



## **Advertisement Post the Executive (HR)**

Gujarat Urja Vikas Nigam Limited (GUVNL) is the Holding Company of six functional entities created as a part of restructuring of erstwhile Gujarat Electricity Board (GEB). GUVNL is engaged in the business of bulk purchase and sale of electricity, Supervision, Co-ordination and facilitation of the activities of its six Subsidiary Companies viz. GSECL, GETCO, DGVCL, MGVCL, PGVCL & UGVCL. GUVNL recorded a turnover of Rs.34,509 Crores for year ended 31st March, 2016.

In order to recruit total 03 (Three) Executive (HR), GUVNL wishes to invite applications from suitable candidates meeting the following eligibility criteria.

### **Executive (HR)**

<b>Minimum Qualification</b>	Two years full time post graduate qualification with 60 % from recognized University duly approved by UGC/AICTE in any of the following : <ul style="list-style-type: none"><li>- Master of Business Administration (HR)</li><li>- Master of Social Work</li><li>- Master of Labour Welfare</li><li>- Master of Human Resource Management or Development</li><li>- Master of Personnel Management</li><li>- Master of Industrial Relations.</li></ul>
<b>Desired Experience</b>	Candidates should possess minimum two years of working experience of HR functions in a company.
<b>Job Description</b>	<ul style="list-style-type: none"><li>- Implementation of various HR / IR policies.</li><li>- Framing of HR Policies pertaining to HR Planning, Recruitment and Selection, Promotion, Performance Management &amp; Incentive, Career Planning and Succession Planning, Employee Training and Development, etc.</li><li>- Maintaining of cordial Industrial Relations, dealing with recognized Unions / Associations, handling of service matters before Conciliation, Labour Court, Industrial Tribunal, Hon'ble High Court of Gujarat.</li><li>- Employee Welfare activities.</li></ul>
<b>Required Skill</b>	People Management, Drafting, Communication, Liaisoning, Legal Compliances. Knowledge of Gujarati is essential.
<b>Compensation, Performance Pay &amp; Benefits</b>	<ul style="list-style-type: none"><li>• The post carries pay in the Pay-Scale of Rs. 17300-38610/- plus all other benefits to a regular employee of GUVNL. (Gross Salary for April-2017 is Rs. 45969/- )</li></ul> <p>The appointment to the post of Executive (HR) shall be on probation for a period of six months which can be further extended depending upon the performance of incumbent.</p>

<b>Age Criteria</b>	Below 35 years for Un Reserved (UR) category as on date of publication of advertisement. (5 years relaxation to Woman candidate)
<b>Vacancies</b>	03 UR Category (01 for Woman)
<b>Departmental Candidate</b>	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 Company

If you meet the above criteria & have the drive and passion towards the profession making a career in the power sector in Gujarat, then kindly visit our website [www.guvnl.com](http://www.guvnl.com) and click on vacancies in the tab **Tender & Advertisement** to apply online.

Application submitted online will only be considered. Interested candidates meeting above criteria for above posts may apply ONLINE on or before **07/06/2017** before 06:10 PM and keep in touch with website for regular updates if any.

**General Manager (HR)**  
**Gujarat Urja Vikas Nigam Limited.**

**General Instruction and Information to the candidates: (Candidates are required to carefully note):**

1. Candidates are required to submit online application compulsorily after reading/ understanding following guidelines.
2. Candidates will be shortlisted for On-line Test/ Personal Interview on the basis of their online applications only and they have to submit the authentic photocopies of all the relevant certificates / documents subsequently along with the original certificates / documents for verification.
3. Only those candidates, who are fulfilling the requisite criteria shall apply, If at any stage, it is found that the candidate does not fulfill the requisite criteria, his/her candidature / selection / appointment shall liable to be cancelled.
4. Administrative charges (non-refundable) of Rs. 500 for Unreserved category is to be paid through Demand Draft only, and payment in any other mode is not acceptable. Candidates are required to obtain DD favoring **Gujarat Urja Vikas Nigam Ltd., Vadodara** before submitting their online application. DD should be obtained from a Nationalized Bank. The details same should be specified correctly in the application. Application Fee **once paid will not be refundable** in any circumstances.
5. **Relaxation in upper age limit to other categories shall be given as under**  
Maximum age relaxation in upper age limit shall be considered upto the age of 45 years. The above age criteria prescribed are as per the "Yuva Swavlamban Scheme" of Govt. of Gujarat. The upper age limit shall not be applicable in case of Departmental Candidates. Age relaxation for Dependant of Retired Employee of GUVNL & Subsidiaries is up to 40 years (Consider only submission of undertaking). The age of candidate shall be calculated as on date of advertisement.
6. The vacancies may vary depending upon the actual requirement.
7. The reservation for Women candidates and the state domicile policy shall be as per guidelines issued by GUVNL and as per Govt. of Gujarat directives.
8. The management reserves the right to short list, select or rejects any candidate for On-line Test/ Interview as the case may be.
9. The application will be registered for further consideration only after the payment of requisite application fees is confirmed.
10. In case of selection, the candidates have to fulfill the requisite Physical Fitness Standard as per Company's rules.
11. In case of physically handicapped candidate, latest disability certificate of Civil Surgeon indicating the physical disability of 40% or more shall be submitted with application.

12. In case the name or caste differ due to marriage or other reason in educational certificate; attach the copy of Gazette/ Marriage Certificate for transfer of caste, or name on failure of which the candidature for the further process will be rejected.
13. Candidates who are working in Government/ Semi Government / PSUs have to submit the **"No Objection Certificate"** from the concerned organization at the time of Interview as the case may be, failing which their candidature will be disqualified.
14. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming his/her duty.
15. For qualifying criteria, the candidate should have passed the final year exam with required % in educational qualification. The candidate submitting transcript instead of mark sheet will not be considered eligible.
16. In case of having qualification of **MBA (HR), specialization in Human Resource** should have been clearly mentioned in Mark sheet or Degree Certificate.
17. Application received after closing date will not be acceptable under any circumstances.
18. GUVNL will not be responsible for any postal loss/delay in receipt of application.
19. No travelling fare will be paid to any candidate for attending the written test/interview.
20. Filling up 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 applications will be final and management will not entertain any enquiry or correspondence in this regard.
21. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning reasons thereof.
22. Canvassing in any form shall debar the candidate from selection.

**How to Apply:-**The candidate should visit website of GUVNL [www.guvnl.com](http://www.guvnl.com) and click on vacancies in the tab Tender & Advertisement.

Candidates are requested to take the print out of the filled up application and submit the same with Demand Draft on **or before 14/06/2017 on following address by RPAD / Speed Post.**

**General Manager (HR) Gujarat Urja Vikas Nigam Ltd. S.P. Vidyut Bhavan, Corp. Office, Race Course, Vadodara: 390 007**

"If the candidate submit the On-line application but do not forward the Hard copy of application form with Demand Draft then such candidature will be invalid."

**Note:** - It is compulsory to mention the generated **Application Number** & to write **"Application for the post of Executive (HR)"** on the envelop.

### **Important information about ONLINE Application.**

Online application form will be available on company website:	<a href="http://www.guvnl.com">www.guvnl.com</a>
Online submission of application commences:	24 <sup>th</sup> May, 2017.
Last date for online submission of application:	7 <sup>th</sup> June, 2017.
Last date for receipt of Hard Copy of online application alongwith other documents.	14 <sup>th</sup> June, 2017.

### **Documents to be submitted with hard copy of Application**

1. Resume.
2. Two recent passport size photographs.
3. Demand Draft in favour of GUVNL (Full Name of the candidate to be mentioned on the back side of DD).
4. Attested copy of
  - i) School Leaving Certificate
  - ii) Mark sheets of Final year of Graduation & Post Graduation. (In case of Semesters, Mark sheets of last two semesters of the final year).
  - iii) Degree Certificate ( Graduation & Post Graduation)
  - iv) PH Certificate (If applicable).
5. Certificate specifying the percentage equivalent to grades (if applicable).
6. Experience Certificates.

Gujarat Urja Vikas Nigam Limited  
Sardar Patel Vidyut Bhavan  
Race Course, Vadodara (Gujarat)