

DAKSHIN GUJARAT VIJ COMPANY LIMITED

Registered Office: Urja Sadan, Nana Varachha Road,
Kapodra, Surat-395006

Tel No: (0261) 2506100/200 – Fax No-0261-2572636

Web Site: www.dgvcl.com

INVITES ON LINE APPLICATIONS FOR THE POST OF ASSISTANT LAW OFFICER ON REGULAR ESTABLISHMENT.

Dakshin Gujarat Vij Company Limited (DGVCL), a subsidiary company of GUVNL (Erstwhile GEB), is a Power Distribution Company distributing Power in seven districts of South Gujarat, viz. Surat, Tapi, Valsad, Navsari, Dang, Bharuch and Narmada. DGVCL has a consumer base of more than 27 Lacs consumers. Applications are invited for the post of **Assistant Law Officer on REGULAR ESTABLISHMENT** under Dakshin Gujarat Vij Company Limited from eligible candidates.

Name of the post	Assistant Law Officer on Regular Establishment.
Qualification	Special LLB from Government Recognized University with regular course or five years integrated course in law.
Job Profile	<ul style="list-style-type: none">To look after the Legal matters of the Company at Circle and field offices.To coordinate, monitor, follow-up various litigation in the courts effectively and provide necessary legal guidance to the field offices.
Age limit	<ul style="list-style-type: none">35 Years for UR Candidates.40 Years for SEBC Candidates. Relaxation in upper age limit to other categories shall be given as under : <ul style="list-style-type: none">Female Candidates : 05 Years.Ex. Armed Force Personnel : 10 Years.Dependent or Retired employees of the Company : Up to age of 40 years.Maximum age relaxation in upper age limit shall be considered as 45 years.The above relaxation in age is in view of "Yuva Swavlamban" Scheme and as approved by GUVNL.
Pay Scale	<ul style="list-style-type: none">Pay Scale of Rs.17300-38610 (Revised Scale Rs.45400-101200).T.A. D.A. allowance for performing out-station journeys in connection with assigned work as applicable.
Required Experience	Minimum 03 years of experience in Corporate Sector/ Public Sector / Power Sector or as a practicing Advocate in Court of Law.
Required Skills	Good Command over English language, skill and knowledge in legal drafting, knowledge of court

	procedures, briefing and liaising with advocates and knowledge of computer operations.
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Fees (Non Refundable) :

Category	Amount
General (UR)/SEBC Candidates	Rs. 500/-
ST/SC candidates	Rs.250/-

Vacancies :

04 Vacancies i.e. one each at Circle Offices, i.e. Bharuch Circle, Surat (City) Circle, Surat (Rural) Circle and Valsad Circle. These vacancies are to be filled up considering roster requirement as under :

Cadre	Total	Required to be filled in		
		Gender	UR	SEBC
Assistant Law Officer	04	Male	02	01
		Female	01	--

- State Government policy for reservation of women shall be followed.
- State Government Domicile Policy shall be followed.
- Other reserved category candidates apply for Assistant Law Officer, they have to fulfill age criteria decided for Unreserve category.

Please read the following terms & conditions carefully before submitting an application.

General terms and condition:

1. DGVCL is a multi location Power Distribution Company having its Corporate Office at Surat and Four (04) Circle offices - two at Surat and one each at Bharuch and Valsad. Various Divisions and Sub Divisions under these Circles are situated in Surat, Tapi, Valsad, Navsari, Dang, Bharuch and Narmada Districts in Gujarat. These posts are transferable within the Company.
2. Candidates who fulfill the above mentioned criteria are required to submit their applications **ON-LINE compulsorily** and also to send a print-out of the same with certified copies of documents mentioned here below for further scrutiny. Please note that only the on-line submitted applications will be considered.
3. If a candidate submits his application on-line but does not forward the hard copy of it with requisite documents and processing fees, in that case candidature of such candidate will be considered invalid.

4. The management reserves the right to short-list, select or reject any candidate(s) for written test, oral interview, as the case may be, for selection.
5. The management reserves the right to cancel Selection list / Waiting list at any time at its sole discretion without assigning any reasons thereof.
6. Filling up of the posts is at the discretion of management based on suitability of candidates. The DGVCL management reserves its right in all matters relating to eligibility, acceptance or rejection of any applications and decision of management in this regard will be final and it will not entertain any enquiry or correspondence in this regard.
7. The candidates working in Govt. / Semi-Govt. or PSU organizations 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 they will be disqualified from further selection process.
8. The selected candidates shall have to produce relieving letter from their previous employer at the time of joining DGVCL.
9. Knowledge of computer operations & Gujarati language is essential.
10. Canvassing in any form shall debar the candidate from selection.
11. An application is liable to rejection if it is not in conformity with given proforma, incomplete, illegible, and unsigned or if it is received without requisite certificates and received after stipulated date or if it is not accompanied with of requisite fee amount, without assigning reason there.
12. Non-Refundable Application Fee of Rs. 500/- UR and SEBC Candidates and Bank charges of Rs. 60/- shall be paid by the applicant to the bank. Application fee once paid will not be refunded on any account.
13. The candidates have to pay the fees of Rs. 500/-, Fees (Non Refundable) to be paid in any branch of 'State Bank of India' in to 'Power Jyoti' Account No : 33265984351.
14. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.
15. Caste (Roster category) Certificate of Gujarat State only will be considered. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati – પરિશિષ્ટ "ક" / પરિશિષ્ટ "ઝ" (ગુજરાતી) by the Competent Authority of Gujarat State is to be submitted.

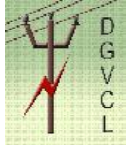
16. In case the name or caste of a candidate differs on account of marriage or other reason in educational/experience certificates, the copy of Gazette or Marriage Certificate for change of name or caste shall have to be invariably attached alongwith other document as and when required.
17. DGVCL will not be responsible for any postal loss/ delay in receipt of application.
18. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
19. No traveling fare will be paid to any candidate for attending the written test/interview as the case may be.
20. The decision for the selection procedure of the candidates can be taken by DGVCL based on the numbers of application received i.e. If huge numbers of applications are received then DGVCL shall conduct written test for preliminary scrutiny followed by personal interview.
21. The list of Selected Candidates shall be published by DGVCL and shall be displayed on Company's website. The selection published shall be valid for the period of one year from the date of publication.
22. 5% marks (of secured marks in written test) over and above actual marks secured shall be added for Widow Candidates. Widow Candidates, if remarried, shall not be given advantage of grace of 5 % marks. Further, Widow Candidates shall categorically state so and inform if they are remarried, with necessary documentary proofs.
23. More vacancies may arise throughout the year and the appointments are subject to requirement as per roster point applicable from time to time during the year when selection list is in operation.
24. Interested candidates meeting with above criteria may apply online compulsorily on or before **12.01.2018** and send the print out of application along with below-mentioned documents in a sealed envelope so as to reach on or before **19.01.2018** : **The Addl.General Manager (HR), Dakshin Gujarat Vij Company Limited, Urja Sadan, Nana Varachha Road, Nr. Kapodra Char Rasta, Surat (Gujarat) - 395006** - The envelope should be super-scribed with "**Assistant Law Officer & Registration No.**".

Submit following documents with online application :

- (1) Two recent passport size photographs should be pasted on the space provided on the application form.
- (2) Printed online application form dully filled in.

- (3) Attested copy of
 - (a) School Leaving Certificate or S.S.C. Certificate for verification of Birth Date.
 - (b) Mark sheets of Graduation / Post Graduation.
 - (c) Degree Certificate of Graduation / Post Graduation.
 - (d) Mark sheets of Special LLB or Marksheets of Five Year Integrated Course in Law, as applicable.
 - (e) Roster Category/ Caste Certificate / valid Non Creamy Layer certificate issued in Gujarati પરિશિષ્ટ-ક (ગુજરાતી) in case of SEBC candidates.
- (4) Copy of SBI Challan (for payment made at SBI branch).
- (5) Experience Certificate.
- (6) In case of widow candidates, necessary documentary proofs.
- (7) NOC from parent employer (if applicable).
- (8) Any other Certificates.

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



DAKSHIN GUJARAT VIJ COMPANY LIMITED

Application for the post of Assistant Law Officer

FILL THE FORM IN CAPITAL LETTERS ONLY

01. Full Name :

02 Address for Correspondence
Pin Code

02A Contact No (Mobile)

02B E mail address

03 Gender (✓)

Male

Female

Recent Passport Size
Photograph

04 Birth Date

DD	MM	YYYY

Applicant's Signature

05 Caste (✓)

General (UR)

SC

ST

SEBC

PH

06 Educational Qualification :-.

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

07 Fee Challan Details

Name of Bank	Branch	Journal No (As indicated on bank deposit(Fee) Challan	Payment Date	Amount(Rs)
S.B.I.				

I have submitted herewith attested copies of following documents:

Printed online application form alongwith 02 passport size photograph

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

Copy of DGVCL Challan duly endorsed by SBI

Mark sheets of special L.L.B/Integrated Course.

Experience certificate.

Mark Sheet & Certificate of Graduation/
post Graduation

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

Signature of Applicant

Place : -----



Last date for Payment of Fees: 12.01.2018

(Applicant's Copy)

Challan for Remittance of application Fees
For DGVCL, Surat

Recruitment of Assistant Law Officer

'Power Jyoti' Account No.33265984351 At
SBI _____ Branch (Code _____)

Applicant's Name (to be filled by the Applicant)

Full Name.....
Caste.....
Contact No.....

To Be Filled by Branch

Branch Name.....
Branch Code.....
Journal No.....
Date of Deposit.....

Table with 3 columns: Fee Category, UR/SEBC, SC/ST. Rows include Application Fees, Bank Charges, and Total Amount.

Amt. Received by Bank Rs. : _____

Signature of the Remitter Remitter Signature of the authorized official with Branch Seal

Branch should collect Rs. 60 extra (total) Rs. 560 for UR. SEBC Category and Rs. 310.00 for SC & ST category) from the remitter as Bank Charges and to be credited to the Branch Commission.

Account Branch should write the Branch Name, Branch Code, Journal No. & Date of remittance invariably and handover both the DGVCL Copy and applicant's copy to the remitter duly signed.

Fees once paid will not be refunded.



Last date for Payment of Fees: 12.1.2018

(DGVCL Copy)

Challan for Remittance of application Fees
For DGVCL, Surat

Recruitment of Assistant Law Officer

'Power Jyoti' Account No.33265984351 At
SBI _____ Branch (Code _____)

Applicant's Name (to be filled by the Applicant)

Full Name.....
Caste.....
Contact No.....

To Be Filled by Branch

Branch Name.....
Branch Code.....
Journal No.....
Date of Deposit.....

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Last date for Payment of Fees: 12.01.2018

(Bank Copy)

Challan for Remittance of application Fees
For DGVCL, Surat

Recruitment of Assistant Law Officer

'Power Jyoti' Account No.33265984351 At
SBI _____ Branch (Code _____)

Applicant's Name (to be filled by the Applicant)

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Caste.....
Contact No.....

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