



**M.P. PASCHIM KSHETRA VIDYUT VITRAN COMPANY LIMITED**

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No.MD/WZ/01/HR/AE(D)/2018/16797

Indore, Dated:16-08-2018

**RECRUITMENT FOR THE POST OF ASSISTANT ENGINEER (DISTRIBUTION)**  
**BATCH 2018 ON REGULAR BASIS**

Madhya Pradesh Paschim Kshetra Vidyut Vitaran Company Limited Indore, is the successor company of M.P. State Electricity Board that has been incorporated to undertake activities of distribution and retail supply of electricity in the Indore & Ujjain commissionaires of state of Madhya Pradesh.

The company intends to recruit Assistant Engineer (Distribution)-Trainee on regular basis and invites applications from the eligible candidates who are having valid score card of GATE (Graduate Aptitude Test in Engineering) exam in Electrical Engineering paper. The category wise vacancy position is as under-

Particulars	Tentative No. of vacancy	Category wise bifurcation of vacancies				Horizontal reservation for PWD Candidates
		UR	SC	ST	OBC	
Total no. of posts advertised	<b>19</b>	<b>11</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>Total: 06</b> Orthopedically Handicapped: <b>05</b> Hearing Impaired: <b>01</b>
Horizontal and Compartment wise Reservation for Women Candidates	<b>6</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	
Horizontal and Compartment wise Reservation for Assistant Engineer (Contract) *	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	

Note: - The above vacancies may vary as per requirement.

\* For departmental contractual candidates minimum experience of 4years or more on contract basis as Assistant Engineer in any of the successor company of MPSEB is mandatory.

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

**1. Minimum Educational & other Qualifications**

1.1 Full Time B.E./B.Tech. (Electrical/Electrical & Electronics) from AICTE approved university/institute.

Candidate currently in the final year/semester may also apply, provided they are allowed to appear in the current GATE examination and must possess the B.E./B. Tech. degree in the relevant stream, at the time of document verification.

- 1.2 **For candidates applying against the seats for fresh candidates** - Qualified and valid (upto last date of submission of application form) GATE Score Card in the Electrical/Electrical & Electronics engineering stream ( i.e. GATE Score of 2016, 2017, 2018).
- 1.3 **For candidates applying against the seats for Departmental Contractual candidates** – Assistant Engineer 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 (i) above.
- 1.4 If the GATE score/marks obtained in online exam of two or more candidates are same then determination of merit shall be as under:-
- (i) The older candidate shall be given preference as per date of birth.
  - (ii) In case of same date of birth, preference will be given to candidates securing higher marks in the qualifying exam i.e. Graduation Degree.
  - (iii) 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.

**2. Age Limit:**

- 2.1 The minimum and maximum age of the candidates shall be calculated as on 1<sup>st</sup> 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 21 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	28 Years
2	Female Applicants (Unreserved)	45 Years	
3	Male/Female Applicants (Govt./ Corporation/Board/Autonomous Institute employees and 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 MPPKVVCL Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

### **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. In no case, the total reservation shall exceed 50% of vacancies.
- 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 The reservation of posts meant for SC/ST/OBC (Non Creamy Layer) and PWD shall be applicable only for the candidates having Madhya Pradesh domicile and caste certificate issued by SDO (Revenue) of MP.
- 3.4 33% horizontal and compartment wise reservation will also be given to women candidates as per MP Govt. notification dated 17.11.2015. The female candidates selected on the basis of merit will also be taken into account against this quota.
- 3.5 All the above reservations will be applicable only to the candidates having MP Domicile, subject to capping of 50%.
- 3.6 25% reservation will be given to the candidates serving in the 5 Companies as mentioned in Clause no.1 (iii) as AE (Contract) and having at least 4 years of service on Contract basis as per clause no 9 of MPPKVVCL Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sanshodhit Niyam, 2018. The candidates eligible for this quota have to submit experience certificate issued by an officer not below the rank of Executive Engineer.
- 3.7 Separate departmental exam will be conducted for Contract employees, as per Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018 against the reserved seats.
- 3.8 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.
- 3.9 If the posts reserved for women/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**

- 4.1 Applications shall be received through MPOnline ([www.mponline.gov.in](http://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 scanned copy of following documents shall be uploaded by the applicant :
- (ii) High School Examination mark sheet in support of date of birth.
  - (iii) Mark sheet of full time B.E./B.Tech. (Electrical/Electrical & Electronics) final/last semester/year.
  - (iv) **For fresh candidate - Qualified and valid GATE Score Card in the relevant engineering stream (valid upto last date of submission of application).**
  - (v) **For departmental contractual candidate** – Experience certificate of working on contract basis in any of the successor companies of MPSEB as mentioned in Clause No. 1 (iii) above.
  - (vi) 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.
  - (vii) Caste certificate (Permanent), (in case of reserve category candidates) issued by Sub Divisional Officer (Revenue) of MP, as per GoMP, GAD (Reservation Cell) circular No. F 7-2/92/आ.प्र./एक dated 01.08.1996 and subsequent amendments issued thereof (if any).
  - (viii) MP Domicile certificate along with Caste certificate, (as the case may be) in case of candidates seeking age relaxation, as mentioned in para 2 above.
  - (ix) Medical Certificate of disability (40% or above) issued by District Medical Board in case of PWD candidate.

#### **5. Application fee and other charges**

- 5.1 Application fees for unreserved candidates and candidates of all categories belonging to other States shall be Rs. 1000/- and for SC/ST/PWD candidates/OBC (Non Creamy Layer) of M.P domicile Rs. 800/- per application.
- 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.

#### **6. Selection Process**

- 6.1 Candidates can submit online application through MPOnline only. The applications received through any other mode will not be entertained.
- 6.2 **For candidates applying against the seats for Fresh candidates** - Based on Gate Score, merit list shall be prepared. 1 Common Merit List and three category wise merit list (with proper allotment for PWD/Female quota).
- 6.3 **For candidates applying against the seats for Departmental Contractual candidates** –

- (i) Online examination of two hours duration, comprising of 100 objective type questions of 3 marks each will be conducted. No negative marking for wrong answers. Selection will be done on merit basis of marks obtained in online exam.
- (ii) The cut off marks for online test will be 40% for Unreserved category and 30% for Reserved category candidates.
- (iii) The question paper will be in English. The question paper will be based on Engineering degree level course (BE) as per RGPV syllabus for Electrical Engineering course and general aptitude and reasoning in the ratio of 75:25 of 3 marks each.
- (iv) Objection calling – The model answer sheet (key) will be published within three days from the date of test. The candidate can challenge the answer key online within three days after publication of the answer key by remitting a fees of Rs. 600/- per question, which is refundable only if challenge is found valid. Thereafter no challenge whatsoever will be acceptable. The portal charges shall be Rs. 60/- per application.

6.4 Separate merit list for departmental candidates and fresher will be prepared for the seats advertised for them.

6.5 **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. 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 Engineer (D) Trainee Batch-2018, 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 produce NOC at the time of document verification.
- 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.

## **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 :-
- 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.
  - 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).In case of selection on the basis of GATE score, 60% weightage for GATE score and 40% weightage for training will be given.
- 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.
  - 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.
  - Seniority of Eligible Assistant Engineer (Contract) who will be selected as Assistant Engineer (D) Trainee:** As per clause 9.6 of MPPKVVCL, Samvida Seva (Anubandh tatha Seva ki Shartein) Niyam, 2018, the gradation list of candidate selected under the reserved post for departmental contractual candidates shall be prepared by adding weightage for experience @ 1% per year with maximum 5% in the marks obtained in online examination. However, provisions of 11.5 (i) and (ii) will be applicable.

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

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 in case of candidates resigns during Bond validity period-** The amount of Service Agreement cum Surety Bond shall be 2,00,000/- (Rs. Two Lakh for UR and Rs.1,00,000/- (One Lakh for Reserved category) will 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 or salary as the case may be in lieu of notice, to the other party. The Assistant Engineer (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 day 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 CGM (HR&A), 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 CGM (HR&A).

#### **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.

### **16.1 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.

### **16.2 Major penalty:-**

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 12 of wage matrix of Govt. of MP, notified on 20.07.2017 with initial pay of Rs. 56100/ as per the GoMP Energy Department letter dt 05.04.2018.

## **18. Increment:**

Increment will be given according to the date of successful completion of training period, as per GoMP VII<sup>th</sup> Pay order No.F.8-1/2016/Rule/IV dated 20.07.2017 i.e. either 1<sup>st</sup> January or 1<sup>st</sup> July (Training period shall not be counted towards grant of annual increment).

## **19. Group Insurance:**

On appointment as Assistant Engineer (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 Engineer (D), provisions 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 Engineer 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 Engineer 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 Engineer 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 Engineer 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:

- 26.1 Original and one set of self attested copies of :
  - (a) Mark sheet of full time B.E./B.Tech. (Electrical/Electrical & Electronics)of all semesters/years.
  - (b) Qualified and valid GATE Score Card in the relevant engineering stream.
  - (c) 10<sup>th</sup> Board exam mark sheet as proof of date of birth.
  - (d) 12<sup>th</sup> Board exam mark sheet.
- 26.2 MP Domicile (in case of candidate applying against reserved post).
- 26.3 NOC from present employer, if any.
- 26.4 Service Agreement-cum-Surety Bond as per prescribed format (**attached**).
- 26.5 4 copies of passport size photograph.
- 26.6 Character Certificate attested by any gazetted officer as per prescribed format (**attached**).
- 26.7 Biodata in the prescribed format.
- 26.8 Caste certificate (Issued by SDO (Rev.) of MP) & MP Domicile certificate for SC/ST/OBC(Non Creamy Layer) category candidates. The candidates belonging to OBC (Non C) category will have to produce latest family income certificate of last financial year/ non creamy layer certificate.
- 26.9 Copy of address proof of candidate and surety.
- 26.10 The surety has to preferably be a Govt. Servant (proof of the same is required).
- 26.11 Photo ID proof of candidate and surety. (Aadhar/Passport / Driving license / Voter ID / Bank pass book).
- 26.12 In case of PWD candidate, MP Domicile Certificate issued by competent authority (as applicable) and Medical Certificate of disability issued by Medical Board.
- 26.13 Medical fitness certificate from the District Medical Board.
- 26.14 Experience certificate in case of departmental contractual candidates.

**27. No claim for appointment in higher post on the ground of higher qualification / experience be entertained.**

**28. 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 Indore.

**29. Important dates:**

<b>Sr.no</b>	<b>Particulars</b>	<b>Date</b>
1	Online application start date	18-08-2018
2	Online application end date	07-09-2018

Note: Online exam date for Departmental candidates will be notified separately. All the dates are tentative and subject to change due to unavoidable circumstances on Company's discretion.

**Note: The terms and conditions mentioned herein are subject to modification/change in case of adoption of new rules/regulations or amendment in current rules/regulations by the Company. Any claim in this matter will not be entertained.**

**Chief General Manager (HR&A)**