



GUJARAT STATE ELECTRICITY CORPORATION LIMITED

VIDYUT BHAVAN, RACE COURSE, VADODARA - 390 007.

CIN: U40100GJ1993SGC019988

Website: www.gsecl.in

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 with installed capacity 6153.771 MW. 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. 21900-43350 (Pre-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, liasioning, legal compliances
Qualification	Two years full time post graduate qualification with 60 % from recognized University duly approved by UGC/AICTE 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 as Labour Welfare Officer in a factory.
Age Criteria	35 years on the date of Advertisement

Relaxation in upper age limit to other categories shall be given as under			
Category		Relaxation	
Female Candidate		05 Years	
PH candidate		10 Years	
Dependent of Retired Employee of GUVNL & Subsidiaries		Upto age of 40 years (Consider only on submission of undertaking)	
<ul style="list-style-type: none"> • 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		04 (3 clear and 1 likely)	
Roster Reservation	Category	UR	Total
	Vacancy	04	04
	Reserved for Woman	01	01
<ul style="list-style-type: none"> • The vacancies may vary depending upon the actual requirement. • GSECL is a multi-location Power Generation Company having its Corporate Office at Vadodara, Nine (09) Power Stations, at Wanakbori, Ukai, Sikka, Panandhro (Kachch), Gandhinagar, Utran, Dhuvaran, Kadana, Kevadia Colony and 1 office at Surendranagar in all over Gujarat. 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 candidate Rs.250.00 for ST & SC candidates		
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		19th January, 2017	
Last date for online submission of application		2nd February, 2017	
Last date for receipt of hard copy of online application alongwith other documents		13th February, 2017	
Important Dates	The last date of on line application is 2nd February, 2017 12.00 midnight. The last date of sending hard copy of Application along with certificates is 13th February, 2017		
General	Knowledge of Gujarati is essential.		
Company reserves its right to call only short listed candidates for the On-line Test on the basis of percentage of Academic Performance / Experience / Age.			
The candidates after submitting on-line application should send printed Hard copy of application duly signed alongwith check list attached herewith. The Hard copy forwarded through R.P.A.D. post / Speed Post will only be considered.			
Hard copy to be forwarded at following address:			
General Manager (HR) Gujarat State Electricity Corporation Ltd. Vidyut Bhavan, Corp. Office, Race Course, <u>Vadodara : 390 007</u>			



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Guidelines for post of Labour Welfare Officer

1. Candidates are required to submit online application compulsorily after reading/ understanding following guidelines.
2. Candidates will be shortlisted for On-line 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. Administrative Charges (non-refundable) of Rs 500 for Unreserved, SEBC, and Rs.250 for ST & SC are to be paid through Demand Draft only, and payment in any other mode is not acceptable. Candidates are required to obtain DD favoring **Gujarat State Electricity Corporation Ltd** payable at **Vadodara** before submitting their online application. DD should be obtained from a Nationalized Bank. The details of the same should be specified correctly in the application.
4. The reservation for SC/ST/SEBC and Women candidates and the state domicile policy shall be as per guidelines issued by GUVNL and as per Govt. of Gujarat directives.
5. The management reserves the right to relax the criteria mentioned in advertisement.
6. The management reserves the right to short list, select or rejects any candidate for On-line Test/ Interview as the case may be.
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.

9. In case of selection, the candidates have to fulfill the requisite Physical Fitness Standard as per Company's rules.
10. In case of physically handicapped candidate, latest disability certificate of Civil Surgeon indicating the physical disability of 40% or more shall be submitted with application.
11. Selected candidate will be posted at any Power Station of GSECL in Gujarat and the candidates selected for the post, shall not be transferred from GSECL to any other subsidiary Company of GUVNL.
12. In case of name or caste differ due to marriage or other reason in educational certificate; attach the copy of Gazette for transfer of name or caste, on failure of which the candidature for the further process will be rejected.
13. Candidates who are working in Government/ Semi Government / PSUs have to submit the "**No Objection Certificate**" from the concerned organization at the time of written test/interview as the case may be, failing which their candidature will be disqualified.
14. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming his/her duty.
15. Departmental candidates / Dependent of retired employees of the Company as per GSO-295, meeting the above criteria also have to apply ONLINE and to submit the required documents.
16. For qualifying criteria, the candidate should have final year passed required qualification. The candidate submitting transcript instead of mark sheet will not be considered eligible.
17. Application received after closing date will not be acceptable under any circumstances.
18. GSECL will not be responsible for any postal loss/delay in receipt of application.
19. No any travelling fare will be paid to any candidate for attending the written test/interview.
20. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning reasons thereof.

21. Filling up 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 applications, made will be final and management will not entertain any enquiry or correspondence in this regard.
22. Canvassing in any form shall debar the candidate from selection.
23. The tentative syllabus for the exam will be including but not limited to following topics and emphasis could differ.

HR	IR	Labour Laws
<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. • Corporate Social Responsibility 	<ul style="list-style-type: none"> • Principles of Natural Justice • Disciplinary Actions Proceedings & Departmental Inquiry Proceeding • Code of Discipline • Code of Conduct • Industrial Psychology • Union management 	<ul style="list-style-type: none"> • Constitution of India • The Industrial Disputes Act-1947 • The Contract Labour (Regulation & Abolition) Act -1970 • The Bombay Shops & Establishment Act -1948 • The Employees Provident Funds & Misc. 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 -2010 • 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 Building and other Construction Workers’ (Regulation of Employment and Conditions of Service) Act, 1996 • The ESI Act -1948

“The question paper will be in English Language only”

24. This online registration of application program works fine with Internet Explorer 7.0 and above and Mozilla Firefox 4.0 and above. Hence all candidates are requested to use these browsers while filling-in online application.

25. Before starting for filling-in online application, the candidate shall keep ready (i) scanned copy of passport size photograph in the format jpg, jpeg, gif, png with memory size less than 50kB and 110x100 pixels and(ii) valid e-mail address.
26. Candidate has to enter 10 digit mobile number or land line phone number with STD code and valid email address. They are also advised to retain this email ID active for at least one year as important intimations to candidates shall be provided by email. They are further requested to check regularly their email. No change in the email ID will be allowed after submission of application. If candidate by mistake provides invalid mobile number/ phone number/ email address in the format, GSECL will not be responsible for non-receipt of communication/ delayed communication.
27. Candidates are required to enter the SSC seat no. and year of passing SSC correctly.
28. Candidates interested in joining GSECL as Labour Welfare Officer and who possess requisite qualification and experience can apply on line through GSECL web-site www.gsecl.in in the prescribed pro-forma.
29. In all future correspondence with GSECL, On-line Registration No. should be written. The password entered in the online application needs to be remembered by applicant for future login. The registration no. and password will be sent on email address once. Candidates are requested to check their junk email folder also.
30. Candidates after submitting online application cannot edit the application so candidates are advised to see the Preview of application before final submission of application. Candidates can print the application by login using registration no. and password up to last date and time of online job application.
31. Due to variant nature of internet, all candidates are requested to check their Spam/ Junk mail folder of their email also.
32. Candidates are requested to visit our website regularly for updates.
33. Candidates will be informed on their e-mail regarding receipt of hard copy but eligibility will be subject to scrutiny of documents.
34. Candidates for any reason, if unable to apply on-line, they can use **HELP LINE at Company's Corporate Office** during working hours as below :

For IT related issues : 0265-6612040 For other issues : 0265-6612052/53

35. After successful registration of online application, candidates can print the hard copy of application using view/ print Option. This link will be provided in the e-mail also. Candidates are requested to retain hard copy of application for their reference.
36. 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 13th February, 2017 on following address by RPAD / Speed Post**. If the candidate submit the On-line application but do not forward the Hard copy of application with requisite documents then such candidature will be invalid.

Note :- It is compulsory to mention the generated **Application Number** & to write **"Application for the post of Labour Welfare Officer** on the envelop.

General Manager (HR)
Gujarat State Electricity Corporation Ltd.
Vidyut Bhavan, Corp. Office, Race Course,
Vadodara : 390 007

Date : 19.01.2017

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 Mark Sheets of all Years / Semesters (The candidates submitting the Internet or Provisional Mark sheet will not be considered eligible and in case of Points/Grade system, the candidates are requested to attach transcript showing conversion of Points/Grade in to percentage)
- Degree Certificate
- Caste Certificate, if applicable (The certificate issued by Competent authority of Gujarat State shall only be considered in case of reserved candidates)
- Latest Disability Certificate (For Physical Handicapped Candidates), issued by Civil Surgeon
- Experience Certificate
- NOC as mentioned in point No.13
- Death Certificate, Marriage Certificate and affidavit as per given format on non judicial stamp of Rs.20/- (For Widow Candidates)
- In case of Dependent of retired / expired employees as per GSO-295, relieving / cease Office Order should be attached.
- Undertaking as per attached proforma (For dependant of Retired / expired employees as per GSO-295)
- **Original Demand Draft** favoring **Gujarat State Electricity Corporation Ltd** payable at **Vadodara** (Registration No. and Name of candidate to be mentioned on the back side of DD)
- Domicile Certificate if applicable
- Any other relevant documents.