



**M.P.PASCHIM KSHETRA VIDYUT VITARAN CO. LTD.
GPH CAMPUS, POLOGROUND, INDORE
PHONE No. 0731-2422644**

No.CMD/WZ/01/HR/

Indore, dated

**Recruitment of Law Assistant and Office Assistant Gr. III Batch 2013
on Regular basis.**

1. Madhya Pradesh Paschim Kshetra Vidyut Vitaran Company Limited Indore is the successor company of M.P. State Electricity Board that has been incorporated to undertake activities of distribution and retail supply of electricity in the commissioner area of Indore and Ujjain.
2. The Company intends to recruit Law Assistant and Office Assistant Gr. III on regular basis and invites on line applications from the eligible candidates of **MP domicile**. The post wise vacancy positions are:

Particulars	Law Assistant					Office Assistant Gr.III				
	Gen	SC	ST	OBC	Total	Gen	SC	ST	OBC	Total
Vacancies for 2013-14	2	0	1	1	4	118	37	48	32	235
PWD	0	1	0	0	1	07	03	02	03	15
Backlog	0	0	0	0	0	0	0	3	0	3
Backlog PWD	0	0	0	0	0	1	0	1	0	2

3. RESERVATION

- 3.1. Horizontal reservation for physically handicapped person (PWD) will be provided as per the rule and order of GoMP based on the vacancies & roster. However candidates with orthopedical disablement and hearing impairment will only be eligible for applying.
- 3.2. The reservation of posts meant for SC/ST and OBC shall be applicable as per Govt. Rules. Such candidates shall be required to submit a proof of Category & Domicile in M.P. State.

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

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

5. APPLICATION FEE & OTHER CHARGES

- 5.1. Application fees for unreserved / OBC candidates shall be Rs.600/- & for SC/ST/Handicapped candidates shall be Rs.300/- per candidate per application.
- 5.2. The applications can also 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 type of 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

Sl	Category	Application Fee	Portal Charges	Total Rs.
1	Unreserved /OBC & all other categories.	Rs.600/-per application	Rs. 60 / Form	660/-
2	SC / ST/ Handicapped Category	Rs.300/-per application	Rs. 60 / Form	360/-

6. QUALIFICATION CRITERIA :-

For the post of Law Assistant :- The candidate should be graduate with regular full time LL.B. degree from a state or central Government recognized University or Institute with :-

- 6.1. Minimum 65% marks in aggregate in case of Unreserved / OBC candidates.
- 6.2. Minimum 55% marks in case of SC/ST category candidates. ■

However, those candidates who have passed 5 year LLB degree course will also be eligible.

For the post of Office Assistant Gr. III:- The candidate should have graduate regular full time or any other equivalent degree from a state or central Government recognized University or Institute with:-

- 6.3. Minimum 60% marks in aggregate in case of Unreserved / OBC candidates.
- 6.4. Minimum 50% marks in case of SC/ST/Handicapped category candidates.
- 6.5. In addition to above the Candidate is also required to possess a certificate of passing a computer examination as mentioned below :-
 1. Diploma from all universities recognized by UGC, OR
 2. Diploma from all Open Universities recognized by UGC, OR
 3. Diploma level examination from DOEACC, OR
 4. Modern Office Management Course from Govt. Polytechnic College.

However, those candidates who have degree in BSC (Computer Science / Information Technology), BCA/MCA, B.Com (Computer) with minimum percentage of marks prescribed above will be given relaxation from the applicability of the condition No. 6.5.

7. AGE LIMIT

The age of candidates as on 01-01-2013 should be

- 7.1. Minimum age limit: 21 years
- 7.2. Maximum age limit: 30 years

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

8. DOCUMENTS TO BE FURNISHED AT THE TIME OF INTERVIEW

The candidates short listed for interview shall be permitted to appear for 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 relevant degree with each semester's/year mark sheet, from a recognized university/institute.
- 8.3. Work experience certificate, if any, in the relevant field.
- 8.4. Caste certificate, (in case of reserved category candidates) issued by Sub Divisional Officer (SDO) in prescribed format.
- 8.5. In case of handicapped persons (only Orthopedically and hearing impaired), certificate of disability issued by District Medical Officer.
- 8.6. Domicile certificate, in prescribed format.
- 8.7. Candidates serving in government / semi government / public sector should submit N.O.C. from the employer.
- 8.8. Photo identity card (Passport / Driving license / Voter ID / Bank pass book)
- 8.9. Proof of permanent address.
- 8.10. Widow / Divorcee lady should submit an affidavit / a certificate from court or as per the rule of caste.
- 8.11. Certificate of Ex-serviceman.

9. SELECTION PROCESS :

For the post of Law Assistant

- 9.1. The eligible candidates will have to undergo a written test comprising of objective type questions based on LLB level course and general aptitude & Reasoning, in the ratio of 75:25. Based on the requirement & merit, the successful candidates will be called for Personal interview. Final selection will be done on the basis of merit list prepared based on the marks obtained in written test and interview.

For the post Office Assistant Gr. III

- 9.2. The eligible candidates will have to undergo a written test comprising of objective type

questions based on basic mathematics, Accounts, Basic Computer, English Grammar & Vocabulary and general knowledge, Logical Reasoning, Aptitude in the ratio of 60:40. Based on the requirement & merit, the successful candidates will be called for Personal interview. Final selection will be done on the basis of merit list prepared based on the marks obtained in written test and interview.

- 9.3. The weightage of written test and interview will be 80:20.
- 9.4. 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.
- 9.5. The written test will be of **2 hours 30 minutes** duration.
- 9.6. The question paper will be in English & Hindi and consisting of objective type (multiple choice) questions.
- 9.7. The centers for written test will be at Indore.

10. SELECTION AND APPOINTMENT

- 10.1. Based on the marks obtained in written test and interview, a merit list will be declared and candidates shall be selected for appointment to the post of Law Assistant and Office Assistant Gr.III from the merit list as per the Company's requirement.

11. TRAINING : -

- 11.1. The candidates selected shall have to undergo 6 months training. They shall be required to execute a bond on non judicial stamp paper worth Rs. 250/- to complete the training and serve the Company for 3 years after completion of training. If the performance of a candidate during training is not found satisfactory, his/her appointment shall be liable for cancellation. After successful completion of training, the candidates shall be given regular appointment as Law Assistant or Office Assistant Gr.III as the case may be. During the training period He/She shall be paid salary equal to the basic pay and other allowances as applicable as per the "Wages & Allowances Manual" during the training period.

12. SALARY

- 12.1. **For the post of Law Assistant** :- On regular appointment as Law Assistant(Distribution) after successful completion of training, he/she shall be absorbed in the pay scale having basic pay Rs. 9860/. In addition to this the employee will be paid allowances like Personal Allowance, Variable Allowance and other allowances as applicable from time to time in accordance with the Rules and Regulations laid down by the company. The Law Assistant shall be eligible for the Defined New Pension Scheme.
- 12.2. **For the post of Office Assistant Gr.III** :- On regular appointment as Office Assistant Gr. III after successful completion of training, he/she shall be absorbed in the pay scale having basic pay Rs. 5700/. In addition to this the employee will be paid allowances like Personal Allowance, Variable Allowance and other allowances as applicable from time to time in accordance with the Rules and Regulations laid down by the company. The Office Assistant Gr. III shall be eligible for the Defined New Pension Scheme.

13. IMPORTANT DATES

Particulars	Law Assistant	Office Assistant Gr. III
Date of publication of advertisement in the news paper	15-2-2013	15-2-2013
Last date of application	1-3-2013	1-3-2013
Date of issue of admit cards online	8-3-2013	8-3-2013
Date of written test	24-3-2013	24-3-2013
Tentative date of interview	Last week of April - 2013	

The above dates may vary without assigning any reason.

14. GENERAL INSTRUCTIONS

- 14.1. The Services and Wages & Allowance of Law Assistant & Office Assistant Gr. III will be governed by the 'Human Capital Manual' and 'wages & Allowances Manual' of the company respectively.
- 14.2. The Candidate should be domicile of Madhya Pradesh only.
- 14.3. 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.
- 14.4. All SC/ST/Handicapped candidates will be reimbursed to and fro ordinary second class rail fare and where rail facility not available 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 & ticket at the time of written test and personal interview
- 14.5. Any dispute arising out of the selection process shall be dealt within the jurisdiction of company's Head Quarter Indore (MP).
- 14.6. The candidate must possess sound health.
- 14.7. Handicapped persons (only Orthopedically and hearing impaired) will be considered only against the posts reserved for them.
- 14.8. The minimum degree of disability in order for a handicapped person to be eligible for any concessions/ benefits would be 40%.
- 14.9. In case of unavailability of suitable candidate in any of the two categories of handicapped persons (Orthopedically and hearing impaired) the same will be filled up by either of the two categories.
- 14.10. The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 14.11. The candidates having higher qualification shall not claim any Higher Post, Pay Scale, Allowance, Weightage, promotion or any Seniority, in future, on the basis of their present Educational Qualification, Experience or otherwise, except as otherwise provided in the terms and conditions

of appointment.

- 14.12. 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 fill any of the vacancies.
- 14.13. The candidate shall be required to work anywhere in the jurisdiction of the company area.
- 14.14. Age relaxation for ST, SC, OBC & Handicapped, Widow / Divorcee lady / Ex-Serviceman will be as per rules.
- 14.15. The appointment letter to the candidates will be issued on the basis of merit list.
- 14.16. The candidates who have a third child borne on or after 26-01-2001 are not eligible to apply unless twins are borne after first child.
- 14.17. 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.

(Narayan Patidar)

Chief General Manager(HR&Admn)