



M.P. POWER MANAGEMENT COMPANY LIMITED

CIN : U40109MP2006SGC018637

(A Government of M.P. Undertaking)

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No. CGM(HR&A)/VKS/ 1758

/ Jabalpur, dtd. 22.04.2017

Recruitment of Chartered Accountant/Management Executive/Jr.Chemist (on contract) and Accounts Officer (on Regular basis)

RULE BOOK

M P Power Management Co.Ltd., Jabalpur, a successor company of erstwhile MPSEB, intends to fill up the vacancies of **Chartered Accountant (on contract)**; **Management Executive (on contract)**/ **Junior Chemist (on contract)** and **Accounts Officer (on regular basis)** and invites applications from eligible candidates for which, the category wise vacancy position is as follows:

Name of post	SC	ST	OBC	UR	Total
Chartered Accountant (on contract) (*)	3	3	2	3	11
Management Executive (on contract)	-	-	-	1	1
Junior Chemist (on contract)	-	-	-	1	1
Accounts Officer (Regular)	-	1	-	-	1

(*) Posts shown are tentative and subject to conditions.

1. Minimum Educational Qualification :-

Name of Position	Qualification Criteria	Experience Criteria
Chartered Accountant (on 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
Management Executive (on contract)	MBA/PGDM from AICTE recognized university/ college/ institute with minimum 65% marks in aggregate	2 years post qualification experience in Power Sector Companies.
Junior Chemist (on contract)	M.Sc.(Chemistry) with 65% marks from recognized university.	2 years post qualification experience as Chemist. Out of 2 years experience, minimum 1 year should be in Water Treatment Plant.
Accounts Officer (Regular)	Certified CA/ICWA from Institute of Chartered Accounts of India / Institute of Cost Accountants of India or MBA (Fin.) from reputed and AICTE recognized Institute.	2 years experience after acquiring membership certificate from ICAI/ ICWA/MBA (Fin.)

2. Age Limit :-

The age of the candidates as on 01.04.2017 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 as per rules, available to the specified categories, subject to maximum age limit of 45 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/Honorarium :-

(A) **Contract positions :-** the initial remuneration for contract positions shall be as under:-

- i) Rs. 44,000/- p.m.(Provisional) for the post of Chartered Accountant.
- ii) Rs. 42,000/- p.m. (Provisional) for the post of Management Executive
- iii) Rs. 28,000/- p.m. (Provisional) for the post of Junior Chemist.

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.

(B) **Accounts Officer (on regular) -** The incumbent shall be governed by the General Service Regulations and Rules as adopted by the Company and as may be revised from time to time.

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

Salary Structure			
Pay Band	Band	Grade Pay	Allowances
15600-39100	PB 2	5400/-	As applicable from time to time

The appointed officer shall be eligible for New Pension Scheme, as per rules.

5. Contract Tenure :-

Contract tenure for the contract positions shall be for 03 years (extendable).

6. General Conditions :- (For contract positions)

- 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 shall be as per para 4(A) above. After completion of one year, the remuneration may be reviewed and enhanced by 0% / 5% / 10%, depending upon the performance, subject to capping of rise in 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 संविदा सेवा (अनुबंध तथा सेवा की शर्तें) 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.

7. All reserved category candidates of MP domicile will be reimbursed to and from 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.

8. Any Act/omissions, which makes one unsuitable for Govt. jobs shall also be applicable as pre- condition for screening for appointment.

9. **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 requisite qualifications for the post applied for.
 - (e) Certificate of Membership of ICAI/ICWA. (as applicable)
 - (f) Experience certificate :-
 - **for Chartered Accountant** - minimum 2 years after acquiring membership certificate from ICAI/ICWA
 - **for Management Executive** - minimum 2 years after acquiring MBA/PGDM from AICTE recognized university/college/institute.
 - **for Jr.Chemist** – minimum 2 years post qualification experience as Chemist. Out of 2 years experience, minimum 1 year should be in Water Treatment Plant.
 - **for Accounts Officer** - 2 years experience after acquiring membership certificate from ICAI/ ICWA/MBA (Fin.).
 - (g) Applicant serving in successor Companies of MPSEB should submit work experience certificate in the relevant field issued by the competent authority.
 - (h) Caste certificate (permanent) issued by the Sub Divisional Officer (SDO). The candidates belonging and claiming to OBC (non creamy layer) category will have to produce non creamy layer OBC certificate.
 - (i) 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 (non creamy layer) 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, as portal charges.
- (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) Model answer sheet (key) shall be made available on website within three days from date of test. The answer sheet of individual candidate may also be shown (if desired).
- (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 (non creamy layer) 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/regular engagement to the position of Chartered Accountant/Management Executive/Junior Chemist 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.
- (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 at later stage. However, the recruitment process may be closed for operation of waiting list by issuing specific order even before one year.
- (xi) Candidates should frequently visit the website of MPOnline for updations (if any).



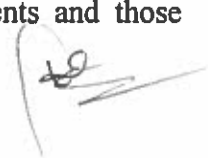
10. Documents to be furnished at the time of joining

At the time of joining the Company, the candidate 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 requisite qualification for the post applied for.
- (iv) Experience certificate [as per para 9 (a)(ii)(f)].
- (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 and claiming to OBC (non creamy layer) 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.

11. 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/ Management Executive/Junior Chemist (on contract) and Accounts Officer (Regular). The shortlisted candidates will be called for verification of documents and those selected will be appointed provisionally.



12. Important Dates

S.No.	Particular	Date
1	Date of publication of brief advertisement in Company's website / news papers	25.04.2017
2	Commencement of registration of candidates applications	28.04.2017
3	Last date for online registration of applications by the candidates	14.05.2017
4	Issuance of Admit Card	Will be declared separately by MPOnline
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 MPOnline/MPPMCL.


Sr. DGM(HR)