



PASCHIM GUJARAT VIJ CO. LTD

INVITES

APPLICATIONS FOR THE POST OF "ASSISTANT LAW OFFICER"

1. QUALIFICATION :

Special LLB from Govt. Recognized University with regular course or Five years integrated course in Law.

2. JOB PROFILE:

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

3. REQUIRED EXPERIENCE:

03 years of working experience (post qualification) in Corporate Sector / Public Sector / Power Sector or as practicing Advocate in Court of Law.

4. PAY SCALE :

Pay Scale of 45400-101200 plus DA. HRA, CLA, Medical, LTC as per Company's rules.

5. AGE CRITERIA :

Maximum 35 years (***As on the date of issuance of advertisement i.e. 15/02/2018***)

(05 years relaxation shall be given to Candidates of reserved category (SEBC / ST) and women candidates as per Roster rules)

Age relaxation will be considered for Departmental Candidates.

**Maximum age relaxation in upper age limit shall be considered up to 45 years.*

For the Dependents of retired employees of the company (PGVCL), the age limit is 40 years.

6. REQUIRED SKILL :

Good command over English Language, Skill and knowledge in Legal drafting, Knowledge of Court Procedures, Briefing and liaisoning with advocates and knowledge of Computer Operations.

7. VACANCIES :

09 (Nine)

Category	UR	SEBC	ST
Vacancy	06	02	01
Reserved for Women	02	00	00

8. FEES (NON REFUNDABLE) :

Category	Amount
General (UR) /SEBC	Rs. 500.00
ST Candidates	Rs. 250.00

9. IMPORTANT DATES:

Start Date and Time of Registration	15/ 02 / 2018, 10:30 AM
Last Date & Time of Registration	07/ 03 / 2018, 06:00 PM
Last Date & Time of Online Payment of Fees and Generation of SBI Challans	07/ 03 / 2018, 06:00 PM
Last Date & Time of Payment of Fees at any of the SBI Branch (as per the Bank Time) using System Generated SBI Challans and Final submission	09/ 03 / 2018, 06:00 PM
Last Date of Submission of Application form with required documents by RPAD / Speed Post	15 / 03 / 2018 (During Office Hours)

10. GENERAL TERMS AND CONDITIONS :

1. Candidates are required to submit ONLINE Application compulsorily.
2. Candidates will be called for Written 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 and subsequently the original certificates / documents for verification.

Only, those candidates, who are fulfilling the requisite criteria are advised to 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.

3. For the payment of Nonrefundable application fees, the bank charges shall be paid by the applicant to the bank over and above application fees. The fees can be paid online through Credit Card / Debit Card / Net Banking or in any of the branches of SBI.
4. The reservation for various categories and the state domicile policy shall be as per guidelines issued by GUVNL as per Government of Gujarat directives.
5. The management reserves the right to short list, select or reject any candidate for Written Test / Interview as the case may be for selection.
6. The management reserves right to cancel Select list at any time at its sole discretion, without assigning any reason thereof.
7. The application will be registered for further consideration only after the payment of requisite application fees is confirmed.
8. Caste (Roster category) certificate of Gujarat State only will be considered.

SEBC candidates shall have to submit latest Non Creamy Layer Certificate and caste certificate issued by competent Authority of Gujarat State

9. In case of selection, the candidates have to fulfill the requisite Physical Fitness Standard as per Company's rules.
10. Selected Candidate shall have to work anywhere under the jurisdiction of PGVCL and the candidate selected for the post, shall not be transferred from PGVCL to any other subsidiary Company of GUVNL.
11. In case of Name / Surname changed, a copy of Gazette of that effect should be submitted.
12. Departmental candidates / Dependent of retired employees of PGVCL, meeting the above criteria also have to apply ONLINE and to submit the required documents.
13. Candidates who are working in Government / Semi Government / PSU have to submit the "No Objection Certificate".
14. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming his / her duty.
15. PGVCL will not be responsible for any postal loss/delay in receipt of application.
16. Canvassing in any form shall debar the candidate from selection.

17. The syllabus of the competitive exam will be as under.

There will be 5 sections in multiple choice question paper having weightage as under:

General Knowledge	10%
English Language	20%
Law	60%
Computer Knowledge	10%

The question paper will be in English language only"

The syllabus of law may include:

- THE INDIAN CONTRACT ACT, 1872,
- THE CODE OF CIVIL PROCEDURE, 1908,
- CRIMINAL PROCEDURE CODE, 1973,
- THE INDIAN EVIDENCE ACT, 1872,
- INDIAN PENAL CODE, 1860,
- THE CONSTITUTION OF INDIA,
- THE NEGOTIABLE INSTRUMENT ACT, 1881,
- THE RIGHT TO INFORMATION ACT, 2005,
- THE ELECTRICITY ACT, 2003,
- THE PARTNERSHIP ACT, 1932,
- COMPANIES ACT, 2013,
- THE LIMITATION ACT, 1963

18. No any traveling fare will be paid to any candidate for attending the written test / Interview.

19. Mere submission of application does not guarantee the adequacy of candidature for being considered for the selection process.

20. Interested candidates meeting with the above criteria only are requested to apply ONLINE as per the dates mentioned above.

21. Applicant who has successfully completed the **TASK NO.6** (i.e. FINAL SUBMIT AND CONFIRM APPLICATION) of ONLINE application process, shall only be considered for further selection process.

22. Applications received after closing date will not be accepted under any circumstances.

23. Candidates are requested to take **the print out of the filled up application and to submit the same with the photocopies of below mentioned documents on or before 15 / 03 /2018 on following address by RPAD / Speed Post only.**

Applications received through sources other than RPAD/ Speed post shall not be taken into the consideration.

(Note: - It is compulsory to mention the generated Application Number & to write "Application for the post of Assistant Law Officer" on the envelope).

I/c. General Manager (HR)
Paschim Gujarat Vij Company Limited,
Regd. & Corporate Office,
"Paschim Gujarat Vij Seva Sadan",
Nana Mava Main Road, Laxminagar,
Rajkot - 360 004.

Documents to be submitted with print out of Application.

- Two Passport size Photographs (To be pasted on Application print out).
- School Leaving Certificate.
- Copy of All Mark Sheets of LLB.
- Copy of Mark Sheets of all Years / Semesters of Graduation
- All Degree Certificates
- Experience Certificates.
- Caste Certificate (If belonging to reserved category)
- Latest Non Creamy Layer Certificate in the form of "Parishisht-K" (If belonging to SEBC category)
- Death Certificate, Marriage Certificate and affidavit as per given format on non judicial stamp of Rs. 20/- (For Widow Candidates).
- Copy of proof of fees paid.
- Any Other relevant documents.

IMPORTANT:

- 1. Before applying online, candidates are requested to carefully go through the instructions mentioned at "HOW TO APPLY".**
- 2. After the final submission of ONLINE application, requests for modifying / changing any data filled up by the candidates shall not be entertained. Hence, candidates are requested to fill up the data carefully.**

**I/c. General Manager (HR),
PGVCL - Rajkot**