



GUJARAT STATE ELECTRICITY CORPORATION LIMITED

VIDYUT BHAVAN, RACE COURSE, VADODARA - 390 007

CIN: U40100GJ1993SGC019988

RECRUITMENT OF VIDYUT SAHAYAK (JUNIOR ASSISTANT)

Gujarat State Electricity Corpn. Ltd. is a Power Generation Company of erstwhile Gujarat Electricity Board having Offices/Power Plants at different locations in Gujarat State. Gujarat State Electricity Corpn. Ltd. offers a challenging and rewarding career to young and dynamic Graduates.

Applications are invited for the post of Vidyut Sahayak (Junior Assistant) under Gujarat State Electricity Corpn. Ltd. from the eligible candidates as follows:

Job Title	Vidyut Sahayak (Junior Assistant)
Fixed Remuneration	Fixed Remuneration per month for 1st Year Rs. 17500/- Incremental Remuneration for 2 nd year to 5 th 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.
Scope of Career Development / Prospective	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.
Required skill	- The candidate should possess knowledge of Computer Operations - Good command over English and Gujarati Language
Qualification	- 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.
Age Criteria	For Unreserved Category : 30 years and For Reserved & EWS Category : 35 years (On the date of 01.01.2020)

Relaxation in upper age limit to other categories shall be given as under																																											
Category				Relaxation																																							
Female Candidate				05 Years																																							
Person with Disability candidate				10 Years Suitable disability for the post: (a) LV(Low Vision), (b) HH (Hard of Hearing), (c) LD (Locomotor Disability) (OA-One Arm, OL – One Leg, AC – Acid Attack).																																							
Ex. Armed force Personnel				10 Years																																							
Dependent of Retired Employee of GUVNL & Subsidiaries				Upto age of 40 years (Consider only on submission of undertaking)																																							
<ul style="list-style-type: none">Maximum age relaxation in upper age limit shall be considered upto the age of 45 years.The above age criteria are as per the “Yuva Swavlamban Scheme” of Govt. of Gujarat.																																											
Vacancy				At present there are 69 vacancies; however, in future more vacancies are likely to occur till one year from announcement of result.																																							
Roster Reservation				<table><tr><th colspan="2">SC</th><th colspan="2">ST</th><th colspan="2">SEBC</th><th colspan="2">EWS</th><th colspan="2">UR</th><th rowspan="3">PwD</th></tr><tr><td>M</td><td>F</td><td>M</td><td>F</td><td>M</td><td>F</td><td>M</td><td>F</td><td>M</td><td>F</td></tr><tr><td>02</td><td>00</td><td>11</td><td>03</td><td>28</td><td>06</td><td>04</td><td>00</td><td>12</td><td>03</td><td>04</td></tr></table>								SC		ST		SEBC		EWS		UR		PwD	M	F	M	F	M	F	M	F	M	F	02	00	11	03	28	06	04	00	12	03	04
				SC		ST		SEBC		EWS		UR		PwD																													
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Other reservation rules as per GUVNL and GoG guidelines.																																											
<ul style="list-style-type: none">The vacancies with roster position may vary depending upon the actual requirement and subsequent vacancies due to retirement, separation on any other account, sanction, abolition of post, compassionate appointment and 10% Departmental Recruitment etc. No candidate shall claim a right based on the above stated vacancies /roster position.PwD Vacancy: (a) Low Vision (b) Hard of Hearing (c) Locomotor Disability (If category wise candidates are not available then PwD vacancy will be filled in by inter-changeability from available PwD candidate as per merit base)Gujarat State Electricity Corpn. Ltd. is a multi-location Power Generation having its Corporate Office at Vadodara and offices in all over Gujarat. The above vacancies shall occur at various offices of the Company and these posts are transferable within the Company.																																											
FEES (NON-REFUNDABLE)				<p>Rs.500.00 (Inclusive of GST) for UR, SEBC&EWS candidates. Rs.250.00 (Inclusive of GST) for ST&SC candidates.</p> <ul style="list-style-type: none">If PWD (Persons with Disability) candidate belongs to SC or ST category and fulfills the criteria, fees payable shall be Rs.250/-.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.																																							

INFORMATION ABOUT ON LINE APPLICATION	
On-line application form will be available on company web site.	www.gsecl.in
On-line submission of application commences	1st January, 2020
Last date for On-line submission of application	21st January, 2020 (21 Days after commencement)
Important Dates	The last date of On-line application is 21st January, 2020 06.00 p.m.
General	Knowledge of Gujarati is essential.

Terms & Conditions

A.	On-line Application																		
1.	Candidates are required to apply <u>On-line Application</u> only through www.gsecl.in																		
2.	The candidates shall have to generate application number by registering on line by filling up the On-line Application Form and follow step by step instructions.																		
3.	The link for On-line Application will open from 01.01.2020 . Interested candidates meeting with above criteria may apply “On-line” on or before 21.01.2020 before 06.00 P.M.																		
4.	Candidates are requested to apply only if they are fulfilling requisite criteria and willing to work for fixed tenure of Five years. Since, we are not seeking all the documents at the time of application; 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.																		
5.	Candidates who have completed all the tasks of On-line Application process shall only be considered for further selection process. However, mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.																		
B.	Exam																		
1.	<p>The exam will be conducted by On-line mode considering the no. of candidates registered.</p> <p>The tentative syllabus for the exam will be including but not limited to following topics and emphasis could differ.</p> <table><tr><td>Section - I</td><td>General Knowledge</td><td>10%</td></tr><tr><td>Section - II</td><td>English Language</td><td>20%</td></tr><tr><td>Section - III</td><td>Maths & General Science</td><td>15%</td></tr><tr><td>Section - IV</td><td>Analytic & Logical Reasoning</td><td>15%</td></tr><tr><td>Section - V</td><td>Computer knowledge</td><td>20%</td></tr><tr><td>Section - VI</td><td>Gujarati Language</td><td>20%</td></tr></table> <p>“The question paper will be in English and Gujarati Language only”</p> <p>In case of dispute, English version shall be final</p>	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	20%
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2.	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.
3.	If applications are received in large number then examination will be held in multiple batches/sessions and candidates' scores shall be normalized as per Normalization formula attached herewith.
4.	The Management reserves the right to short-list, select and reject any candidates for exam as the case may be for selection.
C.	Result of Exam
1.	As per GSO-3 the minimum eligibility cut off marks for selection will be 50 and above marks for unreserved & EWS and 45 and above marks for reserved candidates. If exam is held in multi-session, marks shall be considered after normalization. The selection will be made purely on the basis of merit considering available vacancies and reservation rules.
2.	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 candidates shall categorically state so and inform if they are remarried with necessary documentary proofs.
3.	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.
4.	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.
5.	The selection for the above posts will be on the basis of marks obtained in Exam and subject to reservation rules, documents verification and pre-employment medical examination.
6.	The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
D.	Other Conditions
1.	The vacancies shall arise throughout the year and the appointment is subject to requirement as per roster point applicable from time to time during the year.
2.	The candidates shortlisted for Exam on the basis of their "On-line Applications" shall be required to submit photocopies of all the relevant certificates and subsequently, the original certificates for verification as and when required and if not submitted within prescribed time limit; their candidature will be considered invalid.
3.	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.
4.	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 documents verification, failing which, their candidature will be rejected.

5.	If the selected candidate working in any company or organization, he/she shall have to produce relieving letter from the previous employer at the time of resuming his/her duty, failing which, his/her appointment order shall stand cancelled.
6.	Caste (Roster category) Certificate of Gujarat State will only be considered.
7.	SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non-Creamy Layer Certificate issued Gujarati – પરીશિષ્ટ – ૬ or પરીશિષ્ટ – ૪ and EWS candidates shall have to submit valid Income and Assets Certificate as per Resolution No. E.W.S./122019/45903/A dated 23.01.19 & dated 25.01.19 in prescribed format (in English “Annexure-KH” or in Gujarati- પરીશિષ્ટ – ૭) issued by the Competent Authority of Gujarat State.
8.	In case the name or caste differ due to marriage or any other reasons in educational certificates; then candidate shall have to attach the copy of Gazette for change of name or caste, failing which, the candidature for the further process will be rejected.
9.	<p>Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.95. The candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota.</p> <p>The candidates of Gujarat State are advised to get ready the domicile certificate issued by the Competent Authority of Gujarat State at the time documents verification.</p>
10.	In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
11.	The selected candidates shall be posted in TPS/Corp. Office under the jurisdiction of Gujarat State Electricity Corpn. Ltd. and shall be assigned work as per requirement. The candidate selected for the post, shall not be transferred from Gujarat State Electricity Corpn. Ltd. to any other subsidiary Company of GUVNL.
12.	No travelling fare will be paid to any candidates for attending the Exam.
13.	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 query or correspondence in this regard.
14.	<p>Important: The candidates are requested to visit on www.gsecl.in for regular updates / notices related to the recruitment process. The Company does not owe any responsibility in this regard, if candidate fails to note latest updates, no claims shall be entertained.</p> <p>Further the candidate should fill the correct form in every respect and nothing should be concealed or withheld by them. If any information furnished is found false at any time, his/her candidature / appointment will be cancelled without any notice and legal action will be taken accordingly.</p>

15.	Any amendment by the Company in regard to fixed remuneration, tenure, pay scale, service rules and other terms and conditions in future shall be part of above recruitment process and shall be binding on the candidate.
16.	Canvassing in any form shall debar the candidate from selection.
17.	If and when required candidates shall be communicated only through their registered mail.
18.	Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
E.	<u>Stages of Recruitment Process</u>
	<ul style="list-style-type: none"> • On-line Application • On-line Exam (Examination Centers will be in all over Gujarat) • After completion of the Exam, the candidates can view provisional Question/Answer Key and if any objection, the same can be raised on payment of Fees within 3 days on publishing the same. • If any objections are received, same will be put up before subject experts for review. • Upon completion of above, the result and provisional merit list along with final answer key will be published on our website www.gsecl.in • The candidates will be called for documents verification and pre-employment medical examination considering the vacancies and roster position. Intimation in this regard shall be given on their registered mail only. • Final selection list will be prepared and appointment orders shall be issued to eligible candidates accordingly. <p>The validity of selection list will be one year from the date of publishing the provisional merit list.</p>
F.	<u>Help Desk</u>
	For any query you may contact on our Help Desk No. : 022 – 62507720 which will be available between 10 am to 6 pm on working days. You may also send an E-mail for your query on recruit.gsecl@gebmail.com

Documents to be submitted as and when asked by the Company:

(After On-line Exam)

1. On-line application form alongwith two recent passport size photographs should be affixed on the space provided on the application form.
2. Self-attested copy of
 - i. School Leaving Certificate
 - ii. Mark-sheets of Final Year of Graduation / or last two semesters' of Graduation issued by College / University
 - iii. Certificate from the Institute/University mentioning percentage marks obtained in case grading system is in place.
 - iv. Degree Certificate
 - v. Caste (SC/ST/SEBC/EWS)/Disability Certificate issued by authority of Gujarat State.
3. In case of SEBC candidates, latest Non Creamy Layer Certificate issued in Gujarati -પરિશિષ્ટ “ક” or પરિશિષ્ટ – ૪ and EWS candidates, latest Income and Assets Certificate as per Resolution No. E.W.S./122019/45903/A dated 23.01.19 & dated 25.01.19 in prescribed format (in English “Annexure-KH” or in Gujarati-પરિશિષ્ટ – ૭) issued by the Competent Authority of Gujarat State.
4. In case of PWD Candidates, Valid Certificate of Civil Surgeon required. (Showing % of Disability).
5. In case of Ex. Armed Force Personnel, necessary certificate should be attached.
6. Affidavit for genuineness of documents as per attached proforma(Annexure-I)
7. Affidavit as per attached proforma in case of Dependent of Retired Employee of GUVNL and Subsidiary Companies (Annexure-II)
8. In case of Dependent of Retired Employee of GUVNL and Subsidiary Companies, Relieving Order or Certificate issued to the employee should be attached
9. In case of widow applicants, death certificate of the husband and an undertaking to the effect that the applicant has not re-married.
10. NOC from present employer (If applicable).
11. Domicile certificate in case of candidate belongs to Gujarat State.
12. Identification Proof (Voter ID/Pan Card/Aadhar Card/Driving License etc.)
13. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card etc.)
14. Any other Certificate/document applicable.

Note: Whenever documents are called from the candidates, submission has to be made by the candidates within stipulated time, failing which, his/her candidature shall be cancelled for the said post. It may further be noted that all above stated documents are to be self-attested by the candidate.

General Manager (HR)

ANNEXURE-I
DECLARATION FOR SUBMISSION
OF GENUINE / TRUE
CERTIFICATES / DOCUMENTS
(On Stamp Paper of Rs. 300/- & get it notarized)

I, Shri _____, residing at _____ (write name of City / Town) hereby give declaration as under in view of Advertisement for the post of Vidyut Sahayak (Junior Assistant) at various Offices of Gujarat State Electricity Corpn. Ltd. that

- (1) I had applied for the post of Vidyut Sahayak (Junior Assistant) arisen at various Offices of Gujarat State Electricity Corpn. Ltd. and have read the conditions thereof.
- (2) I hereby declare that whatsoever documents submitted by me for consideration to the post of Vidyut Sahayak (Junior Assistant) are true and are not false and fabricated.
- (3) I have been made to understand by Gujarat State Electricity Corpn. Ltd. that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated, I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.
- (4) I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.
- (5) I further declare that if any document submitted by me for the post of Vidyut Sahayak (Junior Assistant) is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

Signature

Date:

Place:

ANNEXURE-II

DECLARATION REGARDING NOT TAKEN BENEFIT OF GSO-295 & GENUINE / TRUE DOCUMENTS / CERTIFICATE

(On Stamp Paper of Rs. 300/- & get it notarized)

I, Shri _____ residing at _____ (write name of City / Town) give declaration as under in view of Advertisement for the post of Vidyut Sahayak (Junior Assistant) at various Offices of Gujarat State Electricity Corpn. Ltd.

- (1) I am son/daughter of Shri/Smt. _____ Design. _____ who retired on dated _____.
- (2) That I have read the provisions of GSO-295 pertaining to benefit to dependent of retired employee and I declare that none of the dependent of my father/mother has ever been given the benefit of the scheme in Board/Subsidiary entity.
- (3) I hereby declare that after retirement of my father/mother, none of the dependent i.e. my brother/sister are/were employed in Board/Subsidiary entity under GSO-295. The copy of retirement order is attached & it is true.
- (4) I further declare that if at any stage hereafter it is found that any member of family of my father/mother is/were already employed in the Board/Subsidiary entity under GSO-295 /got benefit of GSO-295 in view of advertisement of Board/subsidiary entity, I shall not question the decision of Company including that of termination of my services in any Court of law or before any authority.
- (5) I hereby declare that whatsoever documents submitted by me for consideration to the post of Vidyut Sahayak (Junior Assistant) are true and are not false and fabricated and I have been made to understand by Gujarat State Electricity Corpn. Ltd. that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated, I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.
- (6) I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.
- (7) I further declare that if any document submitted by me for the post of Vidyut Sahayak (Junior Assistant) is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

Signature

Date:
Place:

Normalization Methodology

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** (σ) 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:

σ = 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 & EWS Category** : Candidates having Normalized score of more than or equal to 50
 - b. **Reserved category** : Candidates having Normalized score of more than or equal to 45
6. This method has been applied for the following customers:
 - a. Railway Recruitment Board
 - b. SSC Board
 - c. Ordnance Factory and many more

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