

## **GENERAL TERMS AND CONDITIONS:**

The Candidates are requested to carefully read the terms and conditions stated below:

01. Candidates are required to submit **ONLINE Application** only.
02. The candidates shortlisted for written test on basis of their "on line applications" shall not be required to submit photocopies of all the relevant certificate at present. The photocopies of all the relevant certificate shall be submitted as and when required. Subsequently, the original certificates for verification as and when required.
03. The Management reserves the right to short-list, select and reject any candidates for Written Test as the case may be for selection.
04. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
05. 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 will not entertain any enquiry or correspondence in this regard.
06. Visually Handicapped (VH), Hearing Handicapped (HH), Orthopedically Handicapped (OH) Physically Handicapped candidates can apply and shall have to submit valid Certificate of Civil Surgeon, indicating existing Percentage of disability. Their applications will be considered as per rules of the Company. As per prevailing rules of the Company and Govt. of Gujarat, candidates having 40% and above disability shall be considered PH in categories stated above.
07. The candidates who have been given grades in their result (graduation/post-graduation) shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.
08. The said vacancies are mainly for Meter Reading, Billing Works and other back office operations at Field Offices. The selected candidates shall be posted in field offices i.e. Sub Divisional Offices.
09. 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 as the case may be, failing which, their candidature will be disqualified.
10. 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.
11. Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.95. Candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota.
12. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
13. The tentative syllabus for the exam will be including but not limited to following topics/areas and emphasis could differ.

The exam will be conducted by On-line or OMR mode considering the number of candidates registered.

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%

**"The Question Paper will Be in English & Gujarati Language Only"**

14. 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 1/4<sup>th</sup> mark for each wrong answer shall be deducted to arrive at total marks scored.
15. 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, will not be entertained by the Company.
16. As per GSO-3 the minimum eligibility cut off marks for selection will be 50 and above marks for unreserved candidates and 45 and above for reserved candidates. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
17. 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.
18. 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. 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.
19. A candidate who possesses any BE / B.Tech. / MBA / MCA or any other higher degree than minimum qualification of Jr. Assistant to compete for the post of Vidyut Sahayak (Junior Assistant) shall have to submit an Undertaking on Rs. 100. Non Judicial Stamp Paper that if he/she is selected by Company for the post of Vidyut Sahayak (Junior Assistant), after joining to the post of Vidyut Sahayak (Junior Assistant), in future he/she will not claim for the post of Junior Engineer or equivalent or any higher post. However, such candidates/employees, if appointed, shall have liberty to apply as open market candidate.
20. In case of name or caste differ due to marriage or any other reason in educational certificates; then attach the copy of Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.

21. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
22. SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non- Creamy Layer Certificate issued (in Gujarati - પરિશિષ્ટ "ક"/ પરિશિષ્ટ-૪ (ગુજરાતી)) by the Competent Authority of Gujarat State.
23. No travelling fare will be paid to any candidates for attending the Written Test as the case may be.
24. The result of the test shall be published by DGVCL and shall be displayed on Company's website. 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.
25. 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 written test; 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 short listing in selection list shall not be a ground for claiming employment/ recruitment.
26. Candidates are requested to visit on [www.dgvcl.com](http://www.dgvcl.com) for regular updates regarding schedule of test and other relevant notifications.
27. The selected candidates shall be posted in field offices under the jurisdiction of COMPANY and shall be assigned work of Meter Reading, Billing and other Office/Field works. The candidate selected for the post, shall not be transferred from DGVCL to any other Subsidiary Company of GUVNL.
28. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
29. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
30. Applicant who has successfully done online payment shall only be considered for further selection process.
31. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
32. Canvassing in any form shall debar the candidate from selection.

### Help Desk

For any query, you may contact on our Help Desk No.0261-2506100/200 which will be available between 10 am to 6 pm on working days. You may also send an E-mail for your query on [career@dgvl.co.in](mailto:career@dgvl.co.in)

## **Documents to be produced as and when required by the DGVCL.**

Application Format duly filled in with:

1. Online application form along with two recent passport size photographs should be affixed on the application form.
2. Attested copy of
  - ✓ School Leaving Certificate.
  - ✓ Mark sheets of final year of Graduation/or last two Semesters of Graduation Certificate issued by College/University.
  - ✓ Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
  - ✓ Degree Certificate, if available.
  - ✓ Caste (SC/ST/SEBC) Certificate/Disability Certificate (if applicable).
3. Valid Caste (Roster Category) Certificate of Reserved category of Gujarat State only will be considered.
4. In case of SEBC candidates, Valid Non Creamy Layer Certificate issued in Gujarati - પરીશિષ્ટ "ક" / પરીશિષ્ટ -૪ (ગુજરાતી) by the Competent Authority of Gujarat State.
5. In case of Physically Handicapped Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability)
6. In case of Ex. Armed force Personnel, necessary certificate should be attached.
7. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
8. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
9. NOC from present employer (If applicable).
10. Domicile certificate, if applicable.
11. Online payment receipt.
12. Identification Proof (Voter ID/ Pan Card/ Aadhar Card/Driving License etc).
13. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card, etc).

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

**CHIEF ENGINEER (O&M/HR)**