

Madhya Gujarat Vij Company Limited.

MGVCL invites Expression of Interest(Eoi) from interested agencies for conducting OMR based written test for selection of candidates for the posts of Asstt. Law Officer and Vidyut Sahayak (Jr. Asstt.) as per the following terms and conditions.

A) Terms and conditions for conducting exams:

1. A question paper comprising 100 objective questions shall have to be drawn by the agency.
2. An OMR based written test shall have to be conducted by the agency.
3. Merit list of candidates appearing in the written test shall have to be prepared by the agency.
4. Conducting Exam/CCTV Surveillance by Agency.
 - I. The seating arrangement should be spacious and only two candidates shall be accommodated on one bench, if the exam is conducted in colleges having large benches and one candidate on every bench may be accommodated, if the test is conducted in schools having small benches.
 - II. There shall be one supervisor/invigilator for every 28 candidates and should constantly move in the classroom and prevent discussions/exchanges between the candidates.
 - III. The question papers shall be brought in sealed containers and the seal shall be broken under CCTV Surveillance.
 - IV. The conduct of exam shall be recorded/videographed. At end of the exam the relevant materials i.e. OMRs of candidates shall be sealed and videographed and will be stored in strong room having only one door. This door will mandatorily have two locks ,i.e one of agency and other by MGVCL. MGVCL lock will be operated by GM(HR) or authorised representative in written by GM(HR). Both the locks will have seal. Sealing and break of seal has to be covered by CCTV.
5. OMR
 - I. The candidates shall not be required to write their names on the OMR sheets instead of that bar-code and seat numbers shall be used.
The OMR sheets shall be used in such a manner that identity of the candidate is not disclosed and kept confidential.

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- II. The candidates shall not be allowed to make any corrections in the OMR sheets. Corrected answers/multiple answers shall be discounted/cancelled.
 - III. The photo ID of all the candidates shall be thoroughly checked by the agency personnel.
 - IV. Ball point pens only shall be allowed for attempting the answers in OMR.
 - V. There shall be four sets of question paper.
6. The agency shall provide security services at the exam venue. Arrangement of drinking water for the candidates shall have to be made by the agency.
 7. One invigilator for every 28 candidates shall have to be provided.
 8. The agency shall check photo ID of all the candidates appearing in the exam.
 9. The agency shall enforce strict discipline and ensure that no communications take place amongst the candidates and no malpractice is committed.
 10. The agency shall submit the merit list within 10 working days from the date of conduct of the exam.
 11. The agency shall provide details for RTI applications if any received from candidates.
 12. The question paper with answer key shall be placed on Company's website and queries shall be invited from candidates. The agency shall examine the queries, if any received and make changes if so required.
 13. Role of HR Department of MGVCL.
 - I. There shall be no involvement of the Company Personnel in drawing of question paper and assessment of OMRs. However, the HR officers shall ensure smooth conduct of the written test.
 - II. It shall be ensured that the candidates are allowed to take the exam only after verification of their valid photo ID.
 - III. It shall be ensured that there are adequate invigilators i.e. one for every 28 candidates and the seating arrangement is not congested.
 - IV. It shall be ensured and videographed that the question papers are brought in a sealed container and after the completion of exam the OMRs are sealed. It shall be ensured that the OMRs are kept in store room as per Clause-4 (IV).
 - V. The officers shall not enter the class rooms but shall observe the conduct of the test from corridors and if any unruly behaviour of candidates is observed the same shall be brought to notice of invigilator/center-incharge.

B) Details of the cadres for which exams are to be conducted.**1. Vidyut Sahayak Jr. Asstt.**

- i. The detailed advertisement inviting applications for the post is placed as Annexure-A. The prescribed course for drawing the question paper is placed as Annexure-B.
- ii. No of candidates who have applied: 43,750 (Forty three thousand seven hundred fifty only).
- iii. Probable dates for conducting examination: 3rd or 4th Sunday of January-2019.

2. Asstt. Law Officer.

- i. The detailed advertisement inviting applications for the post and containing job profile for the post is placed as Annexure-C.
- ii. No. Of candidates who have applied: 280 (Two hundred eighty only).
- iii. Probable dates for conduct of examination: 1st or 2nd Sunday of January-2019.
- iv. The agency shall draw the question paper keeping in view the qualification, experience and job profile for the post.

C) Submission of Expression of Interest

The interested parties are requested to submit their Expression of Interest (Eol) by RPAD or Speed post latest by 27.11.2018 @ 6:00 PM quoting their professional charges for undertaking above assignment, separately for the posts of Asstt. Law Officer and Vidyut Sahayak (Jr.Asstt) to General Manager (HR), Madhya Gujarat Vij Company Limited, 3rd Floor, S.P. Vidyut Bhavan, Racecourse, Vadodara. GST if applicable shall be payable extra and the same may be clearly indicated on the offer.

General Manager (HR)

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ANNEXURE A

ADVERTISEMENT No. JA/02/2018

INVITES

APPLICATIONS FOR THE POST OF VIDYUT SAHAYAK (JUNIOR ASSISTANT)

Madhya Gujarat Vij Company Limited is a Power Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Central Gujarat. MGVCL offers a challenging and rewarding career to young and dynamic Graduates.

APPLICATIONS ARE INVITED FOR THE POST OF VIDYUT SAHAYAK (JUNIOR ASSISTANT) UNDER MGVCL FROM THE ELIGIBLE CANDIDATES FROM GENERAL (UR), SC, ST, SEBC and PH CANDIDATES AS FOLLOWS:

01	Job Title	Vidyut Sahayak (Junior Assistant)
02	Fixed Remuneration	<p>Fixed Remuneration Respectively per month.</p> <p>1st Year Rs. 17500/- 2nd Year Rs. 19000/- 3rd Year Rs. 20500/-</p> <p>No other allowance or benefits would be admissible except coverage under Personal Accident Policy, Reimbursement of TA/DA as per GSO-332 dated 03.02.2003.</p>
03	Scope of Career Development / Prospective	<p>The selected candidate shall be appointed initially for the period of three years as VidyutSahayak (Junior Assistant) and may be considered for appointment to the post of Junior Assistant on regular establishment, in the pay scale of Rs. 25000-55800 subject to satisfactory completion of three years as Vidyut Sahayak.</p>
04	Required skill	<ul style="list-style-type: none"> • The candidate should possess knowledge of Computer Operations. • Good command over English and Gujarati Language.
05	Qualification	<ul style="list-style-type: none"> • Full time graduate qualification in regular mode from recognized University duly approved by UGC/AICTE in any discipline. There is no minimum percentage requirement.
06	Age Criteria	<ul style="list-style-type: none"> • For Unreserved Category : 30 years and • For Reserved Category: 35 years on the date of advertisement i.e as on 27.07.2018

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Relaxation in upper age limit to other categories shall be given as under	
Category	Relaxation
Female Candidate	05 Years
Person with Disability candidate	10 Years Suitable disability for the post :VH(Visually Handicapped), HH(Hearing Handicapped) and OH (Orthopedically Handicapped)
Dependent of Retired Employee of GUVNL & Subsidiaries	Upto age of 40 years (will be Considered only on submission of undertaking)
<ul style="list-style-type: none"> Maximum age relaxation in upper age limit shall be considered upto the age of 45 years only. The above age criteria are as per the “Yuva Swavlamban Scheme” of Govt. of Gujarat. 	

07. Vacancies:

At present, there are **69 vacancies**; however, in future more vacancies are likely to occur till one year from announcement of result.

The Roster position for current vacancies is as below:

Cadre	Total	Roster wise Vacancies are as under								
		SC		ST		SEBC		UR		PH
		M	F	M	F	M	F	M	F	-
Vidyut Sahayak (Junior Assistant)	69	4	2	9	3	7	5	22	9	8

{Expected vacancy during next one year: 80 (Eighty)}

- The stated vacancies with roster position are probable and the actual vacancies and roster position may vary. Actual vacancies and subsequent vacancies are subject to promotions, retirement, separation on any other account, sanction, abolition of post, compassionate appointments and 5% Internal Recruitment etc. No candidate shall claim a right based on the above stated vacancies/roster position.
- State Government policy for reservation of women & Domicile shall be followed.

08. Fees (Non-Refundable): (Only online payment will be accepted)

Fees	Rs.500.00 for UR & SEBC candidate Rs.250.00 for ST & SC candidates
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(Non-refundable)	<ul style="list-style-type: none"> • If PWD (Persons with Disability) candidate belongs to SC or ST category and fulfills the criteria, fees payable shall be Rs.250/- • Candidate has to pay application fees On-line through Credit Card / Debit Card / Net Banking. • Bank charges shall be borne by candidate. • Application fee once paid shall not be refunded or shall not be adjusted in any subsequent Recruitment Process, under any circumstances. • No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.
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09. IMPORTANT DATES:

Start Date and Time of Registration	27 / 07 / 2018, 1:30 PM
Last Date & Time of Registration	16 / 08 / 2018, 06:00 PM

GENERAL TERMS AND CONDITIONS:

The Candidates are requested to carefully read the terms and conditions stated below:

01. Candidates are required to submit **ONLINE APPLICATION** only.
02. The candidates shortlisted for written test/Online test on basis of their “on line applications” shall not be required to submit photocopies of all the relevant certificate at present. The photocopies of all the relevant certificate shall be submitted as and when required. Subsequently, the original certificates for verification as and when required.
03. The Management reserves the right to short-list, select and reject any candidates for Written Test/Online test as the case may be for selection.
04. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
05. Filling up of the post is at the discretion of Management based on suitability of candidates. The management in all matters relating to eligibility, acceptance or rejection of the application made shall be final and management will not entertain any enquiry or correspondence in this regard.
06. Visually Handicapped (VH), Hearing Handicapped (HH), Orthopedically Handicapped (OH) Physically Handicapped candidates can apply and shall have to submit valid Certificate of Civil Surgeon, indicating existing Percentage of disability. Their applications will be considered as per rules of the Company. As per prevailing rules of the Company and Govt. of Gujarat, candidates having 40% and above disability shall be considered PH in categories stated above.

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07. The candidates who have been given grades in their result (graduation/post-graduation) shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.
08. The said vacancies are mainly for Meter Reading, Billing Works and other back office operations at Field Offices. The selected candidates shall be posted in field offices i.e. Sub Divisional Offices.
09. The candidates working in Government / Semi Government or PSU Organization shall have to produce **“NO OBJECTION CERTIFICATE”** from the concerned organization at the time of Written Test as the case may be, failing which, their candidature will be disqualified.
10. If the selected candidate working in any company or organization, he/she shall have to produce relieving letter from the previous employer at the time of resuming their duty, failing which, their appointment order shall stand cancelled.
11. Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.95. Candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota.
12. Mere submission of online application does not guarantee the adequacy of candidature for being considered for the further selection process.
13. The tentative syllabus for the exam will be including but not limited to following topics/areas and emphasis could differ.

The exam will be conducted by On-line or OMR mode considering the number of candidates registered.

Section - I	General Knowledge	10%
Section - II	English Language	20%
Section - III	Maths & General Science	15%
Section - IV	Analytic & Logical Reasoning	15%
Section - V	Computer knowledge	20%
Section - VI	Gujarati Language	20%

“The Question Paper Will Be In English & Gujarati Language Only”

14. The question paper for the exam shall be consisting of 100 questions and the paper shall be of 100 marks. There shall be negative marking system and 1/4th mark for each wrong answer shall be deducted to arrive at total marks scored.
15. In case of Written Test examination, the evaluation of the OMR Sheets of the written test shall be evaluated shall be done on computer, as per entries made in OMR Sheets by the Candidates. As the evaluation done on the Computer by scanning thereby eliminating manual evaluation, rechecking or ‘inspection of OMR Sheets, subsequent to written test, will not be entertained by the Company.

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16. As per GSO-3 the minimum eligibility cut off marks for selection will be 50 and above marks for unreserved candidates and 45 and above for reserved candidates. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
17. 5% marks (of secured marks in Exam) over and above actual marks secured shall be added in case of Widow Female Candidates. The widow female candidate, if remarried shall not be given advantage of grace of 5 % marks. Further, the widow candidate shall categorically state so and inform if she is remarried with necessary documentary proofs.
18. While preparing selection list, if two or more candidates are found with equal marks in Exam, they will be kept in merit according to their date of birth i.e. elder will be kept in priority to younger and if the date of birth is also found same, then they will be kept in priority according to alphabet seniority of name. The Selection List as and when required as per the vacancy position shall be drawn from result published. The result published shall be valid for the period of one year from the date of publication.
19. A candidate who possesses any BE / B.Tech. / MBA / MCA or any other higher degree than minimum qualification of Jr. Assistant to compete for the post of Vidyut Sahayak (Junior Assistant) shall have to submit an Undertaking on Rs. 100/- Non Judicial Stamp Paper that if he/she is selected by Company for the post of Vidyut Sahayak (Junior Assistant), after joining to the post of Vidyut Sahayak (Junior Assistant), in future he/she will not claim for the post of Junior Engineer or equivalent or any higher post. However, such candidates/employees, if appointed, shall have liberty to apply as an open market candidate.
20. In case the name or caste differ due to marriage or any other reason in educational certificates; then candidate shall have to attach the copy of Govt. Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.
21. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
22. SEBC candidates who fulfil the qualification and age criteria shall have to submit valid Non- Creamy Layer Certificate issued (in Gujarati - પરિશિષ્ટ "ક" / પરિશિષ્ટ-૪ (ગુજરાત)) by the Competent Authority of Gujarat State.
23. No travelling fare will be paid to any candidates for attending the Written Test as the case may be.
24. The result of the test shall be published by COMPANY and shall be displayed on Company's website. The Selection List as and when required as per the vacancy position shall be drawn from result published. The result published shall be valid for the period of one year from the date of publication.
25. Candidates are requested to apply Online only, if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application submission written test; candidate has to doubly ensure that he fulfills all the

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requisite criteria. All the documents of selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his candidature shall be cancelled immediately and his short listing in selection list shall not be a ground for claiming employment/ recruitment.

26. Candidates are requested to visit on www.mgvcl.com/jobs.php for regular updates regarding schedule of test and other relevant notifications.
27. The selected candidates shall be posted in field offices under the jurisdiction of COMPANY and shall be assigned work of Meter Reading, Billing and other Office/Field works. The candidate selected for the post, shall not be transferred from COMPANY to any other Subsidiary Company of GUVNL.
28. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
29. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
30. **Applicant who has completed the task No. :-7 (i.e. "Online payment of Recruitment fees") of Online Application process shall only be considered for further selection process.**
31. Interested candidates meeting above criteria may apply "on line" on **or before 16.08.2018 before 06.00 P.M.** and the online payment of fees shall be made on **or before 16.08.2018 before 06.00 P.M.**
32. A Non-Refundable Application Fee of Rs. 500 /- for SEBC and UR Candidate and Rs. 250 /- for SC and ST Candidate. The Bank charges shall be paid by the applicant to the bank. Application fee once paid will not be refunded on any account.
33. The application fees can be paid "online" though Credit Card / Debit Card / Net Banking etc.
34. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
35. Canvassing in any form shall debar the candidate from selection.

Help Desk

For any query, you may contact on our Help Desk No. **0265-2340114** which will be available between 10 am to 6 pm on working days. You may also send an E-mail for your query on recruit.mgvcl@gebmail.com

Documents to be produced as and when required by the Company

Application Format duly filled in with:

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1. Online application form along with two recent passport size photographs should be affixed on the application form.
2. Attested copy of
 - School Leaving Certificate.
 - Mark sheets of final year of Graduation/or last two Semesters of Graduation Certificate issued by College/University.
 - Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
 - Degree Certificate, if available.
 - Caste (SC/ST/SEBC) Certificate/Disability Certificate (if applicable).
3. Valid Caste (Roster Category) Certificate of Reserved category of Gujarat State only will be considered.
4. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati - પરિશિષ્ટ "ક" / પરિશિષ્ટ -૪ (ગુજરાતી) by the Competent Authority of Gujarat State.
5. In case of Physically Handicapped Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability)
6. In case of Ex. Armed force Personnel, necessary certificate should be attached.
7. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
8. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
9. NOC from present employer (If applicable).
10. Domicile certificate, if applicable.
11. Online payment receipt.
12. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
13. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).

Note: Whenever documents are called from the candidates, submission is to be made by the candidates within stipulated time, failing which his/her candidature shall be cancelled for the post.

General Manager (HR)

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Annexure B

A. Syllabus for the post of Vidyut Sahayak (Jr. Assistant)

Section – I	:	General Knowledge (10%)
Section – II	:	English Knowledge (20%)
Section – III	:	Maths & General Science (15%)
Section – IV	:	Analytical & Logical Reasoning (15%)
Section – V	:	Computer Knowledge (20%)
Section – VI	:	Gujarati Language & Grammar (20%)

(Total 100 Marks)

** Note: For Section I, II and VI, the level of sub topics is under.

English Language	ગુજરાતી ભાષા અને વ્યાકરણ	General Knowledge
<ul style="list-style-type: none"> Usage and vocabulary 	<ul style="list-style-type: none"> રૂઠી પ્રયોગો, કહેવતો ના અર્થ અને વાક્ય પ્રયોગ . 	<ul style="list-style-type: none"> Current Affairs of National and International importance
<ul style="list-style-type: none"> Synonyms and Antonyms 	<ul style="list-style-type: none"> શબ્દ સમૂહ માટે એક શબ્દ 	<ul style="list-style-type: none"> Indian Polity and Governance
<ul style="list-style-type: none"> Word substitutes in a sentence 	<ul style="list-style-type: none"> જોડણી શુદ્ધિ 	<ul style="list-style-type: none"> Geography of India
<ul style="list-style-type: none"> Idiom (Fill in the blanks) 	<ul style="list-style-type: none"> સમાનાર્થી/વિરુદ્ધાર્થી શબ્દો 	<ul style="list-style-type: none"> Modern Indian History
<ul style="list-style-type: none"> Error Spotting/ Right usage of words in a sentence` 	<ul style="list-style-type: none"> લેખન શુદ્ધિ/ભાષા શુદ્ધિ 	<ul style="list-style-type: none"> General Science and Technology Economics

Please note that the Gujarati language and Grammar shall be kept of the level of 12th std., whereas the English language and Grammar shall be kept of the level of 10th standard.

Annexure C**SECOND ATTEMPT****INVITES****APPLICATIONS FOR ASSISTANT LAW OFFICER (FOR CIRCLE OFFICE)**

MGVCL had issued an advertisement for the vacant posts of Assistant Law Officer in the month of Sept-17. Subsequently, a written test was conducted on 08.04.18 for selection of the candidates. Out of 125 candidates, 06 candidates were found to be eligible as per Amendment 3 of GSO-3 dtd.20.10.16 issued by Gujarat Urja Vikas Nigam Limited, the Holding Company i.e. they had secured minimum 50 marks (UR/General) and 45 marks SEBC (reserved).

Therefore, it was decided to fill up only one post and accordingly first 05 candidates on the merit list were called for Personal Interview on 21.07.18 and list of candidates selected for one post has been placed on the Company's website.

In order to fill up 05 vacant posts, applications are invited from eligible candidates.

The candidates who had applied earlier are requested to apply afresh if they meet the requisite criteria.

1. Qualification:

Special LLB from Government Recognized University with regular course or five years integrated course in law.

2. Job Profile:

- Candidate has to look after the legal matters of the Company at Circle and Field Offices/Corporate Office.
- To coordinate, monitor, follow-up various litigation in the courts effectively and provide necessary legal guidance to the field offices.

3. Required Experience:

Minimum 03 years of working experience in Corporate Sector/Public Sector/Power Sector or as practicing Advocate in Court of Law.

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4. Required Skills:

Good Command over English Language, skill and knowledge in legal drafting, knowledge of court procedures, briefing and liaisioning with advocates and knowledge of computer operations.

5. Age limit: (As on the date of issuance of the advertisement i.e.11.09.18):

- 35 years for UR candidates.
- 40 years for SEBC Candidates
- Relaxation in upper age limit to other categories shall be given as under:

Category	Relaxation
Female Candidates	05 Years
Ex Armed ForcePersonnel	10 years
Dependent of Retired Employee of the Company	Upto age of 40 years

- ❖ Maximum age relaxation in upper age limit shall be considered as 45 years.
- ❖ The above relaxation in age is in view of “Yuva Swavlamban” Scheme and as approved by GUVNL.
- ❖ Age relaxation will be considered for departmental candidates as per rules.

6. Pay Scale:Pay scale of Rs. 45400-101200 plus DA, HRA, CLA, Medical, LTC as per Company’s rules.

7. Fees (Non Refundable):

Category	Amount
General (UR)/SEBC Candidates	Rs. 500 /-

The applicant has to pay application fees in any of the Branches of State Bank of India or online through Credit Card / Debit Card / Net Banking.

8. Vacancies:

At present 05 vacancies are available one each at Circle Offices, Baroda (O&M), Baroda City, Anand, Godhra and Nadiad. These vacancies are to be filled up considering roster requirement as under:

Cadre	Total	Required to be filled in		
		Gender	UR	SEBC
Assistant law Officer	05	Male	03	01
		Female	01	-

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- * State Government policy for reservation of women shall be followed.
- * State Government Domicile Policy shall be followed.

General Instructions and Information for the candidates(Candidates are required to carefully note):

1. MGVCL is a multi-locational company having its Corporate Office at Baroda and Five (05) Circle Offices, two at Baroda and one each at Anand, Nadiad and Godhra. Various Divisions/Stores and Sub Divisions under these Circles are situated in Baroda, Panchmahal, Dahod, Anand, Kheda, Mahisagar and Chhotaudepur Districts in Central Gujarat. The above vacancies shall occur at various field offices of the Company and these posts are transferable within the Company.
2. Candidates are required to submit **ONLINE Application** compulsorily.
3. 5% marks (of secured marks in written test) over and above actual marks secured shall be added for Widow Candidates. Widow Candidates, if remarried, shall not be given advantage of grace of 5 % marks. Further, Widow Candidates shall categorically state so and inform if they are remarried, with necessary documentary proofs.
4. The candidates shortlisted for written test/Interview on basis of their “on line applications” shall be required to submit self-attested photocopies of all the relevant certificate and subsequently, the original certificates for verification as and when required.
5. The Management reserves the right to short-list, select and reject any candidates for Written Test / Interview as the case may be for selection.
6. The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
7. Knowledge of Computer operations and Gujarati language is essential.
8. Filling up of the post is at the discretion of Management based on suitability of candidates. The management in all matters relating to eligibility, acceptance or rejection of the application made, shall be final and management will not entertain any enquiry or correspondence in this regard.
9. The candidates working in Government / Semi Government 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, failing which, their candidature will be disqualified.

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10. If the selected candidate working in any company or organization, he/she shall have to produce relieving letter from the previous employer at the time of resuming their duty, failing which, their appointment order shall stand cancelled.
11. The post of Assistant law Officer is transferable under the jurisdiction of MGVCL.
12. Canvassing in any form shall debar the candidate from selection.
13. The candidates who have been given grades in their result shall have to submit a certificate issued by their University/Institute specifying exact percentage equivalent to the grades obtained by them along with decimals.
14. In case of name or caste differ due to marriage or other reason in educational certificates, attach the copy of Gazette for transfer of name or caste, failure of which the candidature for the further process will be rejected.
15. Caste (Roster category) Certificate of Gujarat State only will be considered.
16. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati - પરિશિષ્ટ “ક”/ પરિશિષ્ટ “૪” (ગુજરાતી) by the Competent Authority of Gujarat State is to be submitted.
17. Method for Payment of Fees: Generate application number by registering online by filling up the Online Application Form and follow step by step instructions.
18. A Non-Refundable Application Fee of Rs. 500 /- for SEBC and UR Candidate. The Bank charges shall be paid by the applicant to the bank. Application fee once paid will not be refunded on any account.
19. The fee can be paid “online” though Credit Card / Debit Card / Net Banking.
20. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.
21. Mere submission of application and payment of fees do not guarantee the adequacy of candidature for being considered for the further selection process.

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22. No travelling fare will be paid to any candidates for attending the Written Test / Interview as the case may be.
23. The list of Selected Candidates shall be published by MGVCL and shall be displayed on Company's website. The selection published shall be valid for the period of one year from the date of publication.
24. The requirement of percentage shall be considered as exact percentage and no rounding off of percentage will be allowed for deciding the eligibility of the candidate.
25. More vacancies may arise throughout the year and the appointments are subject to requirement as per roster point applicable from time to time during the year when selection list is in operation.
26. **Applicant who has completed the task No. :- 7 (i.e. "Online payment of Recruitment fees") of Online Application process shall only be considered for further selection process.**
27. Interested candidates meeting above criteria may apply "on line" on or before 01.10.2018 before 06.00 P.M. and the online payment of fees shall be made on or before 01.10.2018 before 06.00 P.M.
28. Application received after closing date and time will not be accepted under any circumstances.
29. Candidates are requested to apply, only if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application submission/ written test, candidate has to doubly ensure that he fulfills all the requisite criteria. All the documents of provisionally selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his candidature shall be cancelled immediately and his shortlisting in selection list shall not be a ground for claiming appointment.

Documents to be produced at time of Written Test / Interview or as and when required:

1. Online application form alongwith two recent passport size photographs should be affixed on the space provided on the application form.
2. Resume/ Curriculum Vitae.
3. Attested copy of
 - i. School Leaving Certificate
 - ii. Marksheets of Special LLB or Marksheets of Five Year Integrated Course in Law, as applicable.
 - iii. Degree Certificate.
 - iv. Caste Certificate.

Madhya Gujarat Vij Company Limited.

4. Certificate specifying the percentage equivalent to grades(if applicable).
5. Experience Certificate.
6. Valid Caste (Roster Category) Certificate of Reserved category issued by Competent Authority of Gujarat State.
7. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati - પરિશિષ્ટ “ક” ”/ પરિશિષ્ટ “ઝ” (ગુજરાતી) by the Competent Authority of Gujarat State.
8. NOC from present employer.
9. Domicile certificate, if applicable.
10. Copy of SBI Challan (for payment made at SBI branch)/copy of system generated receipt in case of online payment of application fees.
11. In case of Widow Candidates, necessary documentary proofs.
12. Any Other Certificate/document applicable.

Note:- Whenever documents are called from the candidates, submission shall have to be made by the candidates within stipulated time, failing which his/her candidature shall be cancelled for the post.

It may please be noted that all above stated documents are to be self-attested by the candidate.

General Manager (HR)