
22. If you are a Govt. servant or working in a Semi Government or Public body, applications should be forwarded through proper channel along with "No Objection Certificate" from the concerned organization, failing which candidature will be treated as disqualified.
23. The selected candidates shall have to produce reliving order from the previous employer at the time of resuming his duty.
24. UGVCL will not be responsible for any postal loss/delay in receipt of application at R&C office, Mehsana.
25. Canvassing in any form shall debar the candidate from selection process.
26. The syllabus of the competitive exam will be as under  
There will be 5 sections in Multiple Choice Question paper having approximate equal weightage for each section:

Section - I	General Knowledge	20%
Section - II	English Language	20%
Section - III	Maths & General Science	20%
Section - IV	Analytical & Logical Reasoning	20%
Section - V	Computer Knowledge	20%

**"The question paper will be in English language only"**

The negative marking will be affected. (0.25% negative marking for every wrong answer)

27. No any travelling fare will be paid to any candidates for attending the written test.
28. The competitive exam is likely to be conducted in the month of March-2015. The exact date, time & venue will be informed to eligible candidates by SMS/e-Mails provided in the application form. Also candidates are requested to watch for the same on our website [www.ugvcl.com](http://www.ugvcl.com).

If you are the one who is looking for and interested in making a career in Power Sector, then apply online on or before 20-01-2015 and send the print out of application along with below mentioned documents so as to reach to us on or before 05-02-2015.

1. Two Passport size Photograph *(To be pasted on Application Format)*.
2. Copy of School Leaving Certificate.
3. Copy of Mark Sheets {SSC / HSC / Graduation/ Post Graduation (Attested copy of SLC & mark sheet of Graduation)}.
4. Copy of Degree Certificate.
5. Copy of Caste Certificate *(If belonging to reserved category duly issued by Competent Officer of Government of Gujarat)*.
6. *Crossed Demand Draft in Original (Name & Confirmation Number should write in the back side of DD).*
7. Copy of latest Non Creamy Layer Certificate in the form of “પરિશિષ્ટ-ક/Parishisht-K” Gujarati only *(If belonging to SEBC category)*.
8. Affidavit by widow candidate, in original (if applicable)
9. Medical Certificate of Local Civil Hospital *(For Physical Handicapped Candidates)*.
10. Identification Proof (Voter ID/ Pan Card/Driving License etc).
11. Residential Address Proof (Electricity bill/Telephone Bill/Ration Card etc).
12. Any Other relevant documents.

Send the print out of application on or before: 05-02-2015 to The Addl. General Manager (HR), Uttar Gujarat Vij Company Limited, Register & Corporate Office, Visnagar Road, Mehsana- 384 001 by Registered post (R.P.A.D)/Speed Post only duly mentioning on the envelop :

1. Application for the post of “Junior Assistant-(Vidyut Sahayak)”.
2. Confirmation number.

The application received through other source than RPAD/SPEED POST **will not be taken into consideration.**

Addl. General Manager (HR)