



# M.P. POWER MANAGEMENT COMPANY LIMITED

CIN : U40109MP2006SGC018637

(A Government of M.P. Undertaking)

Regd. Office : Shakti Bhawan, Rampur, Jabalpur, Madhya Pradesh, INDIA 482008

Tel : 0761-2661111, 2660500, Fax : 0761-2661696, Website : www.mppmcl.com, email : md@mppmcl.com

No. ED(HR&A)/VKS/ 3911

/ Jabalpur, dtd. 29/9/16

To

The Head Business Development  
MP Online  
Bhopal

**Sub:** Award of contract for recruitment & selection process for filling up the post of Accounts Officer(ST Category) 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 1 Accounts Officer (ST Category), 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 :

Name of post	SC	ST	UR	Total
Accounts Officer (on regular basis)	-	1	-	1

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

1. Design and release the advertisement for the recruitment.
2. Provide secretarial staff for reimbursement of to & fro travel fare to all ST applicants of MP Domicile.
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.

Executive Director(HR&A) : Block No.14, Shakti Bhawan, Rampur, Jabalpur (MP) 482008  
Tel : 0761-2660371, 2702014, Fax : 0761-2661696, email : ravindra.dwivedi@mppmcl.com

**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 result would be uploaded on MP online website and merit list will be handed over 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 ST candidates of MP domicile shall be Rs. 800/- per candidate. After adjustment the application fee received from the applicants, the balance amount Rs. 200/- 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 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) with online assessment test</b>		
<b>Important Tentative Dates</b>		
<b>S.No.</b>	<b>Particular</b>	<b>Date</b>
1	Rule Book finalization and requirement Freezing from MPPMCL	30.09.2016
2	Development of Online Application through MP Online	07.10.2016
3	Releasing of advertisement in news paper and MPPMCL website	13.10.2016
4	Commencement of registration of candidates applications	14.10.2016
5	Last date for online registration of applications by the candidates	15.11.2016
6	Commencement of issuance of Admit Card	18.11.2016
7	Uploading of Mock test Question Book	21.11.2016
8	Question paper setting / moderation and translation	10.12.2016
9	Online Assessment Test	12.12.2016
10	Display of Final Merit List of online assessment test on web site.	19.12.2016

The above timeline is proposed by the Company, in view of completion of recruitment process by 4<sup>th</sup> week of November. 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.

**Agreement :**

An MoU is required to be executed on non-judicial stamp paper of Rs.500/- between MPPMCL and MP Online, as per enclosed format. The charges of Stamp paper shall be borne by MP Online.

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 of Accounts Officer (on regular basis) and agreement format, are enclosed herewith for further needful please.

Encl: A. Rule Book  
B. Agreement format.

Thanking You.

Yours faithfully


  
**Executive Director (HR&A)**  
**MPPMCL : Jabalpur**

/ Jabalpur, dtd. 29/9/16

No. ED(HR&A)/VKS/ 3912

**Copy to:**

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

  
**Sr. Deputy General Manager (HR)**  
**MPPMCL : Jabalpur**



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Tel: 0761-2661111, 2660500 Fax: 0761-2661595, Website: www.mppmcl.com, email: mdi@mppmcl.com

No. ED(HR&amp;A)/VKS/ 3913

/ Jabalpur, dtd. 29/9/16

**Recruitment of Accounts Officer (ST category) on regular basis****RULE BOOK**

M P Power Management Co.Ltd., Jabalpur, a successor company of erstwhile MPSEB, intends to fill up **1 post of Accounts Officer (ST category)** on regular basis, and invites applications from eligible candidates, for which, educational qualification, experience and other requirements are as follows :

**1. Minimum Educational Qualification :-**

Name of Position	Qualification Criteria	Experience Criteria
Accounts Officer	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. Age Limit :-**

The age of the candidates as on 01.11.2016 should be:

Minimum age - 21 years

Maximum age - 45 years

**Age Relaxation**

Maximum age (45 years) is inclusive of age relaxation for the candidates belonging to ST category.

**3. Reservation**

- 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.
- Caste certificate issued by the competent authority, not below Sub Divisional Officer (SDO) shall only be considered valid.

**4. Pay Scale & Allowances :-** Pay in pay band plus grade pay and other allowances as prevalent are :

Designation	Salary Structure			
	Pay Scale	Pay in Pay Band	Grade Pay	Allowances
Accounts Officer	15600-39100	15600/-	5400/-	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.



**5. 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 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.
- (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) 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.
- (x) 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.
- (xi) The appointed candidate once joins the Company, no request for inter-company transfer will be entertained.
- (xii) The appointment letter to the candidates will be issued on the basis of merit list.
- (xiii) 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.

**6. 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.
  - (b) Higher Secondary or High School Examination certificate.
  - (c) Mark sheet of Graduation from recognized university.
  - (d) Mark sheets of CA/ICWA.
  - (e) Certificate of CA/ICWA.
  - (f) Certificate of Membership of ICAI/ICWA.
  - (g) Experience certificate (minimum 2 years) after acquiring membership certificate from ICAI/ICWA.
  - (h) Applicant serving in successor Companies of MPSEB should submit work experience certificate in the relevant field issued by the competent authority.
  - (i) Caste certificate (permanent) issued by the Sub Divisional Officer (SDO).
  - (j) 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 ST candidates of MP domicile shall be Rs. 800/- per candidate.
  - (ii) 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](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 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 ST 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 regular engagement to the position of 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.
- (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..

**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:

- (i) Higher Secondary or High School Examination certificate.
- (ii) Mark sheet of Graduation from recognized university.
- (iii) Mark sheets of CA/ICWA.
- (iv) Certificate of CA/ICWA.
- (v) Certificate of Membership of ICAI/ICWA.
- (vi) Experience certificate (minimum 2 years after acquiring membership certificate from ICAI/ICWA).
- (vii) Applicant serving in successor Companies of MPSEB should submit post qualification/ post training work experience certificate in the relevant field issued by competent authority.
- (viii) Caste Certificate (permanent), (in case of reserved category candidates) issued by Sub Divisional Officer (SDO).
- (ix) 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.
- (x) Candidates serving in government/ semi government/ public sector should submit NOC from the employer.
- (xi) Photo identity card (Passport/ Driving license/ Voter ID/ Bank Pass book/ Aadhar card) will be required for identity.



- (xii) Proof of permanent address.
- (xiii) 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.

## 8. Syllabus

The scope of the question paper for online assessment test will consist of two parts viz. 'Part-A' (50 questions) on Chartered Accountant / cost Accountant subjects, as per ICAI/ICWA, and 'Part-B' (50 questions) on other general subject viz. mathematics, english, logical reasoning and information technology.

## 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 Accounts Officer. The shortlisted candidates will be called for verification of documents and those selected will be appointed provisionally as Accounts Officer.

## 10. Important Dates

S.No.	Particular	Date
1	Date of publication of brief advertisement in Company's website / news papers	13 October 2016
2	Commencement of registration of candidates applications	14 October 2016
3	Last date for online registration of applications by the candidates	15 November 2016
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 our Company/MPOnline.

  
Sr. DGM(HR)

**Sub :- Agreement between MP Online and MP Power Management Company Limited, Jabalpur for regular appointment of various departmental post through online application development and Online assessment process.**

MP Power Management Company Limited, Jabalpur, intends to recruit various departmental post through online application development and Online assessment process by appointing MP Online (A Joint Venture of Government of MP and TCS), which shall be referred as "Agency". To execute the above mentioned work a service level agreement is to be signed by MPPMCL and the Agency. The general terms and conditions of the agreement shall be as under :-

**GENERAL TERMS AND CONDITIONS :**

**1.00 TIME OF COMPLETION :-**

The Agency shall indicate the earliest possible time of completion of the work as mentioned in time schedule of work.

**2.00 INCOME TAX CERTIFICATES :-**

The Agency shall furnish with the income tax clearance certificates of competent authority. Alternatively, the Agency shall give valid reasons for his inability to furnish such a certificate.

**3.00 TAXES AND DUTIES:-**

The Agency shall borne all the taxes and duties and shall not be payable by the MPPMCL.

**4.00 PAYMENT TERMS:-**

- I. The Agency shall receive Rs. 600/- Per application from the candidates.
- II. In case, Question Paper is prepared by MPOnline, it is charged @ Rs.1.5 lakhs per Question Paper to the department.

**4.01 Mode of Payment:-**

- The MPPMCL shall be entitled to make deductions from payment to Agency on account of taxes/duties/surcharges, etc., for which deduction at source is obligatory on the part of MPPMCL as per Indian laws prevailing at the time of execution of the contract.

**5.00 USE OF CONTRACT DOCUMENTS AND INFORMATION:-**

- (i) The Agency shall not without MPPMCL's prior written consent disclose the information relating to the contract or any provision thereof or any information regarding list of candidates at any stage of contract.
- (ii) The Agency shall not without MPPMCL's prior written consent make use of any document or information enumerated in para (i) above except for purposes of performing the contract.



**6.00 NEGLIGENCE:-**

MPPMCL shall be at liberty to take the work wholly or in part out of the scope of Agency and assign the same to other party or parties at the risk, cost and responsibility of the Agency, under the following circumstances.

- (i) Professional Neglect in rendering services within the scope of contract.
- (ii) Non-compliance to the orders, given in writing by the MPPMCL to comply with certain provisions of contract.
- (iii) Non-cooperation on the part of Agency for expeditious execution of the project by delaying the various inputs, data and comments.

**8.00 TERMINATION FOR DEFAULT:-**

- i) The Owner/MPPMCL may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Agency, terminate the contract in whole or in part:
  - (a) If the Agency fails to perform any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by owner/MPPMCL.
  - (b) If the Agency fails to perform any other obligation(s) under the contract.

**9.00 FORCE MAJEURE:-**

Force majeure is herein defined as (1) any cause which is beyond the reasonable control of the Agency, as the case may be (2) natural phenomena including but not limited to weather conditions, floods, draughts, earthquakes and epidemics (3) acts of any Government authority, domestic or foreign, including but not limited to war, declared/undeclared, priorities, quarantines, embargoes, licensing control or production or distribution restrictions, (4) accidents and disruptions including but not limited to fires, explosions, breakdown of essential machinery or equipments, (5) strikes and lockouts continuing for more than three weeks and sabotage

**NOTE:-** For extension due to Force Majeure conditions the Agency shall submit its representation with full documentary evidence for scrutiny by the MPPMCL.

**10.00 TERMINATION FOR CONVENIENCE:**

- i) The MPPMCL may by written notice sent to the Agency, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the MPPMCL's convenience, the extent to which performance under the contract is terminated and the date upon which such termination becomes affective.
- ii) The services that are complete and ready for reporting within 30 days after the Agency's receipt of notice of termination shall be paid for by owner/MPPMCL at the contract terms and prices.

**11.00 RESOLUTION OF DISPUTES & ARBITRATION:-**

- i) The MPPMCL and the Agency shall make every effort to resolve amicably by direct informal negotiation any disagreement of dispute arising between them under or in connection with the contract.



- ii) If, after thirty(30) days from the commencement of such informal negotiations, Owner/MPPMCL and the Agency have been unable to resolve amicably a contract dispute, either Party may opt that the dispute be referred for resolution to the Arbitration as per Indian Arbitration Act.

**12.00 JURISDICTION AND APPLICABLE LAW:**

- i) The contract shall be considered as having come into force from the date of award unless otherwise provided in the letter of Award.
- ii) The laws applicable to the contract shall be the laws in force in India. The High Court of Madhya Pradesh at Jabalpur shall have exclusive jurisdiction in all matter arising in the contract.

**FUNCTIONAL SCOPE OF WORK :-**

1. The Agency will develop the Online Application format in consent with the MP Power Management Company Limited, Jabalpur.
2. The application will be hosted on MP on line portal. Candidates will go to authorized MP online Kiosk / CSC (Common Service centre) to fill the application Form or they will fill the form directly from the portal. Payment will be done by credit card / debit card / net banking or through Cash in case of KIOSK / CSC.
3. The Agency shall receive Rs. 600/- Per application from the candidates.
4. Registration process Online system shall provide a list of eligible candidates who have been primarily fulfilling the minimum eligibility criteria as laid down in the advertisement.
5. The Agency will provide the data of applicants to the MPPMCL. The agency will also provide the User id and Password to the authorised Officer of MPPMCL to verify the data of applicants.
6. The Agency will provide Technical assistance and Training to the MPPMCL for smooth conduction of Online examination.
7. The Agency will inform to the applicants regarding issuance of Hall Ticket through email or SMS. The applicants will download the Hall-Ticket from the Portal.
8. At any point of time, no two candidates will have similar question paper.
9. The Agency will ensure Random preparation of Question Paper and Encrypted data transfer from server to the machines.
10. The Agency will ensure the availability of Question Paper on Central Server.
11. The Agency will ensure Environment check i.e. Capacity Estimation & Capacity verification at Test Centers.
12. The Agency will ensure the availability of well equipped Computer Labs in four cities of MP viz. Jabalpur, Bhopal, Indore & Gwalior, where the Online written examination is to be conducted. Further, as per the requirement of MPPMCL and based on number of applicants, the number of centres / cities for Online test may be increased or decreased, without any additional financial implication to MPPMCL.
13. The Online Test will be conducted on Sunday in single session between 10:00hrs. to 12:00 hrs.
14. The Agency will ensure attendance and verification of candidates during Online Test.
15. The Agency will do the work of evaluation of answers of the candidates and preparation of merit list category wise, i.e., SC/ST/OBC/PWD, etc. The Agency will provide to MPPMCL the merit lists in both hard and soft forms in sealed envelopes within the time frame.

**TIME SCHEDULE OF WORK**



S.No	ACTIVITY	ACTIVITY TIME (IN DAYS)	CUMULATIVE PERIOD (IN DAYS)
1	Rule Book finalization and requirement Freezing from MPPMCL		
2	Development of Online Application through MP Online		
3	Releasing of advertisement in news paper and MPPMCL website		
4	Commencement of registration of candidates applications		
5	Last date for online registration of applications by the candidates		
6	Commencement of issuance of Admit Card		
7	Uploading of Mock test Question Book		
8	Question paper setting / moderation and translation		
9	Written Test will in 2 shift at various city centres in M.P. on Saturday and Sunday		
10	Display of Final Merit List of written test on web site.		

**Signature :-**

(MPPMCL Representative)

(MP Online Representative)

**WITNESSES:**

1. ....

1. ....

2. ....

2. ....