

**INVITES**  
**APPLICATIONS FOR THE POST OF**  
**VIDYUT SAHAYAK - JUNIOR ASSISTANT (METER READER)**

**FROM GENERAL (UR), SC, ST, SEBC, PH CATEGORY MALE AND FEMALE CANDIDATES**

**1. Qualification:**

Graduate (Regular / Full Time Course of B.A., B. Com., B.Sc., B.B.A., B.C.A.) cleared in **First Trial without ATKT** from a recognized University (In case of Semester system, there should not be ATKT in last two semesters).

- 55% in **final year examination/last two semesters** for General (UR) Category/PH candidates and
- 50% in **final year examination/last two semesters** for SC / ST & SEBC candidates.

Application of candidates possessing qualification other than specified above shall not be considered.

For the "Grading System" minimum grade equivalent to said Marks is required and candidate shall submit certificate issued by College/University stating the corresponding percentage obtained.

The candidates should have working knowledge of computers and English language, which shall be assessed by the Company through pre-employment test.

**2. Age limit:( As on the date of issuance of the advertisement i.e 21.11.2014):**

Category	Age Limit
General (UR) Candidates	25 Years
SC/ST/SEBC Candidates	30 Years
Physically Handicap Candidates	35 Years

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

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

**3. Fees (Non Refundable):**

Category	Amount
General (UR) / SEBC & PH Candidates	Rs. 500
SC / ST Candidates	Rs. 250

The applicant has to pay application fees in any of the Branches of State Bank of India into the "**Pre-uploaded Power Jyoti Account No: 34326777576**" or online through **credit/ debit card**.

**Fees once paid shall not be refunded in any case.**

#### 4. **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 **Rs. 8000/-** respectively per month. No other allowance or benefits would be admissible except coverage under Personal Accident Policy, Reimbursement of TA / DA as per rules etc as per GSO 332 dated 03.02.03.

#### 5. **Vacancies:**

At present there is no vacancy, however, approximately **150** vacancies are likely to occur in the year 2015 subject to GoG approval. The Roster position for 150 vacancies is approximately as below:

Cadre	Total	Required to be filled in				
		SC	ST	SEBC	PH	UR
Junior Assistant	150	06	25	23	04	92

\* State Government policy for reservation of women shall be followed.

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#### **General terms and conditions:**

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

1. MGVCL is a multi locational Power Distribution Company having its Corporate Office at Baroda and Five (05) Circle Offices, two at Baroda and one each at Anand, Nadiad & Godhra. Various Divisions and Sub Divisions under these Circles are situated in Baroda, Chhotaudepur, Panchmahal, Mahisagar, Dahod, Anand & Kheda Districts in Central Gujarat. The above vacancies shall occur at various field offices of the Company and these posts are transferable within the Company.

The above vacancies are mainly for **meter reading job** at various field offices in rural localities within the jurisdiction of the company.

2. Candidates are required to submit **ONLINE Application** only
3. 5 % marks 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. PH candidates shall state nature of handicap and submit the disability/PH certificate at relevant time.
4. The candidates shortlisted for written test/interview on basis of their "on line applications" shall be required to submit 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 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 grade obtained by them alongwith decimals, at the time of Written Test if they are shortlisted.
7. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
8. Filling up of the post is at the discretion of Management based on suitability of candidates. The decision of management in all matters relating to eligibility, acceptance or rejection of the application, made will be final and management will not entertain any enquiry or correspondence in this regard.
9. Knowledge of Computer operations and Gujarati language is essential.
10. 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.
11. The selected Vidyut Sahayak (Jr. 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 subject to completion of the period of three years as Vidyut Sahayak to the satisfaction of MGVCL. They will have to submit an undertaking to the effect that recommendation of Dr. P.K. Das committee shall be binding to them in future.
12. 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	Analytic & Logical Reasoning	20%
Section - V	Computer knowledge	20%

**"The Question Paper Will Be In English Language "**

13. 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.
14. If the selected candidates are working in any company or organization, they will have to produce relieving letter from the previous employer at the time of joining their duty at MGVCL.
15. Canvassing in any form shall debar the candidate from selection.
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 (Roster category) Certificate of Gujarat State only will be considered.
18. SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non Creamy Layer Certificate issued (in Gujarati - પરિશિષ્ટ “ક” (ગુજરાતી)) on or after 01.04.2014 by Competent Authority of Gujarat State, to be considered. (Non creamy layer certificate issued in English for OBC (other Backward Class) shall not be considered valid).
19. Method for Payment of Fees: Generate application number by registering on line by filling up the Online Application Form and follow step by step instructions.
20. Visually Handicapped (VH), Hearing Handicapped (HH), Orthopedically Handicapped (OH) and 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.
21. A Non-Refundable Application Fee of Rs. 500 for UR, SEBC & PH Candidate and Rs.250/- for SC & ST Candidate. Bank charges of Rs. 60/- shall be paid by the applicant to the Bank over and above application fee. Application fee once paid will not be refunded on any account.
22. The fee can be paid “on line” though Credit Card/Debit Card, Net Banking or in any of the Branches of State Bank of India into the **“Pre-uploaded Power Jyoti Account No: 34326777576.”**
23. The application will be registered for consideration only after the payment of recruitment/application fees is confirmed.
24. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc is acceptable.
25. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
26. No travelling fare will be paid to any candidates for attending the Written Test / Interview as the case may be.
27. The Selection list shall be valid for a period of one year from the date of Selection and the validity can be extended for further one year by the Competent Authority if required.
28. Interested candidates meeting above criteria may apply “on line” on **or before 04.12.2014 before 06.00 P.M.** and the payment of fees shall be made at the Branches of State Bank of India on **or before 06.12.2014.**
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 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 employment/ recruitment.

## Documents to be produced as and when required by the Company.

Application Format duly filled in with:

1. Two recent passport size photographs affixed on the space provided on the application form.
2. Attested copy of
  - i. School Leaving Certificate
  - ii. Mark sheets of final year of Graduation/or last two Semester of Graduation Certificate issued by College/University stating the corresponding percentage obtained, in case of grading system.
  - iii. Degree Certificate, if available
  - iv. 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, latest Non Creamy Layer Certificate issued on or after dated 01.04.2014 in Gujarati - પરિશિષ્ટ “ક” (ગુજરાતી)
5. In case of Physically Handicapped Candidates, valid Certificate of Civil Surgeon required.
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. A certificate/declaration that she is not remarried is also to be submitted.
9. Medical Fitness Certificate may be prescribed by the Company.
10. No objection certificate from Government / Semi – Government Organizations where the candidate is employed at the time of selection and during subsequent period prior to joining.
9. Any other required Certificate.

**General Manager (HR)**