



**MADHYA PRADESH MADHYA KSHETRA
VIDYUT VITARAN COMPANY LIMITED
(GOVT. OF M.P. UNDERTAKING)
NISHTHA PARISAR, GOVINDPURA, BHOPAL (MP) 462023
☎-2602033;2602034; FAX:2589821
Website: www.mpcz.co.in
CIN :U40109MP2002SGC015119**



HUMAN RESOURCE DEPARTMENT(ISO 9001:2008 CERTIFIED)

MD/MK/Rec/10640

Bhopal, dtd. 09.12.2016

Recruitment of Accounts Officer (Regular) and Manager (HR) (Regular) Batch 2016-17

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 Accounts Officer and Manager (HR) and invites applications from eligible candidates. The category 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%)					Total number of vacancies
	UR	SC	ST	OBC	Total	UR	SC	ST	OBC	Total	Total
Manager (HR) (Regular)	04	02	02	01	09	01	01	01	01	04	13
Accounts Officer (Regular)	03	01	Nil	Nil	04	01	01	Nil	01	03	07

NOTE:- 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.

1. RESERVATION

Manager (HR) and Accounts Officer:-

- a) The reservation of positions shall be applicable only for the candidates having Madhya Pradesh domicile.
- b) Caste certificate issued by Sub Divisional Officer (SDO) of GoMP (Govt. of Madhya Pradesh) only shall be valid. As per GOMP's Gazette Notification No.26 dtd.19.1.2015, handicapped candidates shall be given reservation.

2. QUALIFICATION CRITERIA

Name of Position	Minimum Qualification Criteria	Minimum qualifying percentage
Manager (HR)	MBA (HR) or PGDBM (HR) from university recognized by UGC	(i) 65% in aggregate in case of Unreserved/OBC candidates OR 6.5 CGPA in aggregate in case of Unreserved/OBC candidates (ii) 55% in aggregate in case of SC/ST candidates of MP Domicile only. OR 5.5 CGPA in aggregate in case of SC/ST category candidates of MP Domicile only.
Accounts Officer	CA or ICWA or M.Com or MBA (Finance) or PGDBM (Finance) from university recognized by UGC	(i) 65% in aggregate in ICWA/M.Com/ MBA/ PGDBM (ii) 65% minimum in graduation, if CA (iii) 55% for SC/ST candidates if ICWA/ M.Com/ MBA of MP Domicile only. (iv) 55% for SC/ST candidates in graduation, if CA of MP Domicile only.

3. HOW TO APPLY

- (a) The candidates can apply through M.P. Online portal only (www.mponline.gov.in) or using the Links provided on company's website: www.mpcz.co.in.
- (b) The scanned copy of following documents shall be uploaded by the applicant:
- Aadhar card for verification of Aadhar number.
 - Higher Secondary or High School Examination certificate in support of date of birth.
 - Certificate of Degree/Post Graduation Degree OR mark sheet of final semester/year from recognized university.
 - Applicant having experience in MPMKVCL should submit post qualification work experience certificate in the relevant field.
 - Caste certificate (permanent), (in case of reserved category candidates) issued by Sub Divisional Officer(SDO) of GoMP Only.

- (vi) Domicile certificate, in case of candidates applying against reserved positions .
- (vii) In case of handicapped person, certificate of disability issued by District Medical Officer.
- (viii) Widow/Divorcee lady should submit an affidavit or a certificate from court as per rule.

4. APPLICATION FEE:-

- (a) Application fee for Unreserved /OBC candidates of MP domicile and candidates of all categories belonging to other states shall be Rs.3000/- per candidate.
- (b) Application fee for SC/ST/Handicapped category candidates of MP domicile shall be Rs.2000/- per candidate.
- (c) Payment of application fee can also be made in cash at MP Online kiosk.
- (d) No extra charge shall be payable for scanning of photograph etc. to the kiosk apart from the portal charges.

5. AGE LIMIT

(For Manager (HR) and Accounts Officer)

The age of candidates as on 01.01.2017 should be:

Minimum age :- 21 years

Maximum age :- 30 years

Age Relaxation

- (a) 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.

For Manager (HR)

- (b) Relaxation in upper age limit in respective category for candidates who have worked on contract basis in MPMKVCL only, having relevant experience shall be allowed commensurate with experience (for completed months) obtained after the minimum qualification acquired by the candidate as on 01.01.2017 subject to a maximum of five years. This relaxation shall be over and above that provided in Clause 5 (a) above for that category of candidates.

For Accounts Officer

- (b) Relaxation in upper age limit in respective category for candidates having experience in the relevant field in MPMKVCL only shall be allowed commensurate with experience (for completed months) obtained after the minimum qualification acquired by the candidate as on 01.01.2017 subject to a

maximum of five years. This relaxation shall be over and above that provided in Clause 5 (a) above for that category of candidates.

6. SELECTION PROCEDURE

For Manager (HR) and Accounts Officer on regular basis:-

- a) Only online TEST for academic assessment will be conducted. The test paper will comprise of 100 questions of 3 marks each the maximum marks of test paper will be 300. The duration of the test will be of two hours containing the questions as per the prescribed syllabus.
- b) There shall be negative marking and therefore 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.
- c) Admit cards for online academic assessment test will be available online on www.mponline.gov.in Candidates may download the admit card from the above website and produce a copy of the same for appearing in the online academic assessment test.
- d) The presence of the candidates at various test centres shall be and recorded in an appropriate manner as may be decided by the company.
- e) The answer sheet of individual candidate, and model answer sheet (key) will be published within three days from the date of test.

The candidate may challenge the answer key online within three days after publication of the results by remitting a fees of Rs. 600/- per question, which is refundable only if challenge is found valid. Thereafter no challenge whatsoever will be acceptable. The portal charges shall be Rs. 60/- per application.

The board of examiners will examine the challenges and their decision on the key of challenged question will be treated as final and binding. The final answer key after modification, if any, shall be published within three days from the last date of accepting challenge.

- f) For preparation of merit the weightage of online academic assesment test to experience shall be 80:20. The total marks will be 375, 300 marks for online academic assessment test and 75 marks of work experience as per clause 6(h).
- g) The cut off marks in the online academic assessment test for merit list preparation shall be 50% for Unreserved/OBC category candidates and 40% for SC/ST/Handicapped category candidates of MP Domicile.

h) **(i) For Manager (HR)**

The weightage of experience will be given to candidates who have worked on contract basis in the relevant field in MPMKVCL only. A maximum of 20% weightage (maximum 75 marks) will be given for 60 months experience in relevant field for completed months on pro rata basis.

(ii) For Accounts Officer

The weightage of experience will be given to candidates having experience in the relevant field in MPMKVCL only. A maximum of 20% weightage (maximum 75 marks) will be given for 60 months experience in relevant field for completed months on pro rata basis.

- i) Based on the online academic assesment test and experience, an overall merit list will be prepared. The merit list of all candidates shall be prepared and the post of UR category shall be filled up (irrespective of candidates belonging to any category). After filling all the posts of UR category, merit list of remaining candidates of only reserved categories belonging to ST/SC/OBC/Handicapped shall be prepared upto the cut off marks of respective category
- j) The candidates shall be selected for regular engagement to the position of Manager (HR) or Accounts Officer 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.
- k) The validity of the waiting list shall be **two** years 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 the completion of **two** years.

7. 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:

- 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/Post Graduation Degree OR Marksheet from recognised university including marksheet of final semester/year.
- d) Applicant having experience in MPMKVCL should submit post qualification work experience certificate in the relevant field.

- e) Caste certificate (permanent), (in case of reserved category candidates) issued by Sub Divisional Officer (SDO) of GoMP (Govt. Of Madhya Pradesh) only shall be valid.
- f) Madhya Pradesh Domicile certificate, in case of candidates applying against reserved positions.
- g) Candidates serving in government/semi government/public sector should submit N.O.C. from the employer.
- h) Photo identity card (Passport/Driving license/Voter Id/Bank pass book/Aadhar card) will be required for identity.
- i) Proof of permanent address.
- j) A declaration to be obtained from 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.

8. SYLLABUS

The scope of the "Online Academic Assessment" test would cover the syllabi as prescribed by UGC (University Grants Commission) The assessment test would consist of 75 questions on technical knowledge (from the qualifying degree) and remaining questions would be drawn from general awareness and aptitude.

9. The candidates selected shall have to undergo 6 months training. They shall be required to execute a bond to complete the training and serve the company for three years including the training period. If the performance of a candidate during training is not found satisfactory, his/her training may be extended for three months one time only i.e the trainee will have to undergo the process of training for another three months. If even after the extended training, the trainee fails to complete the training successfully, his/her candidature for the post he/she is selected for shall be cancelled.

10. STIPEND

As per Circular No.12474 dtd.17.12.2013, during the training period, a consolidated stipend equal to a minimum of basic pay of the pay scale of the cadre in which trainee has been selected plus grade pay assigned to that cadre shall be given:

Designation	Stipend to be given as basic plus grade pay	
	Basic Pay	Grade Pay
Manager (HR) and Accounts Officer	15600/-	5400/-

11. SALARY

On regular appointment, after successful completion of training, he/she shall be absorbed in the pay scale having basic pay plus grade pay and other allowances as given in the table below:

Designation	Salary structure (On regularisation)			
	Pay Band	Basic Pay	Grade Pay	Other Allowances
Manager (HR) and Accounts Officer	15600-39100	15600	5400	As applicable from time to time

However, the salary structure, allowances and other fringe benefits may be subject to amendments, modifications, revisions in future and shall be made applicable as may be adopted by the company from time to time. The appointed candidate shall be eligible for the Defined New Pension Scheme as adopted by GoMP and its implementation by the company.

12. IMPORTANT DATES FOR MANAGER (HR) AND ACCOUNTS OFFICER:-

S.No.	Particulars	Dates
1.	Date of issue of advertisement.	09-Dec-2016
2.	Online application available for candidates.	14-Dec-2016
3.	Last date of submission of online application	04-Jan-2017
4.	Date of issue of Admit Card	10-Jan-2017
5.	Online Academic Assessment test at Bhopal City centers in M.P. (Accounts Officer in 1 st Shift) and (Manager (HR) in 2 nd Shift)	15-Jan-2017
6.	Objection/ Challenge on question papers	17-21-Jan-2017
7.	Resolve the objection call	10 to 15 Days
8.	Result of Online Examination.	10-Feb-2017

However, the dates are subject to changes due to unavoidable circumstances and shall be notified on MP Online portal and website of our company.

13. GENERAL CONDITIONS

- The candidate should be an Indian National.
- 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.
- All SC/ST/Handicapped applicants of MP domicile will be reimbursed to and for ordinary second class 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 of GoMP only with MP domicile certificate and original travel ticket for appearing in the online academic assessment test. MPMKVCL, Bhopal shall make arrangements for payment of this amount.

- d) Any dispute arising out of the selection process shall be dealt in the courts situated in Bhopal District court and Gwalior High court only.
- e) The candidates must produce original documents/certificates at the time of joining in support of their qualification and experience for verification.
- f) 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 positions and also to increase/decrease the positions.
- g) The applicants who have a third child born on or after 26.1.2001, are not eligible to apply unless twins are born after the first child.
- h) The applicant shall be required to work anywhere in the jurisdiction of the Company.
- i) Age relaxation for ST/ SC/ OBC/ Handicapped/ Widow/ Divorcee Lady/ Ex-servicemen of M.P. Domicile will be as per government rules.
- j) The 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.
- k) Candidates (regular or on contract) who served the MPSEB or its successor companies of MPSEB in the past and whose contract/services have been terminated, need not apply.
- l) 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.
- m) In case the appointed candidate once joins the company no request for inter company transfer will be entertained.
- n) The offer/ appointment letter to the candidates will be issued on the basis of merit list. (Subject to the availability of the vacancy)
- o) The Candidate must possess sound health. Handicapped persons will be considered only against the positions reserved for them

- p) Candidates belonging to handicapped category shall not be entitled to relaxation in any way so far as it relates to minimum qualification and % criteria unless such candidates belong to ST/SC category of MP Domicile.
- q) The minimum degree of disability in order for a handicapped person to be eligible for any concessions/benefits would be 40% and below (mild)
- r) In case of unavailability of suitable candidates in any of the two categories of handicapped persons the same will be filled up by either of the two categories.
- s) All candidates should check their e-mail and sms regularly for further correspondence etc.
- t) 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.

CHIEF GENERAL MANAGER (HRandA)