



M.P. POORV KSHETRA VIDYUT VITRAN CO. LTD
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No.MD/EZ/CGM (HR&A)/HR/AO (D) 2017/ 782&

Jabalpur, Date:9-11-17

Recruitment of Accounts Officer-Trainee (Distribution) Batch 2017
on regular basis

Madhya Pradesh Poorv Kshetra Vidyut Vitaran Co. Ltd., Jabalpur, a successor company of erstwhile MPSEB intends to fill up the vacancies of 6 nos. Accounts Officer-Trainee Batch 2017 on regular basis 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	
Accounts Officer-Trainee (Distribution) Batch 2017	6	1	2	1	2
		Horizontal and compartment wise reservation for women out of above vacant posts			
		0	1	0	1

Note:

1. 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.
2. In case of non availability of female candidates, the vacancy reserved for them will be filled with available male candidates of that category.

1. **Qualification Criteria:** The candidate should be CA pass (from Institute of Chartered Accountants in India) or ICWA pass (from Institute of Cost Accountants of India).
The candidate must have completed educational qualification specified above as **on last date of submission of application form.**
2. **Reservation**
 - (i) The reservation of posts meant for SC / ST / OBC / PWD (Only Orthopedically disabled / Hearing impaired)/Women candidates shall be applicable **only for the candidates of Madhya Pradesh Domicile.**
 - (ii) 02 posts-01 for OH and 01 for HH are reserved for PWD candidates. These 02 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 02 vacancies will be filled up.
 - (iii) For availing the benefits of reservation, the candidates shall be required to produce Medical Certificate / Caste Certificate issued by competent authority / SDO (Revenue) of concerning jurisdiction.

3. How to apply

- (i) The candidates can apply through MP Online portal only (www.mponline.gov.in) or using the links provided on MPPKVVCL, Jabalpur website: 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 or marksheet of CA/ICWA pass.
 - (c) Caste certificate (permanent), (in case of reserved category candidates) issued by the Sub Divisional Officer (SDO-Revenue).
 - (d) Domicile certificate (issued by Competent authority), in case of candidates applying against reserved positions.
 - (e) 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 the last date of submission of application form) 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. The candidates on the basis of the details filled in online application form have to undergo an online assessment test comprising of 100 questions of 3 marks each. The maximum marks of test paper will be 300. The duration of online assessment test will be of two hours.
- (ii) The Online assessment test shall be conducted by MP Online at Jabalpur. Test may also be organized in other cities of Madhya Pradesh depending on the number of applicants.
- (iii) Negative marking: 1 mark shall be deducted for every wrong answer.
- (iv) Admit Cards for online assessment test will be available online on www.mponline.gov.in. Candidates may download the admit card from the MP Online website and produce a copy of the same for appearing in the online academic assessment test.
- (v) 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.
- (vi) The information regarding objection calling will be provided on MP Online website and Company's website.
- (vii) 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.
- (viii) The cut off marks in the online assessment test for merit list preparation shall be 40% for Unreserved/OBC category candidates and 30% for SC/ST/PWD category candidates.
- (ix) 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 upto the cut off marks of respective category.
- (x) If the marks secured by two or more candidates are same 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.
 - (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 10th Examination.
- (xi) The validity of the 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. **Syllabus:** The scope of the “Online Assessment” test would cover 75 questions on technical ability (accounts and finance) and 25 questions would be drawn from general awareness and aptitude.

8. **Selection and Appointment:** Based on the marks obtained in online assessment test, a merit list will be declared and candidates shall be selected for the post of Accounts Officer-Trainee on regular basis from the merit list as per the advertisement or as per the Company’s requirement. The shortlisted candidates will be called for verification of documents and those selected will be appointed provisionally as Accounts Officer.

9. **Training:** The selected candidate will undergo 3 months training as per schedule. Each module of the training shall be evaluated followed by final appraisal. The training may be extended only once for a considerable period as deemed fit by the Company. The appointment shall be cancelled in case the candidate does not get the minimum marks required for successful completion of the training even after the extended period of training.

10. **Stipend:** During the training period, a consolidated stipend per month equal to a minimum of pay in pay band of the pay scale of the cadre in which trainee has been selected plus grade pay assigned to that cadre shall be given:

Designation	Stipend during training period	
	Pay in Pay Band	Grade Pay
Accounts Officer Trainee	15600/-	5400/-

11. **Salary:** On regular appointment, after successful completion of training, he/she shall be absorbed in the pay scale (Rs.15600-39100/-) having pay in pay band plus grade pay and other allowances as indicated hereunder:

Designation	Salary Structure (On regularization after training)		
	Pay in Pay Band	Grade Pay	Other Allowances
Accounts Officer	15600/-	5400/-	DA , Compensatory allowance, Conveyance allowance, HRA (as per rules)

However, the salary structure, allowances and other fringe benefits are subject to amendments/ modifications/ revisions in future. The Accounts Officer shall be eligible for the New Pension System as adopted from GoMP and its implementation by the Company.

12. Important Dates

S.No.	Particular	Date
1	Date of publication of advertisement in newspapers & Company's website	10.11.2017
2	Date of inviting applications through M.P. Online	10.11.2017
3	Last date of receiving online applications	10.12.2017
4	Date of issue of Admit Card on M.P. Online website	19.12.2017
5	Date of Online Assessment Test (2 PM to 4 PM)	02.01.2018
6	Objection on Question Paper/Answer Key on M.P. Online website	04.01.2018 to 07.01.2018
7	Score Card of Online assessment test on MP Online website	Will be intimated later by the Company on MP Online website & Company's website
8	Display of final merit list on MP Online website & Company's website	
9	Documents Verification	

➤ Please note that the above dates are subject to change due to unavoidable circumstances and any change will be notified ONLY on MP ONLINE and COMPANY'S websites. Candidates are requested not to enquire personally about the dates and are advised to visit both the websites regularly for all updates related to recruitment process.

➤ 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.

13. General Conditions

- (i) The Candidate should be an Indian National.
- (ii) Candidates working in the Government/ Semi Government/ Public Sector 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 PWD category candidates: 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 candidate shall be considered for appointment only against category of disability for which post is reserved. Candidate must be 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. Candidates have to submit filled travel fare form enclosed herewith with the advertisement after completion of Online Assessment test at test centres.

- (iv) Any dispute arising out of the selection process shall be dealt in the courts situated at Jabalpur only.
- (v) The candidates must produce original documents/ certificates at the time of documents verification.
- (vi) 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.
- (vii) 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.
- (viii) The applicant shall be required to work anywhere in the jurisdiction of the Company.
- (ix) 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.
- (x) In case the appointed candidate once joins the Company, no request for inter-company transfer will be entertained.
- (xi) The candidates will be called for documents verification on the basis of merit list (subject to the availability of the vacancy). 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. Also, in the event of the facts being hidden by the candidate, appointment shall be terminated at any stage of the recruitment process or thereafter.


CGM (HR&A)



M.P.Poorv Kshetra Vidyut Vitaran Co. Ltd. Jabalpur
TRAVEL FARE FORM (Online assessment test on)
FOR ACCOUNTS OFFICER TRAINEE (DISTRIBUTION) BATCH 2017: SC/ST/PWD CANDIDATES

CANDIDATES DETAILS

Name		
Application No.		
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:					
Total					

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)**

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

DECLARATION

I hereby declare that the information furnished by me in this form is true and I have attached all the required attachments. Any false information/ incomplete form will render me liable for non payment of travel expenses.

Signature of the Candidate

Note: Travel fare will be reimbursed as mentioned under "General Conditions" in the advertisement. Candidates have to submit the filled form at test centres after completion of Online Assessment test.