



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



**HUMAN RESOURCE DEPARTMENT( ISO 9001:2008 CERTIFIED)**

**Requirement of Deputy General Manager(HR)/ Deputy General Manager(Finance)/  
Deputy General Manager(IT) on regular basis**

1. Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited, Bhopal is one of the successor companies of M.P. State Electricity Board that has been incorporated to undertake activities of distribution and retail supply of electricity in the 16 district state of M.P.
2. The Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited, Bhopal intends to recruit Deputy General Manager (HR)/ Deputy General Manager(Finance)/ Deputy General Manager(IT) on regular basis and invites applications from eligible candidates. The post wise and category wise vacancy positions are as under:

Name of the Post	Category wise vacancies				
	Gen.	SC	ST	OBC	Total
Deputy General Manager(HR)	02	-	01	-	03
Deputy General Manager(Finance)	03	01	01	-	05
Deputy General Manager(IT)	02	-	01	-	03

**Note:**

The company reserves the right to change the number of posts Advertised. The Company can modify, change or delay the selection process or cancel the complete selection process without assigning any reasons.

**3. RESERVATION**

3.1 Reservation to SC/ST/OBC and handicapped candidates shall be given as per rules of GOMP.

3.2 The reservation of posts meant for SC/ST/OBC and handicapped persons shall be applicable only for the candidates having Madhya Pradesh domicile.

**4. QUALIFICATION CRITERIA:-**

The Minimum Qualification criteria for above posts shall be as under:-

Name of Post	Qualification criteria	Qualifying % of marks	Experience
Deputy General Manager - HR	MBA in HR/ Post Graduate Diploma in HR/ M.A. in Personnel Management and Industrial Relations	65% minimum in post graduation for UR / OBC category and 55% for SC/ST category having M.P. domicile.	Should have minimum of 5 years experience in relevant field In Managerial capacity
Deputy General Manager - Finance	MBA or PGDM with specialization in Finance/ CA/ ICWA/	65% minimum in post graduation for UR / OBC category and 55% for SC/ST category having M.P. domicile. OR In case of CA or ICWA the candidate must possess 65% minimum in graduation for UR / OBC category and 55% for SC/ST category having M.P. domicile..	

Name of Post	Qualification criteria	Qualifying % of marks	Experience
Deputy General Manager(IT)	BE/B.Tech./ M.E./ M.Tech in Information Technology or Computer Science	65% minimum in graduation/ post graduation for UR / OBC category and 55% for SC/ST category having M.P. domicile.	Should have minimum of 5 years experience in relevant field In Managerial capacity

5. **APPLICATION FEE :-** For Unreserved and OBC category candidates, Rs.1000/- only payable through demand draft in favour of Senior Accounts Officer, HOAU, MPMKVCL ,Bhopal.

**No application fee is chargeable from SC/ST category candidates having M.P. domicile.**

The candidate should write his/her full name and fathers name, caste and post code no. at the back of the demand draft.

**NOTE :-**

5.1 Name and position applied for must be clearly written on the envelope in which the application shall be enclosed. Incomplete applications and those not supported by attested copies of certificates (duly attested by Govt. Gazetted Officer/Principal of Colleges/Post Master)and Demand Draft , not of appropriate value, are liable to be summarily rejected. Fees once paid will not be refunded in any circumstances.

5.2 The candidate must fill the email address and/or other, communication address .If not properly mentioned, the company shall not be responsible for the non receipt of any correspondence done with the candidate by the company due to postal delay,mistake or change in communication address.

**LAST DATE:-** Application in the required format along with requisite attested copies of certificates in support of age, qualification, experience, caste certificate,MP domicile certificate(if any) and application fee in the form of Demand Draft should reach the General Manager(S), C/o CMD, M.P. Madhya Kshetra Vidyut Vitaran Co. Ltd , Nishtha Parisar , Govindpura , Bhopal – 462023 on or before 16.01.2012 up to 5:30 pm.If 16.01.2012 happens to be declared as holiday then the next working day shall be the last date of receiving applications. Applications received after 16.01.2012 shall be rejected.

## 6. SELECTION PROCEDURE:-

- The applications received from all the candidates shall be screened by the members of the Screening Committee.
- Short listed candidates may have to appear for psychometric test or group discussion and interview.
- The list of short listed candidates along with the date of psychometric test , group discussion and interview shall be displayed on the company's website [www.madhyavitaran.nic.in](http://www.madhyavitaran.nic.in) and also sent to your e-mail address and the mobile number provided by you.
- Final selection shall be made on the basis of the marks obtained in psychometric test/ , group discussion and interview.
- The result or the list of selected candidates will be displayed on the company's website

## 7. AGE LIMIT

The age of candidates as on 1<sup>st</sup> November, 2011 should be

7.1. Minimum age limit: 26 years

7.2. Maximum age limit 40 years

Candidates belonging to SC/ ST/ OBC/ categories having M.P. domicile, Widow / Divorcee / shall get relaxation in upper age limit to an extent of five(5) years.

## **8. DOCUMENTS TO BE FURNISHED AT THE TIME OF INTERVIEW**

The candidates short listed for GD & interview shall be permitted to appear for GD & interview only after the verification of the following original certificates/documents about their eligibility:

- 8.1. Higher Secondary or High School Examination certificate in support of date of birth
- 8.2. Certificate of Degree / Post Graduation Degree OR Mark sheet, from a recognized university.
- 8.3. Work experience certificate.
- 8.4. Caste certificate (permanent), (in case of reserved category candidates) issued by Sub Divisional Officer (SDO).
- 8.5. Domicile certificate, in case of candidates applying against reserved posts
- 8.6. Candidates serving in government / semi government / public sector should submit N.O.C. from the employer at the time of the interview, failing which the candidate will not be permitted to appear for GD & interview.
- 8.7. Photo identity card (Passport / Driving license / Voter ID / Bank pass book) will be required for identity.
- 8.8. Proof of permanent address
- 8.9. Widow / Divorcee should submit an affidavit / a certificate from court or as per the rule of caste.

## **9. SELECTION PROCESS FOR Deputy General Manager (HR), Deputy General Manager (Finance) and Deputy General Manager (IT)**

The shortlisted candidates shall have to undergo a psychometric test or group discussion and interview.

9.1 The qualifying candidates shall be informed about the venue and date of psychometric test/ Group Discussion and Personal Interview through call letter separately

## **10. SELECTION AND APPOINTMENT**

10.1 Based on the marks obtained in the psychometric test, GD and interview, a list of selected candidates will be declared and candidates shall be selected for appointment to the post/position of Deputy General Manager (HR)/ Deputy General Manager (Finance)/ Deputy General Manager(IT) from the merit list as per the Company's requirement.

10.2 The company reserves the right to increase or decrease the positions (post) advertised and to fill / not fill them from the merit / waiting list.

## **11. SALARY**

11.1 Salary Structure and other allowances shall be performance based and compensation shall be in line with the industry benchmarks. The said position shall be governed by a performance driven service condition where employee performance will be the key to increments, promotion and rewards.

## 12.IMPORTANT DATES

Details	Deputy General Manager(HR)	Deputy General Manager(Finance)	Deputy General Manager(IT)
Date of publication of advertisement in the news paper	23.12.2011	23.12.2011	23.12.2011
Last date of application	16.01.2012	16.01.2012	16.01.2012
Tentative date of dispatching the call letter	25.02.2012	25.02.2012	25.02.2012

**The above dates may vary, please check the website for updates.**

## 13. GENERAL INSTRUCTIONS

- 13.1. The Candidate should be an Indian National.
- 13.2. 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 at the time of interview, failing which they shall not be permitted to appear for the interview.
- 13.3. All SC/ST candidates of MP Domicile will be reimbursed to and fro second class rail/bus fare by the shortest route for appearing in the written test and personal interview, as per rule. But, they shall have to produce copy of caste certificate with the travel ticket at the time of written test and personal interview.
- 13.4. Any dispute arising out of the selection process shall be dealt within the jurisdiction of respective company's Head Quarter.
- 13.5. The candidates must possess sound health.
- 13.6. Candidate applying for the post should fill in the address and mobile number correctly. Candidates should check their mail and sms regularly for future correspondence like result etc. of candidates.
- 13.7. The list of selected/candidates would be uploaded / conveyed on company website and through E-mail and offer letter for successful candidates would be sent through speed post/registered AD. The company would not be responsible for not receiving the same in time due to postal delay/mistake
- 13.8. The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 13.9. 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 positions and also to increase or decrease the positions.
- 13.10. The candidate shall be required to work anywhere in the jurisdiction of company.
- 13.11. Age relaxation for ST, SC, OBC of M.P. domicile, Widow / Divorcee lady will be as per government rules.
- 13.12. The appointment letter to the candidates will be issued on the basis of merit list.
- 13.13. 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
- 13.14. 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.

**GENERAL MANAGER(S)**