



**MADHYA PRADESH MADHYA KSHETRA VIDYUT VITARAN COMPANY LIMITED
(A WHOLLY OWNED GOVT. OF M.P.UNDERTAKING)**

NISHTHA PARISAR, GOVINDPURA, BHOPAL (M.P.)-462023

☎-2602033;2602034; FAX:2589821

Website: madhyavitaran.nic.in

HUMAN RESOURCE DEPARTMENT(ISO 9001:2008 CERTIFIED)

**Requirement of Account Officer (Regular) / Manager (HR) (Regular) & Chartered Accountant
(On contract) Batch 2011**

1. Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited, Bhopal is one of the successor companies of M.P. State Electricity Board that has been incorporated to undertake activities of distribution and retail supply of electricity in the 16 district state of M.P.
2. The Madhya Kshetra Vidyut Vitaran Company Limited, Bhopal intend to recruit Account Officer, Manager (HR) & Chartered Accountant (contract) and invites applications from eligible candidates. The post wise vacancy positions are as under:

Name of the Post	Category wise vacancies					Horizontal Reservation for Handicapped Persons (Partially orthopedically disabled/partially hearing impaired (Mild) up to 40%				
	Gen.	SC	ST	OBC	Total	General	SC	ST	OBC	Total
Account Officer (Regular)	07	02	02	02	13	-	01	Nil	Nil	01
Manager (HR) (Regular)	10	03	04	03	20	-	01	-	-	01
Chartered Accountant (On Contract)	05	02	02	01	10	Nil	01	Nil	Nil	01

3. RESERVATION

3.1 Reservation to SC/ST/OBC and handicapped candidates shall be given as per rules of GOMP.

3.2 The reservation of posts meant for SC/ST/OBC and Handicapped shall be applicable only for the candidates having Madhya Pradesh domicile.

4. HOW TO APPLY (Please read the instructions carefully):

4.1. Applications shall be received through M.P. online (www.mponline.gov.in) only. Links to the website of MP Online have also been provided on the following website:

www.madhyavitaran.nic.in

5. APPLICATION FEE & OTHER CHARGES

5.1.No application fee for SC/ST/Handicapped candidates of M.P domicile will be

charged.

5.2. Application fees for unreserved / OBC candidates of MP domicile and candidates of all categories belonging to other States shall be Rs. 500/- per post per candidate.

5.3. The applications can be submitted through MP Online Kiosks and the payment can be made in cash at the Kiosk. The portal charges shall be Rs.60/- per application for all categories.

5.4. No extra charge shall be payable for scanning of photograph etc. to Kiosk apart from the portal charges.

5.5. Summary of Application fees and portal charges

SI	Category	Application Fee	Portal Charges
1	SC / ST/ Handicapped Category M.P. Domicile	NIL	Rs. 60 / Form
2	Unreserved /OBC MP Domicile	Rs. 500/- per candidate	Rs. 60 / Form
3	Candidates of all categories belonging to other States	Rs. 500/- per candidate	Rs. 60 / Form

QUALIFICATION CRITERIA FOR ACCOUNT OFFICER (Regular) / MANAGER (HR) (Regular) & CHARTERED ACCOUNTANT(Contract).

ACCOUNTS OFFICER (Regular)

S.N	Criteria	Accounts Officer	Remarks
1	Minimum Qualification	CA, ICWA, M.Com, MBA(Fin.),PGDBM	NIL
2	Qualifying % of marks	i) 65% minimum if ICWA, M.Com, MBA ii) 65% minimum in graduation, if CA	i) 55% for SC/ST candidates if ICWA, M.Com, MBA of MP Domicile only. ii) 55% for SC/ST candidates in graduation, if CA of MP Domicile only.
3	Written test cut off marks	40%	NIL
4	Weightage of experience in related field	Maximum 10 marks	2 marks per year for departmental candidates and 1 mark per year for outsiders, for experience in relevant field.

MANAGER (HR) (Regular)

S.N	Criteria	Manager(HR)	Remarks
1	Minimum Qualification	MBA-HR, PGDBM (HR)	NIL
2	Qualifying % of marks	65% minimum	55% for SC/ST candidates of MP Domicile only.
3	Written test cut off marks	40%	NIL
4	Weightage of experience in related field.	Maximum 10 marks	2 marks per year for departmental candidates and 1 mark per year for outsiders. for experience in relevant field.

CHARTERED ACCOUNTANT (Contract)

S.N	Criteria	Chartered Accountant	Remarks
1	Minimum Qualification	Should have completed Chartered Accountancy	NIL
2	Qualifying % of marks	65% min. in graduation	55% for SC/ST candidates in graduation.
3	Written test cut off marks	40%	NIL
4	Weightage of experience in related field.	Maximum 10 marks	2 marks per year for departmental candidates and 1 mark per year for outsiders. for experience in relevant field

7. AGE LIMIT

The age of candidates as on 1st November, 2011 should be

71. Minimum age limit: 21 years

72. Maximum age limit: 30 years

- Candidates belonging to SC/ ST/ OBC/ Handicapped categories having M.P. domicile, Widow / Divorcee lady / Ex Serviceman shall get relaxation in upper age limit to an extent of five (5) years.

- Maximum 5 years relaxation in upper age limit for departmental candidates of MPSEB and its successor companies shall be given.

8. DOCUMENTS TO BE FURNISHED AT THE TIME OF INTERVIEW

The candidates shortlisted for GD & interview shall be permitted to appear for GD & interview only after verification of the following original certificates/documents about their eligibility:

- 8.1.** Higher Secondary or High School Examination certificate in support of date of birth
- 8.2.** Certificate of Degree / Post Graduation Degree OR mark sheet, in transcript form from recognized university, including mark sheet of final semester / year.
- 8.3.** Work experience certificate, if any, in the relevant field issued by the employer.
- 8.4.** Caste certificate (permanent), (in case of reserved category candidates) issued by Sub Divisional Officer (SDO).
- 8.5.** In case of handicapped persons, certificate of disability issued by District Medical Officer.
- 8.6.** Domicile certificate, in case of candidates applying against reserved posts
- 8.7.** Candidates serving in government / semi government / public sector should submit N.O.C. from the employer at the time of group discussion & interview, failing which the candidate will not be permitted to appear for GD & interview.
- 8.8.** Photo identity card (Passport / Driving license / Voter ID / Bank pass book) will be required for identity.
- 8.9.** Proof of permanent address
- 8.10.** Widow / Divorcee lady should submit an affidavit / a certificate from court or as per the rule.

9. SELECTION PROCESS FOR ACCOUNT OFFICER /MANAGER (HR) & CHARTED ACCOUNTANT (On Contract)

- 9.1.** The eligible candidates shall have to undergo a written test comprising of questions of Relevant subject & General Aptitude (Logical Reasoning and General Knowledge). Based on the requirement and merit the candidates selected in written test shall be called for GD/personal interview.
- 9.2.** Admit cards for written test will be available online on www.mponline.gov.in . Candidates are requested to download the admit card from the given website.
- 9.3.** The written test will be of **2 hours 30 minutes** duration.
- 9.4.** The question paper will be in English and consisting of objective type (multiple choice) questions.
- 9.5.** The centers for written test will be at Bhopal only.
- 9.6.** Candidates belonging to handicapped category shall not be entitled to relaxation in any way so far as it relates to minimum qualification & % criteria unless such candidates belong to SC/ST category of MP domicile. However, they candidates belonging to handicapped category shall be

given 10% weightage in the overall marks obtained in the selection process in comparison to other candidates as per rule.

9.7. Result of written test along with date of GD/interview shall be uploaded on company website. All the candidates should regularly check the website. Candidates selected for GD/interview shall be responsible to appear for same on specified date & time as given.

10. SELECTION AND APPOINTMENT

10.1. Based on the marks obtained in written test, GD and interview, a merit list will be declared and candidates shall be selected for appointment to the post/position of Account Officer, Manager (HR) & Chartered Accountant from the merit list as per the Company's requirement.

11. SALARY

11.1. On regular appointment as Account Officer, Manager(HR) he/she shall be absorbed at an initial basic pay Rs. 15600/- and other allowances under wages and allowances manual as adopted/ amended/ modified by the company from time to time. The appointed Account Officer, Manager (HR) shall be eligible for the Defined New Pension Scheme as adopted by GoMP and its implementation by the Company.

11.2. On engagement of Chartered Accountant, for a period of three years they shall get fixed remuneration of Rs. 35000/- per month.

12. IMPORTANT DATES

Details	Account Officer	Manager (HR)	Chartered Accountant
Date of publication of advertisement in the news paper	12.11.2011	12.11.2011	12.11.2011
Last date of application	30.11.2011	30.11.2011	30.11.2011
Date from which admit cards online are available	03.12.2011	03.12.2011	03.12.2011
Date of written test	11.12.2011	10.12.2011	11.12.2011
Date of result of written examination	16.12.2011	16.12.2011	16.12.2011

The above dates may vary without assigning any reason

13. GENERAL INSTRUCTIONS

13.1. The Candidate should be an Indian National.

13.2. Candidates working in the Government/Semi-Government/Public Sector, satisfying the eligibility criteria of education and age shall have to produce N.O.C. from their present employer at the time of interview, failing which they shall not be permitted to appear for the interview and their candidate is liable to be cancelled.

- 13.3. All SC/ST/Handicapped candidates will be reimbursed to and fro second class rail/bus fare by the shortest route for appearing in the written test and personal interview, as per rule. But, they shall have to produce copy of caste certificate at the time of written test and personal interview.
- 13.4. Any dispute arising out of the selection process shall be dealt within the jurisdiction of Bhopal court.
- 13.5. The candidates must possess sound health. Handicapped persons will be considered only against the posts reserved for them.
- 13.6. The minimum degree of disability in order for a handicapped person to be eligible for any concessions/ benefits would be 40% and below (mild).
- 13.7. In case of unavailability of suitable candidate in any of the two categories of handicapped persons the same will be filled up by either of the two categories.
- 13.8. All candidates while filling the online form should fill their e-mail address and mobile no. correctly. Candidates should check their mail and sms regularly for future correspondence like result etc. of candidates and there are also advice to visit company's website regularly.
- 13.9. Result of successful candidates would be uploaded / conveyed on company website and through E-mail. However offer letter for successful candidates would be sent through speed post/registered AD. The company would not be responsible for receiving the same in time due to postal delay/mistake.
- 13.10. The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 13.11. The vacancies are tentative and may change at a later date according to the need of the company. The company reserves the right to fill or not to fill any of the positions and also to exceed or decrease the positions.
- 13.12. The candidate shall be required to work anywhere in the jurisdiction of company.
- 13.13. Age relaxation for ST, SC, OBC & Handicapped of M.P. domicile, Widow / Divorcee lady / Ex Serviceman will be as per government rules.
- 13.14. The appointment letter to the candidates will be issued on the basis of merit list.
- 13.15. The candidates who have a third child born on or after 26.01.2001 are not eligible to apply unless twins are born after first child.
- 13.16. If any of the information given by the candidate is found incorrect, his/her candidature will be cancelled at any stage of selection and appointment.

JOINT SECRETARY
MPMKVCO.Ltd.,
Bhopal