

**INVITES**

**APPLICATIONS FOR THE POST OF  
“JUNIOR ASSISTANT (VIDYUT SAHAYAK)”**

Uttar Gujarat Vij Company Limited (UGVCL), subsidiary of GUVNL (erstwhile GEB), **ISO-9001:2008** Company and recipient of National Gold Shield for its excellent performance in power distribution during 2010-11, having consumer-base of more than 25 Lacs, annual turnover of Rs. 4,500 Crores and manpower strength of more than 7500, invites applications from young, dynamic and result oriented **Junior Assistant (Vidyut Sahayak)** for a challenging career with excellent growth opportunity.

**ATTENTION APPLICANTS.....**

**Only on-line applications will be permitted on the Company's Website [www.ugvcl.com](http://www.ugvcl.com) between 00.00 hours on 02-09-2013 till 24.00 hours on 30-09-2013.**

**1. QUALIFICATION:**

Graduate having **B.A, B.Com, B.Sc, B.B.A, B.C.A** from UGC recognized University with having 55% or more marks in final year exam for General Category and for reserved category candidates having 50% or more marks in final year exam and have cleared at first attempt without ATKT.

The knowledge of Computers and English language is essential, 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 02/09/2013):**

25 years of age for General category and 30 of age years for reserved category. Relaxation in upper age limit to P/H candidates & Ex Armed Force Personnel is 10 years, and 5 years for female Candidates in respective caste.

**3. 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 8000/- respectively per month. No other allowance or benefits would be admissible except coverage under Personal Accident Policy, Reimbursement of TA/DA at par category of Junior Assistant and 12 casual leave only.

**4. SCOPE OF CARRIER DEVELOPMENT / PROSPECTIVE:**

The selected Junior Assistant (Vidyut Sahayak) shall be appointed initially for the period of three years and may be considered for appointment to the post of Junior Assistant on regular establishment, in the pay scale of Rs.9700 - 21710 subject to completion of 3 year lock in period satisfactorily.

**5. VACANCIES:**

**Vacancy: 55 Nos. (Including UR-30, SEBC-17, SC-01, ST-05 & P/H-02 Nos).**

These vacancies are under various Circles of Uttar Gujarat Vij Company Limited.

## **GENERAL TERMS & CONDITIONS:**

1. The management reserves the right to short list, select or rejects any candidates for written test / Oral / Interview as the case may be for selection.
2. The management reserves right to cancel Select list / Waiting list at any time at its sole discretion, without assigning any reasons thereof.
3. Candidates are required to submit online application compulsorily.
4. If the candidate submits the online application, but do not forward the hard copy of application with requisite documents and demand draft (fees), then such candidature will be treated as invalid.
5. The application is liable to be rejected, if it is not in conformity with given proforma, incomplete, illegible, and unsigned or without requisite certificates and application fee wherever applicable or received after closing date, without assigning any reasons thereof and in all such events the fees received by DD will not be refunded. Copy of School Leaving Certificate is must for Birth / Age verification.
6. Applications will be short listed as per percentage, age prescribed as required & short listed candidates only will be called for written test.
7. **UR/SEBC Category Candidates have to send Demand Draft of Rs. 500/- and for SC/ST Category Candidates have to send Demand Draft of Rs. 250/- payable in favour of "UGVCL, MEHSANA". And write down your Name & Confirmation number on the back side of the Demand Draft. Demand Draft amount is non-refundable.**
8. The applicants have to send Demand Draft with application and the Demand Draft should be obtained from Nationalized Bank.
9. Knowledge of Gujarati, English & Computer is essential.
10. Physically handicapped candidates shall have to submit latest disability certificate of Civil Surgeon indicating the physical disability of 40% or more.
11. Candidates should have sound health. Candidates with myopia and hypermetropia exceeding +/- 4.00D need not apply. Squint and colour blindness (partial or full) is disqualification for the post.
12. Reservation in seat quota and age relaxation for Ex-Servicemen, female candidates and for Physical Handicapped candidates will be maintained as per prevailing rules of the company.
13. Caste (Roster category) certificate of Gujarat State only will be considered in case of SC/ST candidates.
14. SEBC candidates shall have to submit Non Creamy Layer Certificate (issued in Gujarati-પરિશિષ્ટ-ક (ગુજરાતી)) on or after dated 01.04.2013 and caste certificate issued by competent Authority of Gujarat State to be considered under SEBC category. (NoN Creamy Layer Certificate issued in English for OBC (other backward class) shall not be considered as valid)
15. Selected Candidate shall have to work any where under the jurisdiction of UGVCL.
16. Candidate, who is applying against any reserved quota as narrated above, may write the same in application form in respective column.
17. Mere submission of application does not guarantee the adequacy of candidature for being considered for the selection process.

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**Regd. & Corporate Office:** Visnagar Road, MEHSANA - 384 001 (North Gujarat)

Telephone: (02762) 222083

Fax: (02762) 223574

Website: [www.ugvcl.com](http://www.ugvcl.com)

e-mail: [agmhr@ugvcl.com](mailto:agmhr@ugvcl.com)

18. Departmental candidates meeting the qualification / experience criteria can also apply through proper channel and compete with the external candidates.
19. If you are a Govt. servant or working in a Semi Government or Public body, applications should be forwarded through proper channel along with “**No Objection Certificate**” from the concerned organization, simultaneously online application, failing which candidature will be disqualified.
20. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming his duty.
21. UGVCL will not be responsible for any postal loss/delay in receipt of application.
22. Canvassing in any form shall debar the candidate from selection.
23. The syllabus of the competitive exam will be as under  
There will be 5 sections in multiple choice question paper having approximate equal weight age for each section:

Section – I	General Knowledge	20%
Section – II	English Language	20%
Section – III	Maths & General Science	20%
Section – IV	Analytical & Logical Reasoning	20%
Section – V	Computer Knowledge	20%

**“The question paper will be in English language only”**

24. The negative marking should be affected.(0.25 % negative marking for every negative marking)
25. No any travelling fare will be paid to any candidates for attending the written test.

If you are the one who is looking for and interested in making a career in Power Sector, then apply online on or before 30-09-2013 and send the print out of application along with below mentioned documents so as to reach on or before 15-10-2013 to The Addl. General Manager (HR),Uttar Gujarat Vij Company Limited, Register & Corporate Office , Visnagar Road, Mehsana– 384 001 by **Registered post (R.P.A.D) only** duly mentioning **“Application for the post of “Junior Assistant (Vidyut Sahayak)” on envelop.**

1. Two Passport size Photograph (*To be pasted on Application Format*).
2. School Leaving Certificate duly attested.
3. Copy of Mark Sheets (*SSC / HSC / Graduation*) duly attested.
4. Degree Certificate.
5. Caste Certificate (*If belonging to reserved category*).
6. *Crossed Demand Draft (Name & Confirmation Number should write in the back side of DD).*
7. Latest Non Creamy Layer Certificate in the form of “**Parishisht-K**” Gujarati only (*If belonging to SEBC category*).
8. Medical Certificate (*For Physical Handicapped Candidates*).
9. Identification Proof (Voter ID/ Pan Card/Driving Licence etc).
10. Residential Address Proof (Electricity bill/Telephone Bill/Ration Card, etc).
11. Any Other relevant documents.

I/C Addl. General Manager (HR)

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