



GUJARAT ENERGY TRANSMISSION CORPORATION LTD.

Sardar Patel Vidyut Bhavan, Race Course, Baroda 390007

Website : www.getcogujarat.com

ISO 9001:2008

CIN: U40100GJ1999SGC036018

INVITES

APPLICATION FOR THE POST OF EXECUTIVE (HR)

Gujarat Energy Transmission Corporation Ltd. (GETCO) is a leading ISO 9001:2015 State utility in Transmission Business having its Head Quarter at Vadodara. It has strong work force of more than 17,000 employees with its transmission network spread over Gujarat State for power evacuation from generating stations and transmitting to DISCOMs.

As we are on high growth trajectory and need to strengthen our manpower strength, we invite applications from young and energetic HR Professionals to go through selection procedure and take up challenging task in GETCO.

APPLICATIONS ARE INVITED FOR THE POST OF EXECUTIVE (HR) UNDER GETCO FROM THE ELIGIBLE CANDIDATES AS FOLLOWS:

Job Title	EXECUTIVE (HR)
Pay Scale	Pay Scale of Rs. 45400 - 101200 plus other benefits as per Company's rules.
Job Profile	Implementation of various HR / IR policies.
Required skill	People Management, Drafting, Communication, Liaisoning, legal compliances
Qualification	<u>For Open Market Candidates</u> Two years' full time Post Graduate Qualification with minimum 55% in final year in any of the following: MBA(HR) / Social Work (MSW)/ Labour Welfare (MLW)/ Personnel Management (MPM) / Human Resource Management (MHRM) or Development (MHRD)/ Industrial Relations. <u>For Departmental Candidates (GUVNL or Subsidiary Companies)</u> Distance Learning Courses secured in above degrees from the Recognized university duly approved by UGC/DEB/AICTE may be allowed.
Experience	<u>For Open Market Candidates</u> The candidate should possess minimum 02 (two) years of Post

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	<p>qualification working experience of HR functions in a reputed company as on date of Starting Registration on Website. i.e. 04/03/2023</p> <p><u>For Departmental Candidates (GUVNL or Subsidiary Companies)</u></p> <p>The Candidate should have render at least 03 years' Service in GUVNL or subsidiary companies in HR Functions.</p>
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Age Criteria	<p>For Unreserved Category: 36 years and For Reserved Category: 41 years As on date of Starting Registration on website. i.e. 04/03/2023</p>
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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, BL – Both Leg, CP – Cerebral Palsy, D-Dwarfism, LC-Leprosy Cured, AAV-Acid Attack Victim, SLD-Specific Learning Disability.				
Dependent of Retired Employee of GETCO					Up to age of 40 years				
<ul style="list-style-type: none"> • Maximum age relaxation in upper age limit shall be considered up to 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 will be calculated as on date of starting registration. 									
<u>Vacancy: 09</u>									
UR		SEBC		SC		ST		TOTAL	
M	F	M	F	M	F	M	F	M	F
04	02	02	00	00	00	01	00	07	02



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<ul style="list-style-type: none">• The vacancies may vary depending upon the actual requirement.• GETCO is a multi-location Power Transmission Company having its Corporate Office at Vadodara. The above vacancies shall occur at various Circle offices of the Company and these posts are transferable within the Company.	
FEES (NON REFUNDABLE)	<p>Rs.500.00 for UR, SEBC & EWS candidate (Incl. GST) Rs.250.00 for ST, SC & PWD candidates (Incl. GST)</p> <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 ONLINE APPLICATION	
On-line application form will be available on company web site.	Candidates may log on: www.getcogujarat.com
Online submission of application commences	<u>04/03/2023</u>
Last date for online submission of application	<u>24/03/ 2023</u>

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 / online test on basis of their “online applications” shall not be required to submit photocopies of all the relevant certificate at present. The photocopies of all the relevant certificates shall be submitted as and when required and subsequently, the original certificates for verification as and when required.



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03. The Management reserves the right to short-list, select and reject any candidates for Test for selection.
04. The Management reserves the right to cancel the Selection 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. Persons with Disability 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.
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 of last year / last two semesters** equivalent to the grades obtained by them along with decimals.
08. The candidates working in Government / Semi Government or PSU Organization shall have to produce **“NO OBJECTION CERTIFICATE”** from the concerned organization, failing which, their candidature will be disqualified.
09. If the selected candidate is 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.
10. The Domicile Policy of Gujarat State as per GR dated 31.03.1995 shall be followed. Candidate shall have to submit the domicile certificate of being resident of Gujarat State if he/she claims appointment under Domicile Quota.
11. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
12. The tentative syllabus for the exam will be including but not limited to following topics/areas and emphasis could differ.

There will be three (3) sections in multiple choice question paper having approximate weightage for each section as under:



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General Knowledge	10%
English Language	20%
HR, IR and Labour Laws	70%

The syllabus of HR, IR and Labour Laws may include;

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• Social research methods	<ul style="list-style-type: none">• Principal of Natural Justice• Disciplinary Actions Proceedings & Departmental Inquiry Proceeding• Code of Discipline• Negotiating skill and participative decision making• Union management• Industrial Psychology	<p>Part A</p> <ul style="list-style-type: none">• 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 - 1923• The Payment of Bonus Act - 1965• The Payment of Gratuity Act - 1972• The Maternity Benefit Act - 1961• The Apprentices Act - 1961 <p>Part B</p> <ul style="list-style-type: none">• The constitution of India (pertinent articles to labour laws & fundamental rights)• The Person with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Act, 1995• The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act,2013

The Question Paper Will Be in English Language Only

13. 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.



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14. The selection shall be carried out in two stages as under:
 - (I) On-line /written test will be consisting of 100 marks. The weightage of On-line / written test would be 85%
 - (II) Personal Interview. The weightage of this stage would be 15%.
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. If the application received in large numbers, then examination scheduled to be held in multiple batches and candidates' scores will be as per normalization methodology before result declaration.
17. 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.
18. 05% 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.
19. While preparing selection list, if two or more candidates are found with equal score, the selection will be in the following manner:

They will be kept in merit according to their date of birth i.e. the elder will be kept in higher priority to younger. Candidates of Gujarat domicile will be given priority over non-domicile candidates irrespective of date of birth/age.

In case the date of birth is also found same, then the candidate securing higher percentage in Post-Graduation (Master Degree) shall be considered above the candidate securing lower percentage in Post-Graduation (Master Degree). In case all the above three factors are same i.e. equal score, equal date of birth and equal percentage in Post-Graduation (Master Degree), the alphabetical sequence of the name of the candidate starting from A will be considered.



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20. The result of the test shall be published by GETCO and shall be displayed on GETCO'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.
21. In case name or caste changes due to marriage or any other reason in educational certificates, then the Gazette copy is required, failing which the candidature for the further process will be rejected.
22. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
23. Reserved category candidates who fulfill the qualification and age criteria shall have to submit valid certificate issued by appropriate authority of Gujarat State
24. SEBC candidates who fulfill the qualification and age criteria shall have to submit valid Non- Creamy Layer Certificate issued in Gujarati - **પરીશીષ્ટ - 'ક' / પરીશીષ્ટ - 'ઝ'** by the Competent Authority of Gujarat State.
25. 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.
26. No travelling fare will be paid to any candidate for attending the Written Test / Personal Interview as the case may be.
27. 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 / online test; candidate has to doubly ensure that he/she fulfills all the requisite criteria. All the documents of Shortlisted 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 shall not be a ground for claiming employment/recruitment.
28. Candidates are requested to visit on www.getcogujarat.com for regular updates regarding schedule of test and other relevant notifications.
29. The selected candidates shall be posted under the jurisdiction of GETCO. The candidate selected for the post, shall not be transferred from GETCO to any other Subsidiary Company of GUVNL.



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30. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
31. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
32. Applicants who complete all the tasks successfully of online application process shall only be considered for further selection process.
33. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
34. Canvassing in any form shall debar the candidate from selection.

Documents to be produced as and when required by the Company

Application Form 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.
 - ✓ All Mark sheets of Graduation and Post - Graduation issued by College/University.
 - ✓ **Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place (i.e. of last two semesters / last year).**
 - ✓ Degree Certificate,
 - ✓ Caste Certificate (if applicable).
 - ✓ Valid Non Creamy Layer certificate in case of SEBC
 - ✓ Disability CertificateValid Caste (Roster Category) Certificate of Reserved category of Gujarat State only will be considered.
3. Certificate mentioning the relevant experience
4. In case of Person with Disability Candidates, Valid Certificate of Civil Surgeon is required. (showing percentage of Disability)
5. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.



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6. In case of Widow Applicant, copy of marriage certificate and death certificate of the deceased husband should be attached.
7. NOC from present employer (If applicable).
8. Domicile certificate (If Applicable).
9. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
10. Residential Address Proof (Voter ID / Aadhar Card / Driving License / Electricity Bill / Telephone Bill / Ration Card etc).

Help Desk: In case of any queries please write to Email address
recruit.getco@gebmail.com

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.

General Manager (HR)