



M.P. POORV KSHETRA VIDYUT VITRAN CO. LTD.

Block No. 7 Shakti Bhawan, Rampur, Jabalpur-482008 (MP)

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No.MD/EZ/CGM (HR&A)/HR/AO(R) 2018/3472

Jabalpur, Date: 08.06.2018

RECRUITMENT OF ACCOUNTS OFFICER (REGULAR) TRAINEE BATCH 2018 ON REGULAR BASIS

Madhya Pradesh Poorv Kshetra Vidyut Vitaran Co. Ltd., Jabalpur, a successor company of erstwhile MPSEB has issued Advertisement No. MD/ EZ/ CGM (HR&A)/ HR/ AO (D) 2017/ 7828 dated 09.11.2017 to fill up the vacancies of 6 nos. Accounts Officer (Regular) Trainee on regular basis and invited applications for the same.

In context to the said advertisement, the revised vacancy position is as under:

Tentative No. of positions	Category wise bifurcation of vacancies				Horizontal reservation for PWD candidates
	UR	SC	ST	OBC	
6	1	2	1	2	02 posts are reserved for PWD candidates:
Horizontal and compartment wise reservation for women out of above vacant posts					
	0	1	0	1	01 post for OH and 01 for HH
25% of advertised posts are for Accounts Officers (Contract) of Companies mentioned at clause 2.15. of MPPKVCL, Contract Service (Agreement and terms of Service) Revised Rules, 2018					
	0	1	0	1	

Note:

A. The candidates who have filled application form in response to Company's Advertisement No.MD/EZ/CGM (HR&A)/HR/AO(D)2017/7828 dated 09.11.2017 need not to fill the application form again. However, the terms and conditions mentioned in this advertisement will be applicable to them.

B. 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.

1. Minimum Educational & other Qualifications

1.1 Chartered Accountant (CA) or ICWA pass from ICAI.

- 1.2 **For candidates applying against the seats for Departmental Contractual candidates – Accounts Officer, working on contract 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 above. The experience will be counted till last date of submission of application form.**

2. Age Limit

- 2.1 The minimum and maximum age of the candidates shall be calculated as on 1st January of calendar year.
- 2.2 As per GoMP GAD circular No. 3-8/2016/3-I dtd. 12.05.2017 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 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 As per provision under Clause No. 9.1 of MPPKVVCL, Contract Service (Agreement & Terms of Service) Revised Rules, 2018 the candidate having experience of working as Accounts Officer on contract basis in 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 shall be given age relaxation up to maximum 7 years over and above age limit prescribed under Clause 2.2 above.

3. How to apply

- 3.1 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 of the Company (www.mpez.co.in).



3.2 The scanned copy of following documents shall be uploaded by the applicant :

- (i) High School Examination mark sheet in support of date of birth.
- (ii) Chartered Accountant (CA)/ICWA from ICAI final year marksheet.
- (iii) **For departmental contractual candidate** – Experience certificate of working as Accounts Officer on contract basis in any of the 5 companies as mentioned in Clause No. 1.2 above. (IN PRESCRIBED FORMAT ATTACHED WITH THE ADVERTISEMENT).
- (iv) 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).
- (v) 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.
- (vi) Medical Certificate of disability (40% or above) issued by District Medical Board in case of PWD candidate.

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 and other charges

- 4.1 Application fee for unreserved candidates of M.P. Domicile and candidates of all categories belonging to other States shall be Rs. 1000/- and for SC/ST/OBC (Non Creamy Layer)/PWD candidates of M.P.Domicile shall be Rs. 800/- per application.
- 4.2 The applications can also be submitted through MPOnline Kiosks and the payment can be made in cash at the Kiosk.
- 4.3 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.
- 4.4 MP Online portal charges for objection calling will be Rs.50/-.

5. Selection Process

- 5.1 Online application will be invited through MP Online. The application form will be live for a period of 1 month from application start date as mentioned in the advertisement.
- 5.2 ONLINE test of 2 hours duration, comprising 100 objective type questions (1 mark each). There will be no negative marking. The cut off marks for Online test will be 40% for UR and 30% for SC/ST/OBC (Non Creamy layer)/PWD. 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.
- 5.3 The selection will be done on the basis of marks obtained in ONLINE test.
- 5.4 If same marks have been secured by more than one candidate 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 High School Examination.
- 5.5 Separate merit list for departmental contract candidates and fresher will be prepared for the seats advertised for them.

6. **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 for appearing in Online test. (TRAVEL FARE FORM IS ATTACHED WITH THE ADVERTISEMENT).

7. **Selection and appointment**

- 7.1 **Merit list preparation** – One common merit list and category wise merit lists (with proper allotment of PWD/Female) will be prepared.
- 7.2 **Result Declaration** - Based on merit, provisional list of shortlisted candidates will be notified on the Company's website.
- 7.3 **Time period for document verification** – Provisional shortlisted candidates will be called for verification of documents. Minimum 15 day time will be given for document verification. After verification of documents, successful candidates may be appointed provisionally as Accounts Officer (Trainee), based on vacancy/ requirement.
- 7.4 **Publication of Score Card** - Score Card can be down loaded by the candidates from the web site of MP Online by submitting their credentials in the window provided for the purpose.
- 7.5 **Validity of Merit List** - Merit List will be valid for one year from the date of declaration of result. Waiting list shall be prepared as per the requirement of the company. However, the recruitment process can be closed for operation of waiting list by issuing specific order even before one year. After issue of specific order of closure of process the claim of any candidate shall not be entertained.

8. **Reservation**

- 8.1 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.
- 8.2 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.
- 8.3 33% horizontal and compartment wise reservation will also be given to women candidates as per MP Govt. notification dated 17.11.2015.



- 8.4 The reservation of posts meant for SC/ST/OBC (Non Creamy Layer)/PWD/Women shall be applicable only for the candidates having Madhya Pradesh domicile subject to capping of 50%.
- 8.5 25% reservation will be given to the candidates serving in the 5 Companies as mentioned in Clause no. 1.2 for Accounts Officer on Contract Basis having at least 4 years of service on Contract basis as per clause no 9 of MPPKVCL, Contract Service (Agreement & terms of services) Revised Rules, 2018. The candidates eligible for this quota have to submit experience certificate issued by an officer not below the rank of Executive Engineer/Dy GM. (in PRESCRIBED FORMAT).
- 8.6 As per GoMP, GAD circular No. F 7-47/2016/आ.प्र./एक dated 01.01.2018, the candidates of Dheevan, Kahar, Bhoi, Kewat, Mallah, Nishad caste will not be given reservation under schedule tribe category w.e.f. 11.11.2005.
- 8.7 If the posts reserved for women candidate remain unfilled due to unavailability, then the post reserved for them will not be carried forward and will be filled up by available male candidates of same category. If the posts reserved for departmental contractual candidate remain unfilled due to unavailability, then the posts reserved for them will not be carried forward and will be filled up by the merit list of freshers of same category.

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/successor Companies, satisfying the eligibility criterion, education and age, shall have to submit NOC from the employer at the time of documents 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 The candidates have to undergo departmental training. Duration: 06 months.
- 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, Unreserved category trainees are required to obtain minimum 60% marks and SC/ST/OBC (Non Creamy Layer)/PWD 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.(Online Test Score - 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 total 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.
- 10.6 As per clause 9.6 of MPPKVCL, **Contract Service (Agreement & terms of service) Revised Rules – 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.
- 10.7 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 as under;

CadreName	Payscale	Stipend (during Training)
Accounts Officer (Trainee)	56100-177500 (Level-12)	Rs.56100/- per month

11. **Service Agreement cum Surety Bond:**

- 11.1 Validity of the bond - The Service Agreement cum Surety Bond on non-judicial stamp paper worth Rs.500/- valid for a period of three years including the training period (but excluding the extended training period).
- 11.2 Bond amount to be recovered in case the candidate resigns during Bond validity period - The amount of Service Agreement cum Surety Bond shall be 2,00,000/- (Rs.Two Lakh)



for Unreserved category and Rs.100,000/- (One Lakh) for Reserved category {SC/ST/OBC(Non Creamy layer)/PWD/Widow} will be recovered from the candidate and stipend/salary (as the case may be) for the number of days notice period of one month falls short in lieu of notice period before leaving the Company.

- 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. 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 CGM(HR&A), who will be the final authority in granting special leave based on merit, which shall be maximum 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).

13. 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 appointment shall be liable to be terminated.

14. 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 (as the case may be) for final evaluation of the candidate.

15. 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.

15.1 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.

15.2 Major penalty: Termination of assignment of the trainee concerned besides civil action for recovery of civil liability such as bond amount.

16. **Wages / Salary:**

After successful completion of training, the trainee 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 GoMP, Energy Department letter dated 05.04.2018.

CadreName	Payscale	Salary (After successful completion of training)
Accounts Officer	56100-177500 (Level-12)	Rs. 56100+allowances applicable from time to time which includes HRA (as per eligibility) and other allowances as per applicable rates and rules.

17. **Increment**

Increment be given according to the date of successful completion of training period as per GoMP VIIth Pay order No.F.8-1/2016/Rule/IV dated 20.07.2017 either from next 1st January or next 1st July, as per the date of appointment.

18. **Group Insurance:**

On appointment as Accounts Officer, 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 (as the case may be).

19. **N.P.S.**

On appointment as Accounts Officer, provision of N.P.S. be made applicable.

20. **Reference Check, Character Verification & Caste Verification**

20.1 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 GoMP. 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 of all the documents, the appointment shall remain provisional.

20.2 In case of Reserved 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 the schedule of M.P. or the caste certificate submitted is false/ fake, the appointment of the candidate shall be revoked immediately and appropriate punitive action shall be taken for submission of wrong information.

20.3 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.

21. 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 in lieu of notice, to the other party. The Accounts Officer (Trainee) shall also be liable to pay the applicable bond amount in case he/she terminates employment during the bond period.

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 Account Officer 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 Account Officer 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 Account Officer 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 Account Officer hereby undertakes to the Company that he/she shall:

- (i) Use the Confidential Information only for the purpose to perform the Services in the Company and not for any other purposes.
- (ii) Preserve the secrecy of any Confidential Information.
- (iii) 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. Documents

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

- a. Original and one set of self attested copies:
 - (i) Mark sheet(s) of Chartered Accountant CA/ICWA from ICAI
 - (ii) Work experience certificate, as Accounts Officer (Contract) (if applicable).
 - (iii) 10th Board exam mark sheet as proof of date of birth.
 - (iv) 12th Board exam mark sheet.
 - (v) M.P.Domicile certifiat issued by competent authority (as applicable) and Caste Certificate issued by SDO (Revenue) for reserved category candidates. The candidates belonging to OBC (Non Creamy layer) category will have to produce latest income certificate of last financial year (Non Creamy layer certificate).
 - (vi) In case of PWD candidate, MP Domicile Certificate and Medical Certificate of disability issued by District Medical Board.
- b. NOC from present employer, if any.
- c. Service Agreement-cum-Surety Bond as per prescribed format.
- d. 5 copies of passport size photograph.
- e. Character Certificate attested by any gazetted officer as per prescribed format.
- f. Biodata in the prescribed format.
- g. Copy of address proof of candidate and surety.
- h. The surety has to preferably be a Govt. Servant (proof of the same is required).
- i. Photo ID proof of candidate and surety. (Aadhar / Passport / Driving license / Voter ID / Bank pass book).
- j. Medical fitness certificate from the District Medical Board (Original).

Note: The list of documents mentioned above are subject to change as per requirement of the Company.

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



27. **Important Dates**

S.No.	Particular		Date
1	Date of publication of advertisement	On Company's website	08.06.2018
		In Newspapers	09.06.2018
2	Date of inviting applications through M.P. Online		09.06.2018
3	Last date of receiving online applications		08.07.2018

- Please note that the dates of Online test and further process will be notified ONLY on MP ONLINE and COMPANY's websites. Candidates are requested not to enquire personally about the dates. No information in this regard will be given telephonically.
- Candidates are advised to visit both the websites (www.mponline.gov.in & www.mpez.co.in) regularly for all updates related to recruitment process.

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.

NOTE: The terms and conditions mentioned in this advertisement are subject to change in case of amendment in current rules/regulations or adoption of any new rules/regulations by the Company.


CGM (HR&A)



M.P Poorv Kshetra Vidyut Vitaran Co. Ltd. Jabalpur
TRAVEL FARE FORM (Online assessment test on)

FOR ACCOUNTS OFFICER TRAINEE BATCH 2018: SC/ST/OBC(Non Creamy layer)/PWD CANDIDATES

CANDIDATES DETAILS

Name			
Application No.			
Category (SC/ST/OBC (Non Creamy)/ 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: Candidates have to submit the filled form at test centres after completion of Online Assessment test.

Experience Certificate (to be issued only by EE/DGM or above)

ONLY FOR ACCOUNTS OFFICER (CONTRACT) working in Companies mentioned at clause 2.15 of MPPKVCL, Contract Service (Agreement and terms of Service) Revised Rules, 2018.

For the post of Accounts Officer Trainee Batch 2018 on regular basis in MPPKVCL Jabalpur
(No.MD/EZ/CGM (HR&A)/HR/AO (D) 2018/ Jabalpur, Date:)

Company.....

Office.....

No.....

Date.....

It is certified that Sh./Smt./Ku.....Son of/ Daughter of/ Wife of Sh
.....is currently working in MPPMCL/ MPMKVCL Bhopal/
MPPKVCL Indore/ MPPKVCL Jabalpur/ MPPTCL Jabalpur as Accounts Officer on contract basis. His/ her
experience details are as under:

Experience Details : Till last date of submission of application form						
S.No.	From (dd/mm/yy)	To (dd/mm/yy)	Years	Months	Days	Total (in completed months)
1						
2						
3						
4						
5						

The experience period mentioned in the certificate has been matched by me with office records.

Place.....

(Seal and Signature of Issuing Authority)
Executive Engineer/Deputy General Manager
or above

Date.....

Mobile No.....

Office Contact No.....