



## M.P. POORV KSHETRA VIDYUT VITRAN CO. LTD.

Block No. 7 Shakti Bhawan, Rampur, Jabalpur-482008. (MP)

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No.MD/EZ/CGM (HR&A)/HR/ OA Gr-III(C)2017/ 3541

Jabalpur, Date: 23.5.17

### Recruitment of Office Assistant Gr-III (Contract) Batch 2017

Madhya Pradesh Poorv Kshetra Vidyut Vitaran Co. Ltd., Jabalpur, a successor company of erstwhile MPSEB intends to fill up the vacancies of 194 nos. Office Assistant Gr-III (Contract) and invites applications from eligible candidates for which the category wise vacancy position is as follows:

Designation	Tentative No. of positions	Category wise bifurcation of vacancies				Horizontal reservation for PWD Candidates
		UR	SC	ST	OBC	
Office Assistant Gr-III (Contract)	194	97	31	39	27	Total 12 posts: 4 for OH, 4 for HH and 4 for VH

**Note: 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 fill any of the vacancies.**

#### 1. Qualification Criteria:

- (i) The candidate should have graduate or any other equivalent degree from a State/ Central Government recognized University/ Institute with minimum second division.
- (ii) **In addition to above** the Candidate must possess a certificate of passing a computer examination (**ANY ONE**), as mentioned below:
  - (a) Diploma from University recognized by UGC, or
  - (b) Diploma from Open University recognized by UGC, or
  - (c) Diploma level examination from DOEACC, or
  - (d) Modern Office Management Course from Govt. Polytechnic College, or
  - (e) One year course in "Computer Operator & Programming Assistant (COPA)" from NCVT, New Delhi or SCVT, Madhya Pradesh.

{However, those candidates who possess degree in B.Com/M.Com (Computer) with minimum second division will be given relaxation from above diploma(s)}.

Apart from above diploma(s) at clause no. 1(ii), following qualification shall also be accepted:

- (a) BE (CS/IT)/ MCA/ BCA/ MSc (IT/CS)/ BSc (IT/CS)/ M.Tech./ ME
- (b) Polytechnic Diploma in Computer Science/ Computer application and Information Technology recognized by AICTE.

B.Sc/B.Com degrees having only one subject of computer shall not be accepted in place of diploma(s) mentioned at clause no. 1(ii).

- (iii) Valid and qualified CPCT Score Card as on 01.02.2017.

## 2. Reservation

- (i) The reservation of posts meant for SC/ST/OBC/PWD category candidates of MP Domicile only. For application of reservation, the state level roster shall be followed.
- (ii) For availing the benefits of reservation/age relaxation, the candidates shall be required to produce relevant Certificate(s) issued by the competent authority.
- (iii) PWD Category candidates shall be required to produce Medical Certificate from District Medical Board. The minimum percentage of disability shall be 40%. Total 12 posts are reserved for PWD candidates. These 12 PWD posts are included in open vacancy (without category) and as per the category of selected candidates and vacant post in that particular category, these 12 vacancies will be filled up.

## 3. How to apply

- (i) The candidates can apply through MP Online portal only ([www.mponline.gov.in](http://www.mponline.gov.in)) or using the links provided on MPPKVCL, Jabalpur website: [www.mpez.co.in](http://www.mpez.co.in).
- (ii) The scanned copy of following documents shall be uploaded by the applicant:
  - (a) Higher Secondary or High School Examination certificate in support of date of birth.
  - (b) Certificate of Degree OR final year/final semester degree marksheet.
  - (c) Diploma as mentioned in clause 1(ii).  
Candidates having qualifications other than diplomas mentioned at clause 1(ii) (a) to (e) shall upload their B.Com (Computer)/M.Com (Computer)/ BE (CS/IT)/ MCA/ BCA/ MSc (IT/CS)/ BSc (IT/CS)/ M.Tech./ ME degree certificate or final year/semester marksheet or Polytechnic Diploma in Computer Science/ Computer application and Information Technology recognized by AICTE.
  - (d) Valid and qualified CPCT Score Card as mentioned in clause 1(iii). Please ensure that CPCT Score Card is valid on 01.02.2017.
  - (e) Caste certificate (permanent), (in case of reserved category candidates) issued by the Sub Divisional Officer (SDO).
  - (f) Domicile certificate issued by competent authority, in case of candidates applying against reserved positions.
  - (g) Certificate of disability in case of PWD category candidates issued by District Medical Board.

**IMPORTANT NOTE: Candidates must note their APPLICATION NUMBER generated after filling the application form before proceeding for payment as application number will be required for further process.**

## 4. Application Fee

- (i) Application fee for Unreserved / OBC candidates of MP domicile and candidates of all categories belonging to other states shall be Rs. 1000/- per candidate.
- (ii) Application fee for SC/ ST/ PWD candidates of MP domicile shall be Rs. 800/- per candidate.
- (iii) Payment of application fee can also be made in cash at MP Online kiosk.
- (iv) No extra charges shall be payable for scanning of photographs etc., to the kiosk apart from the portal charges.

## 5. Age Limit

The minimum age of candidates should be 21 years and maximum age (as on 01.02.2017) is as under:

S. No.	Applicant	Age Limit for MP Domicile applicants (in years)	Age Limit for outside M.P. applicants (in years)
1	Male Applicants (Unreserved)	40	35
2	Male Applicants (Employees of Govt./Corporation/Board/Autonomous Institutes and Home Guards)	45	35
3	Male Applicants (Reserved Category-SC/ST/OBC)	45	35
4	Male Applicants (Reserved Category-Employees of Govt./Corporation/Board/Autonomous Institutes and Home Guards)	45	35
5	Female Applicants (Unreserved Category)	45	35
6	Female Applicants (Reserved category-Employees of Govt./Corporation/Board/Autonomous Institutes and Home Guards)	45	35
7	Female Applicants (Reserved Category-SC/ST/OBC)	45	35

The maximum age limit for PWD candidates of M.P. Domicile will be similar to reserved category candidates of M.P. Domicile.

## 6. Selection Procedure

- (i) Online application will be invited through MP Online.
- (ii) After payment of application fee, one time edit facility will be available to the candidates for which the portal charge will be Rs.60/-. Please note that edit facility will be available only for one time.
- (iii) The Eligible candidates shortlisted on the basis of the details filled in online application form will have to undergo an ONLINE test of 2 hours duration, comprising 100 objective type questions (1 mark each) based on basic mathematics, accounts, basic computer, english grammar & vocabulary and general knowledge, logical reasoning, aptitude in the ratio of 60:40. There will be no negative marking.
- (iv) The selection will be done on the basis of merit list prepared, based on the marks obtained in ONLINE test.
- (v) The question paper will be in English and Hindi. However, the questions related to English grammar and vocabulary will be in English language only.
- (vi) The selected candidates will be called for documents verification at Company's headquarter. If at any stage of selection or after selection, any document found to be false/fake/forge, the candidature will be immediately cancelled.

- (vii) The Online test shall be conducted by MP Online at Jabalpur. In case of large number of applications test centres may be arranged in other cities of M.P.
- (viii) Admit Cards for online test will be available online on [www.mponline.gov.in](http://www.mponline.gov.in). and link will also be available on Company's website [www.mpez.co.in](http://www.mpez.co.in) Candidates may download the admit card from the MP Online website and produce a copy of the same for appearing in the online test.
- (ix) The presence of the candidates at various test centres shall be marked and recorded in an appropriate manner as may be decided by the Company.
- (x) The information regarding objection calling will be provided on MP Online website and Company's website.
- (xi) MP Online portal charges for objection calling will be Rs.600/- per question. If objection is found valid then the amount paid by the candidate shall be refunded to him/her in the bank account provided by him/her in the application form.
- (xii) Based on the online assessment test, an overall merit list will be prepared. The merit list of all candidates shall be prepared and the post of UR category shall be filled up (irrespective of candidates belonging to any category). After filling all the posts of UR category, merit list of remaining candidates of only reserved categories belonging to ST/SC/OBC shall be prepared.
- (xi) The candidates shall be engaged as Office Assistant Gr-III (Contract) from the merit list as per the Company's requirement. If same marks have been secured by more than one candidate then determination of merit shall be as under-
  - (a) The older candidate shall be given preference as per date of birth.
  - (b) In case of same date of birth, preference will be given to candidates securing higher marks in the qualifying exam i.e. Graduation Degree.
  - (c) In a situation when both the above conditions are similar for more than one applicant, then preference will be given to candidates securing higher marks in the Class 10<sup>th</sup> Examination.
- (xii) The validity of the merit/waiting list shall be one year from the date of declaration of result. However, the recruitment process may be closed for operation of waiting list by issuing specific order even before one year. After issuance of specific order of closure of the process, the claim of any candidate shall not be entertained.

## **7. Selection and Engagement**

The selected candidates shall be engaged on contract basis for a period of **three** years only. The contract agreement shall be terminated automatically after completion of contract period of **three** years (including training period). The contract period will start from the date of joining.

## **8. Training**

The selected candidates will be given **three** months training, including one month institutional training. After completion of institutional training, the Office Assistant Gr-III (Contract), shall be subjected to a written test and upon qualifying this exam (by getting more than 50% marks), the contract shall be continued. In otherwise condition, the contract shall be terminated without giving any prior notice.

## 9. Remuneration

The Office Assistant Grade-III (Contract) shall be engaged initially on a lump-sum consolidated monthly honorarium of Rs.15, 000/- per month. The minimum statutory employer's contribution towards New Pension Scheme shall be exclusive of above.

## 10. Important Dates

S.No.	Particular	Date
1	Date of publication of advertisement in the newspaper & Company's website	24.05.2017
2	Date of inviting applications through M.P. Online	25.05.2017
3	Last date of receiving online applications	20.06.2017
4	Date of issue of Admit Card through M.P. Online	28.06.2017
5	Date of written test	16.07.2017
6	Objection on Question Paper/Answer Key	19.07.2017 to 21.07.2017
7	Score Card of Online test	Will be intimated later.
8	Online Examination Result Declaration	Will be intimated later.
9	Document verification	Will be done by Department and intimated separately

- Please note that the above dates are subject to change due to unavoidable circumstances and shall be notified **ONLY** on **MP ONLINE** and **COMPANY'S** websites. Candidates are requested not to enquire personally about the dates and visit both the websites regularly.
- Score Card of all the candidates who will appear in Online test will be made available on MP Online's website. It shall not be assumed by the candidate that he/she has been selected because Score card has been issued to him/her. It is just to convey the marks obtained in Online test.

## 11. General Conditions

- (i) The Candidate should be an Indian National.
- (ii) 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 joining, failing which they shall not be permitted to join.
- (iii) For Candidates belonging to PWD category: The percentage of disability should be indicated very clearly in the certificate. Degree of disability should be as per norms fixed by Govt. of M.P. for getting reservation under PWD category i.e. the minimum degree of disability for the post advertised would be 40%. The PWD candidate *must be of MP Domicile.*

- (iv) All SC/ST/PWD applicants of MP domicile will be reimbursed to and fro ordinary second class fare/ bus fare by the shortest route (where train route not available), as per the correspondence address indicated in the online application form, as per rule for appearing in the online test. The travel fare will be reimbursed in bank account provided in the application form. **Kindly download the TRAVEL FARE FORM (enclosed with the advertisement) and submit the filled form along with following enclosures after online assessment test is over at the exam centre:**
- (a) Admit Card Photocopy
  - (b) Caste Certificate Photocopy
  - (c) Original travel Ticket (One side)
  - (d) Bank Passbook photocopy or Cancelled cheque
  - (e) M.P. Domicile Photocopy
- **Please ensure that all the above documents are attached compulsorily with the travel fare form. In otherwise condition travel fare form will not be accepted by the Company and travel fare will not be reimbursed to the candidate.**
- **Any claim in this matter will not be considered by the Company in absence of any document.**
- (v) Any dispute arising out of the selection process shall be dealt in the courts situated at Jabalpur only.
- (vi) The candidates must produce original documents/ certificates at the time of joining for verification.
- (vii) 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 fill any of the positions and also to increase/ decrease the positions.
- (viii) The applicants who have a third child born on or after 26.01.2001, are not eligible to apply unless twins are born after the first child.
- (ix) The selected candidate shall be required to work anywhere in the jurisdiction of the Company.
- (x) Company reserves the right to verify documents submitted by the applicant. If any of the information given by the applicant is found incorrect, his/her candidature will be cancelled at any stage of selection/ appointment and thereafter.
- (xi) Departmental candidates (regular or on contract) who served the MPEB/MPSEB or successor companies of MPSEB in the past and whose contract/ services have been prematurely terminated, need not apply.
- (xii) In case the appointed candidate once joins the Company, no request for inter-company transfer will be entertained.

- (vii) 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.


**NOTE:**

- I. Candidates are advised to visit Company's website [www.mpez.co.in](http://www.mpez.co.in) and MP Online website [www.mponline.gov.in](http://www.mponline.gov.in) regularly for updates related to recruitment process.**

**Please be informed that any information related to recruitment process will be conveyed ONLY ON MPONLINE and COMPANY'S website.**

- II. Candidates are requested not to enquire telephonically about any query. For payment related/ technical errors in application form queries, contact on MP Online helpline no. which is available after APPLY ONLINE.**

**However, in case of urgency query shall be sent to Company's email ID [cgmhr.mpez@mp.gov.in](mailto:cgmhr.mpez@mp.gov.in).**

  
**CGM (HR&A)**

**M.P Poorv Kshetra Vidyut Vitaran Co. Ltd. Jabalpur**

**EXAM DATE: 16.07.2017**

**TRAVEL FARE FORM for Office Assistant Gr-III (Contract): SC/ST/PWD Category Candidates**

**CANDIDATES DETAILS**

Name (Sh./Smt./Ku.)			
Application No.		Exam City	
Exam centre			
Category (SC/ST/PWD)		MP Domicile	(Yes )
Correspondence Address			
Contact No.		Email	

**JOURNEY DETAILS**

To & Fro Journey	Date	Mode of Travel (Rail/Bus)	Class of Travel	Ticket/ Receipt No.	Travel Fare (Rs.)
From:					
To:					
From:					
To:					
<b>Total</b>					

**BANK DETAILS**

Bank Account Number		Name of A/c Holder	
Name of the Bank		IFS Code	
Branch Name & Address			

**Attachments with Travel Allowance form: (Shall be attached compulsorily with this form, otherwise travel fare form will be rejected)**

- |   |  |
|---|--|
| (i) Admit Card Photocopy                | (ii) Caste Certificate Photocopy                 |
| (iii) Original travel Ticket (One side) | (iv) Bank Passbook photocopy or Cancelled cheque |
| (v) M.P. Domicile Photocopy             |  |

**DECLARATION**

I hereby affirm that the information furnished by me in this form is true and all documents mentioned above have been enclosed. Any false information/ incomplete enclosures will render me liable for non payment of travel expenses.

**Signature of the Candidate**

Note: Duly filled Travel fare form along with the attachments will be collected from the candidates after the Online test is over from their exam centre.