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Gujarat Urja Vikas Nigam Limited (GUVNL) is the Holding Company of 06 (six) functional entities created as a part of restructuring of erstwhile Gujarat Electricity Board (GEB). GUVNL is engaged in the business of bulk purchase and sale of electricity, Supervision, Co-ordination and facilitation of the activities of its Six Subsidiary Companies viz. GSECL (Generation Company), GETCO (Transmission Company), PGVCL, UGVCL, MGVCL & DGVCL (Distribution Companies).

GUVNL recorded turnover of Rs. 50,917 Crores lastly. The combined strength of employees in GUVNL & Subsidiary Companies is more than 60,000. Continuing its excellence at the national level, State-owned GUVNL's all four power distribution companies viz. DGVCL, MGVCL, UGVCL and PGVCL have secured A+ Ratings in the Tenth Annual Integrated Ratings unveiled by the Ministry of Power, Govt. of India on 5th August 2022. GUVNL & its Subsidiary Companies have been ranked as one of the Best State Power Sector Companies and GUVNL has been ranked as "5th Best Unlisted Company" by Business Standard BS 1000 March 2018.

Gujarat Urja Vikas Nigam Ltd is an innovative and growing Company, dedicated to excellence. We believe in the power of effective communication to drive success. Manager Corporate Communication is a pivotal role in shaping our image and building lasting relationship with our stakeholders.

Company is looking for Manager (Corporate Communication) in GUVNL on contractual basis. GUVNL invites applications from the suitable candidates meeting with the following criteria for the post of Manager (Corporate Communication) in GUVNL on contractual basis.

Manager (Corporate Communication) on contractual basis

Sr. No.	Criteria	Description
01.	No of post	01 (One)
02.	Minimum Educational Qualification	Master of Journalism & Mass Communication / Post Graduate with specialization in Journalism & Mass Communication with minimum 55 % from Recognized University/ Institution with regular course
03.	Experience	5 (five) years of relevant post qualification experience in Corporate Communication / Media/Public Relation work.

04.	Age	Maximum 35 years as on the date of Advertisement
05.	Tenure	The position is for contractual appointment for initial period of 03 (three) years which will be extendable for another 02 (two) years based on performance during initial period of 03 (three) years.
06.	Pay	The Post carries CTC of Rs. 14.75 Lakhs approx. per annum.
07.	Job Description	<p>The incumbent shall be responsible for looking after Public Relations Management, all Corporate communications, Corporate advertisements, Protocol Management, Liaison with various Government Departments, Agencies etc. Therefore, the incumbent shall required to perform work in following areas:</p> <ul style="list-style-type: none"> • Launching Advertisement and publicity campaign for image building of the Company and related matters. • Issuing press releases and organize press conference and maintain proactive relation with media. • Launching communication campaign - internally and externally. • Sharing information relating to conservation of energy and other policy matters to the public at large. • Editing and publishing house journals and news letter as well as publishing various Government Scheme, besides filing of rejoinder received from the Government. • Making arrangement for hospitality requirements of various visitors & delegations. • Issuing tender advertisement for the procurement of the materials etc. • Arranging stationary items etc. • Liasioning with various Govt. agencies / Ministries / Customers/ Employees and others DISCOM. • All other activities related to Corporate Communications / Public Relations function. • Arranging for photography for the Company's functions. • Supervision & Co-ordination of all VIP Guest Houses for making arrangement for hospitality requirement of various visitors 7 delegates from Central State Govt. <p>The above scope of work is illustrative in nature and it is not exhaustive. As such the candidate shall have to carry out any function which is related with the activities in the larger interest of the Company and work allotted by the competent authority pertaining to PR from time to time.</p>
08.	Required Skill	<ul style="list-style-type: none"> • Have excellent communication ability in Oral, Written in English & Gujarati language. • Looks after Public Relations Management, all corporate communications, advertisements, Protocol Management, Liaison with various Government Departments, Agencies etc.

		<ul style="list-style-type: none"> • Ability in launching Advertisement and publicity campaign for image building of the Company and related matters. • Issue press releases and maintain proactive and coordinational relation with media. • Ability of making conservation of energy campaigning and other policy matters to the public at large. • Editing and publishing house journals and news letter as well as publishing various Government Scheme, besides filing of rejoinder received from the Government. • Making arrangement for hospitality requirements of various visitors & delegations. Supervision & Co-ordination of all VIP Guest Houses for making arrangement for hospitality requirement of various visitors & delegates from Central State Govt.
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Interested person who possess the required qualification and experience may **apply online** on https://www.guvnl.com/guvnl_vacancies.html. Starting date of registration is **03/11/2023 12.00 am onwards** and last date of registration is **24/11/2023 till 06.00 pm**. Also send soft copy of the duly filled in application format along with scanned copies of relevant documents mentioned under on gujaraturja@gebmail.com by email till **24/11/2023 till 06.00 pm**. Application from a person who does not fulfill the eligibility criteria shall not be entertained.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION.

01. Online Application Form, duly filled along with one passport size photograph, affixed on the space provided on the application form.
02. Detailed Resume.
03. School Leaving Certificate/ or any other birth proof.
04. Copy of Mark sheets of all education qualification.
05. Degree certificate of all education qualification.
06. Certificate specifying the percentage equivalent to grades (if applicable).
07. Experience Certificates or Relieving Letters of past employment.
08. Appointment Letter of present employment.
09. Promotion order/ Pay slip or any proof as a supporting document of promotion at present employment (if applicable).
10. NOC from present employer for candidates working in Govt./ Semi Govt./PSU/ Public Ltd.(if applicable).
11. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
12. Departmental candidates are also required to submit a copy of appointment letter & ID Card.

Note: Submission of above documents is to be made by the candidates within stipulated time, failing which, his/her candidature shall be cancelled for the post.

GENERAL TERMS AND CONDITIONS:

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

01. Candidates are requested to **apply Online only**, if they are fulfilling requisite criteria. Candidate has to doubly ensure that he/she fulfil 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.
02. The candidates who have secured grades in their result (graduation) shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.
03. Application received after closing time of last date of application shall not be accepted under any circumstances.
04. Applications received from candidates not submitting any of the above documents/ submitting incomplete application form/resume shall not be considered for further process of recruitment.
05. The candidates shortlisted for Online Test/ Personal Interview on basis of their “on line applications” shall be required to email documents as stated above & the same shall be verified with original certificates as and when required.
06. Subsequently, the original certificates should be produced for verification as and when required. All the documents of Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his/her candidature shall be cancelled immediately and his/her short listing in selection list shall not be a ground for claiming employment.
07. The selection procedure shall comprise of Written/Online Test and Personal Interview.

Selection for the post of manager corporate communication shall be made on the basis of Written/Online Test and Personal Interview. Written/Online Test having weightage of 85% & Personal Interview having weightage of 15%.
08. The Management reserves the right to short-list, select and reject any candidates for Online Test/ Personal Interview as the case may be for selection.
09. 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 enquiry or correspondence in this regard.

10. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
11. The candidates working in Government/ Semi Government or PSU Organization shall have to produce “NO OBJECTION CERTIFICATE” from the concerned organization whenever asked as the case may be, failing which, their candidature will be disqualified.
12. If the selected candidate is working in any company or organization, he/she will have to produce relieving letter from the previous employer at the time of resuming their duty, failing which, their appointment order shall stand cancelled.
13. Mere submission of online application does not guarantee the adequacy of candidature for being considered for the further selection process.
14. Candidates are requested to visit on https://www.guvnl.com/guvnl_vacancies.html for regular updates regarding schedule of test and other relevant notifications. GUVNL does not owe any responsibilities, if any candidate fails to note latest updates, no claims shall be entertained.
15. In case of selection, the candidates have to fulfil the requisite physical fitness standards as per company’s rules.
16. No travelling fare will be paid to any candidates for attending the Online Test & Personal Interview.
17. Any application, seeking any information, will not be entertained till the completion of the entire recruitment process.
18. Canvassing in any form shall debar the candidate from selection.

Help Desk
For any query you may contact Ms. Shikha Sheth on 6359638595 or send an E-mail on gujaraturja@gebmail.com

J T RAY
GENERAL MANAGER (HR)