



M.P.PASCHIM KSHETRA VIDYUT VITARAN CO. LTD
GPH CAMPUS, POLOGROUND: INDORE
Phone No. 0731-2422644

**Recruitment of Manager HR, Assistant Manager HR and Assistant Manager IT Batch 2012
on Regular basis**

1. Madhya Pradesh Paschim Kshetra Vidyut Vitaran Company Limited Indore and Madhya Pradesh Poorva Kshetra Vidyut Vitaran Company Limited, Jabalpur are the successor companies of M.P. State Electricity Board that have been incorporated to undertake activities of distribution and retail supply of electricity in the state of M.P.
2. The Companies intend to recruit Manager HR, Assistant Manager HR and Assistant Manger IT and invite applications from the eligible candidates. The post wise & company wise vacancy positions are:-

Name of Company	Manager HR					Assistant Manager HR					Assistant Manager IT				
	Gen	SC	ST	OBC	Total	Gen	SC	ST	OBC	Total	Gen	SC	ST	OBC	Total
M.P.P.K.V.V.C .L., Indore	2	1	1	1	5	9	3	6	2	20	11	3	4	2	20
M.P.P.K.V.V.C .L., Jabalpur	3	1	2	0	6	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

3. RESERVATION

- 3.1. Horizontal reservation for physically handicapped person (PWD) will be provided as per the rule and order of GoMP based on the vacancies & roster for each company. However candidates with orthopeadical disablement and hearing impairment will only be eligible for applying.
- 3.2. The reservation of posts meant for SC/ST/OBC and Handicapped shall be applicable only for the candidates having Madhya Pradesh domicile.

4. HOW TO APPLY (Please read the instructions carefully):

- 4.1. Applications shall be received through M.P. online (www.mponline.gov.in) only. Links to the website of MP Online have also been provided on the following websites:
 - www.mppkvvcl.org
 - www.mpez.org.in

5. APPLICATION FEE & OTHER CHARGES

- 5.1. **Application fees 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/- per Company per candidate.**
- 5.2. The applications can also be submitted through MP Online Kiosks and the payment can be made in cash at the Kiosk. The portal charges shall be Rs. 60/- per application for all type of category.
- 5.3. No extra charge shall be payable for scanning of photograph etc. to Kiosk apart from the

portal charges.

5.4. Summary of Application fees and portal charges

SI	Category	Application Fee	Portal Charges
1	SC / ST/ Handicapped Category M.P. Domicile	Rs. 250/- per company	Rs. 60 / Form
2	Unreserved /OBC MP Domicile	Rs. 500/- per company	Rs. 60 / Form
3	All candidates of other States	Rs. 500/- per company	Rs. 60 / Form

6. QUALIFICATION CRITERIA :-

For the post of Manager HR :- The candidate should be regular fulltime MBA – HR or PGDHRM, MA in personal Management or Labour Laws (or any other equivalent degree or Diploma) from a state or central Government recognized Institute / University or from an AICTE recognized Institute with :-

- 6.1. Minimum 65% marks in aggregate in case of Unreserved / OBC candidates of MP Domicile and candidates of all categories not having M.P domicile.
- 6.2. Minimum 55% marks in case of SC/ST category candidates having M.P. domicile.

The candidates appearing in Final Semester / Year examination may also apply, however, the candidates if selected for interview shall have to produce the proof of having passed the final year/semester examination with minimum stipulated qualifying marks for the respective category before appearing for personal interview failing which their candidature shall be cancelled.

For the post of Assistant Manager HR:- The candidate should be regular full time graduate with one year diploma or certificate in Human Resources, Labour Laws Or personal Laws or Personal Management from a state or central Government recognized University /Institute or from an AICTE recognized Institute, with:-

- 6.3. Minimum 65% marks in aggregate in case of Unreserved / OBC candidates of MP Domicile and candidates of all categories not having M.P domicile.
- 6.4. Minimum 55% marks in case of SC/ST/Handicapped category candidates having M.P. domicile.
- 6.5. Candidates having higher qualification in the relevant field may also apply.

The candidates appearing in Final Semester / Year examination may also apply, however, the candidates if selected for interview shall have to produce the proof of having passed the final year/semester examination with minimum stipulated qualifying marks for the respective category before appearing for personal interview failing which their candidature shall be cancelled.

For the post of Assistant Manager IT:- The candidate should be a regular full time BE/B. Tech or any equivalent degree in Information Technology or Computer Science Engineering from a state or central Government recognized Institute / University or from an AICTE recognized Institute, with:-

- 6.6. Minimum 65% marks in aggregate in case of Unreserved / OBC candidates of MP Domicile and

candidates of all categories not having M.P domicile.

6.7. Minimum 55% marks in case of SC/ST/Handicapped category candidates having M.P. domicile.

The candidates appearing in Final Semester / Year examination may also apply, however, the candidates if selected for interview shall have to produce the proof of having passed the final year/semester examination with minimum stipulated qualifying marks for the respective category before appearing for personal interview failing which their candidature shall be cancelled.

7. AGE LIMIT

The age of candidates as on 31-5-2012 should be

7.1. Minimum age limit: 21 years

7.2. Maximum age limit: 30 years

Candidates belonging to SC/ ST/ OBC/ Handicapped categories having M.P. domicile, Widow / Divorcee lady / Ex Serviceman shall get relaxation in upper age limit to an extent of five (5) years.

The candidates having work experience in relevant field will be given relaxation in age equal to No. of years of experience subject to a maximum of 5 years for the post of Manager HR only.

8. DOCUMENTS TO BE FURNISHED AT THE TIME OF INTERVIEW

The candidates short listed for interview shall be permitted to appear for interview only after verification of the following original certificates/documents about their eligibility:

- 8.1. Higher Secondary or High School Examination certificate in support of date of birth
- 8.2. Certificate of relevant degree with each semester's mark sheet, from a recognized university.
- 8.3. Work experience certificate, if any, in the relevant field
- 8.4. Caste certificate, (in case of reserved category candidates) issued by Sub Divisional Officer (SDO).
- 8.5. In case of handicapped persons, certificate of disability issued by District Medical Officer.
- 8.6. Domicile certificate, in case of candidates applying for reserved posts
- 8.7. Candidates serving in government / semi government / public sector should submit N.O.C. from the employer.
- 8.8. Photo identity card (Passport / Driving license / Voter ID / Bank pass book)
- 8.9. Proof of permanent address
- 8.10. Widow / Divorcee lady should submit an affidavit / a certificate from court or as per the rule of caste.

9. **SELECTION PROCESS :**

- 9.1. The eligible candidates applying for Assistant Manager IT and Manager & Assistant Manager HR shall have to undergo a written test comprising of questions in CS & IT Engineering / Human Resource & Personal administration subjects respectively and General Aptitude (Logical Reasoning and General Knowledge). Based on the requirement and merit the candidates selected in written test shall be called for personal interview.
- 9.2. Admit cards for written test will be available online on www.mponline.gov.in . Candidates are requested to download the admit card from the given website.
- 9.3. The written test will be of **2 hours 30 minutes** duration.
- 9.4. The question paper will be in English and consisting of objective type (multiple choice) questions.
- 9.5. The weightage of questions shall be respective course subjects (75 %) & General Aptitude (25%).
- 9.6. The centers for written test will be at Indore(MP).

10. **SELECTION AND APPOINTMENT**

- 10.1. Based on the marks obtained in written test and interview, a merit list will be declared and candidates shall be selected for appointment to the post of Manager HR and Assistant Manager HR & IT from the merit list as per the Company's requirement.

11. **TRAINING : -**

- 11.1. The candidates selected shall have to undergo 6 months training. They shall be required to execute a bond to complete the training and serve the Company for 5 years after completion of training. If the performance of a candidate during training is not found satisfactory, his/her appointment shall be liable for cancellation. After successful completion of training, the candidates shall be given regular appointment as Manager HR, Assistant Manager HR and Assistant Manager IT. The Manager HR shall be paid salary equal to basic pay of Rs.15600/- where as Assistant Manager HR & IT shall be paid salary equal to basic pay of Rs. 9860/- per month plus other allowances as applicable as per the "Wages & Allowances Manual" during the training.

12. **SALARY**

- 12.1. **For the post of Manager HR** :- On regular appointment as Manager HR (Distribution) after successful completion of training, he/she shall be absorbed in the pay scale having basic pay Rs.15600/- plus other allowances as applicable as per the "Wages & Allowances Manual". The appointed Manager HR (Distribution) shall be eligible for the Defined New Pension Scheme.
- 12.2. **For the post of Assistant Manager HR & IT** :- On regular appointment as Assistant Manager HR & IT (Distribution) after successful completion of training, he/she shall be absorbed in the pay scale having basic pay Rs. 9860/- plus other allowances as applicable as per the "Wages & Allowances Manual". The appointed Assistant Manager HR & IT (Distribution) shall be eligible for the Defined New Pension Scheme.

13. IMPORTANT DATES

Particulars	Manager HR	Assistant Manager HR & IT
Date of publication of advertisement in the news paper	30.06.2012	30.06.2012
Last date of application	23.07.2012	23.07.2012
Date of issue of admit cards online	01.10.2012	01.10.2012
Date of written test	21.10.2012 (afternoon)	21.10.2012 (forenoon)

The above dates may vary without assigning any reason.

14. GENERAL INSTRUCTIONS

- 14.1. The Candidate should be an Indian National.
- 14.2. 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 at the time of interview failing, which they shall not be permitted to appear for the interview.
- 14.3. All SC/ST/Handicapped candidates will be reimbursed to and fro ordinary second class rail fare. For places where rail facility is not available bus fare by the shortest route for appearing in the written test and personal interview, as per rule 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
- 14.4. Any dispute arising out of the selection process shall be dealt within the jurisdiction of company's Head Quarter.
- 14.5. The candidates must possess sound health. Handicapped persons will be considered only against the posts reserved for them.
- 14.6. The minimum degree of disability in order for a handicapped person to be eligible for any concessions / benefits would be 40%.
- 14.7. In case of unavailability of suitable candidate in any of the two categories of handicapped persons the same will be filled up by either of the two categories.
- 14.8. The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 14.9. 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.
- 14.10. The candidate shall be required to work anywhere in the jurisdiction of company area.

- 14.11. Age relaxation for ST, SC, OBC & Handicapped of M.P. domicile, Widow / Divorcee lady / Ex Serviceman will be as per government rules.
- 14.12. In case a Manager HR and Assistant Manager HR & IT once joins in Company, no request for inter-company transfer will be entertained.
- 14.13. The appointment letter to the candidates will be issued on the basis of merit list.
- 14.14. The candidates who have a third child born on or after 26.01.2001 are not eligible to apply unless twins are born after first child.
- 14.15. 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.

“SAVE ELECTRICITY”

(NARAYAN PATIDAR)
CHIEF GENERAL MANAGER (HR&A)