

**ADVERTISEMENT No. JA/02/2019**

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

**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 Graduates.

**APPLICATIONS ARE INVITED FOR THE POST OF VIDYUT SAHAYAK (JUNIOR ASSISTANT) UNDER MGVCL FROM THE ELIGIBLE CANDIDATES FROM GENERAL (UR), SC, ST, SEBC, EWS and PH CANDIDATES AS FOLLOWS:**

<b>01</b>	<b>Job Title</b>	<b>Vidyut Sahayak (Junior Assistant)</b>
<b>02</b>	<b>Fixed Remuneration</b>	Fixed Remuneration for 1 <sup>st</sup> Year Rs. 17500/- per month. Incremental remuneration for 2 <sup>nd</sup> to 5 <sup>th</sup> year shall be as per rules. No other allowance or benefits would be admissible. Reimbursement of TA/DA as per GSO-332 dated 03.02.2003.
<b>03</b>	<b>Scope of Career Development / Prospective</b>	The selected candidate shall be appointed initially for the period of Five years as Vidyut Sahayak (Junior Assistant) and may be considered for appointment to the post of Junior Assistant on regular establishment, in the pay scale of Rs. 25000-55800/- subject to satisfactory completion of five years as Vidyut Sahayak.
<b>04</b>	<b>Required skill</b>	<ul style="list-style-type: none"> <li>The candidate should possess knowledge of Computer Operations.</li> <li>Good command over English and Gujarati Language.</li> </ul>
<b>05</b>	<b>Qualification</b>	<ul style="list-style-type: none"> <li>Full time B.A., B. Com., B.Sc., B.C.A. and B.B.A. in regular mode from recognized University duly approved by UGC with minimum 55% in final year.</li> </ul>
<b>06</b>	<b>Age Criteria</b>	<ul style="list-style-type: none"> <li>For Unreserved Category: 30 years and</li> <li>For Reserved Category (including EWS): 35 years on the date of advertisement i.e as on 26.12.2019.</li> </ul>
<b>07</b>	<b>Relaxation in upper age limit to other categories shall be given as under</b>	
	<b>Category</b>	<b>Relaxation</b>
	(I) Female Candidate	05 Years
	(II) Person with Disability candidate	10 Years Suitable disability for the post : (a) Low Vision (b) Hard of Hearing (c) Locomotor Disability
	(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)
<ul style="list-style-type: none"> <li>Maximum age relaxation in upper age limit shall be considered up to the age of 45 years only.</li> <li>The above age criteria are as per the "Yuva Swavlamban Scheme" of Govt. of Gujarat.</li> </ul>	

**08. Vacancies:**

At present there are 246 vacancies, however in future more vacancies are likely to occur till one year from announcement of result.

The Roster position for 246 current vacancies is as below:

Total	SC		ST		SEBC		UR		EWS		PH
	M	F	M	F	M	F	M	F	M	F	
246	11	03	28	13	54	19	54	25	18	06	15

- I. **PWD vacancy:** (a) Low Vision-5 Nos., (b) Hard of Hearing-5 Nos. (c) Locomotor Disability – 5 ((OA) One Arm-02 Nos., (OL) One Leg-02 Nos., (AC) Acid Attack Victims-01 No.) (If category wise candidate are not available then PWD vacancy will be filled in by inter changeability from available PWD candidate as per merit base).
- II. 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 and 10% Internal Recruitment etc. No candidate shall claim a right based on the above stated vacancies/roster position.
- III. State Government policy for reservation of women & Domicile shall be followed.

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

<b>Fees</b>  <b>(Non-refundable)</b>	<b>Rs.500.00/- (including GST) for UR, SEBC and EWS candidate</b> <b>Rs.250.00 /-(including GST) for ST &amp; SC candidates</b> <ul style="list-style-type: none"> <li>If PWD (Persons with Disability) candidate belongs to SC or ST category and fulfills the criteria, fees payable shall be Rs.250/-</li> <li>Candidate has to pay application fees On-line through Credit Card / Debit Card / Net Banking.</li> <li>Bank charges shall be borne by candidate.</li> <li>Application fee once paid shall not be refunded or shall not be adjusted in any subsequent Recruitment Process, under any circumstances.</li> <li>No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.</li> </ul>
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**10. IMPORTANT DATES:**

<b>Start Date and Time of Registration</b>	<b>26 / 12 / 2019, 10:30 AM</b>
<b>Last Date &amp; Time of Registration</b>	<b>15 / 01 / 2020, 06:00 PM</b>

**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 Online Test /Written 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 decision of 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. Persons with disability as mentioned above at Sr. No. 7(II) 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. 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.
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. 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.
09. 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.
10. If the selected candidate is 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.
11. Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.95. Candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota.

12. Mere submission of online application does not guarantee the adequacy of candidature for being considered for the further selection process.
13. 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 eligible as per registration.  
There will be six (6) sections in multiple choice question paper having approximate weightage for each section as under:

Section - I	General Knowledge	10%
Section - II	English Language	20%
Section - III	Maths & General Science	15%
Section - IV	Analytic & Logical Reasoning	15%
Section - V	Computer knowledge	20%
Section - VI	Gujarati Language and Grammar	20%

**"The Question Paper Will Be In English & Gujarati Language Only"**

14. 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 1/4<sup>th</sup> mark for each wrong answer shall be deducted to arrive at total marks scored.
15. In case of Written Test examination, the evaluation of the OMR Sheets of the written test shall be done on computer, as per entries made in OMR Sheets by the Candidates. As the evaluation is 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.
16. In the OMR sheet, there will be five options A,B,C,D, and E where "E" Option indicate non-attempt of particular question and no negative mark will be deducted for such selected option for that particular question.
17. In case of Online Test examination, if the applications are received in large number, than examination scheduled to be held in multiple batches and candidates scores should be as per normalization methodology before result declaration (Annexure – I).
18. 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.
19. 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.
20. While preparing selection list, if two or more candidates are 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.

21. In case the name or caste differ due to marriage or any other reason in educational certificates; then candidate shall have to attach the copy of Government Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.
22. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
23. SEBC candidates who fulfil the qualification and age criteria shall have to submit valid non-creamy layer certificate issued in Gujarati – પરિશિષ્ટ – “ક”/ પરિશિષ્ટ – “જ” (ગુજરાતી) by the Competent Authority of Gujarat State.
24. 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.
25. No travelling fare will be paid to any candidates for attending the Written Test/online test as the case may be.
26. 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.
27. 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; 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.
28. Candidates are requested to visit on [www.mgvcl.com/jobs.php](http://www.mgvcl.com/jobs.php) for regular updates regarding schedule of test and other relevant notifications.
29. The selected candidates shall be posted in field offices under the jurisdiction of COMPANY and shall be assigned work of Meter Reading, Billing and other Office/Field works. The candidate selected for the post, shall not be transferred from COMPANY to any other Subsidiary Company of GUVNL.
30. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company’s rules. The candidates not meeting the physical fitness, shall not be considered for appointment.
31. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
32. **Applicant who has completed the task No. :- 6 (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.**
33. Interested candidates meeting above criteria may apply “on line” on **or before 15.01.2020 before 06.00 P.M.** and the online payment of fees shall be made **on or before 15.01.2020 before 06.00 P.M.**

34. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
35. Canvassing in any form shall debar the candidate from selection.

### Help Desk

For any query, candidate may contact our Help Desk No. **0265-2340114** which will be available between 10 am to 6 pm on working days. Candidate may also send an E-mail for their query to [supporthr.mgvcl@gebmail.com](mailto:supporthr.mgvcl@gebmail.com)

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

#### **Application Format duly filled in with:**

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.
  - Mark sheets of final year of Graduation/or last two Semesters of Graduation Certificate issued by College/University.
  - Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
  - Degree Certificate.
  - Caste (SC/ST/SEBC/EWS) 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 category candidates, valid non-creamy layer certificate issued in Gujarati – પરિશિષ્ટ - “ક”/ પરિશિષ્ટ - “જ” (ગુજરાતી) by the Competent Authority of Gujarat State.
5. In case of EWS category candidates, valid certificate as per resolution No. EWS/122019/45903/A dtd. 23.01.2019 and dt. 25.01.2019 prescribed format (in English : Annexure – KH” or in Gujarati - પરિશિષ્ટ - “ગ) in issued by the Competent Authority of Gujarat State.
6. In case of Physically Handicapped Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability)
7. In case of Ex. Armed force Personnel, necessary certificate should be attached.
8. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
9. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
10. NOC from present employer (If applicable).
11. Domicile certificate, if applicable.
12. Online fee payment receipt.
13. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
14. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).

**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)**

## ANNEXURE – I

### Methodology:

1. The average of scores of each batch is calculated first. The average of marks is calculated as mentioned below:

$$\bar{x} = \frac{\text{Sum of marks of all candidates}}{\text{Number of candidates in the batch}}$$

2. The batch with highest average is considered as **Base Batch**. All other batches will be normalized against this Base Batch.
3. The **Standard Deviation ( $\sigma$ )** of each batch is calculated. The formula to calculate the Standard Deviation is as mentioned below:

$$\sigma = \sqrt{\frac{\sum(x - \bar{x})^2}{N - 1}}$$

Where:

$\sigma$  = *Standard Deviation*

$x$  = *Score of candidate*

$\bar{x}$  = *Mean of Scores of the candidates in the batch*

$N$  = *Number of candidates in the batch*

4. Assuming that Batch 1 is to be normalized against Batch 2 (Base Batch), then the normalized score of candidate is calculated using the following formula:

$$X_n = \frac{S_2}{S_1} * (X - X_{avg}) + Y_{avg}$$

Where:

$S_1$  = *Standard Deviation for Batch 1*

$S_2$  = *Standard Deviation for Batch 2 (Base Batch)*

$X$  = *Score of candidate*

$X_{avg}$  = *Average Score of candidate's batch*

$Y_{avg}$  = *Average score of Base Batch*

$X_n$  = *Normalized Score of candidate*

The same formula can be used in case there are more than two batches for a Post.

5. The following candidates will be eligible for Merit List:

- a. **Unreserved Category:** Candidates having Normalized score of more than or equal to 50
- b. **Reserved category (OBC/SC/ST):** Candidates having Normalized score of more than or equal to 45

The following points will be handled during scheduling of candidates:

1. Batches will have nearly equal number of candidates scheduled
2. Equal distribution of candidates as per their categories