



## MP POWER MANAGEMENT COMPANY LIMITED

### RECRUITMENT OF Deputy General Manager(Fin. & Accounts)/Accounts Officer/Chartered Accountant/ Management Executive on regular/contract basis

No CGM(HR) /4682

DATED 04.12.2012

Madhya Pradesh Power Management Company Limited Jabalpur, a wholly owned entity of Government of MP, incorporated to undertake activities of power management in the state of M.P. invite applications from the eligible candidates for the following posts:

(A) On Regular Establishment:

S. No.	Post	No. of Posts					Educational Qualification	Working Experience	Age Limit Years	
		SC	ST	OBC	Gen	Total			Min.	Max
1	Accounts Officer	-	1	-	2	3	Certified CA/ICWA from Institute of Chartered Accountants of India/ Institute of Cost Accountants of India	Min. 2 years working experience.	21	40

(B) On contract basis :-

S. No.	Post	No. of Posts					Educational Qualification	Working Experience	Age Limit Years	
		SC	ST	OBC	Gen	Total			Min.	Max
1	Dy. General Manager (Fin. & Accounts) (DGM)	1	1	-	2	4	Class-I retired personnel of Central/State Govt./PSUs/ Banks having work experience of minimum 10 Years, in finance and accounts	Work experience of minimum 10 Years, in finance and accounts	50	63
2	Chartered Accountant (CA)	1	2	1	5	9	Certified CA/ICWA from Institute of Chartered Accountants of India/ Institute of Cost Accountants of India		21	45
3	Management Executive (ME)	1	1	-	2	4	MBA/PGDM(Finance) from AICTE recognized university/ college/ institute with minimum 65% marks in aggregate in case of General and OBC category candidates and 55% in case of SC/ST/ disabled candidates.		21	45

## 2. RESERVATION

- 2.1. The reservation of posts meant for SC/ST/OBC shall be applicable only for the candidates having Madhya Pradesh domicile.
- 2.2. Horizontal reservation to Women/physically handicapped person, if applicable as per the rules of GoMP, shall be provided based on the vacancies & roster. However, only candidates with orthopedic disablement and hearing impairment will be eligible for applying.

### **3. HOW TO APPLY (Please read the instructions carefully):**

- 3.1 The prescribed application form can be downloaded from the company's website [www.mppmcl.com](http://www.mppmcl.com).
- 3.2 Application fee for unreserved / OBC candidates of MP domicile and candidates of all categories belonging to other States shall be Rs. 500/- and for SC/ ST/ Handicapped candidates of M.P domicile Rs. 250/- .The same be payable in the form of Demand Draft of any scheduled bank drawn in favour of Regional Accounts Officer(CAU), MPPMCL, Jabalpur, payable at Jabalpur.
- 3.3 The application form duly filled in all respect along with all necessary enclosures and Demand Draft should be sent to the Chief General Manager(HR), MP Power Management Co.Ltd., Block No.14, 1<sup>st</sup> Floor, Shakti Bhawan, Jabalpur (MP) 482008, so as to reach on or before 10.01.2013 by 5.30 PM positively.
- 3.4 Separate application forms alongwith prescribed application fee, are required for every post, i.e., if a candidate wishes to apply for more than one post, he will be required to submit separate application form and application fee for each post.

### **4. Relaxation in Age etc.**

- 4.1 Candidates belonging to SC/ ST/ OBC/ Handicapped categories, Widow / Divorcee lady / Ex Serviceman having M.P. domicile, shall get relaxation in upper age as per the prevailing rules of Government of MP.
- 4.2 The candidates having work experience in relevant field will be given relaxation in age equal to number of years of experience subject to a maximum of five years.

### **5. DOCUMENTS TO BE FURNISHED ALONGWITH APPLICATION FORM**

- 5.1. Higher Secondary or High School Examination certificate in support of date of birth.
- 5.2 Certificate of Chartered Accountant/ ICWA from the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India pass or regular full time MBA or PGDM in finance with each semester's mark sheet, from AICTE recognized University/College/Institute, as the case may be
- 5.3 Work experience certificate, if any, in the relevant field
- 5.4 Caste certificate, (in case of reserved category candidates) issued by Sub Divisional Officer (SDO).
- 5.5 In case of handicapped persons, certificate of disability issued by District Medical Board.
- 5.6 Domicile certificate, in case of candidates applying for reserved posts
- 5.7 Candidates serving in government / semi government / public sector should submit N.O.C. from the employer.
- 5.8. Photo identity card in Govt. recognized formats (Passport / Driving license / Voter ID etc.)
- 5.9. Proof of permanent address in Govt. recognized formats viz. Passport/Driving License, Electricity Bill etc.
- 5.10 Widow / Divorcee lady should submit an affidavit / certificate from Court.

### **6. SELECTION PROCESS :**

- 6.1 The eligible candidates shall have to undergo a written test and personal interview or personal interview as may be decided by the Company. Eligible candidates shall be intimated regarding the same in due course of time.

## 7. SELECTION AND APPOINTMENT

- 7.1 Based on the marks obtained in written test and interview OR interview as the case may be, the candidates shall be selected for appointment to the post, as per the Company's requirement.

## 8. SALARY/REMUNERATION

- 8.1 On appointment as Accounts Officer on regular establishment of the Company after successful completion of training, he/she shall be absorbed in the pay scale having basic pay Rs. 15600 + other allowances applicable as per the Wages & Allowances Manual of the Company. The said Manual is available on the website of the Company for reference. The appointed Accounts Officer shall be eligible for the Defined New Pension Scheme.

- 8.2 For appointment on Contract, the remuneration shall be as under:

**Deputy General Manager (DGM) – (Finance & Accounts)** – Difference of last pay drawn (basic+ grade pay + DA) and first gross pension for the candidate from MPSEB or its successor entities or Rs. 37,000/- to 45,000/- negotiable in case of others.

**Chartered Accountant (CA)** - Rs. 25,000/- to 30,000/-

**Management Executive (ME)** - Rs. 20,000/- to 28,000/-

## 9. Terms & Conditions of Contract Appointment

- 9.1 The contract engagement will be for a period of two/three years from the date of joining, in case of DGM and CA/ME respectively. However, the contract shall be terminable at any time on one month's notice by either side or on the payment of one month's remuneration in lieu thereof. The initial contract after completion of the contract period may be extended at the discretion of Company for further period of two years, subject to satisfactory performance during initial contract period.
- 9.2 Consolidated remuneration per month will be paid. After completion of one year with satisfactory performance, the remuneration may be reviewed. No other allowance or increments during the period of contract shall be applicable.
- 9.3 The appointment shall be purely on contract basis and terminable at any time on one month prior notice from either side or on payment of one month remuneration in lieu thereof without assigning any reason.
- 9.4 The person (He/She) engaged on contract shall have to report within 30 days from the date of issue of offer letter, failing which the same shall stand cancelled without any further communication.
- 9.5 The person (He/She) engaged on contract shall have to submit medical fitness certificate from the Medical Board/Civil Surgeon/Dispensary or Hospital of MPPMCL.
- 9.6 He/She will be entitled to avail 13 days Casual Leave in a calendar year.

- 9.7 He/She will not be entitled to any advance, like House Building, Motor Cycle/Car advance etc. Other fringe benefits, such as free electricity, LTC, etc. shall also not be applicable during the contract period.
- 9.8 He/She may be required to perform outstation journey in the company's interest. TA/DA and accommodation charge for such journey shall be paid to him/her as admissible to officers of the equivalent rank in MPPMCL.
- 9.9 During outstation visits in the company's interest, taxi/auto charges shall be reimbursed to him/her as per applicable rules.
- 9.10 Outdoor medical facilities, as available in MPPMCL Hospital at Rampur, will be provided to him/her if the need so arises.
- 9.11 He/She will be provided mobile SIM with CUG facility as applicable to the officers of the equivalent rank of the company. The instrument shall be arranged by the user.
- 9.12 The performance shall be reviewed at the end of every financial year. If the performance is not found satisfactory during the contract period, the contract shall be liable for termination.
- 9.13 In case the person engaged on contract is found habitual of remaining absent from duty without prior permission, the contract shall be liable for termination at the discretion of the Company .
- 9.14 The contract appointment shall stand terminated automatically on completion of contract period, unless the initial contract has been extended.
- 9.15 In case of any change in the residential postal address during the contract period, he/she shall intimate the same promptly in writing, failing which any communication sent on the address available with the Company shall be deemed delivered.
- 9.16 The person engaged on contract shall maintain utmost efficiency, integrity and secrecy and adhere to proper conduct and office decorum, failing which, contract shall be liable for termination.
- 9.17 The appointee's credentials shall be got verified through concerned police authority and, in case of any adverse remark, the contract shall be liable for termination with immediate effect.
- 9.18 In case any information given by the person engaged on contract 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.
- 9.19 No compensation shall be applicable to the appointee or dependent in the event of any accident or casualty while on duty.
- 9.20 Relevant provisions of MP Civil Services (Conduct Rules, 1965) and MP Civil Services (Classification, Control and Appeal) Rules, 1966, as adopted by the Company shall be applicable.
- 9.21 The Headquarter during the contract period will be at Jabalpur.

- 9.22 He/she shall not participate in any employee related union/organization activity. In case of violation of this clause, it will be treated as breach of contract and the contract shall be liable for termination.
- 9.23 He/she shall have to execute an agreement on non-judicial paper of Rs.250/- at the time of reporting to abide by terms and conditions stated above.

## **10. LAST DATE**

- 10.1 Last date of receipt of application form duly filled in all respect is 10.01.2013

## **11. GENERAL INSTRUCTIONS**

- 11.1 The Candidate should be an Indian National.
- 11.2 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, failing which they shall not be permitted to appear for the test/interview.
- 11.3 All SC/ST/Handicapped candidates will be reimbursed to and fro rail fare, as per rules of Govt. of MP, to appear for the written examination and/or interview, as the case may be. For places where rail facility is not available, bus fare by the shortest route as per rules will be paid. But, they shall have to produce copy of caste certificate, disability certificate and proof of journey at the time of written test and personal interview.
- 11.4 Any dispute arising out of the selection process shall be dealt within the jurisdiction of Company's Head Quarter, i.e., Jabalpur, Madhya Pradesh.
- 11.5 The candidates must possess sound health.
- 11.6 The minimum degree of disability in order for a handicapped person to be eligible for any concessions/ benefits would be 40%.
- 11.7 The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 11.8 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 vacancies.
- 11.9 Age relaxation for ST, SC, OBC & Handicapped of M.P. domicile, Widow / Divorcee lady / Ex Serviceman will be as per Government of MP rules.
- 11.10 The candidates, who have a third child born on or after 26.01.2001, are not eligible to apply for the posts on regular establishment, unless twins are born after first child.
- 11.11 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 without assigning any reason.
- 11.12 The Envelope containing the application must be addressed to the address given below and superscribed "Application for the Post of .....".

### **Chief General Manager(HR)**

MP Power Management Co.Ltd.  
Block No.14, 1<sup>st</sup> Floor, Shakti Bhawan  
Rampur, Jabalpur – 482 008

**Chief General Manager(HR)**