



## M.P. POWER MANAGEMENT COMPANY LIMITED

CIN : U40100MP2006SGC018637

(A Government of M.P. Undertaking)

Regd. Office : Shakti Bhawan, Rampur, Jabalpur, Madhya Pradesh, INDIA, 482008  
Tel. : 0761-2951111, 2980500. Fax : 0761-2951899. Website : www.mppmcl.com, email : mcl@mppmcl.com

No. CGM(HR&A)/VKS/ 3617

/ Jabalpur, dtd. 18-09-2017

To

✓ The Head Business Development  
MP Online  
Bhopal

Sub: Award of contract for recruitment & selection process for filling up the post of Accounts Officer / Law Officer / Junior Engineer – Trainees, on Regular basis

Dear Sir,

M.P. Power Management Co. Ltd., a wholly owned entity of Government of MP, incorporated to undertake activities of power management in the state of M.P., intends to recruit Accounts Officer / Law Officer / Junior Engineer – Trainees on regular basis.

The Company intends to avail services of expert agency for recruitment as per details given below :-

### Recruitment details:

The category wise details of posts to be recruited are as under :

| Designation   | No. of posts | Category |    |    |     | Horizontal Reservation |           |
|---|--------------|----------|----|----|-----|------------------------|-----------|
|   |              | UR       | SC | ST | OBC | For PWD (40%OH)        | For Women |
| Accounts Officer / Manager (Finance) -Trainee       | 3            | 1        | 1  |    | 1   | -                      | 1 SC/OBC  |
| Law Officer / Manager (Law) -Trainee                | 1            | -        | -  | 1  | -   | 1 (OH)                 | -         |
| Junior Engineer / Assistant Manager(Civil) -Trainee | 1            | -        | -  | 1  | -   | -                      | -         |

### MP Power Management Company Ltd. will organize for the following:

1. Design and release the advertisement in news papers for the recruitment.
2. Provide secretarial staff for reimbursement of to & fro travel fare to all reserved category applicants of MP Domicile, as per MP Govt. rules.
3. Verification of documents/credentials of the applicants shall be done by MPPMCL, Jabalpur after declaration of merit list by MP Online Ltd.

All expenses related to the above activities shall be borne by M.P. Power Management Co.Ltd., Jabalpur.

**MP online Bhopal will undertake the following:**

1. Development of online application form.
2. Providing the detailed advertisement on MP Online website.
3. Collection of applications and application fee.
4. Transfer of application fee to account of MPPMCL, Jabalpur within three days from last date of receipt of application.
5. Conducting online test at Jabalpur only. In case of large number of applications MP Online may arrange test centres in other cities of M.P.
6. Duration of online test will be two hours. The test paper will comprise of 100 questions of 3 marks each as per the prescribed syllabus. There shall be negative marking and 1 mark shall be deducted for every wrong answer.
7. Printing of Admit Cards and attendance sheet with scanned photograph and signature. The admit cards will be uploaded on website of MP online.
8. Setting of online test paper with proper distribution of marks. The question paper will be in English.
9. The scope of the question paper for online assessment test will consist domain subjects and general subject viz. mathematics, english, logical reasoning and information technology. Subject wise number of questions proposed to be incorporated in the question paper for online assessment test shall be informed separately.
10. If the marks secured by two or more candidates are same, selection will be based on date of birth in descending order i.e. older candidate will be placed first in the merit list.
11. Evaluation of answer & Assessment of marks of candidates and preparation of category wise merit list, for determining the suitability of candidates.
12. Final merit list will be handed over by MPOnline to company.

**Consultancy fee:**

1. Portal charges for the online assessment test will be Rs. 600/- per candidate. In case question paper is being prepared by MPOnline, Rs 1.5 lakhs will be payable for setting up each question paper.
2. Application fee for UR/OBC candidates of MP domicile shall be Rs. 1000/- per candidate and for SC/ST/OBC candidates of MP domicile shall be Rs. 800/- per candidate. After adjustment the application fee received from the applicants, the balance amount Rs. 200/- and Rs.400/- shall be adjusted, while making final payment of Rs.1.5 Lakh to MP Online for preparing question paper for online assessment test. In case of excess payment received by MP Online from the candidates, same shall be paid to the company by MP Online, Bhopal within three working days.

**Timeline for the consultancy:**

| <b>Recruitment and Selection process of Accounts Officer (on regular basis)<br/>with online assessment test</b> |   |             |
|---|---|-------------|
| <b>S.No.</b>  | <b>Particular</b>   | <b>Date</b> |
| 1   | Date of publication of brief advertisement in Company's website / news papers | 26-09-2017  |
| 2   | Commencement of registration of candidates applications                       | 28-09-2017  |
| 3   | Last date for online registration of applications by the candidates           | 27-10-2017  |



|   |   |                             |
|---|---|-----------------------------|
| 4 | Issuance of Admit Card                                | Will be declared separately |
| 5 | Uploading of Mock test Question Book                  |                             |
| 6 | Online Assessment Test                                |                             |
| 7 | Display of Final Merit List of online assessment test |                             |

The above timeline is proposed by the Company, in view of completion of recruitment process by 4<sup>th</sup> week of November 2017. It is requested to examine this schedule and revert with changes/modification in dates (if any) as per your convenience.

**Cancellation / Postponement :**

Once the assignment has been initiated, it shall not be possible to entertain any request for postponement/cancellation of the project.

**Confidentiality:**

1. The application forms data from MP Online, answer sheet, will be retained by MP Online for a period of six months from the date of submission of merit list to MP Power Management Co. Ltd., Jabalpur.
2. Keeping in mind the confidentiality of the work, MP Power Management Co.Ltd., Jabalpur will nominate one or two senior persons to coordinate with MP Online, Bhopal. All contacts/ queries will have to be routed through them.
3. MP Online, Bhopal reserves the right to select any personnel for the smooth functioning of the screening test.
4. MP Online, Bhopal reserves the right to keep the entire process of screening test confidential including the names of the experts involved in setting up the question paper, evaluation, etc.

**Jurisdiction:**


1. In case of any dispute, the same will be referred to an arbitration panel selected by both the parties jointly.
2. For all purposes, the jurisdiction of the courts at Jabalpur will apply.

Further, it is requested to acknowledge receipt of this offer and convey your acceptance and Online Exam schedule as early as possible. The Rule Book for recruitment process is enclosed herewith for further needful please.

Encl: Rule Book

Thanking You.


Yours faithfully

  
 Chief General Manager (HR&A)  
 MPPMCL : Jabalpur  
 / Jabalpur, dtd.

No. CGM(HR&A)/VKS/

Copy to:

1. The Chief Financial Officer, MPPMCL, Jabalpur.
2. The Deputy General Manager (Accounts), MPPMCL, Jabalpur.

  
 Addl. General Manager (HR)  
 MPPMCL : Jabalpur



# M.P. POWER MANAGEMENT COMPANY LIMITED

CIN : U40100MP2006SGC018537

(A Government of M.P. Undertaking)

Regd. Office : Shakti Bhawan, Rampur, Jabalpur, Madhya Pradesh, INDIA, 482006  
Tel : 0761-2661111, 2660500, Fax : 0761-2661696, Website : www.mppmcl.com, email : mcl@mppmcl.com

No. CGM(HR&A)/VKS/ 3619

/ Jabalpur, dtd. 18.09.2017

## Recruitment of Accounts Officer / Law Officer / Junior Engineer - Trainees on Regular basis

M.P. Power Management Co.Ltd., Jabalpur, a successor company of erstwhile MPSEB intends to fill up the following positions invites applications from eligible candidates for which, the category wise vacancy position is as follows:

| Designation   | No. of posts | Category |    |    |     | Horizontal Reservation |           |
|---|--------------|----------|----|----|-----|------------------------|-----------|
|   |              | UR       | SC | ST | OBC | For PWD (40%OH)        | For Women |
| Accounts Officer / Manager (Finance) -Trainee       | 3            | 1        | 1  |    | 1   | -                      | 1 SC/OBC  |
| Law Officer / Manager (Law) -Trainee                | 1            | -        | -  | 1  | -   | 1 (OH)                 | -         |
| Junior Engineer / Assistant Manager(Civil) -Trainee | 1            | -        | -  | 1  | -   | -                      | -         |

### 1. Minimum Educational Qualification / Experience :-

| S. No.               | Post                                   | Educational Qualification  | Minimum qualification percentage   | Experience  |
|----------------------|--|--|--|---|
| <b>REGULAR POSTS</b> |  |  |  |   |
| 1                    | A.O. / Manager (Finance) - Trainee     | Certified CA/ICWA from Institute of Chartered Accounts of India / Institute of Cost Accountants of India                           |  | 2 years experience after acquiring membership certificate from ICAI/ ICWA |
| 2                    | L.O. / Manager (Law) -Trainee          | Law Graduate from National Law University (NLIU)   | (ii) Minimum Second Division (50%) (or equivalent CGPA)  |   |
| 3                    | J.E. / Asstt. Manager (Civil) -Trainee | The candidate should be having Diploma in "Civil" Engineering from a recognised university/Polytechnic college recognised by AICTE | Minimum 55% marks (or equivalent CGPA) in case of ST category candidates having M.P. domicile. |   |



**2. Age Limit :-**

The age of the candidates as on 01.09.2017 should be:

Minimum age - 21 years

Maximum age - 40 years for MP Domicile candidate and 35 years for candidates of other States.

**Age Relaxation**

- (i) Age relaxation for the candidates belonging to SC/ ST/ OBC categories and women candidates having M.P. domicile, Ex Serviceman shall get relaxation in upper age limit to the extent of five (5 years).
- (ii) The candidate who have experience of working on regular or contract basis in any successor company of MPSEB shall be given age relaxation in Upper age limit equal to number of completed years of experience, subject to maximum of 5 years.
- (iii) However, maximum age limit including all relaxation shall be 45 years.

**3. Reservation**

- (i) The reservation of positions shall be applicable only for the candidates having Madhya Pradesh domicile. Such candidates may be allowed to give self declaration about MP Domicile as per GoMP, GAD letter no. 25.09.2014.
- (ii) Caste certificate issued by Sub Divisional Officer (SDO) only shall be valid.
- (iii) Reservation for PWD (Orthopaedically Handicapped) candidates, as per GoMP's Gazette Notification No. 26 dated 19.01.2015 shall be applicable.

**4. Training and Stipend during training :-**

Training duration shall be one year. During the training period, a consolidated stipend equal to minimum of pay in Pay Band of the cadre in which trainee has been selected plus grade pay assigned to that cadre, including prevailing D.A. shall be given to Accounts Officer / Manager(Finance) - Trainee and a consolidated stipend equal to a minimum of pay in Pay Band of the Cadre in which trainee has been selected plus grade pay assigned to the cadre shall be given to Law Officer/Manager(Law) - Trainee and Junior Engineer/Assistant Manager(Civil) - Trainee

- 5. Pay Scale & Allowances :-** After successful completion of training, he/she shall be appointed as Accounts Officer / Manager (Finance) or Law Officer / Manager (Law) or Junior Engineer / Assistant Manager (Civil), as the case may be, in the pay scale having pay in pay band plus grade pay and other allowances as indicated hereunder.

| Designation                                 | Salary Structure (On regularisation) |                 |           |                                 |
|---|--------------------------------------|-----------------|-----------|---------------------------------|
|   | Pay Scale                            | Pay in Pay Band | Grade Pay | Other Allowances                |
| Accounts Officer / Manager (Finance)        | 15600-39100                          | 15600/-         | 5400/-    | As applicable from time to time |
| Law Officer / Manager (Law)                 | 15600-39100                          | 15600/-         | 5400/-    | As applicable from time to time |
| Junior Engineer / Assistant Manager (Civil) | 9300-34800                           | 9300/-          | 4100/-    | As applicable from time to time |

DA, other allowances & benefits as per Company rules shall be payable. The appointed officer shall be eligible for New Pension Scheme.

**6. Service Agreement-cum-Surety Bond**

The successful candidates shall have to execute a service agreement-cum-surety bond to successfully complete the prescribed training and thereafter to serve the company for a period of five years, failing which a sum of Rs.2,00,000/- (Rs. Two Lakhs only) towards the cost of training and other overhead expense in terms of the Bond, on account of breach of agreement shall be paid to the MPPMCL.

**7. General Conditions :-**

- (i) The Candidate should be an Indian National.
- (ii) 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 joining, failing which they shall not be permitted to join.
- (iii) All SC/ST applicants of MP domicile will be reimbursed to and fro ordinary second class rail fare/ bus fare by the shortest route (where train route not available), as per the correspondence address indicated in the online application form, as per rule, on production of self attested copy of caste certificate issued by SDO and MP domicile certificate (or self declaration as per GoMP, GAD letter dated 25.09.2014) and original travel ticket for appearing in the online academic assessment test. MPPMCL, Jabalpur shall make arrangements for payment of this amount.
- (iv) Any dispute arising out of the selection process shall be dealt in the courts situated at Jabalpur only.
- (v) The candidates must produce original documents/ certificates at the time of joining in support of their qualification and experience for verification.
- (vi) The Company reserves the right to fill or not fill any of the positions and also to increase/ decrease the positions.
- (vii) The candidate who have third child born on or after 26.01.2001 unless twins are born after the first child or with any other infirmity making one unsuitable for Govt. jobs, are not eligible to apply.
- (viii) The applicant shall be required to work anywhere in the jurisdiction of the Company.
- (ix) Age relaxation for ST, SC, OBC, women candidate of M.P. Domicile and Ex Serviceman will be as per government rules.
- (x) Company reserves the right to verify documents submitted by the applicant. If any of the information given by the applicant is found incorrect, his/her candidature will be cancelled at any stage of selection/ appointment and thereafter.
- (xi) Departmental candidates (regular or on contract) who served the MPEB/MPSEB or successor companies of MPSEB in the past and whose contract/ services have been prematurely terminated, need not apply.
- (xii) In case the appointed candidate once joins the Company, no request for inter-company transfer will be entertained.
- (xiii) The appointment letter to the candidates will be issued on the basis of merit list (subject to the availability of the vacancy).
- (xiv) 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.



**8. Selection Process :-**

**(a) How to apply**

- (i) The candidates can apply through MP Online portal only ([www.mponline.gov.in](http://www.mponline.gov.in)) or using the links provided on MPPMCL, Jabalpur website: [www.mppmcl.com](http://www.mppmcl.com)
- (ii) **The scanned copy of following documents shall be uploaded by the applicant:**
  - (a) Aadhar card for verification of Aadhar number.
  - (b) Higher Secondary or High School Examination certificate in support of date of birth.
  - (c) Certificate of Degree / mark sheet from recognized university.
  - (d) Applicant serving in successor Companies of MPSEB should submit work experience certificate in the relevant field issued by the official (not below the rank of Superintending Engineer).
  - (e) Caste certificate (permanent), (in case of reserved category candidates) issued by the Sub Divisional Officer (SDO).
  - (f) Domicile certificate, in case of candidates applying against reserved positions. Such candidate may submit a self attested declaration about M.P. domicile in prescribed format as per GoMP, General Administration Department's letter dated 25.09.2014.
  - (g) Physically Handicapped Certificate (orthopedic) issued by the competent authority. Candidate belonging to MP domicile only should apply. The percentage of disability should be indicated very clearly in the certificate. Degree of disability should be as per norms fixed by Govt. of MP for getting reservation under Handicapped category i.e. the minimum degree of disability in order for a Handicapped person (orthopedic) to be eligible for the post would be 40%.

**(b) Application Fee**

- (i) Application fee for UR/OBC candidates of MP domicile shall be Rs.1000/- per candidate.
- (ii) Application fee for SC/ ST candidates of MP domicile shall be Rs.800/- per candidate.
- (iii) Application fee for PWD candidate belonging to SC/ST/OBC categories shall be Rs.800/- per candidate.
- (iv) Payment of application fee can also be made in cash at MP Online kiosk.
- (v) No extra charges shall be payable for scanning of photographs etc., to the kiosk apart from the portal charges.

**(c) Selection procedure**

- (i) Online application will be invited through MP Online. The Eligible candidates shortlisted on the basis of the details filled in online application form satisfying the aforementioned criteria have to undergo an online assessment test comprising of 100 questions of 3 marks each. The maximum marks of test paper will be 300. The

- duration of online assessment test will be of two hours, containing the questions as per the prescribed syllabus.
- (ii) The Online assessment test shall be conducted by MP Online at Jabalpur. Test may also be organized in other cities of Madhya Pradesh depending on the number of applicants.
  - (iii) There shall be negative marking. 1 mark shall be deducted for every wrong answer. The marks scored will be calculated as per the formula  $(3R-W)$  where R=number of right answers and W=number of wrong answers.
  - (iv) Admit Cards for online assessment test will be available online on [www.mponline.gov.in](http://www.mponline.gov.in). Candidates may download the admit card from the MP Online website and produce a copy of the same for appearing in the online academic assessment test.
  - (v) The presence of the candidates at various test centres shall be marked and recorded in an appropriate manner as may be decided by the Company.
  - (vi) The answer sheet of individual candidate, and model answer sheet (key) shall be made available on website within three days from date of test.
  - (vii) The cut off marks in the online assessment test for merit list preparation shall be 50% for OBC category candidates and 40% for SC/ST category candidates.
  - (viii) Based on the online assessment test and experience, an overall merit list will be prepared. The merit list of all candidates shall be prepared. Merit list shall be prepared upto the cut off marks of respective category.
  - (ix) The candidates shall be selected for regular engagement to the position of Accounts Officer / Manager (Finance) - Trainee or Law Officer / Manager (Law) - Trainee or Junior Engineer / Assistant Manager (Civil) - Trainee from the merit list as per the Company's requirement. If the marks secured by two or more candidates are same, selection will be based on date of birth in descending order i.e. older candidate will be placed first in the merit list.
  - (x) The validity of the waiting list shall be one year from the date of declaration of result. However, the recruitment process may be closed for operation of waiting list by issuing specific order even before one year. The waiting list may be utilized for filling up incidental vacancies of regular positions at later stage.
  - (xi) This merit list may be used for filling up the incidental vacancies till the validity period of waiting list or closure of the process which may arise in future for the position of Accounts Officer / Manager (Finance) or Law Officer / Manager (Law) or Junior Engineer / Assistant Manager (Civil), on regular basis.
  - (xii) The overall recruitment process or operation of waiting list may be closed for appointment by issuing specific order even before the validity of the merit list i.e. one year. After issuance of specific order of closure of the process, the claim of any candidate shall not be entertained.

**9. Documents to be furnished at the time of joining**

At the time of joining the Company, the candidates selected shall have to submit the following original certificates / documents:



- (i) Higher Secondary or High School Examination certificate in support of date of birth.
- (ii) Certificate of Degree / mark sheet from recognized university.
- (iii) Applicant serving in successor Companies of MPSEB should submit post qualification/ post training work experience certificate in the relevant field issued by the official not below the rank of Superintending Engineer/ General Manager.
- (iv) Caste Certificate (permanent), (in case of reserved category candidates) issued by Sub Divisional Officer (SDO).
- (v) Domicile certificate, in case of candidates applying against reserved positions. Candidate may submit a self attested declaration about M.P. domicile in prescribed format as per GoMP, General Administration Department's letter dated 25.09.2014.
- (vi) Candidates serving in government/ semi government/ public sector should submit NOC from the employer.
- (vii) Photo identity card (Passport/ Driving license/ Voter ID/ Bank Pass book/ Aadhar card) will be required for identity.
- (viii) Proof of permanent address.
- (ix) Physically Handicapped Certificate (orthopedic) issued from the competent authority. Candidate belonging to MP domicile only should apply. The percentage of disability should be indicated very clearly in the certificate. Degree of disability should be as per norms fixed by Govt. of MP for getting reservation under Handicapped category i.e. the minimum degree of disability in order for a Handicapped person (orthopedic) to be eligible for the post would be 40%.
- (x) A declaration by the applicant that if any of the information furnished in the online application form is found to be false/ fake at any point of time, the candidature of the candidate shall immediately stand cancelled, without assigning any reasons thereof.

## 12. Syllabus

For online assessment test, question paper shall tentatively comprise of 70% questions on subjects of required qualification and 30% questions from general awareness, mathematics, computer knowledge, English language and aptitude.

## 13. Selection and Appointment

Based on the marks obtained in online assessment test, a merit list will be declared and candidates shall be selected for the post of Accounts Officer / Manager (Finance) - Trainee or Law Officer / Manager (Law) - Trainee or Junior Engineer / Assistant Manager (Civil) - Trainee, from the merit list as per the advertisement or as per the Company's requirement. The shortlisted candidates will be called for verification of documents and those selected will be appointed provisionally as Accounts Officer / Manager (Finance) - Trainee or Law Officer / Manager (Law) - Trainee or Junior Engineer / Assistant Manager (Civil) - Trainee.

14. **Training**

- (i) The selected candidates will undergo a minimum of 12 months training. Each module of the training shall be evaluated followed by final appraisal. The training may be extended only once for a period as deemed fit by the Company. The appointment shall be cancelled in case the candidate does not get the minimum marks required for successful completion of the training even after the extended period of training.
- (ii) It is compulsory for the candidate to join the training on stipulated date failing which appointment offer shall be deemed cancelled. The Accounts Officer / Manager (Finance) - Trainee or Law Officer / Manager (Law) - Trainee or Junior Engineer / Assistant Manager (Civil) - Trainee, shall not be reimbursed any travelling expenses incurred by them in order to join the training program on the stipulated date.

15. **Important Dates**

| S.No. | Particular  | Date                        |
|-------|---|-----------------------------|
| 1     | Date of publication of brief advertisement in Company's website / news papers | 26.09.2017                  |
| 2     | Commencement of registration of candidates applications                       | 28.09.2017                  |
| 3     | Last date for online registration of applications by the candidates           | 27.10.2017                  |
| 4     | Issuance of Admit Card  | Will be declared separately |
| 5     | Uploading of Mock test Question Book  |                             |
| 6     | Online Assessment Test  |                             |
| 7     | Display of Final Merit List of online assessment test                         |                             |

However, the dates are subject to changes due to unavoidable circumstances and shall be notified on website of MPPMCL / MPOnline.

  
CGM (HR&A)