



GUJARAT STATE ELECTRICITY CORPORATION LIMITED

VIDYUT BHAVAN, RACE COURSE, VADODARA - 390 007.

CIN: U40100GJ1993SGC019988

RECRUITMENT OF LABOUR WELFARE OFFICER

Gujarat State Electricity Corporation Limited is a Power Generation Company of erstwhile Gujarat Electricity Board having Power Stations at different locations in Gujarat State. GSECL offer a challenging and rewarding carrier to young and dynamic HR Professionals.

Applications are invited for the post of Labour Welfare Officer under Gujarat State Electricity Corporation Limited from the eligible candidates as follows:

Job Title	Labour Welfare Officer
Pay Scale	Rs. 58500-115800 (Revised) plus other allowances as per Company's rules.
Job Profile	<ul style="list-style-type: none">- Implementation of various welfare provisions under The Factories Act, CSR and welfare activities- Compliances under Contract Labour Act and various Labour Legislations.
Required skill	People Management , Drafting, communication, Liaisoning, legal compliances
Qualification	Two years full time post graduate qualification with 55% from recognized University duly approved by UGC in any of the following : <ul style="list-style-type: none">- Master of Social Work- Master of Labour Welfare
Experience	Candidate should possess minimum two years of working experience of HR Functions in a Company or as Labour Welfare Officer in a factory (NGO Experience shall not be considered).
Age Criteria	For Unreserved Category : 36 years and For Reserved Category: 41 years on the date of Advertisement.i.e.03/01/2023

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 :LV-Low Vision (40 to 70%), HH-Hard of Hearing (40 to 70%), OA-One Arm, OL-One Leg, OAL- One Arm One Leg, D-Dwarfism, LC-Leprosy, Cured, AAV-Acid Attack Victim, SLD-Specific Learning Disability.
Dependent of Retired Employee of GUVNL & Subsidiaries	Upto age of 40 years (Consider only on submission of undertaking)

- 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.
- The upper age limit shall not be applicable in case of Departmental Candidates.
- The age of candidate is calculated as on date of advertisement.

Vacancy	03 (Three)			
Roster Reservation	Category	ST	SEBC	Total
	Vacancy	01	02	03

- The vacancies may vary depending upon the actual requirement.
- GSECL is a multi-location Power Generation Company having its Corporate Office at Vadodara. The above vacancies shall occur at various offices of the Company and these posts are transferable within the Company.

FEES (NON REFUNDABLE)	Rs.500.00 for UR, SEBC & EWS candidate (Incl. GST) Rs.250.00 for ST, SC & PWD candidates (Incl. GST)
	<ul style="list-style-type: none"> • The applicant has to pay application fees On-line through Credit Card / Debit Card / Net Banking. • Bank charges shall be borne by the applicant. • Application fee once paid will not be refunded on any account. • 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.	Candidates may log on: www.gsecl.in
Online submission of application commences	03/01/2023
Last date for online submission of application	23/01/ 2023
Important Dates	The last date of on line application is 23/01/2023 06.00 pm.
General	Knowledge of Gujarati is essential.

Terms & Conditions

A. On-line Application

1. Candidates are required to apply **On-line Application** 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 03/01/2023 Interested candidates meeting with above criteria may apply “On-line” on or before 23/01/2023 **before 06.00 P.M.**
4. 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; 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. For qualifying criteria, the candidate should have passed in final year of requisite qualification. The candidate submits transcript instead of Mark sheet will not be considered eligible
6. Candidates who have completed all the task of On-line Application process shall only be considered for further selection process.

B. On-line Exam

1. The tentative syllabus for the exam will be including but not limited to following topics and emphasis could differ.

Section: I Gujarati Language & Grammar (10%)

Section: II Covering Following Subjective Topics (90%)

HR	<ul style="list-style-type: none">➤ HR Planning➤ Recruitment & selection➤ Training & Development➤ Performance appraisal➤ Wage & Salary Administration➤ Career Planning & Succession Planning➤ Incentives & Rewards➤ Employee Welfare & Social Security.
IR	<ul style="list-style-type: none">➤ Principal of Natural Justice➤ Disciplinary Actions Proceedings & Departmental Inquiry Proceeding➤ Code of Discipline➤ Code of Conduct➤ Industrial Psychology
Labour Laws	<ul style="list-style-type: none">➤ The Industrial Disputes Act-1947➤ The Contract Labour (Regulation & Abolition) Act -1970➤ The Bombay Shops & Establishment Act➤ The Employees Provident Funds & Misc.

	<ul style="list-style-type: none"> ➤ Provisions Act – 1952 ➤ The Trade Union Act -1926 ➤ The Industrial Employment (Standing Orders) Act -1946 ➤ The Minimum Wages Act -1948 ➤ The payment of Wages Act -1936 ➤ The Employee’s Compensation Act -1923 ➤ The Payment of Bonus Act -1965 ➤ The Payment of Gratuity Act -1972 ➤ The Maternity Benefit Act – 1961 ➤ The Apprentices Act -1961 ➤ The Factories Act -1948 ➤ The ESI Act -1948 <p style="text-align: center;">“The question paper will be in English Language only”</p>
2.	The question paper for the On-line 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.	The Management reserves the right to short-list, select and reject any candidates for On-line Exam as the case may be for selection.
C.	Result of On-line Exam
1.	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.
2.	5% marks (of secured marks in On-line 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 result, if two or more candidates found with equal marks in On-line 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 On-line 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 On-line 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 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.
4.	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.
5.	Caste (Roster category) Certificate of Gujarat State will only be considered.
6.	SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non-Creamy Layer Certificate issued Gujarati – પરિશિષ્ટ – ૬ or પરિશિષ્ટ – ૪ and EWS category candidates shall have to submit valid income and Assets certificates as per Resolution No. EWS/122019/45903/A Dtd. 23.01.2019 & Dtd. 25.01.2019 in prescribed format (in English Annexure-KH or in Gujarati પરિશિષ્ટ-૭) issued by the Competent Authority of Gujarat State. The above certificates must be valid as on the date of application as well as on the date of document verification, if Shortlisted.
7.	The selected candidates of ST Category will be given appointment against the post of ST only after the process of verification of Caste Certificate is completed by the scrutiny committee/competent authority of Tribal Development Department as per the Govt. Resolution No. CRR-102018-461239-G-2 dated 22/10/2018 of GAD, GOG.
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.	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% quotas. 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.
10.	In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company’s rules.
11.	No travelling fare will be paid to any candidates for attending the On-line Exam.

12.	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.
13.	Important: The candidates are requested to visit on www.gsecl.in for regular updates / notices related to the recruitment process. The GSECL does not owe any responsibility in this regard, if candidate fails to note latest updates, no claims shall be entertained. 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.
14.	Any amendment by GSECL in regard to 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.
15.	Canvassing in any form shall debar the candidate from selection.
E.	<u>Stages of Recruitment Process</u>
	<ul style="list-style-type: none"> • On-line Application • On-line Exam • After completion of Exam, the candidates can view provisional Question/Answer Key and if any objection can be raised within 4 days on publishing the same. • If any objections will be received, same will be put up before subject experts for review. • Upon completion of above, the result and provisional merit list along with 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. • Final selection list will be prepared and issued appointment orders to eligible candidates accordingly. • The validity of selection list will be one year from the date of publishing the provisional merit list.
F.	Help Desk
	For any query you may contact on our Help Desk No. : +91-7353259222 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 along with two recent passport size photographs should be affixed on the space provided on the application form.
2. Attested copy of
 - i. School Leaving Certificate
 - ii. Mark sheets of MSW/MLW
 - iii. Degree Certificate
 - iv. Caste (SC/ST/SEBC/EWS) Certificate issued by authority of Gujarat State.
 - v. Disability Certificate (for PWD Candidates only)
 - vi. Identity proof (Voter ID/Pan Card/Aadhar card/Driving License etc.)
3. In case of SEBC candidates, latest Non Creamy Layer Certificate issued in Gujarati -પરિશિષ્ટ “ક” or પરિશિષ્ટ – ૪ by the Competent of Gujarat State.
4. EWS category candidates shall have to submit valid income and Assets certificates as per Resolution No. EWS/122019/45903/A Dtd. 23.01.2019 & Dtd. 25.01.2019 in prescribed format (in English Annexure-KH or in Gujarati પરિશિષ્ટ-ગ)
5. In case of PWD Candidates, Certificate of Civil Surgeon.
6. In case of Ex. Armed Force Personnel, necessary certificate should be attached.
7. Self-Declaration for genuineness of documents as per attached proforma (Annexure-I)
8. In case of widow applicants, death certificate of the husband and an undertaking to the effect that the applicant has not re-married.
9. NOC from present employer (If applicable).
10. Domicile certificate in case of candidate belongs to Gujarat State.
11. 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
SELF DECLARATION FOR SUBMISSION
OF GENUINE / TRUE
CERTIFICATES / DOCUMENTS

I, Shri _____, residing at _____ (write name of City / Town) hereby declare as under:

- (1) That I had applied for the post of Labour Welfare Officer arisen at various Power Station of GSECL and have read the conditions thereof.
- (2) I hereby declare that whatsoever documents submitted by me for consideration to the post of Labour Welfare Officer are true and are not false and fabricated.
- (3) I have been made to understand by GSECL 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 Labour Welfare Officer 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

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

I, Shri _____ residing at _____ (write name of City / Town) give declaration as under in view of Advertisement dtd. _____ for the post of Labour Welfare Officer at various TPS of GSECL.

- (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 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 Labour Welfare Officer are true and are not false and fabricated and I have been made to understand by GSECL 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 Labour Welfare Officer 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: