



Assam Power Distribution Company Limited (APDCL), a Government of Assam Enterprise, is the pioneer in the state electricity distribution domain with presence throughout Assam. APDCL is on a rapid growth pathway and invites applications from eligible candidates to fill up 1 (One) unreserved post of Assistant General Manager (Law) on contractual basis for a term of 5 (five) years.

Name of the post	Indicative Vacancies		Upper Age Limit	Pay	Minimum Relevant Post Qualification Experience
	Unreserved	Total			
Assistant General Manager (Law)	1	1	40 Years	Fixed Pay of Rs. 75,000/- per month	7

**1. EDUCATIONAL QUALIFICATION AND EXPERIENCE:**

Name of the Post	Educational Qualification	Post Qualification Experience
Assistant General Manager (Law)	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 with minimum 50% marks.	Candidate must possess minimum 07 (Seven) years of post-qualification experience working as an advocate, and/or 07 (Seven) years as an Advocate in a reputed Law Firm, and/or a minimum 07 (Seven) years in the Legal Branch of any company, State or Central Government PSU, and/or a minimum 07 (Seven) years in the legal section of any State or Central Government Department. ❖ Preference will be given to candidates working in either Central or State PSUs.

**2. ADDITIONAL QUALIFICATIONS:**

- i) A candidate shall be of sound health, both mentally and physically and free from organic defects or bodily infirmities likely to interfere with the efficient performance of his duties.
- ii) 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.

**3. REMUNERATION:**

For the rank of AGM: Fixed Pay of Rs. 75,000/- per month, excluding conveyance.

**4. TERMS OF ENGAGEMENT:**

- i) The candidate shall be engaged for a term of 5 (five) years only.
- ii) The engagement of the candidate may be terminated at any time by the engaging authority.

- iii) The candidate shall be subject to the rules as applicable to the employees of APDCL as to conduct in respect of matters not specifically provided.
- iv) The candidate shall not practice law in any court or undertake to perform legal service to any client during his/ her tenure in APDCL.
- v) At the time of engagement, the selected candidate shall undertake that he would strictly adhere to the code of conduct of APDCL.

## **5. GENERAL INFORMATION AND INSTRUCTIONS:**

- i) Only Indian nationals are eligible to apply.
- ii) Candidates should have proficiency in Assamese/Local language of Assam.
- iii) The candidate should undergo medical examination before appointment to the service.
- iv) 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.
- v) During the time of appointment, the person to be appointed must produce a copy of the resignation letter from his/her previous job, irrespective of the person is working in a public or private sector.
- vi) 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.
- vii) Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of interview. The following documents will only be accepted at the time of verification:
  - A copy of the filled-up application form along with valid ID card (PAN/Driver's License/Aadhar etc.).
  - Class X admit card/ pass certificate/ mark sheet or equivalent issued by Central/State Board indicating date of birth in support of their claim of age.
  - Marks sheet & Pass certificate of Class X, Class XII, and Graduation pertaining to all the academic years / consolidated mark sheet as proof of educational qualification claimed.
  - Order / letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
  - Relevant experience certificates.
  - No Objection Certificate (NOC) from their previous employer.
  - Calculation of percentage of marks shall be as per University/ Institute rules. Wherever CGPA Letter Grade in a degree 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.
  - The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only short-listed candidates will be notified for the Selection Test.
  - Candidates applying for the post of Assistant General Manager (Law) and employed with Government departments / PSUs /Autonomous Bodies as on the last date of application submission should apply through proper channel or submit a No Objection Certificate (NOC) at the time of document verification without which they would not be allowed to appear in the Selection Test.
  - Canvassing in any form will result in cancellation of the candidature.

## 6. SELECTION PROCESS:

The selection process shall consist of Scrutiny of Applications and Personal interview of shortlisted candidates. Applications of candidates shall be scrutinized based on the Job Specification given and the details of experience to be given by candidates.

## 7. HOW TO APPLY:

- Candidates fulfilling the above criteria may apply by downloading the application form by visiting Career section of official APDCL website [www.apdcl.org](http://www.apdcl.org) from 25.11.2020.
- Completely filled up application should be enclosed with the following supporting documents (self-attested wherever applicable):
  - i) 2 (two) self-attested Passport size photographs.
  - ii) Class X admit card/ pass certificate/ mark sheet as Proof of age.
  - iii) Marks sheet & Pass certificate of Class X, Class XII, Graduation and Post-Graduation.
  - iv) Candidates applying for the post of Assistant General Manager (Law) and who are employed in PSUs/Govt. Departments/Autonomous bodies, should apply through proper channel or may enclose a No Objection Certificate (NOC) along with the filled-up application form.
  - v) Initial appointment letter/ offer of appointment.
  - vi) Experience Certificates.
  - vii) Last Pay slip/ Pay abstract.
  - viii) Demand Draft/ IPO.
- 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 10.12.2020.
- Applications received after due date would be summarily rejected without any intimation.

## 8. APPLICATION FEE:

Candidates should enclose a Demand Draft/IPO of Rs. 500.00/- drawn in favour of the Chief General Manager (F&A), APDCL, Guwahati, payable at Guwahati-781001.

## 9. IMPORTANT DATES:

- i) The last date for submission of application: 10.12.2020
- ii) The date for Personal Interview will be notified in due course.