

M.P. POWER TRANSMISSION COMPANY LIMITED

Regd. Office : Block No. 2, Shakti Bhawan, PO Vidyut Nagar, Rampur, Jabalpur (MP) 482 008

www.mptransco.nic.in

No.-AS/MPPTCL/ 2850

Jabalpur, Dated 05.10.2012

ADVERTISEMENT FOR RECRUITMENT IN VARIOUS CADRES IN M.P. POWER TRANSMISSION COMPANY LIMITED

MP Power Transmission Co. Ltd (MPPTCL) which is a wholly owned Govt. of Madhya Pradesh Undertaking incorporated under the Companies Act, 1956, invites applications from the desirous candidates to fill up the following vacant positions:-

S N	Cadre	No. of Posts	Minimum qualification required	Minimum experience required in related field/ Age Limit	Remuneration
1	H R Manager (Class-II Post)	4 (on contract for 3 years extend-able to further 3 years)	Full time MBA (HR)* from a recognized University.	Minimum 2 years post qualification works experience. ** Age Limit – 30 Years	Ist Year 30,000/-PM with 5% increase every year
2	Law Officer (Class-II Post)	2 (On contract) for 3 years, extend-able to further 3 years	LLM* OR 5 years integrated course of Law (LLB)*.	Minimum 3 years Experience in legal profession as a Law Officer in a Company or as a practicing lawyer. ** Age Limit – 45 Years	Ist Year 30,000/-PM with 5% increase every year
3	Programmer (Class-II Post)	9 (On contract) for 3 years, extend-able to further 3 years	BE (Computer Science/IT)* OR MCA with 3 years experience	3 years IT related experience in case of MCA. ** Age Limit – 30 Years	Ist Year 30,000/-PM with 5% increase every year
4	Junior Engineer (Class-III Post) (Only for the candidates having MP Domicile)	120 (On contract) for 3 years, extend-able to further 3 years	Diploma in Electrical Engineering*	-- ** Age Limit – 30 Years	Ist Year 19,000/-PM with 5% increase every year
5	Office Assistant (Class-III Post) (Only for the candidates having MP Domicile)	73 (On contract) for 3 years, extend-able to further 3 years. No. of posts are provisional.	Graduate*/BBA* with course in Shorthand or Typing with Computer knowledge in MS Office is essential. OR Graduate*/ BBA* & PGDCA/ other specialized and recognized course in Computers.	-- ** Age Limit – 30 Years	Ist Year 11,000/-PM with 5% increase every year

- Minimum 65% marks should be obtained in qualifying examination from a recognized University and 55% for SC/ST/HC category candidate of Madhya Pradesh State for the post at Sl. No. 1,2,3 & 4. However, for the post of Office Assistant, minimum qualifying marks shall be 60% for unreserved/OBC and 50% for SC/ST/HC category candidate.

** Age Limit - 5 Years relaxation for SC/ST/OBC (Non-creamy layer only)/HC, Ex Serviceman/Widow/Divorcee Woman in upper age limit. 2 Years additional relaxation for Green Card Holders on account of own family planning.

Note :

- i. No. of posts as indicated above are subject to change as per requirement of MPPTCL.
- ii. The Company reserves the right to cancel any application or all the applications or the whole process of the recruitment for any one or more cadres without assigning any reason whatsoever.
- iii. Candidates should submit a copy of High school marksheet/certificate for age proof, marksheet of educational qualification/experience and Caste Certificate as well as M.P. domicile certificate issued by the competent authority of Govt. of M.P. in prescribed format. In case of reserved category candidates the Caste Certificate issued from other States shall not be entertained. **For the posts of Junior Engineer/Office Assistant Gr-III, only the eligible UR/SC/ST/OBC candidates having MP domicile should apply.**
- iv. The reservation of seats for SC/ST/OBC category candidates is applicable as per Company rules.

Selection process :

A suitably devised written test at Jabalpur shall be organized for the post of 1,2 3, & 5. For the post at Sl. No. 5 a skill test shall also be organized at Jabalpur. The selection process for these posts shall be intimated to the eligible candidates in due course and the same shall be uploaded in MPPTCL website also. As far as selection for the post of Junior Engineer (Sl.No.-4) is concerned, it is indicated here that the preliminary merit list shall be prepared based on the marks obtained by the candidates in qualifying examination as advertised for the post. The short listed candidates shall undergo personal interview at Jabalpur.

General conditions :

1. The candidate who does not possess specified qualification and the required post qualification works experience (if any) need not apply. During the scrutiny of the original certificates at the time of interview, if any discrepancies are found or the candidate is found non eligible as per the prescribed eligibility criteria, such candidate shall not be allowed to attend the interview and his/her candidature will be rejected. At the time of written examination, no verification of original certificates shall be done and the candidate appearing in written test should in their own interest, check their eligibility in all respect so as to avoid any disappointment at a later stage.
2. For the post of Junior Engineer, the candidate should invariably possess Diploma in Electrical Engineering. Any candidate having higher qualification but not possessing Diploma in Electrical Engineering shall not be considered.
3. Candidates working in Govt./semi-Govt./Public Sector Undertakings, should apply through proper channel.
4. Any dispute, arising out of the selection process will be dealt with within the jurisdiction of Jabalpur Court only. In case of the disputes referred to the MPPTCL, the decision of the MD, MPPTCL shall be final and binding on both the parties.

5. All eligible SC/ST candidates of Madhya Pradesh shall be reimbursed to & fro second class train/bus fare by the shortest route (within the jurisdiction of MP State) for attending the selection process.

6. Candidates having a third child born on or after 26.01.2001 are not eligible to apply. A candidate having a third born child should submit date of birth Certificate of last born child for verification otherwise his/her candidature would be cancelled.

7. The selected candidates shall have to undergo prescribed medical test before joining.

How to apply :

1. The prescribed application format may be downloaded as indicated hereunder. The completed application with copies of the required certificates of qualifications/cast/experience/MP domicile/handicapped certificate etc. shall be submitted to **Post Bag No-05, New Delhi - 110003** through ordinary post on or before **09.11.2012**. **Candidates belonging to Unreserved/OBC category shall be required to enclose Demand Draft of Rs. 1000/- towards application fees & incidental charges, while the MP domicile candidates belonging to SC/ST & handicapped category, shall be required to submit a Demand Draft of Rs. 250/- only towards incidental charges. The demand draft should be drawn in favour of Regional Accounts Officer, MP Power Transmission Co. Ltd. Jabalpur.** Applications received after due date shall not be accepted and no correspondence shall be entertained in this regard. MPPTCL shall not be responsible for any postal delay.

2. The candidate must indicate the name of post applied/category on the top of the envelope in capital letters and his/her name and address on the left bottom side of envelope (Sender's address).

3. Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement.

Sd/-
Chief Engineer (Corporate Affairs)
MPPTCL, JABALPUR



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APPLICATION FOR RECRUITMENT OF HR MANAGER (Contract), LAW OFFICER (Contract), PROGRAMMER (Contract), JUNIOR ENGINEER (Contract) AND OFFICE ASSISTANT GR.-III (Contract)
(REF. ADV. NO. 2850 dtd 05.10.2012)

For Office Use Only			
REG No.	HRM /LO/PR/ JE/OAGr-III	REG DATE:	

Please read the terms and conditions carefully and fill up the Application Form in Capital Letters

POST APPLIED FOR →	WRITE : HR MANAGER (Contract), LAW OFFICER (Contract), PROGRAMMER (Contract), JUNIOR ENGINEER (Contract) AND OFFICE ASSISTANT GR.-III (Contract)	Write one cadre only
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1. CANDIDATE'S NAME (please keep one box blank between name, middle name & surname)

(FIRST NAME)	(MIDDLE NAME)	(LAST NAME)
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2. FATHER'S NAME

(FIRST NAME)	(MIDDLE NAME)	(LAST NAME)
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3. GENDER (write in box - MALE /FEMALE) :

4. CATEGORY OF THE CANDIDATE (UR/SC/ST/OBC INDICATE CLEARLY) :

(SC/ST/OBC candidates of states other than Madhya Pradesh shall not be considered for the post advertised.)

(for item nos. 5 to 10 WRITE "YES" OR "NO" IN THE BOX)

5. DOMICILE OF M.P.: **6. GREEN CARD HOLDER :** **7. HANDICAPPED :**

(On A/c of family planning of candidate only)

8. Ex Serviceman : **9. DEPARTMENTAL CANDIDATE :**

10. SC/ST OF OTHER STATES :

11. DD/BC/ PAY ORDER DETAILS (Candidates should write Name , Post, Subject applied for and Complete Mailing Address in capital letters, on the back side of the Demand Draft.)

No.		Amount	In Rupees _____
Dated		Issuing Bank and Its Branch	

12. DATE OF BIRTH : **13. AGE AS ON 09.11.2012**

DAY MONTH YEAR YEAR MONTHS DAYS

14. ADDRESS FOR COMMUNICATON (IN CAPITAL LETTERS)

Name :	
F/H Name:	
Address :	
City/Town/Village:	Distt.:
State :	Pin Code: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Please affix one recent passport size Photograph **without attestation**

15. CONTACT DETAILS STD

Code : _____ Ph. No. _____ Mobile No. _____
Email ID _____

Signature of Candidate

16. MARITAL STATUS SINGLE MARRIED WIDOW DIVORCEE

(TICK ✓ ONE OF THE BOXES)

PASTE YOUR RECENT
PASSPORT SIZE SELF
ATTESTED
PHOTOGRAPH**17. SPOUSE'S NAME (IF MARRIED)**

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18. CANDIDATE'S PERMANENT ADDRESS:

Name : _____

F/H Name: _____

Address : _____

City/Town/Village: _____ Distt.: _____

State : _____ Pin Code: _____

19. NUMBER OF CHILDREN:

(IF MARRIED)

20. Details of Qualifying Examination:

Exam Passed :

Discipline:

21. STATUS OF ACADEMIC QUALIFICATION AS ON 09.11.2012 Examination passed (from 12 th onwards)	Year of Passing	Total Maximum Marks of the course	Total Marks obtained in all semesters/ years by the candidate	%age of Aggregate marks/ Grade obtained in final years	State whether course is full time / part time / other	Whether University/ Institute Approved by AICTE/UGC	Total duration Semester/ year	Institute / university
10 th / 12 th Exam passed								
Diploma in Electrical Engg								
MBA (HR)								
LLM OR 5 Years integrated course of Law (LLB)								
BE (Computer Science/IT) OR MCA with 3 Years experience								
Graduate/ BBA								
PGDCA								
Course in Shorthand								
Typing								

22. EXPERIENCE DETAILS (IF ANY):

Post	Organization	Nature of duties	Period	Salary (Rs. Per Month)	Whether MPPTCL/Central Govt./ State Govt./ Autonomous/ Private/ Others

DECLARATION

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me. If any information furnished above is found false at any time, my candidature/ appointment may be cancelled without any notice and legal action may be taken accordingly.

ENCLOSURES: (PLEASE TICK (✓) THE ITEMS ATTACHED, IN THE BOX. ATTESTED COPIES OF SERIAL NO.1 TO 6)

- | | |
|-------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1. <input type="checkbox"/> M.P. DOMICILE CERTIFICATE | 2. <input type="checkbox"/> CERTIFICATE FOR PROOF OF DATE OF BIRTH. |
| 3. <input type="checkbox"/> DEGREE/DIPLOMA/PGDCA/SHORTHAND/TYPING | 4. <input type="checkbox"/> GREEN CARD CERTIFICATE (FAMILY PLANNING) |
| 5. <input type="checkbox"/> MARK SHEET FOR ALL SEMESTER/YEARS | 6. <input type="checkbox"/> CASTE CERTIFICATE SC/ST/OBC (non creamy layer) |
| 7. <input type="checkbox"/> DEMAND DRAFT | 8. <input type="checkbox"/> NOC OF EMPLOYER (IF APPLICABLE). |

PLACE : _____

DATE : _____

CANDIDATE'S SIGNATURE

GENERAL TERMS AND CONDITIONS

General conditions :

1. The application format should be filled up neatly using a **BLACK BALL** point pen in capital letters.
2. **SC/ST/OBC candidates of other states shall be considered against UNRESERVED posts only.** For the post of Junior Engineer/Office Assistant Gr-III, only MP domicile candidates should apply for all categories viz. UR/SC/ST/OBC. Further, it may please be noted that for the post of Junior Engineer, candidate should invariably possess Diploma in Electrical Engineering. Any candidate having higher qualification but not possessing Diploma in Electrical Engineering shall not be considered.
3. **The candidates belonging to Unreserved/OBC category shall be required to enclose Demand Draft of Rs. 1000/- towards application fee & incidental charges, while the candidates having MP domicile and belonging to SC/ST & handicapped category shall be required to submit a Demand Draft of Rs. 250/- only towards incidental charges. The demand draft should be drawn in favour of Regional Accounts Officer, MP Power Transmission Co. Ltd. Jabalpur.**
4. **SC/ ST candidates having MP domicile**, shall be reimbursed to and fro 2nd class Rail/Bus fare by the shortest route for attending the written examination/ personal interview only limited to the distance of the written test/interview centre from the address for communication mentioned in their applications or from where they have actually performed the journey, within Madhya Pradesh whichever is less, on submission of original Train/Bus ticket.
5. Candidates working in Govt./semi-Govt./Public Sector Undertaking should apply through proper channel.
6. **Reservation for SC, ST & OBC (Non-creamy layer only)** – The reservation in respect of SC/ST/OBC (Non-creamy layer only) category candidates shall be as applicable in the State of M.P. as per Company rules. Such candidates should submit a copy of their Caste Certificate issued by the competent authority of Govt. of M.P. The candidates possessing Caste Certificate issued from other States and those who are covered under migrated category, shall be treated in unreserved category.
7. Any dispute, arising out of the selection process will be dealt within the jurisdiction of Jabalpur Courts only. In case of the disputes referred to the Company, the decision of the MD, MPPTCL shall be final and binding on both the parties.
8. Candidates having a third child born on or after 26.01.2001 are not eligible to apply.
9. **A candidate can apply for one cadre only** otherwise his candidature shall be cancelled.
10. The technical positions indicated in the advertisement are tough in nature. As such, the candidate must possess sound health. The selected candidates shall have to undergo prescribed medical test before joining the training.

How to apply :

8. **Candidates belonging to Unreserved/OBC category shall be required to enclose Demand Draft of Rs. 1000/- towards application fees & incidental charges, while the MP domicile candidates belonging to SC/ST & handicapped category shall be required to submit a Demand Draft of Rs. 250/- only towards incidental charges. The demand draft should be drawn in favour of Regional Accounts Officer, MP Power Transmission Co. Ltd. Jabalpur.**
9. The complete application with copies of the required certificates and Demand Draft as examination fee shall be submitted to the **Post Bag No. -05, New Delhi-110003 on or before 09.11.2012.**
10. Application received after due date shall not be accepted and no correspondence shall be entertained in this regard. MPPTCL shall not be responsible for any postal delay.
11. The candidates must indicate the name of post applied, category applied on the envelope in capital letters.
12. Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement.

The candidate must superscribe the envelop containing their application with **POST APPLIED FOR-**
----- and **CATEGORY APPLIED IN : -----**, as the case may be. Applications received after due date shall not be considered and no correspondence shall be entertained in this regard. Candidature of a candidate is **liable to be rejected at any stage of recruitment process** or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.

Sd/-
Chief Engineer (Corporate Affairs)
MPPTCL, JABALPUR