

M.P. POWER TRANSMISSION COMPANY LIMITED

(A wholly owned Govt. of Madhya Pradesh Undertaking) CIN:U40109MP2001SGC014880
Block No.2, Shakti Bhawan, Rampur, Jabalpur(M.P.) 482008,
Tel:(0761)2702036, 2702041 Fax:(0761)2664450, e-mail:ce.ca@mptransco.nic.in

ADVERTISEMENT No. AS/MPPTCL/XIII/300 Jabalpur, Dated 05.02.2015

**ADVERTISEMENT FOR RECRUITMENT FOR THE POST OF DY.DIRECTOR (F&A) (REGULAR),
EXECUTIVE TRAINEE (ACCOUNTS) (REGULAR), HR MANAGER (CONTRACT),
PROGRAMMER (CONTRACT) & OFFICE ASSISTANT (CONTRACT)
IN M. P. POWER TRANSMISSION COMPANY LTD.**

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:-

Sl. No.	Cadre on which direct recruitments are to be made	No. of posts to be filled up	Categ-ory	Minimum qualification required	Minimum experience required in related field	Age limit (as on last date of advertisement) (10.03.2015)
1	Dy Director (F&A) (Regular Post)	2	1(UR) 1 (SC) Back - log Post	CA for unreserved category For SC category candidate, relaxation in E/Q allowed i.e. MBA (Finance)/ M Com with minimum 50% marks	1) CA with minimum 3 years post qualification experience in any reputed Govt. organization. In case candidate possesses additional qualification of CS/ICWA in addition to CA minimum 2 years post qualification experience shall be required 2) For SC (Backlog Post) candidate relaxation in E/Q allowed i.e. MBA (Finance) / M.Com with minimum 50% marks & 5 years experience in Govt. Organization	45 years (i) 5yrs relaxation for SC candidate/ Ex serviceman/Widow/ Divorcee woman (ii) 2yrs relaxation for Green card holder on account of own family planning.
2	Executive Trainee (Accounts) (Regular)	3	2 (UR) 1(OBC)	CA/ICWA	Candidates having qualification of CA shall be preferred by awarding 5 bonus marks for deciding merit for short listing and for final selection of the candidate	35 Years (i) 5yrs relaxation for OBC candidate/ Ex-serviceman/ Widow/Divorcee woman (ii) 2yrs relaxation for Green card holders on account of own family planning
3	HR Manager (on contract) (only for the candidate having MP Domicile)	1	ST	Full time MBA** (HR) from a recognized University.	Minimum 2 years post qualification works experience	40 Years*

4	Programmer (on contract) (only for the candidate having MP Domicile)	2	ST	BE (Computer Science/IT) ** OR MCA with 3 years experience	3 years IT related experience in case of MCA.	30 Years*
5	Office Assistant (on contract) (only for the candidate having MP Domicile)	8	7(ST) 1(SC)	Graduate** /BBA** with a specialized course in Shorthand and Typing, Computer knowledge in MS Office is essential. OR Graduate** / BBA** with PGDCA/other specialized and recognized course in Computer.	--	30 Years*

* Age limit- 5 years relaxation for SC/ST/HC, Ex-Serviceman/Widow/ Divorcee Woman in upper age limit. 2 years additional relaxation for green card holders on account of own family planning.

** Minimum 55 % marks should be obtained in qualifying examination from a recognized University and 55% for ST/HC category candidate of Madhya Pradesh State for the post of HR Manager & Programmer. However, for the post of Office Assistant minimum qualifying marks shall be 50% for SC/ST/HC category candidate.

Note :

- i. No. of posts as indicated above are subject to change as per requirement of MPPTCL. The reservation shall be applicable as per Company rules/provisions.
- 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. The candidates applying for the post of Dy. Director (F&A), Executive Trainee (Accounts), HR Manager, Programmer and Office Assistant should submit a copy of High School marksheet/certificate Or age proof, marksheet of educational qualification/experience and Caste Certificate as well as MP domicile certificate issued by the competent authority of Govt. of MP in prescribed format. The caste certificate issued from other state shall not be entertained. The eligible candidates should also submit MP domicile certificate.

Selection process :

In the first stage of selection process, the candidates shall be short listed for written test and interview on the basis of marks obtained by the candidate in the qualifying examination as awarded by the University for the prescribed post. The number of short listed candidates shall be equal to five times of the number of vacancies for respective posts. In second phase of selection process all the short listed candidates will appear in written examination as well as in interview. The eligible short listed candidates shall undergo a written test comprising of questions in related discipline prescribed for each cadre, logical reasoning, general awareness and aptitude etc. at a test centre in Jabalpur. The venue/date for written test/ interview shall be intimated to eligible short listed candidates separately. The qualifying examination for determining of short listing the candidates on the basis of which they will be called to appear in final stage of selection process shall be as under:-

S. No.	Name of Cadre	Qualifying Examination for short listing the candidate on the basis of which they will be called to appear in final stage of selection i.e. written examination & interview	Remarks
1	Dy. Director (F&A)	CA*	For SC category candidates E/Q shall be MBA (Finance) or M.Com. as relaxation in qualification is allowed.
2	Executive Trainee (Accounts)	CA/ICWA	Candidates having qualification of CA shall be preferred by awarding 5 bonus marks for deciding merit for short listing candidates for written examination and for final selection
3	HR Manager	Full time MBA(HR) course	--
4	Programmer	BE (Computer Science/IT) or MCA with 3 years experience	--
5	Office Assistant	Graudation/BBA	--

****The post of Dy. Director for SC candidate relaxation in educational qualification has been allowed being backlog post. Therefore accordingly for concerned candidates qualifying examination shall be MBA (Finance) or M.Com. as the case may be.***

Training duration & stipend :

The candidates selected for the post of Executive Trainee (Accounts) will undergo 12 months training. After successful completion of training they shall be absorbed as Accounts Officer in the Company. All the selected candidates shall be required to execute a Service Agreement Cum Surety Bond to complete the training and to serve the company for 5 years after successful completion of training. If, the performance of a candidate during training is not found satisfactory, his/her selection shall be liable for cancellation/termination. On successful completion of training, the candidates shall be given appointment on probation for a period of 2 years in appropriate cadre of the Company. The Executive Trainee (Accounts) shall be paid a fixed monthly stipend @ Rs.15,600/- per month during the period of training. The Dy. Director (F&A) shall be entitled to draw the remuneration as per their pay scale. The selected candidate will undergo a maximum of three months orientation training., The Dy. Director (F&A) will have to execute Service Agreement Cum Surety Bond to complete the training and to serve the company for a prescribed period as decided by the Company after successful completion of training.

HR Manager and Programmer (on contract) shall be paid a fixed remuneration of Rs. 30,000/- per month during Ist year with 5% increase every year. The Office Assistant (on contract) shall be paid a fixed remuneration of Rs. 11,000/- PM during Ist year with 5% increase every year. The contract appointment shall be initially for a period of three years, extendable to further three years only. The services of the contract appointee shall be governed as per provisions contained in contract bond to be executed as prescribed by the Company and other facilities shall be admissible as per Company rules/circular issued from time-to-time.

General conditions :

1. In case of Dy. Director (F&A) (SC) (Regular)/ ET (Accounts) (OBC) (Regular), HR Manager, Programmer and Office Assistant (on contract) only MP domicile candidates need apply.

2. Candidates working in Govt./semi-Govt./Public Sector Undertaking should apply through proper channel.
3. Regular departmental employees of MPPTCL may also apply through proper channel for the post of Dy. Director (F&A) and Executive Trainee (Accounts) as per eligibility criteria. However, they shall furnish advance copy of application alongwith prescribed fee on or before due date to the address notified in the advertisement. No age limit is applicable for departmental candidates of MPPTCL, while 5% relaxation in minimum marks in the qualifying examination shall be given to the departmental candidates of MPPTCL of UR/OBC category.
4. **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 applicable as per Company rules. Such candidates should submit a copy of their Caste Certificate issued by competent authority of Govt. of M.P.. The Caste Certificate issued from other States and those candidates, who are covered under migrated category, shall be treated in unreserved category.
5. Any dispute, arising out of the selection process will be dealt with within the jurisdiction of Jabalpur Courts 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.
6. All SC/ST candidates shall be reimbursed to & fro second class ordinary train fare/bus fare by the shortest route from geographical area of jurisdiction of MP only for attending the written test & interview.
7. Candidates having a third child born on or after 26.01.2001 are not eligible to apply.
8. **A candidate can apply for one cadre only** otherwise his candidature shall be cancelled.

How to apply :

1. Examination fees plus postal/stationary charges shall be payable through Demand Draft of Rs. 1,000/- (Rupees One Thousand) only for General and OBC candidates and Rs. 250/- (Rupees Two Hundred Fifty) only for SC/ST candidates of MP domicile towards postal/stationary charges, having validity of three months from the date of issue and payable at Jabalpur drawn in favour of the **Regional Accounts Officer, MP Power Transmission Co.Ltd., Jabalpur.** The SC/ST candidates are exempted from payment of examination fees, however, they have to pay charges towards postal /stationary as indicated above. The examination fees and postal / stationary charges are non-refundable.
2. The prescribed application format may be downloaded from MP Power Transmission Company's website – www.mptransco.nic.in The completed application form in all respect with copies of the required certificates and Demand Draft as examination fee/ postal/stationary charges as applicable should reach to **Post Box No.3022, Lodi Road, Main Post Office, New Delhi-110003 on or before 10.03.2015 through ordinary post.** Any application received after due date shall not be considered.
3. Application received without demand draft/ required certificates etc. or 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. No application shall be received in any office of MPPTCL. Such application received other than the prescribed address shall be rejected.
4. The candidate must indicate the name of post applied, category applied on the envelope in capital letters.
5. Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or even after 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.
6. Unsigned applications are liable to be rejected.

Sd/-
Chief Engineer (Corporate Affairs)
MPPTCL, Jabalpur.

M. P. POWER TRANSMISSION COMPANY LTD.

[www.mptransco.nic.in]

**APPLICATION FOR RECRUITMENT OF DY.DIRECTOR (F&A) (REGULAR),
EXECUTIVE TRAINEE (ACCOUNTS) (REGULAR), HR MANAGER (CONTRACT),
PROGRAMMER (CONTRACT) & OFFICE ASSISTANT (CONTRACT)**

(REF. ADV. NO. 300 dtd 05.02.2015)

For Office Use Only			
REG No.	DY.DIR, ET (A), HRM, PROG & OFF.ASST.		REG DATE:

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

POST APPLIED FOR →	WRITE : <u>DY.DIRECTOR (F&A) (REGULAR), EXECUTIVE TRAINEE (ACCOUNTS) (REGULAR), HR MANAGER (CONTRACT), PROGRAMMER (CONTRACT) & OFFICE ASSISTANT (CONTRACT)</u>	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/OBC/SC/ST) INDICATE CLEARLY) :

(SC/ST/OBC candidates of states other than Madhya Pradesh shall be considered against the Unreserved posts for Dy.Dir. Executive Trainee (Accounts) (regular) only. HR Manager, Programmer & Office Assistant (on contract) of MP domicile only shall be considered under SC/ST categories)

(for item nos. 6 to 11 WRITE "YES" OR "NO" IN THE BOX.)

5. CASTE:

6. DOMICILE OF M.P.: **7. GREEN CARD HOLDER :** **8. HANDICAPPED :**
(On A/c of family planning of candidate only)

9. Ex Serviceman :

10. DEPARTMENTAL CANDIDATE: **11. OBC/SC/ST OF OTHER STATES:**

12. DD/BC/ PAY ORDER DETAILS (Candidates should write Name , Post 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	

13. DATE OF BIRTH : **14. AGE AS ON 10.03.2015**
DAY MONTH YEAR YEAR MONTHS DAYS

15 (a). ADDRESS FOR COMMUNICATON (IN CAPITAL LETTERS)

Name :	
F/H Name:	
Address :	
:	
City/Town/Village:	Distt.:
State :	Pin Code: <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>

Please affix one recent Photograph **without attestation**

Signature of Candidate

15 (b). Adhaar Card Number - Left Hand Thumb Impression-

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)

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 10.03.2015 Examination passed (from 12th onwards)	Year of Passing	Total Maximum Marks of the course	Total Marks obtained / out of grand total by the candidate	%age of Aggregate marks obtained in Degree/ examination awarded by University *	State whether course is full time / part time / other	Whether University/ Institute Approved by AICTE/UGC	Total duration Semester/ year	Institute /University
12 th / intermediate, pre-university								
CA/ICWA								
M.Com.								
MBA (Finance)/M.Com. for Dy.Dir. (for SC category)								
MBA (HR) (for HR Manager) (Additional Qualification if any)								
BE (CS/IT) or MCA (for Proggammer) (in case of MCA 3 years minimum experience required)								
Graduate/BBA (for Office Assistant)								

*** If Grade has been awarded by the University/Institution in qualifying examination, then equivalent percentage of marks should be indicated in above table and calculation sheet, formula used for conversion, necessary document of the University/Institute should also be invariably enclosed. Otherwise candidates candidature is liable for rejection.**

22. EXPERIENCE DETAILS (IF ANY) (as on 10.03.2015):

Post	Organization	Nature of duties	Period	Salary (Rs. Per Month)	Whether MPPTCL (Indicate Yes Or No)

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/EXPERIENCE | 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

Service Agreement-cum-Surety Bond :

The successful candidates shall have to execute a service agreement-cum-surety bond to successfully complete the prescribed training and thereafter, to serve the company for at least five years. The contract appointee shall have to execute contract agreement as prescribed by the Company.

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 (applying for the post of Dy. Director (F&A)/Executive Trainee (Accounts)).**
3. For the post of HR Manager, Programmer & Office Assistant (on contract) only MP domicile candidates are eligible for all categories viz. SC/ST.
4. **SC/ST candidates** shall be reimbursed to and fro 2nd class ordinary Rail/Bus fare by the shortest route of geographical area of jurisdiction of MP for attending the written examination/ personal interview only limited to the distance of the 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 minimum, on submission of original Train/Bus ticket.
5. Candidates working in Govt./semi-Govt./Public Sector Undertaking should apply through proper channel.
6. Regular departmental employees of MPPTCL may also apply through proper channel for the post of Dy. Director (F&A) & Executive Trainee (Accounts) as per eligibility criteria. No age limit is applicable for departmental candidates. The departmental candidates under unreserved/ OBC category are allowed 5% relaxation in the minimum marks of qualifying examination.
7. **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 Govt. of MP guidelines/rules. Such candidates should submit a copy of their Caste Certificate issued by competent authority of Govt. of M.P.. The Caste Certificate issued from other States and those candidates who are covered under migrated category, shall be treated in unreserved category.
8. 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.
9. Candidates having a third child born on or after 26.01.2001 are not eligible to apply.
10. **A candidate can apply for one cadre only** otherwise his candidature shall be cancelled.

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1. Examination fees plus postal/stationary charges shall be payable through Demand Draft of Rs. 1,000/- (Rupees One Thousand) only for General and OBC candidates and Rs. 250/- (Rupees Two Hundred Fifty) only for SC/ST candidates of MP domicile towards postal/stationary charges having validity of three months from the date of issue and payable at Jabalpur drawn in favour of **the Regional Accounts Officer, MP Power Transmission Co.Ltd., Jabalpur**. The SC/ST candidates are exempted from payment of examination fees, however, they have to pay charges towards postal / stationary as indicated above. The examination fees and postal / stationary charges are non-refundable. **The Application Format** is available on web site of MPPTCL - www.mptransco.nic.in.

2. The complete application with copies of the required certificates and Demand Draft as examination fee shall be submitted to the **Post Box No.3022, Lodi Road, Main Post Office, New Delhi-110003 on or before 10.03.2015**.
3. 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.
4. The candidates must indicate the name of post applied, category applied on the envelope in capital letters.
5. 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 super scribe the envelop 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