



**MADHYA PRADESH MADHYA KSHETRA  
VIDYUT VITARAN COMPANY LIMITED  
(A WHOLLY OWNED GOVT. OF M.P.UNDER TAKING)  
NISHTHA PARISAR, GOVINDPURA, BHOPAL (MP)- 462023  
☎-2602033;2602034; 2678377 FAX:2589821  
Website: madhyavitran.nic.in**

**CMD/MK/01/3122 Bhopal, dtd.27.7.2009**

**Appointment of Accounts Manager and Chartered Accountant on Contract Basis.**

Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited, Bhopal invites applications for the post of **Accounts Manager and Chartered Accountant** on contract basis from interested candidates as per details as here under:

S. No.	Name of Post	Total no.	Unreserved	SC	ST	OBC	Minimum Qualification
1	Accounts Manager	15	8	3	2	2	Candidates should possess full time MBA(Finance) or full time PGDBM (Finance) of at least (1 & ½ year ) with minimum 65% marks or equivalent grade for unreserved / OBC category and 60% marks or equivalent grade for SC/ST category from a recognized university or CA(Inter) or ICWA(final). CA (Final) may also apply.
2.	Chartered Accountant	20	10	4	3	3	CA (Final)

**1. Experience:**

**Accounts Manager**:- Work experience in preparation of Revenue and Expenditure Analysis, budgeting, internal audit, tax compliances, keeping of manual & computerized records, MIS etc. is desirable.

**Chartered Accountant** :- Experience with adequate exposure in handling various accounting, taxation, finance and audit activities such as getting the financial statement audited from the statutory auditors, resolution of their queries and compliance to taxation laws, monitoring on balance sheet and profit and loss account, project evaluation, analysis of ARR and pay-back period, mobilization of funds for Banks, Financial Institutions is desirable.

## **2. Remuneration:**

Monthly remuneration of Rs.30,000 to Rs.40,000 for Chartered Accountant and Rs. 25,000 to Rs 30,000 for Accounts Manager depending upon experience. Annual increase in pay will be considered on the basis of performance of last year.

## **3. Age Limit (As on 01.08.09):**

40 years (for Chartered Accountant) and 35 years (for Accounts Manager). SC/ST/OBC category will get relaxation in upper age limit to an extent of five years.

## **4. Contract period:**

Three years extendable for a further period of two years.

## **5. Selection Procedure:**

For Accounts Manager the eligible candidates may have to undergo a short aptitude test followed by personal interview and group discussion comprising of questions in accounts, finance, logical reasoning and general knowledge.

For Chartered Accountant only interview will be conducted by the interview committee.

Only candidates with domicile in M.P shall be eligible to apply for reserved category posts. Copy of domicile certificate issued by S.D.O must be attached by such candidates with application form.

## **6. Application fee:**

For Unreserved / OBC category candidates Rs.500/- (non refundable) only, payable through demand draft in favour of Accounts Officer, HOAU, MPMKVVCL, Bhopal. No application fee is chargeable from SC/ST category candidates.

## **7. General Conditions:-**

- a) Candidates working in the Government/Semi-Government/Public Sector satisfying the eligibility criteria of education and age shall have to apply through proper channel or else they have to produce N.O.C. at the time of interview failing which they will not be permitted to appear for the interview.
- b) SC/ST/OBC posts shall be applicable only for candidates of M.P. domicile.
- c) SC/ST candidates will be reimbursed to and fro second class rail/bus fare by the shortest route for appearing in the written test and personal interview.
- d) Any dispute arising out of the selection process will be dealt with in the jurisdiction of Bhopal courts only.
- e) The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience.
- f) Experienced candidates will be preferred.
- g) Candidates appearing in final year/semester examination are also eligible to apply subject to the condition that they should submit their final year/semester mark sheet at the time of interview without which their candidature for the post shall not be considered.

- h) These posts are temporary in nature for specific period as mentioned.
- i) Candidates must possess sound health.
- j) Fidelity Insurance of Rs.10 lacs will be made compulsory for these selected candidates as these officers may be posted in fields and they may have to handle the Bank Accounts of the Company. The payment of premium shall be reimbursed by the Company on production of premium receipt.
- k) Candidates applying for both the posts have to fill up separate application form with application fee for each post.

#### **8. Last date of submitting application:**

Application in the required format along with requisite attested copies of certificates and application fee of Rs.500/-(non refundable) in the form of Demand Draft in favour of Accounts Officer, HOAU, MPMKVCL, Bhopal should reach the Joint Secretary(S), O/o CMD, M.P. Madhya Kshetra Vidyut Vitaran Co. Ltd., Nishtha Parisar, Govindpura, Bhopal - 462023 on or before 31<sup>st</sup> August 2009. Applications received after the due date shall be liable to be rejected.

#### **9. Documents to be attached with application (photocopies):**

- a) Higher Secondary or High School Examination certificate in support of date of birth.
- b) Copy of certificate of Graduation/Post Graduation with each semester mark sheet.
- c) Work experience certificate in the Accounts and Finance field, duly attested.
- d) Copy of caste certificate, duly attested (in case of reserved category candidates).
- e) Copy of domicile certificate, duly attested in case of candidates applying for reserved posts.
- f) Candidates serving in government/ semi government / public sector should submit N.O.C. from the employer.
- g) DD of Rs.500/- (Non refundable).
- h) 3 nos. self attested passport size photographs.

(M.P.Chincholkar)  
**JOINT SECRETARY(S)**