



# MP POWER MANAGEMENT COMPANY LIMITED

## RECRUITMENT OF Legal Executive (ST Category) on contract basis

No CGM(HR)Estt/109

Dated : 14.01.2014

Madhya Pradesh Power Management Company Limited Jabalpur, a wholly owned entity of Government of MP, incorporated to undertake activities of power management in the state of M.P. invite applications from eligible candidates (ST category) for the following post :-

S. No	Post	No. of Posts					Educational Qualification	Age Limit Years	
		SC	ST	OBC	Gen	Total		Min.	Max
1	Legal Executive on contract basis	-	1	-	-	1	Law Graduate from National Law University (NLIU)	18	45

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

- 1.1 The prescribed application form can be downloaded from the company's website [www.mppmcl.com](http://www.mppmcl.com).
- 1.2 Application fee shall be Rs. 250/-.The same be payable in the form of Demand Draft of any scheduled bank drawn in favour of Regional Accounts Officer(CAU), MPPMCL, Jabalpur, payable at Jabalpur.
- 1.3 The application form duly filled in all respect along with all necessary enclosures and Demand Draft should be sent to the Chief General Manager(HR), MP Power Management Co.Ltd., Block No.14, 1<sup>st</sup> Floor, Shakti Bhawan, Jabalpur (MP) 482008, so as to reach on or before **07.02.2014** by 5.30 PM positively.

### 2. WORK EXPERIENCE

- 2.1 Candidates having experience in the relevant field will be given preference.

### 3. DOCUMENTS TO BE FURNISHED ALONGWITH APPLICATION FORM

- 3.1 Higher Secondary or High School Examination certificate in support of date of birth.
- 3.2 Regular full time Five years integrated law course each semester's mark sheet, from National Law University(NLIU), where admission is through Common Law Admission Test.
- 3.3 Work experience certificate, if any, in the relevant field
- 3.4 Caste certificate issued by Sub Divisional Officer (SDO)/competent authority.
- 3.5 In case of handicapped persons, certificate of disability issued by District Medical Board.
- 3.6 Domicile certificate.
- 3.7 Candidates serving in government / semi government / public sector should submit N.O.C. from the employer.
- 3.8 Photo identity card in Govt. recognized formats (Passport / Driving license / Voter ID etc.)
- 3.9 Proof of permanent address in Govt. recognized formats, viz., Passport/Driving License, Electricity Bill etc.
- 3.10 Widow / Divorcee lady should submit an affidavit / certificate from Court (if claiming age relaxation on that ground).

#### **4. SELECTION AND APPOINTMENT**

- 4.1 Based on the marks obtained in qualifying exam and interview, the candidates shall be selected for appointment to the post, as per the Company's requirement.

#### **5. SELECTION PROCESS :**

- 5.1 The eligible candidates shall have to undergo a personal interview. Selected candidates shall be intimated regarding the same in due course of time.

#### **6. SALARY/REMUNERATION**

- 6.1 For appointment on Contract, the remuneration shall be Rs. 30,000/- to Rs. 35,000/- per month.

#### **7. TERMS & CONDITIONS OF CONTRACT APPOINTMENT**

- 7.1 The contract appointment will be for a period of two/three years from the date of joining. However, the contract shall be terminable at any time on one month's notice by either side or on the payment of one month's remuneration in lieu thereof. The initial contract after completion of the contract period may be extended at the discretion of Company for a further period of two years, subject to satisfactory performance during the initial contract period.
- 7.2 Consolidated remuneration per month will be paid. After completion of one year with satisfactory performance, the remuneration may be reviewed. No other allowance or increments during the period of contract shall be applicable.
- 7.3 The appointment shall be purely on contract basis and terminable at any time on one month prior notice from either side or on payment of one month remuneration in lieu thereof without assigning any reason.
- 7.4 The person engaged on contract shall have to report within 30 days from the date of issue of offer letter, failing which the same shall stand cancelled without any further communication.
- 7.5 The person engaged on contract shall have to submit medical fitness certificate from the Medical Board/Civil Surgeon/Dispensary or Hospital of MPPMCL.
- 7.6 He/She will be entitled to avail 13 days Casual Leave in a calendar year.
- 7.7 He/She will not be entitled to any advance. Other fringe benefits, such as free electricity, LE, etc. shall also not be applicable during the contract period.
- 7.8 He/She may be required to perform outstation journey in the company's interest. TA/DA and accommodation charge for such journey shall be paid to him/her as admissible to officers of the equivalent rank in MPPMCL.
- 7.9 During outstation visits in the company's interest, taxi/auto charges shall be reimbursed to him/her as per applicable rules.
- 7.10 Outdoor medical facilities, as available in MPPMCL Hospital at Rampur, will be provided to him/her and family, if the need so arises.
- 7.11 He/She will be provided mobile SIM with CUG facility as applicable to the officers of the equivalent rank of the company. The instrument shall be arranged by the user.
- 7.12 The performance shall be reviewed at the end of every financial year. If the performance is not found satisfactory during the contract period, the contract shall be liable for termination.
- 7.13 In case the person engaged on contract is found habitual of remaining absent from duty without prior permission, the contract shall be liable for termination at the discretion of the Company .
- 7.14 The contract appointment shall stand terminated automatically on completion of contract period, unless the initial contract has been extended.
- 7.15 In case of any change in the residential postal address during the contract period, he/she shall intimate the same promptly in writing, failing which any communication sent on the address available with the Company shall be deemed delivered.
- 7.16 The person engaged on contract shall maintain utmost efficiency, integrity and secrecy and adhere to proper conduct and office decorum, failing which, contract shall be liable for termination.
- 7.17 The appointee's credentials shall be got verified through concerned police authority and, in case of any adverse remark, the contract shall be liable for termination with immediate effect.

- 7.18 In case any information given by the person engaged on contract is found false or incorrect, the contract will be deemed void ab initio and liable for termination without any notice or remuneration in lieu of notice.
- 7.19 No compensation shall be applicable to the appointee or dependent in the event of any accident or casualty while on duty.
- 7.20 Relevant provisions of MP Civil Services (Conduct Rules, 1965) and MP Civil Services (Classification, Control and Appeal) Rules, 1966, as adopted by the Company shall be applicable.
- 7.21 The Headquarter during the contract period will be at Jabalpur.
- 7.22 He/she shall not participate in any employee related union/organization activity. In case of violation of this clause, it will be treated as breach of contract and the contract shall be liable for termination.
- 7.23 He/she shall have to execute an agreement on non-judicial paper of Rs.250/- at the time of reporting to abide by terms and conditions stated above.

## **8. LAST DATE**

- 8.1 Last date of receipt of application form duly filled in all respect is **07.02.2014**.

## **9. GENERAL INSTRUCTIONS**

- 9.1 The Candidate should be an Indian National.
- 9.2 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, failing which they shall not be permitted to appear for the test/interview.
- 9.3 All ST/Handicapped candidates will be reimbursed to and fro rail fare, as per rules of Govt. of MP, to appear for the written examination and/or interview, as the case may be. For places where rail facility is not available, bus fare by the shortest route as per rules will be paid. But, they shall have to produce copy of caste certificate and proof of journey at the time of personal interview.
- 9.4 Any dispute arising out of the selection process shall be dealt within the jurisdiction of Company's Head Quarter, i.e., Jabalpur, Madhya Pradesh.
- 9.5 The candidates must possess sound physical and mental health.
- 9.6 The minimum degree of disability in order for a handicapped person to be eligible for any concessions/ benefits would be 40%.
- 9.7 The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 9.8 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.
- 9.9 Age relaxation for ST, Handicapped of M.P. domicile, Widow / Divorcee lady candidates will be as per Government of MP rules.
- 9.10 The candidates, who have a third child born on or after 26.01.2001, are not eligible to apply for the posts on regular establishment, unless twins are born after first child.
- 9.11 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 without assigning any reason.
- 9.12 The Envelope containing the application must be addressed to the address given below and superscribed "Application for the Post of Legal Executive (ST Category) on contract".

To,

**Chief General Manager(HR)**  
MP Power Management Co.Ltd.  
Block No.14, 1<sup>st</sup> Floor, Shakti Bhawan  
Rampur, Jabalpur – 482 008

**Chief General Manager(HR)**