

**List of Candidates Provisionally Selected For the Post of
Accounts Officer (Distribution) - Trainee Batch 2012 (Selected
Waiting List 2'nd)**

Sl.No.	Application No./ Roll No.	Name of Candidate	Father's Name	Category	DOB
Selected under Unreserved Category					
1	1207161AO01032	Vaibhav Agrawal	Sushil Kumar Agrawal	UR	30/09/1987
Selected under ST Category					
2	1207041AO00700	Digvijay Singh Chouhan	Gulab Singh Chouhan	ST	10/06/1985
Selected under OBC Category					
3	1207161AO01047	Deepak Kumar Soni	Gaibi Prasad Soni	OBC	10/05/1979



M.P. POORV KSHETRA VIDYUT VITARAN CO. LTD.

Block No.7, Shakti Bhawan, Rampur, Jabalpur

Phone No. 0761-2660079 Fax No. 0761 2661219

No.AS/PK/HR/AOD12/WL-II/10282

/Jabalpur Date: 13.02.2013

To,

Category:

Selected Cat:

Selected Candidate as per list

Roll No.

Sub: Offer for the post of Accounts Officer- Trainee (Distribution), 2012

Dear Candidate,

Please accept our heartiest congratulations on your provisionally being selected as Accounts Officer-Trainee (Distribution) 2012 in M.P. Poorv Kshetra Vidyut Vitran Co. Limited.

The terms and conditions of service as Accounts Officer- Trainee (Distribution), 2012 and there after on absorption as regular AO will be governed by Human Capital Manual and the applicable emoluments and benefits will be governed by the Wages and Allowances manual as adopted / amended / modified by the Company from time to time. However, a brief of the main features is given in *Annexure-I*. This offer of appointment is subject to your fulfilling all the eligibility criteria mentioned in the terms and conditions of service in *Annexure-I*, as well as our advertisement published for the purpose.

Three Months training program for Accounts Officer - Trainee (Distribution), 2012 shall commence from the date of joining. You are advised to report to the Executive Engineer (Training), MPPKVVCL at Central Training Institute, SP-2 Block, Nayagaon, Jabalpur on **01.03.2013** at 10.30 AM. You are requested to carefully read the guidelines for executing the Service Agreement-cum-Surety Bond given in *Annexure-II*. You are also requested to complete the Service Agreement-cum-Surety Bond given in *Annexure-III* as per requirement, Character Certificate as per *Annexure-IV* and bio data as per *Annexure-V* and submit the same at the time of joining. It may please be noted that without completed Service Agreement-cum-Surety Bond your selection shall not be considered. These documents (*Annexure-I to V*) are available on the Website www.mpez-electricity-discom.nic.in/ and may be downloaded for submission.

Your appointment is subject to authentication of the Caste Certificate, character and antecedents. You are required to come along with all the original documents at the time of reporting as per *Annexure-I*, failing which your reporting will not be considered. You are also required to bring medical fitness certificate from District Medical Board.

Company has the right to get any document/(s) verified from the issuing authority for its authenticity and in case any are found false / forged / fake or the above formalities are not completed then in that case the agreement shall be terminated without giving further notice.

We once again welcome you to join the M.P. Poorv Kshetra Vidyut Vitran Co. Limited and look forward to your long and fruitful association with us.

Yours sincerely

Additional Secretary

This is a computer-generated letter. Original, duly signed offer letter, shall be given to you at the time of joining.

**BRIEF OF MAIN TERMS AND CONDITIONS OF APPOINTMENT FOR
ACCOUNTS OFFICER-TRAINEE (Distribution) BATCH 2012**

In this document, unless otherwise stated, 'Company' or 'Organization', as and when used, means M.P. Poorv Kshetra Vidyut Vitaran Company Limited.

Position of Appointment:

The selected candidates after a stipulated period of successful training will take up the role of Accounts Officer or equivalent.

General Terms and Conditions:

During the period of training and on appointment as Accounts Officer or equivalent, the candidate shall abide by the rules and regulations related to service conditions and Wages & Allowances, as framed and amended by the M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd., from time to time for its officers.

Training:

1. The selected candidates will undergo a minimum of 3 months training. Each module of the training shall be evaluated followed by final appraisal. The appointment shall be cancelled in case the candidate does not get the minimum marks required for successful completion of the training.
2. It is compulsory for the candidate to join the training on **01.03.2013** failing which this appointment offer shall be deemed cancelled. The Accounts Officer– Trainee (Distribution) shall not be reimbursed any traveling expenses incurred by them in order to join the training program on the stipulated date.

Probation:

3. After the successful completion of the training period of three months, they shall be appointed as Accounts Officer or equivalent, and will be on probation for a period of two years, during which time his/her performance will be monitored. This period may be extended at the Company's discretion. The candidate will be deemed to be on probation unless a letter of confirmation in writing is issued by the Company.

Location and Transfer:

4. The Company may vary the place of work / Training from time to time in accordance with operational requirements. By accepting this position, the Accounts Officer– Trainee (Distribution) acknowledges that he/she may be required to be transferred to the office of a client or another office of the Organization or its sister concerns, whether existing or set up in the future within India, or at an overseas location. Your acceptance of this contract indicates that you agree to be transferred as per the business exigencies of the Company.

Accommodation:

5. The Accounts Officer– Trainee (Distribution) shall be provided accommodation on sharing basis, as per availability, while they are in Jabalpur for classroom training. The Accounts Officer– Trainee (Distribution), however, will have to arrange for bedding as per requirement on their own. The accommodation facility during on job training at various locations of the Company's operation may be provided subject to availability. In case accommodation is not available, the Accounts Officer– Trainee (Distribution) will be required to make his/her own arrangement for accommodation.

Compensation:

6. The Accounts Officer– Trainee (Distribution) shall be paid salary of Rs 15600/- (Rs. Fifteen Thousand Six Hundred) + other allowances as applicable per month during the training period.
7. On satisfactory and successful completion of training, the consequent employment shall be on probation initially as Accounts Officer in the basic pay Rs.15600/- plus fixed allowance and variable allowance along with allowances like HRA, Conveyance, Medical Allowance, as applicable and amended from time to time, in accordance with the Rules and Regulations laid down by the Company.

Group Insurance:

8. During the training period the Accounts Officer– Trainee (Distribution) shall be covered under Group Insurance Scheme of Insurance Company. The risk coverage shall be Rs.1.00 lakh with accidental benefit for a period of one year. A one-time premium of applicable amount shall be deducted from the first salary of Accounts Officer– Trainee (Distribution). After successful completion of training and on appointment as Accounts Officer (D), he/she will be covered under Group Term Insurance Scheme of LIC & the premium of such insurance will be deducted from his or her salary.

New / Defined Contributory pension Scheme:

9. On appointment as Accounts Officer (D), the services shall be governed under New / Defined Contributory Pension Scheme.

Medical Examination:

10. The candidate will be required to produce medical fitness certificate from District Medical Board. This offer of employment is subject to the successful completion of this medical examination and if the result of the medical examination is found by the Company to be adverse, the employee shall be terminated without any prior notice.

Reference Check, Character Verification & Caste Verification:

11. The initial admission to the training and subsequent appointment will be subject to satisfactory verification of character and antecedents as well as a police verification report as per the Rules and Regulations laid down by the Company. The candidate's appointment will be subject to the said character verification report and upon the receipt of any adverse information, will be liable to be terminated immediately. At the time of reporting, the candidate is required to submit Character Certificate attested by class 1 Gazetted officer as prescribed in Annexure-IV. In case of SC/ST/OBC category candidates, the appointment shall be subject to verification of caste from competent authority. In case it is found that the caste is not covered under the reserved category as specified in schedule of M.P. or the caste certificate submitted is false / fake, the appointment of the candidate shall be revoked immediately and appropriate action shall be taken for submission of wrong information.

Service Agreement - cum – Surety Bond:

12. The Accounts Officer– Trainee (Distribution) will have to execute a Service Agreement-cum-Surety Bond (copy enclosed as Annexure-III), at the time of reporting, on Rs.250.00 (Rs. Two hundred fifty only) non-judicial stamp paper, to successfully complete the prescribed training and thereafter to serve the Company for a period of 5 years. If the Accounts Officer– Trainee (Distribution) fails to do so, then he/she and the Surety shall be liable to pay the Company an amount not exceeding Rupees One Lakh only (Rs.1,00,000/-) for Unreserved/OBC category candidates and

Rs. Fifty Thousand only (Rs.50,000/-) for SC/ST category candidates in terms of this bond.

Holiday & Leave:

13. List of Holidays will be notified every year by the Company.
14. During the period of training, the Accounts Officer– Trainee (Distribution) will be eligible for casual leave for a maximum of 3 days. Medical leave up to 3 days during the training may also be granted to the Accounts Officer– Trainee (Distribution) who is unable to attend duty owing to illness.
15. Any holiday intervening during the period of Medical leave shall be treated as medical leave accounted for in the limits prescribed under clause (14) above.
16. The Company may call upon the Accounts Officer– Trainee (Distribution) to produce a medical certificate from a registered medical practitioner in support of his/her medical leave. A medical certificate shall, however, be necessary if the leave exceeds 3 days.

Tour & Travel:

17. During the training period as well as after appointment of the candidates as Accounts Officer the selected person shall be entitled for traveling and daily allowance as per rules applicable for the officers of the rank of Accounts Officer (Distribution) of the company, while on tour in relation to performance of official duties.

Exclusivity of Engagement:

18. Whilst employed with the organization, the Accounts Officer– Trainee (Distribution) will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without the written permission from the organization. In case the Accounts Officer– Trainee (Distribution) is found to be in contravention of the provisions of this clause, then his/her appointment would be terminated without assigning any reasons thereof.

Code of Conduct:

19. The Accounts Officer– Trainee (Distribution) will be required to maintain the highest standard of personal conduct and integrity and comply with all organizational policies and procedures as laid down in Human Capital Manual along with Madhya Pradesh Civil Services, (Conduct) Rules 1965, as adopted by the Company. Any violation of these or any other organizational procedures can result in disciplinary action being initiated against him/her, including termination of services from the organization.

Confidential Information:

20. The Accounts Officer– Trainee (Distribution) shall observe utmost confidentiality and secrecy of any and all information received by him/her or entrusted to him/her in the course of his/her employment. He/She shall at all times, whether during or after the termination of employment, act with utmost integrity and not disclose or divulge such information.
21. The Accounts Officer– Trainee (Distribution) hereby undertakes to the organization that he/she shall:
 - (i) Use the Confidential Information only for the purpose of performing the services in the organization and not for any other purposes.
 - (ii) Preserve the secrecy of any Confidential Information.

- (iii) Return to the organization all documents or other materials containing Confidential Information (including copies thereof) on completion of purpose or separation whichever may be the case.
22. For the purpose of this Clause, Confidential Information shall mean any knowledge or information (whether oral, written, visual or otherwise, hard or soft copy) concerning the business affairs, operation, assets, organization dealings, customers, employees, officers and financial matter of the Organization and shall include without limitation, the report, information, advice and recommendation (in whatever form) contained in any feasibility studies, valuation reports etc.

Notice Period:

23. During the training period, either party can terminate the employment without assigning any reason whatsoever, by giving one-month's notice or one month's salary in lieu of notice, to the other party. The Accounts Officer– Trainee (Distribution) shall also be liable to pay the applicable bond amount in case he/she terminates employment during the training period.
24. During the probation period and on confirmation, while within the period of Service Agreement-cum-Surety Bond (clause 12), the Accounts Officer (Distribution) can terminate the employment without assigning any reason whatsoever, by giving three months notice or three months pay in lieu of notice, to the Company. In such a case the Accounts Officer shall also be liable to pay the applicable bond amount as notified in the Service Agreement-cum-Surety Bond.

Documents:

25. The selected candidates are required to bring the following documents at the time of reporting to the Executive Engineer (Training), M.P. P. K.V .V. Co. Ltd., Jabalpur.
- a. Original and one set of certified copies of:
 - (i) Chartered Accountant pass, ICWA pass or regular full time MBA or PGDM in finance or equivalent Degree course mark sheet for every year / semester of education.
 - (ii) Chartered Accountant pass, ICWA pass or regular full time MBA or PGDM in finance or equivalent Degree certificate (provisional, if final degree not received).
 - (iii) 10th Board exam mark sheet as proof of date of birth.
 - (iv) 12th exam mark sheet.
 - b. NOC from present employer, (If serving in any Govt. / Semi Govt. / PSU / Local bodies).
 - c. Service Agreement-cum-Surety Bond as per *Annexure-III* duly completed with the copy of Pan Card & address proof of the Surety.
 - d. 5 copies of passport size color photograph, attested by a class I Gazetted officer and one unattested photo.
 - e. Character Certificate attested by class-I Gazetted officer as prescribed in *Annexure-IV*.
 - f. Biodata in *Annexure-V*.
 - g. Caste certificate & MP Domicile certificate for SC/ST/OBC category candidates.
 - h. Copy of address proof of candidate.
 - i. Copy of ID proof of candidate.
 - j. Medical fitness Certificate issued from District Medical Board.

GUIDELINES FOR EXECUTING THE SERVICE AGREEMENT-CUM-SURETY BOND FOR ACCOUNTS OFFICER (DISTRIBUTION) TRAINEE BATCH-2012

Please read the following instructions carefully before you proceed to execute the Service Agreement-cum-Surety Bond.

1. **The surety should be either a Government servant presently in service or a domicile of M.P.**
2. The first page of the Service Agreement-cum-Surety bond should be printed and typed on Rs.250.00 (Rupees Two Hundred Fifty only) non-judicial stamp paper, with the specific purpose of executing Service Agreement-cum-Surety Bond in favor of M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd. The additional sheets / continuation sheets used, if any, should be on a good quality watermark paper. Service Agreement-cum-Surety bond should be notarised.
3. The candidate and the surety should sign on all pages of the Bond. All cuttings, erasing, filling up the blanks by ink or over-writings if any, should be duly signed or authenticated by the executants. However, no cutting should be done on the first and last page.
4. The Surety should be a person of substantial means capable of paying the amount agreed in the Service Agreement-cum-Surety Bond(viz. Rs.One Lakh or Rs.Fifty Thousand only, as the case may be) and his / her Permanent Income Tax account Number (PAN No.) should be indicated in the Bond, legible under his / her signature. The Surety should also attach a photocopy of his / her PAN Card, duly attested by a Gazetted Officer.
5. Witnesses should be persons known to the Accounts Officer– Trainee (Distribution) and Surety respectively.
6. **The amount of Bond is Rupees One Lakh for UR / OBC category candidates and Rupees Fifty Thousand for SC / ST category candidates.**
7. Leave the date blank on the first and last page of the Bond.
8. The last page of the Bond should be got so typed that signature of Accounts Officer (Distribution) Trainee, Surety and the employer and those of witnesses appear in one page.
9. If surety is taken by parent of the selected person, in that case the parent should be strictly a State / Central Government employee. (Attach the proof of State / Central Government employee with Bond).

**SERVICE AGREEMENT-CUM-SURETY BOND FOR ACCOUNTS OFFICER-
TRAINEE (Distribution) BATCH 2012**

THIS AGREEMENT made this..... day of..... month of year, BETWEEN : the Additional Secretary of the M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd., a Company incorporated under the Companies Act, 1956, having its registered office at Block No.7, Shakti Bhawan, Rampur, Jabalpur hereinafter called the “Employer” (which terms shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART:

AND:

Shri , son of Shri , resident of in the tehsil of the District , hereinafter called the A.O.-T(D) (which terms shall unless repugnant to the context mean and include its successors-in- nterest and permitted assignees) of the SECOND PART:

AND:

Shri , son of Shri , resident of in the tehsil of the District , hereinafter called the “Surety”, (which terms shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the THIRD PART:

WHEREAS the Accounts Officer– Trainee (Distribution) has been selected by the employer as an Accounts Officer– Trainee (Distribution) Batch 2012, vide its offer of appointment No.AS/PK/HR/AOD12/WL-II/10282 dated 13.02.2013 for imparting training to him/her with a view to utilize his/her service with the Employer, which offer has been unequivocally accepted by the Accounts Officer– Trainee (Distribution);

AND WHEREAS as per the Main Terms and Conditions of the said offer of appointment, the Accounts Officer– Trainee (Distribution) is required to undergo training as determined by the employer for a period of three months and on successful completion of the training, to serve the Employer for a period of at least 5 years;

AND WHEREAS as per the Main Terms and Conditions of the said offer of the appointment, the appointment shall be cancelled if the training is not completed successfully;

AND WHEREAS as per the Main Terms and Conditions of the said offer of appointment, the A.O.-T(D) and his/her Surety are required to execute a Service Agreement-cum-Surety Bond on non-judicial stamp paper in favor of the Employer, undertaking to complete the training and to serve the Employer for a period of at least 5 years after successful completion of training, failing which the Accounts Officer– Trainee (Distribution) and the Surety shall be jointly and severally bound unto the Employer in the sum of Rs.1,00,000/- (Rupees One Lakh only) for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC / ST category candidates in terms of this Bond.

AND WHEREAS the Accounts Officer– Trainee (Distribution) recognizes and accepts that at the time of appointment as Accounts Officer– Trainee (Distribution), except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training enabling him/her to become commercially viable to the Employer;

AND WHEREAS the Accounts Officer– Trainee (Distribution) further recognizes and accepts that prior to and at the time of joining the employer, he/she has not been exposed to and, therefore, has not acquired any skills, which are essential to ensure that the performance of duties by the Accounts Officer– Trainee (Distribution) meets the current business needs, parameters, standards and efficiency levels required by the Employer;

AND WHEREAS consequently in order to render the Accounts Officer– Trainee (Distribution) of value to the Employer, the Accounts Officer– Trainee (Distribution) would need to undergo formal and extensive training in accordance with courses, modules, programs prescribed or conducted by the Employer;

AND WHEREAS the Accounts Officer– Trainee (Distribution) is aware that the Employer would be expending substantial sums of money and incurring substantial costs, expenses, man hours in the process of selecting and appointing him/her as Accounts Officer– Trainee (Distribution) and thereafter for imparting training;

AND WHEREAS it is understood by the parties that if the Accounts Officer– Trainee (Distribution) leaves the services of the Employer before expiry of the bond period, he/she will not only impart and cause heavy financial losses to the employer, but also inconvenience, loss of resources, man hours, computer time etc; the Accounts Officer– Trainee (Distribution) and the Surety undertake that they shall jointly and severally compensate the employer for all the expenses incurred by it on account of and in connection with his/her training.

AND WHEREAS this Service Agreement-cum-Surety Bond executed with the Employer by the Accounts Officer– Trainee (Distribution) along with a Surety to the extent Rs.1,00,000 (Rupees One Lakh only) for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC / ST category candidates is quantified damages based on the preestimate of the expenses / cost incurred upon the Accounts Officer– Trainee (Distribution) on this training, for indemnifying the Employer against all losses or damages which the Employer may suffer by reason of breach and / or non-compliance of any of the terms of this agreement with the Accounts Officer– Trainee (Distribution).

AND WHEREAS the Accounts Officer– Trainee (Distribution) also agrees that if he/she commits any breach of any of the conditions of this agreement, the Accounts Officer– Trainee (Distribution) and the Surety shall be jointly and severally liable to pay to the employer on demand the above said sum of Rs.1,00,000 (Rupees One Lakh only) for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC / ST category candidates in terms of this bond.

AND WHEREAS in order to secure the Employer against the expenses incurred by it on the training of the Accounts Officer– Trainee (Distribution) and to ensure due compliance of all terms and conditions stipulated by the employer and accepted by the Accounts Officer– Trainee (Distribution), it is agreed that the Accounts Officer– Trainee (Distribution) shall be liable to compensate the Employer in the manner and under the circumstances enumerated in this agreement;

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. The Employer shall appoint the candidate as a Accounts Officer– Trainee (Distribution) for giving him training for a period of three months commencing from the date of joining.
2. The Employer can terminate this agreement at any time without notice and without assigning any reason.

3. The Accounts Officer– Trainee (Distribution) shall not leave the Employer during the prescribed training period or during the period of service with the Employer for the stipulated period of 5 years after the successful completion of the training, except for reasons of continued serious ill-health, incapacitating him/her to work, provided that such ill-health has not been brought about by his/her neglect, carelessness, design or misconduct, about which the decision of the employer shall be conclusive and binding.
4. The Accounts Officer– Trainee (Distribution) shall be paid salary of Rs.15600/- (Rs. Fifteen Thousand Six Hundred) + other allowances as applicable per month during the training period.
5. The Accounts Officer– Trainee (Distribution) admits and recognizes that the Technical and Management training imparted by the employer as part of the training period, involves substantial training costs, man-hours and resource utilization.

If the Accounts Officer– Trainee (Distribution) fails to complete his/her training successfully and/or fails to serve the Employer for the stipulated period of 5 years after the successful completion of the training, the Accounts Officer– Trainee (Distribution) and the Surety undertake that they shall jointly and severally be liable to compensate the Employer for all the expenses incurred by it on account of and in connection with his/her training.

The Accounts Officer– Trainee (Distribution) / Employee as well as the Surety shall keep the Company indemnified, against each and every loss, damage, injury, liability etc. caused to or against the Employer due to any breach, act omission, negligence, default, failure of resumption of duties / of the terms of his/her employment or he/she fails to complete the training and/or fails to serve the employer for the stipulated period of 5 years after the successful completion of the training or breach / non compliance of any of the terms of this agreement in any manner whatsoever and he/she shall be liable to pay on demand an amount of Rs.1,00,000 (Rupees One Lakh only) for Unreserved / OBC category candidates and Rs.50000/-(Rupees Fifty Thousand only) for SC / ST category candidates as quantified damages.

In the event of any default on the part of the Accounts Officer– Trainee (Distribution) as stated herein above, the Employer shall be entitled to recover the said amount from the Accounts Officer (Distribution) / Employee and / or the Surety jointly or severally by instituting a legal suit for recovery under the special provisions of Order 37 of the Civil Procedure Code.

Provided always and it is hereby declared that the decision of the Employer as to whether the Accounts Officer– Trainee (Distribution) / Employee has or has not performed and observed any of the obligations, terms and conditions herein before indicated shall be final and binding on the parties hereto.

Provided further that any forgiveness or forbearance on the part of the Employer or its successors, administrators and / or executors or any of them towards the Employee in respect of his/her failure, neglect, default, etc. to perform training duties, responsibilities or his/her quitting service or breach of any of the terms of employment or those of this agreement shall not in any way release or exonerate the Accounts Officer– Trainee (Distribution) or Employee or his/her heirs, executors, or administrators in respect of his/her liabilities in terms of this bond / agreement.

6. The Employer can transfer / assign to the Accounts Officer– Trainee (Distribution) / Employee any work in his subject or associated field either in any of its own establishment or in an establishment of any group Company / sister concerns/subsidiaries whether existing or that may be set up in future.
7. At the end of the stipulated period of training, the suitability of the Accounts Officer– Trainee (Distribution) for employment in the service of the Employer will be evaluated by the competent authority of the Employer on the basis of his/her performance during the period of training and the decision of the competent authority of the Employer in this regard shall be final and binding on the Accounts Officer– Trainee (Distribution) and the

Surety. In case the Accounts Officer– Trainee (Distribution) fails to complete the training successfully, he/she would be liable to reimburse to the Employer the expenses incurred by it.

8. The Accounts Officer– Trainee (Distribution) shall be appointed as Accounts Officer or equivalent after the successful completion of the training, and will be on probation for a period of 2 years, which may be extended for a further period at the sole discretion of the Employer.
9. The Surety hereby undertakes and accepts that his/her liability is coextensive with that of Accounts Officer– Trainee (Distribution) that he/she shall be jointly and severally liable with the Accounts Officer– Trainee (Distribution) for payment of all amounts that may become due and payable under this agreement, that, he/she is aware and accepts the special nature and character of the deputation of the Accounts Officer– Trainee (Distribution) as well as the manner of computation of damages / compensation; that the Employer shall be at liberty to enforce this guarantee / Surety furnished by him/her without necessarily seeking to enforce the same against the Accounts Officer– Trainee (Distribution) in the first instance; that the Employer shall be entitled to proceed either against the Accounts Officer– Trainee (Distribution) or Surety or both for recovery of any amounts due under this agreement. Any demand made on the Accounts Officer– Trainee (Distribution) under this agreement shall be deemed to be sufficient notice of such demand to the Surety also; and that the Surety guarantees the satisfactory performance of each of the clauses, terms, obligations and conditions of this agreement.
10. The Accounts Officer– Trainee (Distribution) agrees to diligently, faithfully and to the best of his/her ability undergo the training and conduct and behave himself / herself honestly and obediently towards his/her superiors and management of the Employer and will devote his/her whole time to the duties assigned to him/her by the Employer and will not engage directly or indirectly in any trade, business or occupation till the end of the period for which he/she is bound to serve the Employer.
11. The Accounts Officer– Trainee (Distribution) shall observe secrecy and in no way divulge or disclose to any person or persons what-so-ever, the secrets entrusted to him/her or coming to his/her knowledge in the course of his/her training and service with the Employer either in relation to its work, business or its customers.
12. The Accounts Officer– Trainee (Distribution) shall not commit or cause to be committed any waste, damage or other injury to the property and / or goods of the Employer not shall he/she lend any such property or goods to any persons without the permission of the management of the Employer.
13. The Accounts Officer– Trainee (Distribution) shall on the termination of his/her training / service by the Employer or on his/her leaving the said training / service, whenever it may happen, shall account for, pay and peacefully deliver to the Employer all the stocks in trade, books of accounts, documents, papers and effects that are in his/her possession and custody and belonging or relating to the Employer.
14. For matters not provided for in this Service Agreement-cum-Surety Bond, the Accounts Officer– Trainee (Distribution) shall be governed by the offer of appointment and Rules and Regulations of the Employer in force and amended from time to time.
15. In case the Accounts Officer– Trainee (Distribution) does not comply with the terms and conditions contained in the offer of appointment or the Rules and Regulations of the Employer or the covenants contained in this bond, the Accounts Officer– Trainee (Distribution) and his/her Surety undertake that they shall jointly and severally pay to the Employer on demand without any demur the amount demanded by the Employer towards the expenses incurred by it on account of and in connection with the training of the Accounts Officer– Trainee (Distribution) else the Employer will be at liberty to initiate appropriate legal action under Order 37 of the Code of Civil Procedure.
16. The jurisdiction for all the legal matters with regard to Service Agreement-cum-Surety Bond shall be the appropriate court at Jabalpur (M.P.).

IN WITNESS WHEREOF the parties hereto have signed these presents on this _____ day of _____ month of _____ year in the presence of the following witnesses:

1. Witness:

Signature:

Name:
(IN BLOCK LETTERS)

Occupation:

Address:
.....

.....
Signature of Accounts Officer (Distribution)

Name:
(IN BLOCK LETTERS)

Address:
.....

2. Witness:

Signature:

Name:
(IN BLOCK LETTERS)

Occupation:

Address:
.....

.....
(Signature of Surety)

Name:
(IN BLOCK LETTERS)

Occupation:

Address:
.....

PAN No:

**(Attestation of signatures of Accounts Officer (Distribution) and Surety by a
Gazetted officer or Notary Public)**

.....
Signature of Accounts Officer (Distribution)

.....
Signature of Surety

Attested
Signature & Seal

Attested
Signature & Seal

(For office use only)

1. Witness (Employer's)

Signature:

Name:
(IN BLOCK LETTERS)

Designation:

Address:
.....

Accepted:

Signature of Additional Secretary
For and on behalf of MPPKVVCL

Name:
(IN BLOCK LETTERS)

Address:
.....

2. Witness (Employer's)

Signature:

Name:
(IN BLOCK LETTERS)

Designation:

Address:
.....

CHARACTER CERTIFICATE

This is to certify that I know Shri/Smt./Ku. _____
S/o / D/o Shri _____ resident of
_____ for the last _____ years.

Shri/Smt./Ku. _____ bears good moral character
and to the best of my knowledge is not involved in any criminal activity and no personal
legal case is pending against him/her.

(Signature with Seal)
Name _____
Date _____

BIO - DATA

**PERSONAL INFORMATION TO BE FURNISHED BY THE CANDIDATE
APPOINTED AS ACCOUNTS OFFICER– TRAINEE (DISTRIBUTION)
(Batch 2012)
(Fill in CAPITAL LETTERS)**

Paste
recent
passport
size photo

Name in full: _____ No. _____

Date of Birth: (in figures) (dd/mm/yyyy): _____

(in words) _____

Caste & Category: _____
(SC/ST/OBC)

Father's Name: _____

Communication Address: _____

Phone No. (with STD code): _____ Cell phone No: _____

E-mail address: _____

Permanent Address: _____

Qualification: Chartered Accountant pass, ICWA pass or regular full time MBA or PGDM
(Tick) in finance or equivalent Degree

Other qualification:1. _____

2. _____

Experience: _____

Reference: _____

Place:
Date

Signature