



M.P. POWER MANAGEMENT COMPANY LIMITED

CIN : U40108MP2008GGC018637

(A Government of M.P. Undertaking)

Regd. Office : Shakti Bhawan, Rampur, Jabalpur, Madhya Pradesh, INDIA, 482005

Tel : 0761-2601111, 2660500. Fax : 0761-2661655. Website : www.mppmcl.com, email : mo@mppmcl.com

No. CGM(HR&A)/VKS/ 3620

/ 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 Chartered Accountant, Programmer, Legal Associate, Management Executive and Junior Chemist (on contract).

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 Chartered Accountant, Programmer, Legal Associate, Management Executive and Junior Chemist, on contract 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 :

Name of post (on contract)	Number of posts	UR	SC	ST	OBC	Horizontal Reservation For Women
Chartered Accountant	12	3	3	4	2	-
Programmer	1	1	-	-	-	-
Legal Associate	3	2	1	-	-	-
Management Executive	6	3	1	1	1	2 - UR/ST/OBC
Junior Chemist	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:

Recruitment and Selection process of Accounts Officer (on regular basis) with online assessment test		
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	

The above timeline is proposed by the Company, in view of completion of recruitment process by 4th 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 engage 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

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No. CGM(HR&A)/VKS/

/ Jabalpur, dtd.

Recruitment of Chartered Accountant, Programmer, Legal Associate, Management Executive and Junior Chemist (on contract)

RULE BOOK

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

Name of post (on contract)	Number of posts	UR	SC	ST	OBC	Horizontal Reservation For Women
Chartered Accountant	12	3	3	4	2	-
Programmer	1	1	-	-	-	-
Legal Associate	3	2	1	-	-	-
Management Executive	6	3	1	1	1	2 - UR/ST/OBC
Junior Chemist	1	1	-	-	-	-

1. Minimum Educational Qualification / Experience criteria :-

S. No	Post	Educational Qualification	Minimum qualification percentage	Experience
1	Chartered Accountant (Contract)	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	Programmer (Contract)	BE(CS/IT) / B.Tech.(CS/IT) / MCA / M.Sc.(CS/IT) university/ college/ institute approved by AICTE	(i) Minimum 65% marks (or equivalent CGPA)	2 years post qualification experience in software development/ testing / maintenance of IT project in reputed company. Professional knowledge of RDBMS, JAVA / C++ is required. Working experience in any Govt. IT project / E-Governance project.

3	Legal Associate (Contract)	Law Graduate from recognised University / Institute	(i) Minimum First Division – 60% (or equivalent CGPA) in case of UR/OBC category candidate having MP Domicile. (ii) Minimum Second Division – 50% (or equivalent CGPA) in case of SC / ST category candidates having M.P. domicile.	
4	Management Executive (Contract)	MBA/PGDM from a University/ Institution approved by AICTE	(i) Minimum First Division – 60% (or equivalent CGPA) in case of UR/OBC category candidates (ii) Minimum Second Division- 50% (or equivalent CGPA) in case of SC / ST category candidates having M.P. domicile.	2 years post qualification experience in Power Sector Companies.
5	Junior Chemist (Contract)	M.Sc.(Chemistry) from university/ institute approved by UGC	Minimum First Division – 60% (or equivalent CGPA)	2 years post qualification experience as Chemist. Out of 2 years experience, minimum 1 year should be in Water Treatment Plant.

2. Age Limit :-

The age of the candidates as on 01.09.2017 should be:

Minimum age - 21 years

Maximum age - 35 years for non MP domicile candidates

40 years for MP domicile candidates

(As per GoMP, GAD Memo No. C.3-11/2012/13 dt.13.1.16.)

Age Relaxation

- 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).
- Employees who are working in power sector companies of Govt. of MP, shall be given relaxation in the upper age limit by the equivalent period, which they have put in the services of power sector companies of Govt. of MP.

3. Reservation

- (i) The reservation of positions shall be applicable only for the candidates having Madhya Pradesh domicile. Such candidates may however be allowed to give self declaration about MP Domicile as per GoMP, GAD letter no. 25.09.2014.
- (ii) Caste certificate issued by the competent authority, not below Sub Divisional Officer (SDO) shall only be considered valid.

4. Remuneration :- The initial monthly remuneration shall be :-

Name of post (on contract)	Remuneration*
Chartered Accountant	44000/-
Programmer	42000/-
Legal Associate	42000/-
Management Executive	42000/-
Junior Chemist	28000/-

(*) Subject to revision

During the currency of contract, the incumbent shall be allowed annual increment of 0%, 5%, or 10% based on performance, subject to limitation of rise in Price Index.

5. Contract Tenure :-

Contract tenure shall be for 03 years (extendable).

6. General Conditions :-

- i. The contract appointment will be for a period of three years from the date of joining the duties. However, the contract shall be terminable at any time on one month's notice by either side or on payment of one month's remuneration in lieu thereof. After completion of the initial contract period, the contract may be extended at the discretion of Company for further period, as may be decided by the Company, on the basis of performance during initial contract period.
- ii. After the completion of contract period, the agreement will automatically get terminated. However, Company reserves the rights to give fresh contract appointment, on the basis of performance of contract employee, for further period, not necessarily from the date following the day on which the contract expires but as decided by the Company.
- iii. Consolidated remuneration as indicated in clause (4) above will be paid for the posts indicated against each. After completion of one year, the remuneration may be reviewed and enhanced by 0% / 5% / 10%, depending upon the performance, subject to capping of All India Industrial Consumer Price Index, during the relevant period.
- iv. No remuneration be paid for the unauthorised absence period.
- v. The contract appointment shall be purely on temporary basis. The candidates appointed on contract will have to join the duty within 30 days, from the date of issue of appointment order, failing which; the same shall stand cancelled without any further communication.
- vi. Medical fitness certificate from the Medical Board/Civil Surgeon/ Hospital of MPPMCL shall be required at the time of joining.

- vii. If it is required to perform outstation journey in the company's interest, TA/DA including taxi/auto charges and accommodation charge for such journey shall be paid as admissible to the equivalent rank in MPPMCL.
- viii. Mobile SIM with CUG facility as applicable to the officers of the equivalent rank of the Company, will be provided. The instrument shall be arranged by the user.
- ix. In case of any change in the residential postal address during the contract period, it need to be intimated promptly in writing, failing which any communication sent on the address available with the Company shall be deemed delivered.
- x. The candidates appointed on contract will be required to maintain utmost efficiency, integrity and secrecy and adhere to proper conduct and office decorum, failing which; contract shall be liable for termination.
- xi. The person employed on contract appointment is barred to render his services elsewhere, during the contract period.
- xii. Character and antecedent verification of contract employees will be got done from Distt. Police administration. However, the incumbent could be allowed to join the duty, on the strength of self attested declaration that nothing is pending against him in any Court nor the criminal case is registered against him in the Police Station. In case, of discrepancy / false claim, the contract appointment shall be terminated immediately, without assigning any reason thereof.
- xiii. In case any information given by the candidate is found false or incorrect, the contract will be deemed void ab initio and liable for termination without any notice or remuneration in lieu of notice.
- xiv. Contract employee shall be responsible for performing all the duties/woks assigned to him. Any lapses in performing the duties, shall be treated as misconduct.
- xv. Contract engagement shall be governed by एम पी पावर मैनेजमेंट कंपनी मरिदा सेवा (अनुबंध तथा सेवा की शर्त) नियम 2016.
- xvi. Company reserves the right to change or amend the conditions, at any time.
- xvii. The Headquarter during the contract period will be at Jabalpur.
- xviii. All reserved category candidates 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.
- xix. Any Act/omissions, which makes one unsuitable for Govt. jobs shall also be applicable as pre-condition for screening for appointment.

7. Selection Process :-

(a) How to apply

- (i) The candidates to apply through MP Online portal only (www.mponline.gov.in) or using the links provided on MPPMCL, Jabalpur website: www.mppmcl.com.
- (ii) The scanned copy of following documents shall be uploaded by the applicant:
 - (a) Aadhar card.
 - (b) Higher Secondary or High School Examination certificate.

- (c) Mark sheet of Graduation from recognized university.
 - (d) Mark sheets of CA/ICWA (for the post of CA) OR BE(CS/IT) / B.Tech.(CS/IT) / MCA / M.Sc.(CS/IT) (for the post of Programmer) OR LL.B. (for the post of Legal Associate) or MBA/PGDM in AICTE recognised university (for the post of Management Executive) OR M.Sc. (Chemistry) from recognized university (for the post of Junior Chemist).
 - (e) Certificate of Membership of ICAI/ICWA. (If available)
 - (f) Experience certificate (minimum 2 years) after acquiring membership certificate from ICAI/ICWA (for the post of CA) OR 2 years post qualification experience in software development/ testing / maintenance of IT project in reputed company (for the post of Programmer) OR 2 years post qualification experience in Power Sector Companies (for the post of Management Executive) OR Minimum 2 years post qualification experience as Chemist. Out of 2 years experience, minimum 1 year should be in Water Treatment Plant (for the post of Junior Chemist).
- (a) Applicant serving in successor Companies of MPSEB should submit work experience certificate in the relevant field issued by the competent authority.
 - (b) Caste certificate (permanent) issued by the Sub Divisional Officer (SDO). The candidates belonging to OBC category will have to produce non creamy layer certificate.
 - (c) 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.
- (b) Application Fee**
- (i) Application fee for Unreserved/OBC candidates of MP domicile shall be Rs. 1000/- per candidate, as portal charges.
 - (ii) Application fee for SC/ ST candidates of MP domicile shall be Rs. 800/- per candidate.
 - (iii) 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. Eligible candidates be shortlisted on the basis of the details filled in online application form satisfying the aforementioned criteria and 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. 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 candidate at test centre 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 minimum cut off marks in the online assessment test for merit list preparation shall be 40% for SC/ST category candidates and 50% for UR/OBC category candidates.
 - (viii) Based on the online assessment test and experience, an overall merit list will be prepared.
 - (ix) The candidates shall be selected for contract engagement to the position of Chartered Accountant/Programmer/Legal Associate/Management Executive/Junior Chemist, 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. The waiting list may be utilized for filling up incidental vacancies of regular positions at later stage. However, the recruitment process may be closed for operation of waiting list by issuing specific order even before one year.

8. 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.

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.
- (ii) Mark sheet of Graduation from recognized university.

- (iii) Mark sheets of required minimum educational qualification.
- (iv) Experience certificate.
- (v) Applicant serving in successor Companies of MPSEB should submit post qualification/ post training work experience certificate in the relevant field issued by the competent authority.
- (vi) Caste Certificate (permanent), (in case of reserved category candidates) issued by Sub Divisional Officer (SDO). The candidates belonging to OBC category will have to produce non creamy layer certificate.
- (vii) 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.
- (viii) Candidates serving in government/ semi government/ public sector should submit NOC from the employer.
- (ix) Photo identity card (Passport/ Driving license/ Voter ID/ Bank Pass book/ Aadhar card) will be required for identity.
- (x) Proof of permanent address.
- (xi) A declaration by the applicant that he has not committed any act or omission or any thing which makes him unsuitable for Govt. employment. Further, 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.

9. 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 Chartered Accountant/ Programmer. The shortlisted candidates will be called for verification of documents and those selected will be appointed provisionally as Chartered Accountant/ Programmer.

10. 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)