

Madhya Gujarat Vij Company Limited.

ADVERTISEMENT NO. ALO/2/23

INVITES

APPLICATIONS FOR ASSISTANT LAW OFFICER (FOR CIRCLE AND CORPORATE OFFICE)

Madhya Gujarat Vij Company Limited is a Power Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Gujarat State. MGVCL offers a challenging and rewarding career to young and dynamic candidates.

IMPORTANT DATES:

Date of Advertisement	<u>05/10/2023</u>
Start Date and Time of Registration	<u>05/10/2023 10.30 AM</u>
Last Date & Time of Registration	<u>25/10/2023 6.00 PM</u>

1. Qualification:

Special LLB with minimum 55% marks from Government Recognized University with regular course or Five years integrated course in law with minimum 55% marks.

2. Job Profile:

- Candidate has to look after the legal matters of the Company at Circle and Field Offices.
- To coordinate, monitor, follow-up of various litigation in the courts effectively and provide necessary legal guidance to the field offices.

3. Required Experience:

Minimum 03 years of working experience in Corporate Sector/Public Sector/Power Sector or as practicing Advocate in Court of Law.

4. Required Skills:

Good Command over English Language, skill and knowledge in legal drafting, knowledge of court procedures, briefing and liaisoning with and knowledge of computer operations.

5. Age limit:(as on the date of issuance of the advertisement i.e. 00.09.23):

- 35 years for UR candidates.
- 40 years for SEBC and ST Candidates
- Relaxation in upper age limit to other categories shall be given as under:

Category	Relaxation
Female Candidates	05 Years
Person with Disabilities candidate	10 Years
Ex Armed Force Personnel	10 years
Dependent of Retired Employee of GUVNL & Subsidiaries	Upto age of 40 years (shall be considered only on submission of undertaking)
Maximum age relaxation in upper age limit shall be considered as 45 Years.	

The relaxation in age is also given in view of “Yuva Swavlamban” Scheme as per GUVNL Circular No. GUVNL/HR/512/Yuva Swavlamban/Age Limit/3177 dtd. 05.03.2016.

Age relaxation shall be considered for departmental candidates as per rules.

6. **Pay Scale:** Pay scale of Rs. 45400-101200/- plus DA, HRA, CLA, Medical, LTC as per Company’s rules.

7. **Fees (Non-Refundable): (only online payment shall be accepted)**

Fees (Non-refundable)	<p>Rs.500.00/- for UR and SEBC candidates. Rs.250.00/- for ST Candidates.</p> <ul style="list-style-type: none"> • Candidate has to pay application fees On-line through Credit Card / Debit Card / Net Banking. • Bank charges shall be borne by candidate. • Application fees 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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8. **Vacancies:**

At present, 05 vacancies are available one each at Circle Office of Baroda (O&M), Baroda City, Anand, Nadiad and Corporate Office which may vary on operating requests/company interest transfers of present incumbents. Out of 5 vacancies, one vacancy of UR (male) is reserved till final outcome in SCA - 16591/18 and therefore, presently, selection shall be done for four vacancies. These vacancies are to be filled up considering roster requirement as under:

Cadre	Total	Required to be filled in			
		Gender	UR	SEBC	ST
Assistant Law Officer	05	Male	02	01	01
		Female	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, compassionate appointments, departmental recruitment, directives of H’ ble Courts, etc. No candidate shall claim a right based on the above stated vacancies/roster position.
- * State Government policy for reservation of women shall be followed.
- * State Government Domicile Policy shall be followed.
- * As per the present vacancy position, the requirement of 60% representation for Supervisory posts is to be maintained and followed based on State Domicile Policy and therefore, the above vacancies may be filled up from State representations as per State Domicile Policy.

General Instructions and Information for the candidates (Candidates are required to carefully note):

1. MGVCL is a multi-locational company having its Corporate Office at Baroda and Five (05) Circle Offices, two at Baroda and one each at Anand, Nadiad and Godhra. Various Divisions/Stores and Sub Divisions under these Circles are situated in Baroda, Panchmahal, Dahod, Anand, Kheda, Mahisagar and Chhotaudepur Districts in Central Gujarat. The above vacancies shall occur at various field offices and Corporate Office of the Company and these posts are transferable within the Company.
2. Candidates are required to submit **ONLINE Application** compulsorily.
3. 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 candidate shall categorically state so and inform if she is remarried, with necessary documentary proofs.
4. While preparing selection list, if two or more candidates found with equal marks in Exam, they shall be kept in merit according to their date of birth i.e. older shall be kept in priority to younger and if the date of birth is also found same, then they shall 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 its publication.
5. For PWD candidates, Low Vision (40-70)% (LV), Hard of Hearing (40-70)% (HH), One Arm (OA), One Leg (OL), One Arm One Leg (OAL), Both Legs (BL), Dwarfism (D), Leprosy Cured (LC) and Acid Attack Victim (AAV) can apply and shall have to submit certificate of Civil Surgeon/ Government Designated Authority, indicating existing Percentage of Disability. Their applications shall be considered as per rules of the Company. As per prevailing rules of the Company and Government of Gujarat, candidates having 40% and above disability shall be considered PWD (Persons with Disabilities) in categories stated above.
6. The candidates shortlisted for written test / online test / Personal Interview on basis of their “on line applications” shall be required to submit self-attested photocopies of all the relevant certificates and subsequently, the original certificates for verification as and when required.
7. The Management reserves the right to short-list, select and reject any candidates for Written Test /Online Test/ Personal Interview as the case may be for selection.
8. The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
9. 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 shall not entertain any enquiry or correspondence in this regard.
10. 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

Written Test/Online Test/Personal Interview as the case may be, failing which, their candidature shall be disqualified.

11. 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 their duty, failing which, their appointment order shall stand cancelled.
12. Minimum 60% of representation in selection shall be of local resident of Gujarat State as per GR dtd.31.03.1995. Candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 60% quota.
13. The post of Assistant Law Officer is transferable under the jurisdiction of MGVCL.
14. Canvassing in any form shall debar the candidate from selection.
15. The candidates who have been given grades in their result shall have to submit a certificate issued by their University/Institute specifying exact percentage equivalent to the grades obtained by them along with decimals.
16. The question paper for the written test/online test 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.
17. 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, shall not be entertained by the Company.
18. In case of Online Test examination, if the applications are received in large number, then examination may be held in multiple batches and candidate scores should be as per normalization methodology before result declaration as per attachment.
19. As per GSO-3, the minimum eligibility cut off marks for selection shall be 50 and above marks for unreserved candidate; and 45 and above for reserved candidates. However, the selection shall be made purely on the basis of merit considering available vacancies and reservation rules.
20. In case of name or caste differ due to marriage or other reason in educational certificates, attach the copy of Gazette for transfer of name or caste, failure of which the candidature for the further process shall be rejected.
21. On selection of candidate to the post of Assistant Law Officer, they shall be required to surrender "Sanad" i.e. Certificate of Practice.
22. Caste (Roster category) Certificate of Gujarat State only shall be considered.
23. 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.

24. Mere submission of application and payment of fees does not guarantee the adequacy of candidate for being considered for the further selection process.
25. No travelling fare shall be paid to any candidates for attending the Written Test/ Online Test / Personal Interview as the case may be.
26. The selection procedure shall comprise of Written Test/ Online Test / Personal Interview as per provisions of GUVNL Circular dtd. 07.12.2018.
27. The list of Selected Candidates shall be published by MGVCL 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.
28. The requirement of percentage shall be considered as exact percentage and no rounding off of percentage shall be allowed for deciding the eligibility of the candidate.
29. 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.
30. Candidates are requested to visit on www.mgvcl.com/career for regular updates regarding schedule of test and other relevant notifications.
31. In case of selection, the candidates have to fulfil the requisite physical fitness standards as per company's rules.
32. **Applicant who has completed the Task No. :- 7 (i.e. "Online payment of Recruitment fees") of Online Application process shall only be considered for further selection process. Candidates whose online payments were successful shall be considered eligible for further process.**
33. Interested candidates meeting above criteria may apply "on line" and **complete all the tasks as mentioned in online registration portal on or before 25.10.2023 before 06.00 P.M.**
34. **Application received after closing date and time shall not be accepted under any circumstances.**
35. 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/examination, candidate has to doubly ensure that they fulfil all the requisite criteria. All the documents of provisionally selected candidates shall be verified at appropriate stage and if they are found not fulfilling any criteria, their candidature shall be cancelled immediately and their shortlisting in selection list shall not be a ground for claiming appointment.

Help Desk

For any query, you may contact on our Help Desk No. **0265-2340114** which shall be available between 10.30 am and 6 pm on working days. You may also send an E-mail for your query on support@mgvcl.com

Documents to be produced as and when required by the company i.e. after written/online examination or whenever asked from the applicant:

Attested copy of:

1. Online application form along with two recent passport size photographs affixed on the space provided on the application form.
2. Resume/ Curriculum Vitae.
3. School Leaving Certificate.
4. All Mark sheets of Special LLB or all Marksheets of Five Year Integrated Course in Law, as applicable.
5. Copy of "Sanad" i.e. Certificate of Practice.
6. Degree Certificate.
7. Caste Certificate.
8. Certificate specifying the percentage equivalent to grades (if applicable).
9. In case of Persons with Disabilities (PWD) Candidates, Valid Certificate of Civil Surgeon required (showing % of Disability).
10. Experience Certificates and Relieving letters.
11. Valid Caste (Roster Category) Certificate of Reserved category issued by Competent Authority of Gujarat State.
12. 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.
13. NOC from present employer.
14. Domicile certificate, if applicable.
15. Copy of system generated receipt of online payment of application fees.
16. In case of Ex. Armed force Personnel, necessary certificate should be attached.
17. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
18. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
19. In case of departmental candidates, copy of appointment order and employee ID card should be attached.
20. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
21. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).
22. Any Other Certificate/document applicable.

Note:- Whenever documents are called from the candidates, submission shall have to be made by the candidates within stipulated time, failing which, his/her candidature shall be cancelled for the post.

General Manager (HR)