



INVITES

APPLICATIONS FROM Legal Professionals for following Posts (On Contract Basis)

Sr. Manager (Legal) (For Corporate Office)

1. **Qualification:**

LLB / LLM with minimum 60% marks from a recognized University or Five years integrated course in law with 60% marks.

The candidate should have excellent drafting and communication skill both written and oral.

2. **Job Profile:**

Responsible for overseeing all legal matters of the Company, legal advisory services, effective and efficient management of the legal department/activities of the Company.

3. **Age limit:(As on the date of issuance of the advertisement i.e. 30/10/2013):**

- 40 Years (In case of Departmental candidates of MGVCL, the age relaxation of 5 years shall be allowed).

4. **Remuneration Per Month & Scale:**

Rs. 50,000/- per month fixed (all inclusive) for the first year which shall be increased by 10% next year. 24% of the consolidated salary of Rs. 50,000/- shall be deducted towards PF contribution (employee's and employer's contribution) and remitted in the PF account of the concerned appointee.

- **On successful completion of two years contractual appointment the candidate may be offered appointment in regular pay scale of Rs. 27000-44710 (Equivalent to Executive Engineer).**

5. **Experience:**

- Minimum 8 years of experience in any Corporate Sector or as practicing Advocate in Court of Law. Experience in Public Sector / Power Sector shall be preferred.

6. **Duration of Contract:**

- 2 years



MADHYA GUJARAT VIJ COMPANY LIMITED
Registered Office: Sardar Patel VidyutBhavan, Race Course, Vadodara 390007.
Tel.No : (0265) 2310582-86 – Fax No : (0265) 2337918 / 2338164
Web Site : www.mgvcl.com E-mail : mgvcl@gebmail.com

7. Fees (Non Refundable):

Rs. 500/- for all categories.

The fee can be paid Online through Credit Card/Debit Card, Net Banking or in any of the Branches of State Bank of India into the **“Power Jyoti Account No: 31959721932.”**

Assistant Law Officer (For Circle Office)

1. Qualification:

Bachelor’s degree in any discipline with 60%, from recognized University and LLB with 60% marks or Five years integrated course in Law with 60% marks.

2. Job Profile:

He has to look after the Legal matters of the Company at Circle and Field Offices.

3. Age limit:(As on the date of issuance of the advertisement i.e. 30/10/2013):

- 30 Years

4. Remuneration Per Month:

- Rs. 35,000 per month fixed (all inclusive) for the first year which shall be increased by 10% every year.

5. Experience:

- Preferably 02 years of experience in Corporate Sector or as practicing Advocate in Court of Law. Experience in Public Sector / Power Sector shall be preferred.
- Experience criteria shall be relaxed by the Management, in case of fresh law graduates if they are exceptionally bright and promising.

6. Duration of Contract:

- 3 years

7. Fees (Non Refundable):

Rs. 500/- for all categories.

The fee can be paid Online through Credit Card/Debit Card, Net Banking or in any of the Branches of State Bank of India into the **“Power Jyoti Account No: 31959721932.”**

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

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.
2. Candidates are required to submit **ONLINE Application** only.
3. Guidelines issued by GUVNL as per GoG directives for Reservation for Women and PH Categories shall be followed. Accordingly Women and PH Candidates shall indicate three places of choice for posting in order of preference. The Widow candidates shall categorically state so and inform if they have remarried. The PH candidates shall state nature of their handicap and submit the disability/PH certificate at relevant time(Applicable for the post of Assistant Law Officer).
4. The candidates shortlisted for written test/interview on basis of their online 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 relax any of qualification/experience criteria, age etc. in case of deserving candidates.
6. 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 grade obtained by them, at the time of Written Test / Interview if they are shortlisted.
7. The Management reserves the right to short-list, select and reject any candidates for Written Test / Interview as the case may be, for selection.
8. The Management reserves the right to cancel the Select List / Wait List at any time at its sole discretion, without assigning any reasons thereof.
9. Knowledge of Computer operations and Gujarati language is essential.
10. 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, will be final and management will not entertain any enquiry or correspondence in this regard.
11. Canvassing in any form shall debar the candidate from selection.
12. 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.
13. If the selected candidates are working in any company or organization, they shall have to produce relieving letter from the previous employer at the time of resuming their duty.

14. In case the name or caste differ due to marriage or other reason in educational/experience certificates, the copy of Gazette or marriage certificate for change of name or caste shall have to be attached, alongwith other document as and when required.
15. Mere submission of application and payment of fees do not guarantee the adequacy of candidature for being considered for the further selection process.
16. 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.
17. A Non-Refundable Application Fee of Rs. 500 for all categories. Online processing fees of Rs. 5/- and Bank charges of Rs. 50 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.
18. The fee can be paid Online through Credit Card/Debit Card, Net Banking or in any of the Branches of State Bank of India into the **"Power Jyoti Account No: 31959721932."**
19. The Application will be registered for further consideration only after the payment of recruitment/application fees is confirmed.
20. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc is acceptable.
21. 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.
22. Interested candidates meeting above criteria may apply **ONLINE on or before 20.11.2013 before 06:00 PM.**

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

1. Two recent passport size photographs.
2. Resume
3. Attested copy of
 - i. School Leaving Certificate
 - ii. Mark sheets of Final year of Graduation/Post Graduation/ In case of Semesters, mark sheets of last two semesters of the final year).
 - iii. Degree Certificate (Graduation/ Post Graduation)
 - iv. Roster Category/Caste Certificate/Non Creamy Layer Certificate for SEBC Candidates/PH Certificate (If applicable).
4. Certificate specifying the percentage equivalent to grades (if applicable).
5. Experience Certificates (If applicable).
6. NOC from present employee (If applicable).

General Manager (HR)