



PASCHIM GUJARAT VIJ CO. LTD

PGVCL is a Power Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Gujarat State. PGVCL offers a challenging and rewarding career to young and dynamic candidates.

APPLICATIONS ARE INVITED FOR THE POST OF DEPUTY SUPERINTENDENT OF ESTABLISHMENT UNDER PGVCL FROM THE ELIGIBLE **ST (SCHEDULED TRIBE) CANDIDATES ONLY** AS FOLLOWS:

01	Job Title	Deputy Superintendent of Establishment
02	Qualification	M.S.W. / M.L.W. / M.B.A. (HR), 2 years full time course from Govt. Recognized University with minimum 55% in Final Year.
03	Age Criteria	Maximum 41 years (As on the date of issuance of advertisement i.e. 12/02/2022)
04	Pay Scale	<ul style="list-style-type: none">• Minimum in Pay Scale of Rs.35700 - 82100 plus DA, HRA, CLA, Medical, LTC as per Company's rules.
05	Required Skills	<ul style="list-style-type: none">• The candidate should possess good coordinating skill• Knowledge of HR, IR and various Labour Laws• Good command over English Language• Knowledge of Computer Operation

The selected candidates shall have to pass the prescribed Departmental examination.

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.
Ex. Armed Force Personnel	10 Years.
Dependent of Retired Employee of PGVCL.	Up to 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 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 and GAD's resolution dtd. 14.10.2021.	

VACANCIES: 03 (out of these, 1 vacancy is reserved for female)

- The stated vacancy is probable and the actual vacancies may vary. Actual vacancies and subsequent vacancies are subject to promotions, retirement, separation on any other account, sanction, abolition of post, etc. No candidate shall claim a right based on the above stated vacancy position.
- State Government policy for reservation of women shall be followed.

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

FEES (NON REFUNDABLE)	Rs.250.00 <ul style="list-style-type: none">• 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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IMPORTANT DATES:

Start Date and Time of Registration	12 / 02 / 2022, 10:30 AM
Last Date & Time of Registration	04 / 03 / 2022, 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 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 certificates shall be submitted as and when required and subsequently, the original certificates for verification as and when required.
03. The Management reserves the right to short-list, select and reject any candidate for Written Test / On Line 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. Person with disability mentioned as above can apply in shall have to submit valid certificate of Civil Surgeon, indicating existing percentage of disability. Their applications will be considered as per rules of Company.

07. The candidates who have been given grades in their result shall have **to submit (Graduation / Post Graduation) a certificate issued by their University / Institute specifying percentage of last year / last two semesters** equivalent to the grades obtained by them along with decimals.
08. The candidates working in Government / Semi Government or PSU Organization shall have to produce **“NO OBJECTION CERTIFICATE”** from the concerned organization failing which, their candidature will be disqualified.
09. 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.
10. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
11. 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.

There will be three (03) sections in MCQ Paper having approximate weightage for each section as under;

General Knowledge	10%
English Language	20%
HR, IR & Labour Laws	70%

"The question paper will be in English language only"

The syllabus of HR, IR and Labour Laws may include;

HR	IR	Labour Laws
<ul style="list-style-type: none"> • HR Planning • Recruitment & Selection • Training & Development • Performance appraisal • Wage & Salary Administration • Career Planning & Succession Planning • Incentives & Rewards • Employee Welfare & Social Security 	<ul style="list-style-type: none"> • Principal of Natural Justice • Disciplinary Actions Proceedings & Departmental Inquiry Proceeding • Code of Discipline • Code of Conduct • Check Off 	<ul style="list-style-type: none"> • The Industrial Disputes Act - 1947 • The Contract Labour (Regulation & Abolition) Act - 1970 • The Bombay Shops & Establishment Act • The Employees Provident Funds & Misc. Provisions Act - 1952 • The Trade Union Act - 1926 • The Industrial Employment (Standing Orders) Act - 1946 • The Minimum Wages Act - 1948 • The Payment of Wages Act - 1936 • The Employee's Compensation Act - 1923 • The Payment of Bonus Act - 1965 • The Payment of Gratuity Act - 1972 • The Maternity Benefit Act - 1961 • The Apprentices Act - 1961 • The Factories Act - 1948 • The ESI Act - 1948

12. 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.
13. 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.
14. If the applications received in large numbers, then examination scheduled to be held in multiple batches and candidates' scores will be as per normalization methodology before result declaration.
15. As per GSO-3 the minimum eligibility cut off marks for selection will be 45 and above marks for reserved candidates. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
16. 05% 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.
17. 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. 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.
18. 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.
19. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
20. No travelling fare will be paid to any candidates for attending the Written Test as the case may be.
21. The result of the test shall be published by PGVCL and shall be displayed on PGVCL's website. The result published shall be valid for the period of one year from the date of publication.
22. Candidates are requested to apply only, if they are fulfilling requisite criteria on the date of advertisement. 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 on the date of advertisement. 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.
23. Candidates are requested to visit on www.pgvcl.com for regular updates regarding schedule of test and other relevant notifications.
24. The selected candidates shall be posted under the jurisdiction of PGVCL and shall not be transferred from PGVCL to any other Subsidiary Company of GUVNL.
25. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
26. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
27. Applicants who complete all the tasks successfully of online application process shall only be considered for further selection process.
28. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**

29. Canvassing in any form shall debar the candidate from selection.

Help Desk	
Contact Number	<u>0281-2380425</u>

Timing for inquiry will be on all working days during 10:30 a.m. to 06.00 p.m. only

Documents to be produced as and when required by the Company

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.
 - ✓ All Mark sheets of Post-Graduation Qualifications issued by College/University.
 - ✓ Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
 - ✓ Degree Certificate,
 - ✓ Caste Certificate
3. Valid Caste (ST) Certificate of Gujarat State only will be considered.
4. In case of physical handicapped candidates, valid certificate of civil surgeon is required. (showing % of disability)
5. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
6. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
7. NOC from present employer (If applicable).
8. In case of Ex-Armed personal, necessary certificate should be attached.
9. Identification Proof (Voter ID / Pan Card / Aadhar Card / Driving License etc).
10. Residential Address Proof (Voter ID / Aadhar Card / Driving License / Electricity Bill /Telephone Bill / Ration Card etc).
11. Any other certificate / document applicable.

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

Addl. General Manager (HR)