

**M.P. POORV KSHETRA VIDYUT VITRAN CO. LTD.**

Block No. 7 Shakti Bhawan, Rampur, Jabalpur-482008. (MP)

CIN: U40109MP2002SGC015120 Website: www.mpez.co.in

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No.MD/EZ/CGM (HR&A)/HR/ AO(D) 2016-17/7948

Jabalpur, Date: 19.10.16

Recruitment of Accounts Officer-Trainee**Batch 2016-17 on regular basis**

Madhya Pradesh Poorv Kshetra Vidyut Vitaran Co. Ltd., Jabalpur, a successor company of erstwhile MPSEB intends to fill up the vacancies of 10 nos. Accounts Officer-Trainee Batch 2016-17 on regular basis and invites applications from eligible candidates for which the category wise vacancy position is as follows:

Designation	Tentative No. of positions	Category wise bifurcation of vacancies				Horizontal reservation for PWD candidates
		UR	SC	ST	OBC	
Accounts Officer-Trainee	10	04	02	02	02	02 posts are reserved for PWD candidates : 01 post for OH and 01 for HH

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. **Qualification Criteria** The candidate should be Chartered Accountant (from ICAI)/ ICWA (from ICWAI) pass.
2. **Reservation**
 - (i) The reservation of positions shall be applicable **only for the candidates having Madhya Pradesh domicile.**
 - (ii) Caste certificate issued by Sub Divisional Officer (SDO) only shall be valid.
 - (iii) 02 posts-01 for OH and 01 for HH are reserved for PWD candidates. These 02 PWD posts are included in open vacancy (without category) and as per the category of selected candidates and vacant post in that particular category, these 02 vacancies will be filled up.
3. **How to apply**
 - (i) The candidates can apply through MP Online portal only (www.mponline.gov.in) or using the links provided on MPPKVCL, Jabalpur website: www.mpez.co.in.
 - (ii) The scanned copy of following documents shall be uploaded by the applicant:
 - (a) Higher Secondary or High School Examination certificate in support of date of birth.
 - (b) Certificate or marksheet of CA/ICWA pass.
 - (c) Caste certificate (permanent), (in case of reserved category candidates) issued by the Sub Divisional Officer (SDO).

- (d) Domicile certificate (issued by Competent authority), in case of candidates applying against reserved positions.
- (e) Certificate of disability in case of PWD category candidates issued by District Medical Board.

4. Application Fee

- (i) Application fee for Unreserved / OBC candidates of MP domicile and candidates of all categories belonging to other states shall be Rs. 1000/- per candidate.
- (ii) Application fee for SC/ ST/PWD 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.
- (iv) No extra charges shall be payable for scanning of photographs etc., to the kiosk apart from the portal charges.

5. Age Limit

The minimum age limit is 21 years and maximum age as on 30.06.2016 is as under:

S. No.	Applicant	Age Limit for MP Domicile applicants (in years)	Age Limit for outside M.P. applicants (in years)
1	Male Applicants (Unreserved)	40	35
2	Male Applicants (Employees of Govt./Corporation/Board/Autonomous Institutes and Home Guards)	45	35
3	Male Applicants (Reserved Category- SC/ST/OBC)	45	35
4	Male Applicants (Reserved Category- Employees of Govt./Corporation/Board/Autonomous Institutes and Home Guards)	45	35
5	Female Applicants (Unreserved Category)	45	35
6	Female Applicants (Reserved category- Employees of Govt./Corporation/Board/Autonomous Institutes and Home Guards)	45	35
7	Female Applicants (Reserved Category- SC/ST/OBC)	45	35

6. 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, 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.
- (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 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) will be furnished 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 Unreserved/OBC category candidates and 40% for SC/ST/PWD category candidates.
- (viii) Based on the online assessment test, 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 shall be prepared upto the cut off marks of respective category.
- (ix) 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. After issuance of specific order of closure of the process, the claim of any candidate shall not be entertained.

7. Syllabus

The scope of the "Online Assessment" test would cover the syllabi for CA (from ICAI)/ ICWA (from IWAI). The online assessment test would consist of 75 questions on technical ability and 25 questions would be drawn from general awareness and aptitude.

8. 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-Trainee on regular basis 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.

9. Training

The selected candidate will undergo 3 months training as per schedule. Each module of the training shall be evaluated followed by final appraisal. The training may be extended only once for a considerable 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.

10. Stipend

During the training period, a consolidated stipend equal to a minimum of pay in pay band 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	
	Pay in Pay Band	Grade Pay
Accounts Officer Trainee	15600/-	5400/-

11. Salary

On regular appointment, after successful completion of training, he/she shall be absorbed in the **pay scale (Rs.15600-39100/-)** having pay in pay band plus grade pay and other allowances as indicated hereunder:

Designation	Salary Structure (On regularisation)		
	Pay in Pay Band	Grade Pay	Other Allowances
Accounts Officer	15600/-	5400/-	DA, Compensatory allowance, Conveyance allowance, HRA (as per rules)

However, the salary structure, allowances and other fringe benefits may be subject to amendments/ modifications/ revisions in future and shall be eligible for the New Pension System as adopted by GoMP and its implementation by the Company.

12. Important Dates


S.No.	Particular	Date
1	Date of publication of advertisement in the newspaper & Company's website	21.10.2016
2	Date of inviting applications through M.P. Online	25.10.2016
3	Last date of receiving online applications	15.11.2016
4	Date of issue of Admit Card through M.P. Online and	21.11.2016
5	Uploading the Mock test question book	21.11.2016
6	Date of Online Assessment Test (10AM to 12PM)	27.11.2016
7	Objection on Question Paper/Answer Key	28.11.2016
8	Display of result of Online assessment test on MP Online website	12.12.2016
9	Display of final merit list on MP Online website	14.12.2016
10	Document Verification	Will be done by Department at the time of reporting

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



13. 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) For PWD category candidates: The percentage of disability should be indicated very clearly in the certificate. Degree of disability should be as per norms fixed by Govt. of M.P. for getting reservation under PWD category i.e. the minimum degree of disability for the post advertised would be 40%. The candidate shall be considered for appointment only against category of disability for which post is reserved. ***Candidate must be MP Domicile.***
- (iv) All SC/ST/PWD applicants of MP domicile will be reimbursed to and fro 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 and MP domicile certificate and original travel ticket (of one side) for appearing in the online academic assessment test. Candidates belonging to PWD category should submit the attested copy of their being PWD certificate issued from the Medical board.
- (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 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.
- (vii) The applicants who have a third child born on or after 26.01.2001, are not eligible to apply unless twins are born after the first child.
- (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) In case 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 (subject to the availability of the vacancy).
- (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.


CGM (HR&A)

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