



ASSAM POWER DISTRIBUTION COMPANY LIMITED
(A fully customer centric company)
Office: Bijulee Bhawan, Paltanbazar, Guwahati-781001, Assam
CIN: U40109AS2003SGC007242
E-mail: cgm.hr@apdcl.org, Website: www.apdcl.org

ADVERTISEMENT FOR THE POST OF DEPUTY GENERAL MANAGER (LAW)

EMPLOYMENT NOTICE NO: MD/APDCL/HR/REC(LAWCELL)/2023/10 Dated: 20/02/2023

Opening date of Submission of Applications	01.03.2023
Closing date of Submission of Applications	31.03.2023

Assam Power Distribution Company Limited (APDCL), a Government of Assam Undertaking, is the pioneer in the state electricity distribution domain throughout Assam. APDCL invites applications from eligible candidates to fill up 1 (one) unreserved post of Deputy General Manager (Law) in the Legal Branch on regular basis.

A. VACANCY:

SI No	Name of the Post	No. of Post	Pay Scale
1	Deputy General Manager (Law)	1 (One) (UNRESERVED)	Rs 42000- 116000/- Grade pay – Rs 17400/-

***Note: The finally appointed candidate would be placed in the Pay Scale and Grade Pay as mentioned above and other allowances as admissible as per the rules/ norms of the Company and shall be covered under the New Pension Scheme (NPS).**

B. AGE:

The maximum age must not exceed 52 years. (as on 01.01.2023)

C. ESSENTIAL QUALIFICATION & EXPERIENCE:

a) ESSENTIAL QUALIFICATION

Graduate Degree in any discipline with minimum 50% marks and Bachelor Degree in Law (LLB) (minimum 03 years professional course) with minimum 50% marks or, 05 years integrated B.A.LL.B Degree (Professional) with minimum 50% marks. Preference will be given to candidates having Post- Graduate Degree in Law (LLM).

b) EXPERIENCE

Candidate must possess 10(ten) years of post-qualification Experience as a Law Executive in Public Sector / Private Sector Companies or in a registered Law Firm, as an employee of that Firm in handling litigations before Arbitration Tribunals, Judicial / Quasi- Judicial Forums, Industrial/ Labour law matters, Arbitration and Conciliation matters, MSME etc.

OR

Candidate must possess minimum 6 (Six) years of post-qualification experience as a Law Executive in Public Sector / Private Sector Companies or as an Advocate in a registered Law Firm, as an employee of that Firm plus minimum 04(Four) years of post- qualification experience as an Advocate in Bar and /or District and higher courts in handling litigations before Arbitration Tribunals, Judicial/Quasi-Judicial Forums, Industrial/ Labour law matters, Arbitration and Conciliation matters, MSME etc.

Note: The qualifications prescribed for posts must have been obtained through regular courses and the Institute/ University must be recognized by the UGC and the Bar Council of India. Equivalent qualification obtained through correspondence courses shall not be considered.



D. HEALTH:

- i) Appointment of selected candidates will be subject to having sound health and being physically & mentally fit in the Pre- Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness.
- ii) Final selection of the candidates shall be subject to medical fitness.

E. OTHER ELIGIBILITY CONDITIONS:

- i) The candidate must be a citizen of India.
- ii) The candidate must have a valid License from the State Bar Council.
- iii) The candidate should be free from any vigilance/ criminal cases.
- iv) The candidate must be a domicile of Assam.
- v) The candidate must have a good character.
- vi) The candidate must fulfil the eligibility criteria as per the Government Policy on Small Family Norms called the Assam Public Services (Application of Small Family Norms in Direct Recruitment) Rules, 2019.
- vii) His/her character and antecedents are such as to qualify him/her for such service, provided that any candidate who is dismissed or discharged from Service of the Government or any other Organization for misconduct or who is convicted of any offence involving moral turpitude shall be disqualified for appointment.

Only those candidates, who fulfil the eligibility criteria, may apply for the post.

F. HOW TO APPLY:

- i) Candidates fulfilling the above criteria may apply by downloading the application form by visiting Career section of official APDCL website www.apdcl.org from 01.03.2023.
- ii) Completely filled up application should be enclosed with the following supporting documents (self-attested wherever applicable)
 - a. 2 (two) self-attested Passport size photographs
 - b. Class X admit card/ pass certificate as Proof of age.
 - c. Marks sheet & Pass certificate of Class X, Class XII, Graduation and Post-Graduation.
 - d. Candidates applying for the post of Deputy General Manager (Law) who are employed in PSUs/Govt. Departments/Autonomous bodies should apply through proper channel or must enclose a No Objection Certificate (NOC) along with the filled-up application form.
 - e. Initial appointment letter/ offer of appointment of past/current employment.
 - f. Experience Certificates.
- iii) Candidates should enclose a Demand Draft/IPO of Rs. 1000.00/- (in case of Unreserved/ OBC/MOBC) **OR** Rs 500/- ((in case of ST/SC) as application fee drawn in favour of the Chief General Manager (F&A), APDCL, Guwahati, payable at Guwahati-781001.
- iv) Completely filled up application form along with the supporting documents should reach: The CGM (HRA), Assam Power Distribution Company Limited, 4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001, Assam on or before 31.03.2023.
- v) Applications received after due date would be summarily rejected without any intimation.
- vi) In case the candidate is called for Selection Process, he/ she has to bring the application form with all ORIGINAL DOCUMENTS [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly SELF ATTESTED (in the same order) at the time of further Selection Process, failing which he/ she will not be permitted to appear in the Selection Process.
 - a. Copy of the Application form with 02 recent passport size photographs along with signature on the application form.
 - b. Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/ Mark Sheet.



- c. All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheet, Degree & Diploma certificate starting from matriculation onwards).
- d. Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.
- e. Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.
- f. Valid ID Proof: PAN Card/ Aadhar Card/ Voter ID Card/ Driving License.
- g. NOC/Forwarding Letter from the present employer in case the candidate is employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization;
- h. Only following types of documentary proofs towards experience will be considered:
 - **For Past Employment:**
 - i. Experience letter issued by competent and authorized executive of the organization indicating designation, date of joining and date of relieving from the organization by the employee concerned
OR
 - ii. Appointment letter clearly mentioning the designation and date of joining the organization along with the acceptance of resignation letter/ relieving order.
 - **For Current Employment:**
 - i. Experience letter issued by competent and authorized executive of the organization indicating designation, and date of joining the organization by the employee concerned along with latest pay slip;
OR
 - ii. Appointment letter clearly mentioning the designation, date of joining the organization and Latest Pay Slip along with any one of the following documents:
 - ❖ Identity card issued by current employer;
 - ❖ Annual Increment letter;
 - ❖ Promotion order/Transfer order etc.;
 - ❖ In the event of absence of appointment letter and latest pay slip, candidature of such candidates shall be liable to be rejected.
 - **Practicing Advocates:**
 - i. The applicants who have experienced as an Advocate must submit the Certificate of Practice from the respective Bar Association duly signed by the President/ Secretary of the Bar Association;
 - ii. Candidates who have been working in a registered Law Firm must submit their Initial Offer letter along with pay slip and certificate of practice/ experience certificate from a partner of the respective Law Firm.

G. SELECTION PROCEDURE:

- i) Candidates fulfilling all the eligibility criteria (based on the application submitted, will only be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, APDCL will adopt short listing criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.



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- ii) Screening and selection will be based on the details provided by the candidates; hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and APDCL will not be responsible for any consequence of furnishing such wrong/ false information.
- iii) Since all the applications will be screened on the basis of data submitted by the candidate(s) in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- iv) All the details given in the application form will be treated as final and no changes will be entertained.
- v) Selection Process will involve Group Discussions and/or Interview before the Selection Committee.
- vi) No TA or DA will be admissible for the journey in connection with Group Discussions and/or Interview.
- vii) The selection process as indicated above is tentative. Selection Process may, however, vary depending upon the administrative/ business requirements of the Company.

H. GENERAL INFORMATION AND INSTRUCTIONS:

- i) Only Indian nationals are eligible to apply;
- ii) Candidates must be domicile of Assam and should have proficiency in Assamese/Local language of Assam;
- iii) The candidate should undergo medical examination before appointment to the service;
- iv) The appointed candidates shall have to serve a probationary period of 2 (two) years.
- v) The appointed candidates shall have to sign a Service Bond of Rs 1,00,000.00 (Rupees One Lakh) or salary equal to 3 (three) months' pay, whichever is higher with APDCL as per the prescribed format of APDCL.
- vi) The Service Bond shall be effective till completion of the probation period of 2 (two) years.
- vii) Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement;
- viii) During the time of appointment, the person to be appointed must produce a copy of the resignation order from him/her previous job, irrespective of the person is working in a public or private sector;
- ix) The E-mail ID and Mobile number entered in the application form must remain valid for at least one year from the date of filling the application form. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only;
- x) While applying for the above post, the applicant shall ensure that he/ she fulfils the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment/ selection that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished incorrect / false information or has suppressed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without any notice;
- xi) Calculation of percentage of marks shall be as per University/Institute Rules. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by the Institute. Rounding off of percentage would not be allowed;



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- xii) Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either forward their application through Proper Channel or shall produce NOC from their present employer at the time of Selection Process. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/ her present employer at the time of Selection Process, his/ her candidature will not be considered;
- xiii) APDCL reserves the right to raise the minimum eligibility standards. APDCL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever;
- xiv) Canvassing in any form will result in cancellation of the candidature;
- xv) The prescribed qualifications/ experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. APDCL's decision shall be final in this regard;
- xvi) List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on APDCL Website www.apdcl.org for the information of the candidates in due course of time. Candidates are advised to visit APDCL Website www.apdcl.org for latest updates;
- xvii) Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "careers" section of APDCL website www.apdcl.org only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
- xviii) Any dispute, if arises shall be governed by and interpreted in accordance with the laws of Republic of India. The Courts in Guwahati shall have exclusive jurisdiction with respect to the recruitment process against this Employment Notice.

I. APPLICATION FEE:

Candidates should enclose a Demand Draft/IPO of Rs. 1000.00/- (in case of Unreserved/ OBC/MOBC) OR Rs 500/- ((in case of ST/SC) drawn in favour of the Chief General Manager (F&A), APDCL, Guwahati, payable at Guwahati-781001.

Sd/-
Chief General Manager (HRA)
Assam Power Distribution Company Limited,
Bijulee Bhawan, Guwahati-01