



PASCHIM GUJARAT VIJ CO. LTD

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

APPLICATIONS ARE INVITED FOR THE POST OF EXECUTIVE (HR) UNDER PGVCL FROM THE ELIGIBLE CANDIDATES FROM GENERAL (UR) & SEBC CANDIDATES AS FOLLOWS:

01	Job Title	EXECUTIVE (HR)
02	Qualification	<p>Two years full time Post Graduate Qualification with minimum 55% in final year in any of the following:</p> <p>MBA(HR) / Social Work / Labour Welfare / Personnel Management / Human Resource Management or Development / Industrial Relations.</p> <p>Distance Learning Courses secured in above degrees from the Recognized university duly approved by UGC/DEB/AICTE may be allowed only for Departmental Candidates who have rendered at least 03 years Service in PGVCL.</p>
03	Experience (on the date of advertisement i.e.12/02/2022)	The candidate should possess minimum 02 (two) years of Post-qualification working experience of HR functions in a company.
04	Age Criteria (on the date of advertisement i.e. 12/02/2022)	<p>For UR category - 36 years For Reserved Category (SEBC) - 41 years</p> <ul style="list-style-type: none">- Relaxation shall be given 5 years to women and 10 years to PH candidates as per Roster rules-For the Dependents of retired employees of the company (PGVCL), the age limit is 40 years. (will be considered only on submission of undertaking)- Relaxation shall be given 10 years to Ex. Armed Forced personnel.- Maximum age relaxation in upper age limit shall be considered up to 45 years.-Age relaxation will be considered for departmental candidates.-The above Age Criteria are as per the "Yuva Swavlamban Scheme" of Govt. of Gujarat.- As per resolution of GAD dtd. 14.10.2021 one year relaxed in upper age limit.
05	Job profile	Implementation of various HR / IR policies.
06	Pay scale	Pay Scale of Rs. 45400 - 101200 plus other benefits as per Company's rules.
07	Required skill	People Management, Drafting, Communication, Liasioning

08. VACANCIES: 02 (Two)

The Roster position for current vacancies is as below.

Category	UR	SEBC
Vacancy	01	01

- 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, etc. No candidate shall claim a right based on the above stated vacancies roster position.
- State Government policy for reservation of women & Domicile shall be followed.

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

FEES (NON REFUNDABLE)	<ul style="list-style-type: none">- Rs.500.00 (including GST)• 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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10. 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 / online 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 candidates for Written Test for selection.
04. The Management reserves the right to cancel the Selection 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. Persons with Disability 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.
07. 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 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 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.
10. Minimum 60% 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 60% quotas.
11. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
12. The tentative syllabus for the exam will be including but not limited to following topics/areas and emphasis could differ.

There will be three (3) sections in multiple choice question paper having approximate weightage for each section as under:

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

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 • Social research methods 	<ul style="list-style-type: none"> • Principal of Natural Justice • Disciplinary Actions • Proceedings & Departmental Inquiry • Proceeding • Code of Discipline • Negotiating skill and participative decision making • Union management • Industrial Psychology 	<p>Part A</p> <ul style="list-style-type: none"> • The Industrial Disputes Act - 1947 • The Contract Labour (Regulation & Abolition) Act - 1970 • The Bombay Shops & Establishment Act -1948 • 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 <p>Part B</p> <ul style="list-style-type: none"> • The constitution of India (pertinent articles to labour laws & fundamental rights) • The Right to Information Act -2005 • The Person with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Act, 1995 • The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act,2013

The Question Paper Will Be In English Language Only

13. 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.
14. The selection shall be carried out in two stages as under:
 1. On-line /written test will be consisting of 100 marks. The weightage of On-line / written test would be 85%
 2. Personal Interview. The weightage of this stage would be 15%.
15. 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.
16. If the application 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
22. Reserved category candidates who fulfill the qualification and age criteria shall have to submit valid certificate issued by appropriate authority of Gujarat State
23. SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non-Creamy Layer Certificate issued (in Gujarati - પરિશિષ્ટ "ક"/ પરિશિષ્ટ-૪ (ગુજરાતી)) by the Competent Authority of Gujarat State.
24. No travelling fare will be paid to any candidate for attending the Written Test / Personal Interview as the case may be.
25. The result of the test shall be published by PGVCL and shall be displayed on PGVCL'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.

26. 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/she 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/her candidature shall be cancelled immediately and his/her shortlisting in selection list shall not be a ground for claiming employment/ recruitment.
27. Candidates are requested to visit on www.pgvcl.com/recruitment for regular updates regarding schedule of test and other relevant notifications.
28. The selected candidates shall be posted under the jurisdiction of PGVCL. The candidate selected for the post, shall not be transferred from PGVCL to any other Subsidiary Company of GUVNL.
29. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
30. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
31. Applicants who complete all the tasks successfully of online application process shall only be considered for further selection process.
32. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
33. Canvassing in any form shall debar the candidate from selection.

Help Desk	
Contact No.	<u>0281-2380425</u>
Timing for inquiry will be on all working days during 10:30 am to 6:00 pm only.	

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.
 - ✓ All Mark sheets of Post -Graduation issued by College/University.
 - ✓ **Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place (i.e. of last two semesters / last year).**
 - ✓ Degree Certificate,.
 - ✓ Caste Certificate (if applicable).
 - ✓ Valid Non Creamy Layer certificate in case of SEBC
 - ✓ Disability Certificate

Valid Caste (Roster Category) Certificate of Reserved category of Gujarat State only will be considered.

3. Certificate mentioning the relevant experience
4. In case of Physically 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 marriage certificate and death certificate of the deceased husband should be attached.
7. NOC from present employer (If applicable).
8. Domicile certificate (If Applicable).
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).

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)