



M.P. POORV KSHETRA VIDYUT VITARAN CO. LTD.
Block No.7, Shakti Bhawan, Rampur, Jabalpur
Phone No.0761-2660079 Fax No.0761-2661219
Website: www.mpez-electricity-discom.nic.in

No. AS/PK/HR/CS12/3506

Jabalpur, Date:17.07.2012

Recruitment of Company Secretary on Regular basis

1. Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited, Jabalpur has been incorporated to undertake activities of distribution and retail supply of electricity in the State of M.P.
2. The Company intends to recruit Company Secretary and invite applications from the eligible candidates. The category wise vacancy position is as under:

| General / Unreserved | SC | ST | OBC | Total |
|----------------------|----|----|-----|-------|
| 01 | - | - | - | 01 |

3. RESERVATION:

Being single post reservation roster is not applicable.

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 website www.mpez-electricity-discom.nic.in

5. APPLICATION FEE & OTHER CHARGES:

- 5.1. Application fees for unreserved / OBC category candidates of MP domicile and **candidates of all categories belonging to other States shall be Rs. 500/- and SC/ST/Handicapped candidates of M.P domicile Rs. 250/- per candidate.**
- 5.2. The applications are to be submitted only 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. Application submitted by any other means shall not be entertained.
- 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.No. | Category | Application Fee | Portal Charges |
|--------|---|-----------------|----------------|
| 1 | SC / ST / Handicapped category of M.P. Domicile | Rs.250/- | Rs.60/- |
| 2 | Unreserved / OBC category of MP Domicile and all candidates of other States | Rs.500/- | Rs.60/- |

6. QUALIFICATION CRITERIA:

6.1 The candidate should be a Post graduate in any discipline from a recognized university with

6.1.1 Minimum **65% marks** in aggregate in case of General / Unreserved and OBC category candidates and candidates of all categories not having M.P. Domicile.

6.1.2 Minimum **55%** in case of SC / ST category candidates having M.P. Domicile.

6.2 Membership of the Institute of Company Secretary of India.

6.3 Degree in law.

7. EXPERIENCE:

Minimum **3 years** post qualification experience as Company Secretary as on 30.06.2012.

8. AGE LIMIT:

The age of candidates as on 30-6-2012 should be

8.1. Minimum age limit: **25 years**

8.2. Maximum age limit: **40 years**

8.3 Candidates belonging to SC / ST / OBC / Physically Handicapped categories, widow / Divorcee lady candidates / Ex. Serviceman will get relaxation in upper age limit to the extent of **five** years.

9. 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:

9.1. Higher Secondary or High School Examination certificate in support of date of birth,

9.2. Graduation and Post Graduation mark sheet for every year / semester of education.

9.3. Membership Certificate of the Institute of Company Secretary of India.

9.4. Marksheet of every year / semester of Degree in law.

9.5. Certificate of Degree in law.

9.6. Work experience certificate duly signed by Head of HR Department.

9.7. Caste certificate, (in case of reserved category candidates) issued by concerned Sub Divisional Officer (SDO),

9.7. Candidates serving in government / semi government / public sector organisation should submit N.O.C. from their present employer,

9.8. Photo identity card (Passport / Driving license / Voter ID / Bank pass book),

9.9. Proof of permanent address,

9.10. Widow / Divorcee lady should submit death certificate / legal proof as applicable.

10. SELECTION PROCESS:

The eligible candidates shall be called for personal interview at Indore.

11. SELECTIONS AND APPOINTMENT:

Based on the marks obtained in interview, a merit list will be prepared and candidates shall be selected for appointment to the post of Company Secretary from the merit list.

12. SALARY:

On regular appointment as Company Secretary, he / she shall be absorbed in the pay scale having basic pay Rs. 15,600 + other allowances as specified in the Wage Structure of the Company. The appointed Company Secretary shall be eligible for the New Defined Contributory Pension Scheme.

13. IMPORTANT DATES:

| | |
|--|-------------------|
| Date of publication of advertisement in the news paper | 17.07.2012 |
| Last date of application | 06.08.2012 |
| Date of issue of admit cards online | 16.08.2012 |
| Date of interview | 22.08.2012 |

The above dates may vary without assigning any reason.

14. GENERAL INSTRUCTIONS:

- 14.1. The Candidate should be an Indian National.
- 14.2. Candidates working in the Government / Semi-Government / Public Sector organisations, 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.
- 14.3. SC / ST / Handicapped candidates will be reimbursed to and fro ordinary second class rail fare by the shortest route for appearing in personal interview. For places where rail facility is not available, bus fare by the shortest route will be paid. Such candidates shall have to produce copy of caste certificate, disability certificate and proof of journey at the time of written test and personal interview
- 14.4. Any dispute arising out of the selection process shall be dealt within the jurisdiction Courts situated only at Jabalpur.
- 14.5. The candidate must possess sound health.
- 14.5. The minimum degree of disability in order for a handicapped person to be eligible for any concessions / benefits would be 40%.
- 14.7. The candidates must produce original documents / certificates at the time of interview in support of their qualification and experience for verification.
- 14.8. The company reserves the right to fill or not to fill the vacancy.
- 14.9. The candidate shall be required to work anywhere in the jurisdiction of the company's area.

- 14.10. The appointment letter to the candidates will be issued on the basis of merit list.
- 14.11. 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.
- 14.12. If the information given by the candidate is found to be incorrect, his / her candidature will be cancelled at any stage of selection and appointment.

ADDITIONAL SECRETARY