

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 1/4th 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 PGVCL and shall be displayed on PGVCL'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/she 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/her candidature shall be cancelled immediately and his/her shortlisting in selection list shall not be a ground for claiming employment/ recruitment.
26. Candidates are requested to visit on www.pgvcl.com/jobs 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 PGVCL 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 PGVCL 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 is requested to complete all the tasks (i.e. "final submit and confirm application") of online application process 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. <u>0281-2380425</u> which will be available between 11 am to 6 pm on working days. You may also send an E-mail for your query on jobs.pgvcl@gebmail.com
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Documents to be produced as and when required by PGVCL

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
 - ✓ 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 - પરિશિષ્ટ “ક”/ પરિશિષ્ટ -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.

I/C General Manager (HR)