



M.P. PASCHIM KSHETRA VIDYUT VITRAN CO. LTD.
URJA BHAWAN, GPH CAMPUS, POLOGROUND, INDORE (M.P)
Phone no.: 0731-2426354 Website: www.mpwz.co.in

No.MD/WZ/01/HR/AM(HR)/2018/14242

Indore, Date:13-07-2018

Recruitment of Assistant Manager (HR) Batch 2018 on Regular Basis

Madhya Pradesh Paschim Kshetra Vidyut Vitaran Co. Ltd., Indore, a successor company of erstwhile MPSEB intends to fill up the vacancies of 16 Nos. Assistant Manager (HR) 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	
Assistant Manager (HR)	16	07	01	06	02	03 (Hearing Impaired)
Horizontal and Compartment wise Reservation for Women Candidates	05	02	00	02	01	
Horizontal and Compartment wise Reservation for Assistant Manager (HR)- Contract*	04	02	00	02	00	

* Minimum Experience of 4 years or more on Contract as Assistant Manager (HR) in any of the successor company of MPSEB.

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.

In this document, unless otherwise stated, 'Company' or 'Organization', as and when used, means M.P. Paschim Kshetra Vidyut Vitaran Company Limited.

1. Minimum Educational & other Qualifications

- 1.1 The candidate should be regular full time graduate with one year Post Graduate Diploma in Human Resources, Labour Laws Or personal Laws or Personnel Management from a state or central Government recognized University /Institute or from an AICTE recognized Institute.
- 1.2 Candidates having higher qualification i.e. Post Graduate Degree in Social Welfare/Labour Welfare/Personnel Management, MBA/PGDM in Personnel Management/ HRM/HRD /IR/MSW in the relevant field may also apply. The candidates appearing in Final Semester / Year examination may also apply, however, the candidates if selected shall have to produce the proof of having passed the final year/semester examination before appearing for document verification failing which their candidature shall be cancelled.

1.3 **For candidates applying against the seats for Departmental Contractual candidates** –Assistant Manager (HR), working on contract basis in power companies namely M.P.Madhya Kshetra Vidyut Vitaran Company Limited, M.P. Poorv Kshetra Vidyut Vitaran Company Limited, M.P. Paschim Kshetra Vidyut Vitaran Company Limited, M.P. Power Management Company Limited and M.P. Power Transmission Company Limited at the time of issue of Contract rules, 2018 i.e. on date 31.03.2018, who have completed minimum 4 years of contract service in these companies and having minimum education qualification as brought out at Clause 1.1 & 1.2 above.

2. Age Limit

2.1 The minimum and maximum age of the candidates shall be calculated as on 1st January of calendar year as per GoMP GAD circular No. 3-8/2016/3-I dtd. 12.05.2017.

2.2 Minimum age limit is 18 years and maximum age limit for different category shall be as under :-

S. No	Applicant	Maximum age Limit for MP Domicile applicants	Maximum age Limit for Non M.P. Domicile applicants
1	Male Applicants (Unreserved)	40 Years	25 Years
2	Female Applicants (Unreserved)	45 Years	
3	Male/Female Applicants (Govt./ Corporation/ Board/ Autonomous Institute employees & Home Guards)	45 Years	
4	Male/Female Applicants (Reserved Category- SC/ST/ OBC)	45 Years	
5	Male/Female Applicants (Reserved Category - Govt./ Corporation/ Board/Autonomous Institute employees and Home Guards)	45 Years	
6	PWD Applicants	45 Years	

2.3 The Candidates who have experience of working in successor Companies of MPSEB on regular basis shall be given age relaxation equal to the service rendered by him, subject to maximum 5 years (i.e. 1 year age relaxation for every 1 year completed service).

2.4 The candidates who have experience of working in successor Companies of MPSEB on contract basis shall be given age relaxation equal to the service rendered by him/her, subject to maximum 7 years (i.e. 1 year age relaxation for every 1 year completed service) for employees appointed before 01.01.2018 on contract basis as prescribed in the MPPMCL Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018 in maximum age limit prescribed under Clause 2.2 above.

3 Reservation

- 3.1 Posts will be reserved for SC/ST/OBC (Non Creamy Layer) Category Candidates of MP Domicile as per roster as prescribed by GoMP.
- 3.2 Reservation for physically handicapped category (PWD) candidates having disability 40% or above, as per the posts identified vide GoMP notification No. 26 dtd.19.01.2015.
- 3.3 33% horizontal and compartment wise reservation will also be given to women candidates as per MP Govt. notification dated 17.11.2015. . In case of non availability of eligible women candidates, the posts reserved for them will not be carry forwarded and will be filled by available male candidates of that category. The female candidates selected on the basis of merit will also be taken into account against this quota.
- 3.4 As per GoMP, GAD circular No. F 7-47/2016/आ.प्र./एक dated 01.01.2018, the candidates of Dheever, Kahar, Bhoi, Kewat, Mallah, Nishad caste will not be given reservation under schedule tribe category w.e.f. 11.11.2005.
- 3.5 As per GoMP Gazette No. 299 dated 31.05.2018, if the candidates belonging to Sahariya/Sahria/Baiga/Bharia tribes fulfills the eligibility criteria mentioned in the advertisement will be appointed without following the selection procedure. They have to submit the print out of application form compulsorily to CGM (HR&A), Urja Bhawan, GPH Campus, Pologround, M.P. Paschim Kshetra Vidyut Vitaran Co. Ltd., Indore.
- 3.6 All these reservations will be applicable only to the candidates having MP Domicile.
- 3.7 **Reservation of advertised posts for working eligible AM(HR)-Contract:** AM(HR)-Contract working in any of the successor Companies as mentioned at clause 2.15 of MPPKVVCL, Samvida Seva (Anubandh tatha Seva ki Shartein) Niyam, 2018 will be given horizontal reservation of 25 % as per clause 9 of the same. If the posts reserved for departmental contractual candidate remain unfilled due to unavailability of suitable candidates then the post will not be carried forward and it will be filled up by the merit list of fresher of same category.

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

- 4.1 Applications shall be received through MP Online (www.mponline.gov.in) only. Link to the website of MP Online will also be provided on the website(s) of the Company(s).
- 4.2 The self attested scanned copy of following documents shall be uploaded by the applicant :
- (i) High School Examination mark sheet in support of date of birth.
 - (ii) Post Graduate Diploma in Human Resources, Labour Laws or Personal Laws or Personal Management (or any other equivalent or higher degree) course final semester/year mark sheet.
 - (iii) CGPA/GPA conversion certificate in case CGPA/GPA awarded in final marksheet or degree.

- (iv) Applicant serving in successor companies of MPSEB should submit work experience certificate in the relevant field issued by the officer not below the rank of Executive Engineer, the format of which will be made available on Company's website.
- (v) Caste certificate (Permanent), (in case of reserve category candidates) issued by Sub Divisional Officer (SDO) of MP.
- (vi) MP Domicile certificate in case of candidates applying against reserved position.
- (vii) Medical Certificate of disability (40% or above) issued by Medical Board in case of PWD candidate.

5 APPLICATION FEE & OTHER CHARGES

- 5.1 Application fees for Unreserved category candidates of MP domicile and candidates of all categories belonging to other States shall be Rs. 1000/- and for Reserved category candidates of M.P domicile Rs. 800/- including GST.
- 5.2 The applications can also be submitted through MP Online Kiosks and the payment can be made in cash at the Kiosk.
- 5.3 One time edit facility will be available to the candidates for which the portal charge will be Rs.60/-, before the last date of submission of application.
- 5.4 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.
- Note: The charges mentioned above are provisional. In case of any change in the above charges, the same will be modified accordingly.

6 SELECTION PROCESS

- 6.1 Online application will be invited through MP Online. The application form will be live for a period of 03 weeks from application start date as mentioned in the advertisement.
- 6.2 The online assessment test shall be conducted through an agency of repute on outsource basis at various Test centres located at Indore and Bhopal. Depending upon the number of applications, test centres may also be located at other cities of M.P.
- 6.3 Admit cards for online assessment test will be available on MP Online website. Candidates may be requested to download the admit card from the website and produce a copy of the same for appearing in online assessment test.
- 6.4 ONLINE test of 2 hours duration, comprising 100 objective type questions (3 marks each) There will be no negative marking. The cut off marks for Online test will be 40% for Unreserved category candidates and 30% for Reserved category candidates.
- 6.5 The question paper will be in English. The question paper will be based on final year diploma level course as per syllabus for Human Resource/Labour Laws/Personal Laws/Personal Management course and general aptitude and

reasoning in the ratio of 75:25 of 3 marks each.

6.6 Selection will be done on merit basis of marks obtained in Online exam.

6.7 Score Card can be downloaded by the candidates from the website of MP Online by submitting their credentials in the window provided for the purpose.

6.8 **Objection calling and answer key:** Answer key will be available on MP Online website as per dates mentioned in the advertisement and objection calling will be available for a period of 3 days from upload of answer key on payment of prescribed fee.

6.9 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.

6.10 If the Online exam score of two or more candidates are same then determination of merit shall be as under :-

The older candidate shall be given preference as per date of birth.

(a) In case of same date of birth, preference will be given to candidates securing higher marks in the qualifying exam i.e. Diploma/ Degree.

(b) 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 12th examination.

6.11 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.

6.12 Separate merit list for departmental candidates will be prepared for the seats meant for them.

7 Reimbursement of Travel fare

Travel fare shall be reimbursed to the candidates of SC/ST/OBC (Non Creamy Layer) category candidates as per GoMP Finance Deptt. circular dated 13.09.2013 and PWD category candidates as per GoMP, GAD circular dated 22.11.2005.

8 Selection And Appointment

Based on merit, provisional list of shortlisted candidates will be notified on the website, such candidates will be called for verification of documents. After verification of documents, successful candidates may be appointed provisionally as Assistant Manager (HR) -Trainee, based on vacancy/ requirement.

9 General Conditions Regarding Eligibility

- 9.1 The candidate should be an Indian national.
- 9.2 The Candidates working in Government/ Semi Government/ Public Sector organizations, satisfying the eligibility criterion, education and age, shall have to apply through proper channel; otherwise their candidature shall not be considered.
- 9.3 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.
- 9.4 The Candidate must possess sound health and he/she is required to produce medical fitness certificate issued from District Medical Board before joining.
- 9.5 The candidate who married before the minimum age fixed for marriage are not eligible to apply as per GoMP, Gazette notification dated 10.03.2000.
- 9.6 Provisions of GAD order No.3-17-96-3-I Bhopal dated 25.10.96, shall also be applicable.
- 9.7 No claim for appointment in higher post on the ground of higher qualification / experience be entertained.

10 Training

- 10.1 **Duration:** 06 months (Training period (barring extension) shall be counted for service) which Includes 10 days - Induction Programme, 01 month - Class Room Training, 4 months - On job training (field rotation) and 20 days - Refresher Course.
- 10.2 **Marks allocation :** Allocation of marks (6 months training) shall be :-

Class Room Training	:	40 marks
On Job Training	:	100 marks
Final Written Test	:	40 marks
Final Appraisal	:	20 marks
- 10.3 **Successful training:** Successful trainees be eligible for absorption on regular cadre, subject to following conditions :-
 - (i) For successful completion of training, General and OBC (Non Creamy Layer) trainees are required to obtain minimum 60% marks and Reserved category trainees are required to obtain minimum 50% marks. If a trainee fails to secure the minimum marks as above, his/her training is liable to be extended by three months.
 - (ii) Each trainee shall have to secure minimum 40% marks in each module of training.
- 10.4 **Extension of Training** - In case the candidate does not get the minimum marks, as above, his training shall be extended for three months (Maximum two times only). If even after the extension, trainee fails to complete the training successfully, his/her candidature for the post he/she is selected for, shall be cancelled by issuing a specific reasoned order.
- 10.5 **Seniority in Gradation** - The successful candidate, on regularization in the cadre post, shall be given relative position in the final gradation based on the

overall marks obtained in selection criteria viz.(marks obtained Online exam - 60% weightage) and overall training (40% weightage)

(i) If the training is extended due to the reasons of unsuccessful training, and thereafter extended training is completed successfully, the candidate will be placed at the bottom of the gradation list in the batch selected.

(ii) If the totals marks are equal for more than one trainee, seniority in gradation shall be decided on the basis of date of birth ie. The trainee whose date of birth is earlier, shall be senior.

(iii) Gradation list shall be prepared and published in due course as above.

Seniority of Eligible AM-HR (Contract) who will be selected as AM-HR (Regular) Trainee: As per Clause 9.6 of MPPKVVCL, Samvida Seva (Anubandh tatha Seva ki Shartein) Niyam, 2018. However, provisions of 11.5 (i) and (ii) will be applicable.

10.6 **Stipend during Training:** During the training period, the consolidated stipend equal to the entry pay of the pay matrix of the cadre in which trainee has been selected shall be given.

11 Service Agreement cum Surety Bond :

11.1 **Validity of the bond** - The Bond on non-judicial stamp paper worth Rs.500/- valid for a period of three years including the training period (but excluding extended training period).

11.2 **Bond amount to be recovered** - The amount of Service Agreement cum Surety Bond shall be 1,00,000/- (Rs. One Lakh for Unreserved category and Rs. 50,000/- (Fifty Thousand for Reserved category) to be recovered from the candidate and notice period amount as mentioned in point 12.

11.3 Whenever any candidate is selected for other successor company of the erstwhile MPSEB, on the same or higher position, he/she shall be exempted from the liabilities of the Service Agreement cum Surety Bond including notice period, i.e. the Service Agreement cum Surety Bond shall stand transferred to the Company concerned for the balance period.

12 Notice period

During the training as well as during regular service period, either party can terminate the employment without assigning any reason whatsoever, by giving one month's notice or one month's stipend/salary (as the case may be) in lieu of notice, to the other party. The Assistant Manager (HR) (Trainee) – shall also be liable to pay the applicable bond amount in case he/she terminates employment during the bond period.

13 Leave during Training Period :-

During the period of training, the trainee will be eligible for 07 days casual leave, 1 days Optional Leave and 07 days Medical leave. If duration of medical leave in one spell is more than 3 days, then medical certificate is necessary. If additional leave availed (in the case of exigency), the matter shall be referred to appointing authority, who will be the final authority in granting special leave based on merit, which shall

be 10 days at a stretch. Beyond this, it will be treated as leave without stipend and training will be extended for the same period.

In case the trainee absconds from the training for more than Ten days, he/she will be served a notice of termination. Unauthorized absence shall call for cancellation of candidature by serving final notice by appointing authority.

14 Probation Period:

The candidate shall be appointed in regular cadre after the successful completion of training period and will be on probation for a period of two years, during which his/her performance shall be monitored. This period may be extended at Company's discretion, for not more than one year. If the performance of candidate is not satisfactory, as meant for regularization of probation period even in the extended period of probation, his/her appointment shall be liable to be terminated.

15 Duties and responsibilities during training period:

During training period, the candidate will not be posted on a regular vacant post. The Trainee will have to submit a fortnightly report in the format as may be prescribed for the training/knowledge he/she has acquired, to the Controlling Officer immediately on completion of the fortnight, who shall in turn submit the same, duly graded to CGM(HR&A)/Head of Training Institute, for final evaluation of the candidate.

16 Rules and Regulations regarding conduct and disciplinary action :-

If a trainee, during the training period is found to have indulged/be indulging in any misconduct, unlawful, fraudulent and undisciplined activities, it shall make the trainee unbecoming of the assignment and the same shall be punishable by the Competent Authority.

(i) **Penalty for minor misconduct :-**

- (a) Fine to the extent of one month's stipend.
- (b) Recovery of the losses caused by the trainee and such losses shall be determined by the aforesaid "Competent Authority" which shall be final and binding upon the trainee.

AND/OR

- (a) Admonition which will be recorded in his record of engagement for the purpose of extension of training/termination of training.
- (b) These penalties can be imposed simultaneously or separately.

(ii) **Major penalty :-**

- (a) Termination of assignment of the trainee concerned besides civil action for recovery of civil liability such as bond amount.

17 Wages / Salary :-

After successful completion, they shall be fixed at level 08 of wage matrix of Govt. of MP, notified on 20.07.2017 with initial pay of Rs. 32800/- as per the GoMP Energy Department letter dt 05.04.2018.

18 Increment:-

The Annual Increment will be given as per the provisions of GoMP 7th Pay Order No.F.8-1/2016/Rule/IV Dated: 20.07.2017 either 1st January or 1st July depending on the date of completion of training (Training period will not be counted towards grant of annual increment).

19 Group Insurance

On appointment as Assistant Manager (HR) (Trainee) Trainee, he/she will be covered under Group Term Insurance Scheme of the company & the premium of such scheme will be deducted from his /her stipend/salary as per company policy.

20 N.P.S.

On appointment as Assistant Manager (HR) , provision of N.P.S. be made applicable.

21 Reference Check, Character Verification & Caste Verification

21.1 The initial admission to the training and subsequent appointment will be subject to satisfactory verification of character and antecedents as well as a police verification report as per the Rules and Regulations laid down by the Company. The candidate's appointment will be subject to satisfactory character verification report and if on receipt of any adverse information the appointment will be liable to be terminated immediately. At the time of reporting the candidate is required to submit Character Certificate attested by Gazetted officer in prescribed format. Till satisfactory verification the appointment shall remain provisional.

21.2 In case of SC/ST/OBC (Non Creamy Layer) category candidates the appointment shall be subject to verification of caste from competent authority in addition to character & antecedent verification. In case it is found that the caste is not covered under the reserved category as specified in schedule of M.P. or the caste certificate submitted is false/ fake, the appointment of the candidate shall be revoked immediately and appropriate action shall be taken for submission of wrong information.

21.3 For PWD candidates, the appointment shall be subject to satisfactory verification of disability as per GoMP, GAD circular No. F 8-3/2013/आ.प्र./एक dated 17.07.2014.

22 Travelling / Daily Allowance

During the training period, the trainee shall be entitled for Travelling/Daily Allowance, as applicable for the cadre he is selected, during official journey.

23 Exclusivity of Engagement

Whilst employed with the Company, the Assistant Manager (HR) will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without the written permission of the Company. In case the Assistant Manager (HR) is found to be in contravention of the provisions of this clause, then his/her appointment would be terminated without assigning any reasons thereof.

24 Confidential Information

- 24.1 The Assistant Manager (HR) shall observe utmost confidentiality and secrecy of any and all information received by him/her or entrusted to him/her in the course of his/her employment. He/She shall at all times, whether during or after the termination of employment, act with utmost integrity and not disclose or divulge any such information.
- 24.2 The Assistant Manager (HR) hereby undertakes to the Company that he/she shall:
- (a) Use the Confidential Information only for the purpose to perform the Services in the Company and not for any other purposes.
 - (b) Preserve the secrecy of any Confidential Information.
 - (c) Return to the organization all documents or other materials containing Confidential Information (including copies thereof) on completion of purpose or separation whichever may be the case.
- 24.3 For purpose of this clause, Confidential Information shall mean any knowledge or information (whether oral, written, visual or otherwise, hard or soft copy) concerning the business, affairs, operations, assets, organization, dealings, customers, employees, officers and financial matter of the Company and shall include without limitation, the report, information, advice and recommendation (in whatever form) contained in any feasibility studies, valuation reports etc.

25 Location and Transfer

The Company may change the place of work/Training from time to time in accordance with operational requirements. By accepting this position, the trainee acknowledges that he/she may be required to be transferred to the office of a client or another office of the Organization or its sister concerns whether existing or set up in the future within India, or at an overseas location. Your acceptance of this contract indicates that you agree to be transferred as per the business exigencies of the Company.

26 Documents

The selected candidates are required to bring the following documents at the time of document verification:

- a. Original and one set of self attested copies of
 - (i) Diploma in Human Resources, Labour Laws or Personal Laws or Personal Management (or any other equivalent or higher degree) course with each semester/year's marksheet, from a recognized university. (Provisional, if final degree not received).
 - (ii) For Department Contractual Candidates - Work experience certificate, if any, in the relevant field.
 - (iii) 10th Board exam mark sheet as proof of date of birth.
 - (iv) 12th Board exam mark sheet.
- b. NOC from present employer, if any.
- c. Service Agreement-cum-Surety Bond as per prescribed format.
- d. 2 copies of passport size photograph.

- e. Character Certificate attested by any gazetted officer as per prescribed format in Annexure IV.
- f. Biodata in Annexure V.
- g. Caste certificate & MP Domicile certificate for SC/ST/OBC category candidates. The candidates belonging to OBC category will have to produce latest family income certificate / non creamy layer certificate.
- h. Copy of address proof of candidate and surety.
- i. In case the surety is a Govt. Servant, proof of the same is required.
- j. Photo ID proof of candidate and surety. (Aadhar/Passport / Driving license / Voter ID / Bank pass book)
- k. MP Domicile Certificate issued by competent authority and Medical Certificate of disability issued by Medical Board in case of PWD candidate.
- l. Proof of permanent address.
- m. Candidate needs to submit specialization certificate from relevant university/institute which clearly indicates the specialization area of candidate in case same is not mentioned in marksheet and degree.

27 Jurisdiction

Any disputes arising out of selection process as well as service matters shall be dealt within the jurisdiction of courts situated at company headquarter.

28 Important Dates

S.No.	Particular	Date
1	Date of publication of advertisement in the newspaper & Company's website	14-07-2018
2	Date of inviting applications through M.P. Online	14-07-2018
3	Last date of receiving online applications	03-08-2018
4	Tentative date of issue of written test Admit card	10-08-2018
5	Date of written test	17-08-2018
6	Objection calling on question paper	23-08-18 to 25-08-18
7	Resolution of objection calling	30-08-2018
8	Result declaration	15-09-2018

Note: In case of any change in scheduled date, it will be notified on MPPKVVCL, Indore website and MP Online website. It is in the interest of the candidates to visit official website of MPPKVVCL, Indore/ MP Online regularly and note the updates/notices related to the recruitment process. The MPPKVVCL, Indore/ MP Online does not owe any responsibility in this regard. If candidate fails to note latest updates, no claims shall be entertained. Further, the candidate should fill the correct form in every respect and nothing should be concealed or withheld by them.

Chief General Manager (HR&A)
