



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

HUMAN RESOURCE DEPARTMENT(ISO 9001:2008 CERTIFIED)

Special Drive for one post of Deputy General Manager (HR) and one post of Deputy General Manager (Finance) in ST category on regular basis Batch 2012

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 Pradesh Madhya Kshetra Vidyut Vitaran Company Limited, Bhopal intends to fill backlog of 1 ST post of Deputy General Manager (HR) and Deputy General Manager (Finance) on regular basis and invites applications from eligible candidates. The post wise and category wise vacancy positions are as under:

Name of the Post	Category wise vacancies	
	ST	Total
Deputy General Manager (HR)	01	01
Deputy General Manager (Finance)	01	01

3. RESERVATION

- 3.1 The reservation of post meant for ST persons shall be applicable only for the candidates having Madhya Pradesh domicile.
- 3.2 Caste certificate (permanent), issued by Sub Divisional Officer (SDO) only shall be valid.

4. QUALIFICATION CRITERIA:-

The Minimum Qualification criteria for above posts shall be as under:-

Name of Post	Qualification criteria	Qualifying % of marks	Experience
Deputy General Manager - HR	MBA or PGDM with specialization in HR	55% for ST category having M.P. domicile only	Should have minimum of 5 years post – qualification experience in relevant field in Managerial capacity as on 1 st Jan 2013
Deputy General Manager - Finance	MBA or PGDM with specialization in Finance/ CA/ ICWA	55% for ST category having M.P. domicile only. OR In case of CA or ICWA the candidate must possess 55% minimum in graduation for ST category having M.P. domicile only.	Should have minimum of 5 years post – qualification experience in relevant field in Managerial capacity as on 1 st Jan 2013

5. HOW TO APPLY:

Applications shall be received through M.P. online (www.mponline.gov.in) only. Links to the website of M.P. Online have also been provided on the following website: www.mpcz.co.in

6. APPLICATION FEE & OTHER CHARGES

6.1 Summary of Application fees and portal charges

Category	Application Fee	Portal Charges	Total Charges
ST (M.P. Domicile)	Rs. 500/- per candidate	Rs. 60 / Form	Rs. 560/- per post per candidate

6.2 Application fees shall be Rs. 500/- per post per candidate.

6.3 The applications can be submitted through MP Online Kiosks and the payment can be made in cash at the Kiosk. The portal charges shall be Rs.60/- per application for all categories.

6.4 No extra charge shall be payable for scanning of photograph etc. to Kiosk apart from the portal charges.

7. SELECTION PROCEDURE:-

7.1. Short listed eligible candidates may have to appear for psychometric test (if required) and/or group discussion and interview.

7.2. The list of short listed candidates along with the date of psychometric test (if required), group discussion and interview shall be displayed on the company's website www.mpcz.co.in and also sent to e-mail address given by you in your application through MP Online and the mobile number provided by you.

7.3. Final selection shall be made on the basis of the overall marks obtained in whole recruitment process.

7.4. The result or the list of selected candidate will be displayed on the company's website

8. AGE LIMIT

The age of candidates as on 1st January 2013 should be

- 8.1. Minimum age limit: 26 years
- 8.2. Maximum age limit: 45 years *(Any other relaxation as per Govt. of MP Rules)*

9. DOCUMENTS TO BE FURNISHED AT THE TIME OF INTERVIEW

The candidates short listed for GD & interview shall be permitted to appear for GD & interview only after the verification of the following original certificates/documents about their eligibility:

- 9.1. Higher Secondary or High School Examination certificate in support of date of birth
- 9.2. Certificate of Degree / Post Graduation Degree OR Mark sheet, from a recognized university.
- 9.3. Work experience certificate.
- 9.4. Caste certificate (permanent), issued by Sub Divisional Officer (SDO), only shall be valid.
- 9.5. Domicile certificate.
- 9.6. Candidates serving in government / semi government / public sector should submit N.O.C. from the employer at the time of the interview, failing which the candidate will not be permitted to appear for GD & interview.
- 9.7. Photo identity card (Passport / Driving license / Voter ID / Bank pass book) will be required for identity.
- 9.8. Proof of permanent address
- 9.9. Widow / Divorcee should submit an affidavit / a certificate from court or as per the rule of caste.

10. SELECTION AND APPOINTMENT

- 10.1. Based on the overall marks obtained in the selection process, candidate shall be selected for appointment to the post/position of Deputy General Manager (HR) and Deputy General Manager (Finance) from the merit list as per the Company's requirement.
- 10.2. The company reserves the right to change the number of posts Advertised. The Company can modify, change or delay the selection process or cancel the complete selection process without assigning any reasons.
- 10.3. The company reserves the right to increase or decrease the positions (post) advertised and to fill / not fill them from the merit / waiting list.

11. SALARY

On satisfactory and successful completion of induction training, the consequent employment shall be on probation initially as Deputy General Manager (HR) / Deputy General Manager (Finance) in the basic pay Rs. 19,500 plus other allowances as applicable from time to time, in accordance with the Rules and Regulation laid down by the company in E3A cadre according to Wage and Allowance Manual

12. IMPORTANT DATES

Details	Deputy General Manager(HR)	Deputy General Manager(Finance)
Date of publication of advertisement in the news paper	6 th January 2013	6 th January 2013
Last date of application	21 st January 2013	21 st January 2013
Tentative date of issuing Admit Card	25 th January 2013	25 th January 2013
Psychometric Test/ Group Discussion and Personal Interview	3 rd February 2013	3 rd February 2013

The above dates are tentative and may vary, please check the website for updates. The Company shall not be responsible for non communication for any reasons.

13. GENERAL INSTRUCTIONS

- 13.1. The Candidate should be an Indian National.
- 13.2. 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 interview, failing which they shall not be permitted to appear for the interview.
- 13.3. All ST candidates of MP Domicile will be reimbursed to and fro second class rail/bus fare by the shortest route for appearing in the written test and personal interview, as per rule. But, they shall have to produce copy of caste certificate with the travel ticket at the time of written test and personal interview.
- 13.4. Any dispute arising out of the selection process shall be dealt within the jurisdiction of respective company's Head Quarter.
- 13.5. The candidates must possess sound health.
- 13.6. Candidate applying for the post should fill in the address and mobile number correctly. Candidates should check their mail and SMS regularly for future correspondence like result etc. of candidates.
- 13.7. The list of selected/candidates would be uploaded / conveyed on company website and through E-mail and offer letter for successful candidates would be sent through speed post/registered AD. The company would not be responsible for not receiving the same in time due to postal delay/mistake
- 13.8. The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 13.9. 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 to fill any of the positions and also to increase or decrease the positions.

- 13.10. The candidate shall be required to work anywhere in the jurisdiction of company.
- 13.11. The appointment letter to the candidates will be issued on the basis of merit list.
- 13.12. The candidates who have a third child born on or after 26.01.2001 are not eligible to apply unless twins are born after first child
- 13.13. 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 (HR & A)