

ADVERTISEMENT No. DY. SUPT./05/2021

Madhya Gujarat Vij Company Limited.**INVITES****APPLICATIONS FOR THE POST OF
DEPUTY SUPERINTENDENT (ACCOUNTS)**

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 candidates.

IMPORTANT DATES:

Date of Advertisement	<u>07.07.2021</u>
Start Date and Time of Registration	<u>07.07.2021 10.30 AM</u>
Last Date & Time of Registration	<u>27.07.2021 6.00 PM</u>

APPLICATIONS ARE INVITED FOR THE POST OF DEPUTY SUPERINTENDENT (ACCOUNTS) UNDER MGVCL FROM THE ELIGIBLE CANDIDATES FROM GENERAL (UR), SC, ST, SEBC, EWS and PWD CANDIDATES AS FOLLOWS:

01	Job Title	DEPUTY SUPERINTENDENT (ACCOUNTS)
02	Required Qualification	- CA/ICWA (CMA)/ M.Com./MBA (Fin.) with minimum 55%.
03	Job Profile	- Maintenance of Books of Accounts; - ERP (Computerized Accounts) - Modules upto finalization of Annual Accounts as per Companies Act, 2013; - Passing/Auditing of Bills of Contractors/Suppliers, Compliance of Taxation laws, Budgetary Control; & - Any other work assigned by the superior.
04	Required Experience	- Should possess minimum 2 years relevant experience after obtaining minimum qualification.
05	Pay Scale	Minimum in Pay scale of Rs. 35,700-82,100 /- plus DA, HRA, CLA, Medical, LTC, etc. as per Company's Rules.
06	Age Criteria	<ul style="list-style-type: none"> • For Unreserved Category: 35 years and • For Reserved Category (including EWS): 40 years.
07	Relaxation in upper age limit to other categories shall be given as under	
	Category	Relaxation
	(I) Female Candidate	05 Years

(II) Persons with Disabilities	10 Years Suitable disability for the post : Low Vision (40-70)% (LV), Hard of Hearing (40-70)% (HH), One Arm (OA), One Leg (OL), One Arm One Leg (OAL), Dwarfism (D), Leprosy Cured (LC), Acid Attack Victim (AAV) and Specific Learning Disability (SLD). As per prevailing rules of the Company and Govt. of Gujarat, candidates having 40% and above disability shall be considered PWD in categories stated above.
(III) Ex. Armed force Personnel	10 Years
(IV) Dependent of Retired Employee of MGVCL	Up to age of 40 years (will be Considered only on submission of undertaking)

- Maximum age relaxation in upper age limit shall be considered up to the age of 45 years only.
- Age relaxation will be considered for Departmental Candidates.
- The above age criteria are as per the “Yuva Swavlamban Scheme” of Govt. of Gujarat.

08. Vacancies:

The Roster position for 39 vacancies is as below:

Total Vacancies	SC		ST		SEBC		EWS		PWD	UR	
	M	F	M	F	M	F	M	F	1	M	F
39	2	0	4	1	7	3	2	1	1	12	6

I. 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 etc. In case if departmental candidates are available for promotion to the post of Deputy Superintendent (A/cs.), then they shall have first lien on the post of Deputy Superintendent (A/cs) and they shall be given preference for filling up the vacant post of Deputy Superintendent (A/cs) at the time of filling up the post. No candidate shall claim a right based on the above stated vacancies/roster position.

II. State Government policy for reservation of women & Domicile shall be followed.

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

Fees (Non-refundable)	<p>Rs.500.00/- (including GST) for UR, SEBC and EWS candidate</p> <p>Rs.250.00 /-(including GST) for ST & SC candidates</p> <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.
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	<ul style="list-style-type: none">• 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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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 Online test/Written 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 alongwith 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. For PWD candidates, Low Vision (40-70)% (LV), Hard of Hearing (40-70)% (HH), One Arm (OA), One Leg (OL), One Arm One Leg (OAL), Dwarfism (D), Leprosy Cured (LC), Acid Attack Victim (AAV) and Specific Learning Disability (SLD) can apply and shall have to submit Certificate of Civil Surgeon/Government Designated Authority, indicating existing Percentage of disability. Their applications shall be considered as per rules of the Company. As per prevailing rules of the Company and Government of Gujarat, candidates having 40% and above disability shall be considered PWD in categories stated above.
07. The candidates who have been given grades in their result (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. Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.1995. Candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota.
09. Mere submission of online application does not guarantee the adequacy of candidature for being considered for the further selection process.
10. 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.
11. In case of Written Test examination, the evaluation of the OMR Sheets of the written test shall be evaluated 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.

12. In case of Online Test examination, if the applications are received in large number, then examination may be held in multiple batches and candidates scores should be as per normalization methodology before result declaration.
13. 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.
14. 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.
15. While preparing selection list, if two or more candidates found with equal marks in Exam, they will be kept in merit according to their date of birth i.e. older 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.
16. In case of name or caste differ due to marriage or any other reason in educational certificates; then attach the copy of Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.
17. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
18. No travelling fare will be paid to any candidates for attending the Written Test/Online Test as the case may be.
19. 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.
20. 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.
21. 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/online test; candidate has to doubly ensure that he/she fulfil all the requisite criteria. All the documents of selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his/her candidature shall be cancelled immediately and his/her shortlisting in selection list shall not be a ground for claiming employment/ recruitment.
22. Candidates are requested to visit on www.mgvcl.com/career for regular updates regarding schedule of test and other relevant notifications.

23. In case of selection, the candidates have to fulfil the requisite physical fitness standards as per company's rules.
24. Applicant who has completed the Task No. :- 07 (i.e. "Online payment of Recruitment fees") of Online Application process shall only be considered for further selection process. Candidates whose online payments were successful will be considered eligible for further process.
25. Interested candidates meeting above criteria may apply "on line" **and complete all the tasks as mentioned in online registration portal on or before 27.07.2021 before 06.00 P.M..**
26. Application received after closing date and time shall not be accepted under any circumstances.
27. Canvassing in any form shall debar the candidate from selection.
28. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
29. SEBC candidates who fulfil the qualification and age criteria shall have to submit valid non-creamy layer certificate issued in Gujarati - પરિશિષ્ટ - "ક" / પરિશિષ્ટ - "ઝ" (ગુજરાતી) by the Competent Authority of Gujarat State.
30. EWS candidates who fulfil the qualification and age criteria shall have to submit valid certificate as per resolution No. EWS/122019/45903/A dtd. 23.01.2019 and dt. 25.01.2019 in prescribed format (in English : Annexure - KH" or in Gujarati - પરિશિષ્ટ - "ગ" issued by the Competent Authority of Gujarat State.
31. In case a candidate has claimed charge back of application fees after successful payment of application fees, their candidature shall not be considered valid and they shall not be called for selection process.

Help Desk

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

Documents to be produced as and when required by the Company i.e. after written/online examination or whenever asked from the applicant.

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Attested copy of:

01. Online application form along with two recent passport size photographs affixed on the space provided on the application form.
02. Resume/ Curriculum Vitae.
03. School Leaving Certificate
04. Copy of all marksheets of CA/ICWA(CMA)/M.Com./MBA (Fin.).
05. Degree Certificate.

06. Valid Caste (Roster Category) Certificate of Reserved category of Gujarat State.
07. In case of SEBC category candidates, valid non-creamy layer certificate issued in Gujarati - પરિશિષ્ટ - “ક”/ પરિશિષ્ટ - “ઝ” (ગુજરાતી) by the Competent Authority of Gujarat State.
08. In case of EWS category candidates, valid certificate as per Resolution No. EWS/122019/45903/A dtd. 23.01.2019 and dtd. 25.01.2019 prescribed format (in English : Annexure - KH” or in Gujarati - પરિશિષ્ટ - “ગ”) issued by the Competent Authority of Gujarat State.
09. Certificate specifying the percentage equivalent to grades (if applicable).
10. In case of Persons with Disabilities Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability).
11. Experience Certificates and Relieving Letters.
12. NOC from present employer.
13. Domicile certificate.
14. Copy of system generated receipt in case of online payment of application fees.
15. In case of Ex. Armed force Personnel, necessary certificate should be attached.
16. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
17. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
18. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
19. In case of departmental candidates, copy of appointment order and employee ID card should be attached.
20. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).
21. Any Other Certificate/document applicable.

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)