



**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) Batch 2013**

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 intends to recruit Account Officer & Manager (HR) 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	Gen.	SC	ST	OBC	Total
Account Officer (Regular)		4	0	4	2	10	1	1	0	0	2
Manager (HR) (Regular)		6	1	2	1	10	Nil	1	Nil	Nil	1

**Note: - The above vacancies are inclusive of backlog.**

**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](http://www.mponline.gov.in)) only. Links to the website of MP Online have also been provided on the following website: [www.mpcz.co.in](http://www.mpcz.co.in)

**5. APPLICATION FEE & OTHER CHARGES**

5.1. 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. And for SC/ST/Handicapped candidates of M.P domicile Rs. 250 per post per candidate will be charged as application fees.

5.2. 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.

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

**5.4. Summary of Application fees and portal charges**

SI	Category	Application Fee	Portal Charges
1	SC / ST/ Handicapped Category M.P. Domicile	250	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)**

**ACCOUNTS OFFICER (Regular)**

S.N	Criteria	Accounts Officer	Remarks
1	Minimum Qualification	CA, ICWA, M.Com, PGDBM, MBA specialization in Finance (with minimum Two papers of accounts & Two papers of Finance)	NIL
2	Qualifying % of marks	i) 65% minimum if ICWA, M.Com, MBA or having CGPA – 6.5 or more 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 (MPMKVVCL contract employees only) and 1 mark per year for outsiders, for experience in relevant field.

**MANAGER (HR) (Regular)**

S.N	Criteria	Manager(HR)	Remarks
1	Minimum Qualification	PGDBM (HR), MBA specialization in HR (with minimum 4 subjects of HR)	NIL

2	Qualifying % of marks	65% minimum or having CGPA – 6.5 or more	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 (MPMKVVCL contract employees only) and 1 mark per year for outsiders, for experience in relevant field.

**Note: - Only those candidates who have passed the minimum educational qualification shall apply.**

## 7. AGE LIMIT

The age of candidates as on 1<sup>st</sup> July 2012 should be

7.1. Minimum age limit: 21 years

7.2. 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)

- 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](http://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) 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.

## 12. IMPORTANT DATES

Details	Account Officer	Manager (HR)
Date of publication of advertisement in the news paper	15 <sup>th</sup> June, 2012	15 <sup>th</sup> June, 2012
Last date of application	6 <sup>th</sup> July, 2012	6 <sup>th</sup> July, 2012
Date from which admit cards online are available	10 <sup>th</sup> July, 2012	10 <sup>th</sup> July, 2012
Date of written test	15 <sup>th</sup> July, 2012	15 <sup>th</sup> July, 2012

Date of result of written examination	17 <sup>th</sup> July, 2012	17 <sup>th</sup> July, 2012
Date of Group Discussion & Personal Interview	21 <sup>st</sup> & 22 <sup>nd</sup> July 2012	21 <sup>st</sup> & 22 <sup>nd</sup> July

**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 they are also advices 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.

**CGM (HR & A)  
MPMKVCO.Ltd.,  
Bhopal**