

DAKSHIN GUJARAT VIJ COMPANY LIMITED

Registered Office: Nana Varachha Road, Kapodra, Nr Gajjar Petrol Pump, Surat-395006

Tel No: (0261) 2804212 – Fax No-0261-2572636 Web Site: www.dgvcl.com

APPLICATIONS ARE INVITED FOR THE POSTS OF GUJARATI STENOGRAPHER (VIDYUT SAHAYAK) FROM ELIGIBLE CANDIDATES.

Dakshin Gujarat Vij Company Limited (DGVCL), subsidiary Company of GUVNL (Erstwhile GEB) is a Power Distribution Company distributing Power in 7 districts of South Gujarat. DGVCL has a consumer base of more than 27 Lacs consumers. Applications are invited for the post of Gujarati Stenographer (Vidyut Sahayak) under Dakshin Gujarat Vij Company Limited from the eligible candidates as follows.

Job Title	<u>Gujarati Stenographer (Vidyut Sahayak)</u>
Job profile	They should do stenography and typing, knowledge of english stenography and typing preferable.
Qualification	<p>Graduate in any discipline from recognized University with minimum 55 % for General category candidates and 50 % for Reserved category candidates with first Trial without ATKT (Passed in First attempt)</p> <p>Possess the G.C.C. (Government Commercial Certificate) speed of not less than 60 Words Pr Minute in Gujarati shorthand and 25 Words Per Minute in Gujarati Typing.</p> <p>Preference will be given to those candidates who is having additional qualification of English Typing, speed not less than 40 W.P.M.</p> <p>Should possess basic knowledge of computer applications.</p>
Age limit	<p>Not less than 18 Years and not more than 25 years for General category candidates and not more than 30 years for reserved category candidates as on date of publication of advertisement i.e. 24.12.2012</p> <p>Relaxation in upper age limit to other categories shall be given as under:</p> <p>Physically Handicapped : 10 Years Female Candidates : 05 Years Ex Armed Force Personnel : 05 to 10 years Dependents of Retired Employees of the DGVCL Company: Up to age of 40 years.</p>
Fixed Remuneration per month	1 st year - Rs. 5500/-, 2 nd year - Rs. 6000/- & 3 rd year Rs. 6500/-. No other allowance or benefits would be admissible except coverage under Personal Accident Policy etc. as per GSO.332 dtd 03-02-03

Vacancies	<p>02 vacancies.</p> <p>Above vacancies are at Dakshin Gujarat Vij Company Limited. The number of vacancies may vary depending up on the actual requirement.</p>
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General terms and condition:

1. Candidates are required to submit online application compulsorily.
2. If the candidate submits the online application, but do not forward the hard copy of application with requisite documents and fee, then such candidature will be invalid.
3. The management reserves the right to short list the candidates for selection. Candidates in 1 : 10 ratio will be called for the written test from short listed candidates. 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.
4. The management reserves right to cancel Select list / Waiting list at any time at it's sole discretion, without assigning any reasons thereof.
5. The selected Gujarati Stenographer (Vidyut Sahayak) shall be appointed for duration of three years and shall be considered for appointment to the post of Jr. Assistant(Steno-Typist-Gujarati) in the pay scale of Rs.9700-21710 on regular cadre-establishment subject to completion of the period of three years as Vidyut Sahayak to the satisfaction of DGVCL.
6. Those candidates who were working as Vidhyut Sahayk with DGVCL and resigned / not absorbed on regular cadre-establishment shall not be considered for this appointment.
7. Filling up of the post is at the discretion of management bases on suitably of candidates, the management in all matters relating to eligibility, acceptance or rejection of the application, made be final and management will not entertain any enquiry or correspondence in this regard.
8. The candidates working in Govt./ Semi-Govt. 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 for selection failing which their candidature will be disqualified.

9. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming their duty.
10. Knowledge of computer operations & Gujarati language is must.
11. The post of Jr. Assistant (Steno-Typist-Gujarati) is transferable in jurisdictions of DGVCL.
12. Canvassing in any form shall debar the candidate from selection
13. The application is liable to rejected, if it is not in conformity with given proforma, Incomplete, illegible, unsigned or without requisite certificates and receiving after stipulated date or without Demand Draft, without assigning reason there of and in all such events the fees received by DD will not be refunded.
14. In case of name or caste differ due to marriage or others in educational certificates please attach the copy of gazette for transfer of name or caste, failure of which the candidature for the further process will be rejected.
15. Caste (Roster category) Certificate of Gujarat state only will be considered.
16. SEBC candidates who fulfills the qualification and age criteria shall have to submit Non Creamy Layer Certificate (issued in Gujarati- પરિશિષ્ટ-ક (ગુજરાતી)) on or after dated 01.04.2012 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 valid.
17. Physically handicapped candidates shall have to submit certificates of Civil Surgeon, indicating existing percentage of disability.
18. Those who are applying under UR/SEBC category have to send Demand Draft of Rs. 500/-. Those who are applying under SC/ST category have to send Demand draft of Rs.250/- along with application. Demand Draft should be obtained from Nationalized Bank. Demand Draft amount is non-refundable, towards application form fee, processing and scrutiny fee.
19. DGVCL will not be responsible for any postal loss/ delay in receipt of application.
20. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.

21.No any traveling fare will be paid to any candidates for attending the written test/interview as the case may be.

22.Candidates meeting with above criteria and interested then apply compulsorily online on or before 10.01.2013 and send the print out of application along with below-mentioned documents so as to reach on or before 17.01.2013 with super scribed as **“Gujarati Stenographer (Vidyut Sahayak)”** on the envelope and posted / delivered to following address.

- (1) Two recent passport size photograph should be pasted on the space provided on the application form.
- (2) Attested copy of School Leaving Certificate or S.S.C. Certificate for verification of Birth Date.
- (3) Caste (Roster Category) Certificate of reserved category of Gujarat State.
- (4) Latest Non Creamy Layer certificate issued on or after dated 01.04.2012 in Gujarati પરીશિષ્ટ-૩ (ગુજરાતી) in case of SEBC candidates.
- (6) Attested copy of Mark sheet of Final Year Graduation.
- (7) Attested copy of Degree Certificate.
- (8) Attested copy of marksheet and certificates of G.C.C. (Government Commercial Certificate) speed test in Gujarati and shorthand in Gujarati Typing.
- (9) Attested copy of marksheet and certificates of English Typing if having.
- (10) Physically handicapped certificates of Civil Surgeon.
- (11) Demand Draft from any Nationalized Banks favoring **‘Dakshin Gujarat Vij Company Limited’** and payable at Surat only.(with mentioning name and address of the candidate behind demand draft)
- (12) Any other Certificates/documents.

The Addl.General Manager (HR), Dakshin Gujarat Vij Company Limited, Nana Varachha Road, Nr. Gajjar Petrol Pump, Kapodra, Surat(Gujarat). 395006

(F Y Timol)
Addl. General Manager(HR)

Dakshin Gujarat Vij Company Limited

FILL THE FORM IN CAPITAL LETTERS ONLY

Application for the post of “Gujarati Stenographer (Vidyut Sahayak)”

01 Name

First Name

Middle Name

Surname

02 Name & Address for Correspondence

02A Contact Number.

M-

R -

02B E mail address

**Recent Passport Size
Photograph**

Pin Code

03 Gender (✓)

Male

Female

04 Birth Date

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DD MM YYYY

05 Caste (✓)

General (UR)

SC

ST

SEBC

PH

Applicant's Signature

06 Educational Qualification

Name of Examination	Obtained Marks out of	%age	Year of Passing	Board/University/ Institution
/	/			
/	/			
/	/			

07 Demand Draft Details

Name of Bank	Demand Draft No	Date of issue DD	Amount(Rs)

I have submitted herewith attested copies of following documents:

School Leaving Certificate/SSC Certificate(For verification of date of Birth)

Printed online application form dully filled in alongwith 02 passport size photograph

Demand Draft of Rs. 500/- or 250/-

Mark Sheet & Certificate of Graduation.

Mark Sheet & Certificate of GCC Typing and shorthand test.

Any other Certificate

Undertaking: I certify that the statements made by me in the application are complete and correct to the best of my knowledge and belief. I further undertake that if any information given herein above is proved wrong then I am liable for being dismissed from the service of the Company. I also certify that, no Criminal Proceeding are initiated / Pending against me and I have never been convicted by any Court of Law

Date

DD	MM	YYYY

Place

Signature of Applicant