



## DAKSHIN GUJARAT VIJ COMPANY LIMITED

CIN U40102GJ2003SGC042909

Regd. & Corporate Office: "Urja Sadan", Nana Varachha Road,  
Kapodara Char Rasta, SURAT- 395 006

Tel No: (0261) 2506100/200 Website: [www.dgvcl.com](http://www.dgvcl.com)



Dakshin Gujarat Vij Company Limited is a Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Gujarat State. DGVCL offers a challenging and rewarding career to dynamic candidates in Finance & Account Department in DGVCL, Surat.

APPLICATIONS ARE INVITED FOR THE POST OF ACCOUNT OFFICER IN **SC CATEGORY** FROM ELIGIBLE CANDIDATES AS FOLLOWS:

Name of the post	Account Officer
Required Qualification	CA / ICWA.
Job Profile	<ul style="list-style-type: none"><li>• Supervision and handing Company Accounts;</li><li>• Internal Audit;</li><li>• Statutory Audit;</li><li>• Government Audit;</li><li>• Banking &amp; Funds Operations;</li><li>• Revenue Accounting &amp; Activities incidental to revenue monitoring;</li><li>• Budgets;</li><li>• Annual Plan;</li><li>• Business Plan;</li><li>• GERC Compliances;</li><li>• Taxation matters;</li><li>• To carry out Finance &amp; Accounts functions as per Rules &amp; Procedures under various statutory Finance Laws and Cost Accounting Practices;</li><li>• Any other work assigned by the superior.</li></ul>
Required Experience	Should possess minimum two year's relevant experience after obtaining Minimum Qualification.
Pay Scale	Pay Scale of Rs.58,500 – 1,15,800 plus DA, HRA, CLA, Medical, LTC as per Company's rules.
Age limit	Maximum 30 Years + 5 years relaxation as on date of advertisement i.e. 23.09.2019  Relaxation in upper age limit to following categories shall be given as under: <ul style="list-style-type: none"><li>• Female Candidates : 05 years</li><li>• Ex Armed Force Personnel : 10 years</li><li>• PH category candidates : 10 Years.</li><li>• Age relaxation will be considered for Departmental candidates in DGVCL and dependent of retired employees of DGVCL as per Company's rules.</li><li>• Maximum age relaxation in upper age limit shall be considered up to 45 years.</li></ul>

Required Skills	<ul style="list-style-type: none"> <li>• The candidate should possess good coordinating skill</li> <li>• Knowledge of Accounting method</li> <li>• Liaisoning with Govt. Authorities</li> <li>• Good Command over English Language</li> <li>• Knowledge of Computer Operation.</li> </ul>
Vacancy & Roster	01 (One) SC Category.

➤ **Fees (Non-Refundable): (Only online payment will be accepted)**

<b>FEES (NON REFUNDABLE)</b>	<p>Rs.250.00 for SC candidates</p> <ul style="list-style-type: none"> <li>• Candidate has to pay application fees On-line through Credit Card / Debit Card / Net Banking.</li> <li>• Bank charges shall be borne by candidate.</li> <li>• Application fee once paid shall not be refunded or shall not be adjusted in any subsequent Recruitment Process, under any circumstances.</li> <li>• No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.</li> </ul>
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➤ **IMPORTANT DATES:**

<b>Start Date and Time of Registration</b>	<b>23/09/2019, 10:30 AM</b>
<b>Last Date &amp; Time of Registration</b>	<b>08/10/2019, 11:59 PM</b>
<b>Last Date &amp; Time of Online Payment of Fees</b>	<b>08/10/2019, 11:59 PM</b>
<b>Last Date of submission of Hard copy of documents through RPAD/speed post</b>	<b>14/10/2019, 06:10 PM</b>

**GENERAL TERMS AND CONDITIONS:**

The Candidates are requested to carefully read the terms and conditions stated below:

01. Candidates are required to apply **online** compulsorily.
02. If the candidate submits the online application, but do not forward the hard copy of application with requisite documents, then such candidature will be invalid.
03. Candidates who are fulfilling above referred criteria, only required to submit online application. We will consider only online application and printout with certified hard copy of documents mentioned here below for further scrutiny.
04. The Management reserves the right to short-list, select and reject any candidates for Written Test and Interview as the case may be for Selection. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
05. The selection shall be carried out in two stage as under :

(I) Stage-1 : On-line/ Written Test will be consisting of 100 marks. The weightage of On-line/Written Test would be 85%

(II) Stage-2 : Personal Interview. The weightage of this stage would be 15%

The final Selection/Merit list shall be based on combined Marks of Written Test/ Online Test and Interview.

06. The ratio of candidates to be called for Personal Interview in the ratio should be 1:5 i.e. for one vacancy, five candidates will be called for Personal Interview. However, in case of lesser number of candidates, it will not be limiting factor and the lesser number of candidates will be called for Personal Interview.
07. 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.
08. Physically Handicapped candidates may 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.
09. 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 equivalent to the Grades obtained by them.
10. 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 selection, failing which, their candidature will be disqualified.
11. 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 their duty, failing which, their appointment order shall stand cancelled.
12. In case of name or caste differ due to marriage or any other reason in educational certificates, then such candidates should attach the copy of Gazette for transfer of name or caste, failing which, the candidature for the further process will not be Considered.
13. DGVCL will not be responsible for any Postal Loss/ Delay in receipt of application.
14. No traveling fare will be paid to any candidate for attending the written test and Interview.
15. In case of selection, the candidate has to fulfill the requisite physical fitness standard as per Company's rules.
16. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
17. 5% marks (of secured marks in written test) over and above actual marks secured shall be added for Widow Candidates. Widow Candidates, if remarried, shall not be given advantage of grace of 5 % marks. Further, Widow Candidates shall categorically state so and inform if they are remarried, with necessary documentary proofs.
18. The tentative syllabus for the 100 Marks is relating to Job Profile.
19. In case of Objective Written Test, 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. Rechecking or inspection of OMR Sheets, subsequent to objective test, will not be entertained by the Company.
20. 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.

21. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
22. Candidates are requested to apply only, if they are fulfilling requisite criteria and at appropriate stage if found not fulfilling any criteria, his candidature shall be cancelled immediately and short listing in selection list shall not be a ground for claiming employment/ recruitment.
23. Candidates are requested to visit on [www.dgvcl.com](http://www.dgvcl.com) for regular updates regarding schedule of test and other relevant notifications.
24. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
25. Applicant who has successfully done online payment shall only be considered for further selection process.
26. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE**.
27. Canvassing in any form shall debar the candidate from selection.

Help Desk
For any query, you may contact on our Help Desk No.0261-2506100/200/189 which will be available between 11.00 am to 6 pm on working days. You may also send an E-mail for your query on <a href="mailto:career@dgvcl.co.in">career@dgvcl.co.in</a>

**Documents to be produced in Hard Copy with printout of Online application:**

Candidates meeting with above criteria and interested then apply compulsorily **online** and send the print out of application along with below-mentioned documents **on or before 14/10/2019** with super scribed as "**Account Officer & Registration No: \_\_\_\_\_**" respectively on the envelope and posted / delivered **on following address by RPAD / Speed Post.**

"The I/C Addl. General Manager (HR),  
Dakshin Gujarat Vij Company Limited,  
Urja Sadan,  
Nana Varachha Road, Kapodra Char Rasta,  
Surat (Gujarat). 395006."

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.
  - ✓ Copy of all Mark sheets and Certificate of CA/ICWA issued by College/University.
  - ✓ Copy of Mark sheets of all Years / Semesters of Graduation.
  - ✓ Copy of all Degree Certificates.
  - ✓ Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
  - ✓ Degree Certificate, if available.
  - ✓ Caste Certificate/Disability Certificate (if applicable).
  - ✓ After post qualification Experience Certificate & relevant document.

3. Valid Caste (Roster Category) Certificate of Reserved category of Gujarat State only will be considered.
4. In case of Physically Handicapped Candidates, Valid Certificate of Civil Surgeon required. (showing % of Disability)
5. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
6. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
7. NOC from present employer (If applicable).
8. Online payment receipt.
9. Identification photo I.D. Proof (Voter ID/ Pan Card/ Aadhar Card/Driving License etc).
10. Any other relevant documents.

**Important Note:-**

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

**I/C Additional General Manager(HR)**