

**TERMS AND CONDITIONS OF RECRUITMENT OF  
LAW OFFICER (CONTRACT) BATCH 2018  
(THROUGH CLAT 2018 (PG Exam Scores))**

**1. Minimum Educational & other Qualifications**

Full time regular Bachelor Degree in Law (BL or LLB) from Colleges approved by Bar Council of India.

**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.
- 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. N.	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 -ST)	45 Years	
5	Male/Female Applicants (Reserved Category - Govt./ Corporation/ Board/Autonomous Institute employees and Home Guards)	45 Years	

**3. Advertisement publication**

Advertisement will be published in 2 state level and "Rojgar aur Nirman" newspaper and on the website(s) of Company(s), at least 1 day prior to uploading of online application.

**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 of the Company ([www.mpez.co.in](http://www.mpez.co.in)).
- 4.2 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) Mark sheet of Bachelor Degree in LAW-final/last semester/year.
  - (iii) CLAT 2018 (PG) Score Card.
  - (iv) Caste certificate (Permanent). (in case of reserve category candidates) issued by Sub Divisional Officer (SDO) 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 for reserved category candidates.

**5. Application fee and other charges**

- 5.1 Application fee for unreserved candidates of M.P.Domicile and all category candidates belonging to other States shall be Rs. 1000/- and for ST category shall be Rs. 800/- per application.
- 5.2 The applications can also be submitted through MPOnline 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.

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 1 month from application start date as mentioned in the advertisement.
- 6.2 Based on CLAT 2018 (PG Exam) marks, an overall merit list will be prepared.
- 6.3 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 Bachelor Degree in Law.
- (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.

**7. Reimbursement of Travel fare**

Travel fare shall be reimbursed to the candidates of ST Category candidates as per GoMP, Finance Deptt. Circular dated 13.09.2013 for appearing in Online test.

**8. Selection and appointment**

- 8.1 **Merit list preparation** – Merit list will be prepared on the basis CLAT 2018 (PG Exam) marks. One common merit list and category wise merit list will be prepared.
- 8.2 **Result Declaration** - Based on merit, provisional list of shortlisted candidates will be notified on the Company's website.
- 8.3 **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 Law Officer (Contract), based on vacancy/ requirement.
- 8.4 **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.

8.5 The selected candidates shall be engaged on contract basis for a period of three years only. The contract agreement shall be terminated automatically after completion of contract period of three years (including training period). New Contract may be done (as per the Company's requirement) as per MPPKVVCL, Contract Service (Agreement and terms of Service) Revised Rules, 2018 or any other rules/amendments in force.

**9. Reservation**

- 9.1 Posts will be reserved for ST Category Candidates of MP Domicile as per roster prescribed by GoMP. In no case, total reservation shall exceed 50% of vacancies.
- 9.2 The reservation of posts meant for ST category shall be applicable only for the candidates having Madhya Pradesh domicile.
- 9.3 As per GoMP, GAD circular No. F 7-47/2016/आ.प्र.एक dated 01.01.2018, the candidates of Dheevar, Kahar, Bhoi, Kewat, Mallah, Nishad caste will not be given reservation under schedule tribe category w.e.f. 1.1.11.2005.

**10. General Conditions Regarding Eligibility**

- 10.1 The candidate should be an Indian national.
- 10.2 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 documents verification; otherwise their candidature shall not be considered.
- 10.3 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.
- 10.4 The Candidate must possess sound health and he/she is required to produce medical fitness certificate issued from District Medical Board before joining.
- 10.5 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.
- 10.6 Provision of GoMP, GAD Order No.3-17-96-3-1 Bhopal dated 25.10.1996 shall also be applicable.
- 10.7 Any candidates whose services were terminated by any Company of Electricity Sector is not eligible to apply as per clause 8.11 of MPPKVVCL, Contract Service (Agreement and terms of Service) Revised Rules, 2018.

**11. Training**

One month classroom training.

**12. Remuneration:**

The remuneration for Law Officer (Contract) as per MPPKVVCL, Contract Service (Agreement and terms of Service) Revised Rules, 2018 is Rs. 50,490+DA (applicable as on 1<sup>st</sup> January).

Note: The remuneration mentioned herein is subject to change in case of adoption of any new rules or amendment in current rules.

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

- 13.1 The contract engagement will be subject to satisfactory verification of character and antecedents as well as a police verification report as per the Rules and Regulations of GoMP. The candidate's engagement will be subject to satisfactory character verification report and if on receipt of any adverse information the contract engagement will be liable to be dealt as per rules in force. At the time of reporting the candidate is required to submit Character Certificate attested by Gazetted officer in prescribed format. Till satisfactory verification the engagement shall remain provisional.
- 13.2 In case of ST category candidates the engagement 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.

**14. Notice period**

Either party can terminate the contract agreement without assigning any reason whatsoever, by giving one month's notice or one month's remuneration in lieu of notice, to the other party. The selected Candidate shall execute an agreement on Non Judicial Stamp paper of Rs. 500 (or as applicable).

**15. Exclusivity of Engagement**

Whilst employed with the Company, the Law Officer (Contract) 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 he/she is found to be in contravention of the provisions of this clause, then his/her contract engagement would be terminated without assigning any reasons thereof.

**16. Confidential Information**

- 16.1 The Law Officer (Contract) 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.
- 16.2 The Law Officer (Contract) 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.
- 16.3 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.

## 17 Documents

The provisionally selected candidates have to submit following documents at the time of document verification:

- a. Original and one set of self certified copies of
  - (i) Law Degree marksheets and certificates.
  - (ii) CLAT 2018 (PG) Score card.
  - (iii) High School examination mark sheet in support of date of birth.
  - (iv) MP Domicile for ST Category candidates.
  - (v) Caste certificate for ST category candidates.
- b. NOC from present employer, if any.
- c. Service Agreement as per prescribed format.
- d. 5 copies of passport size colour photograph in attached format.
- 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. Photo ID proof of candidate and surety. (Aadhar / Passport / Driving license / Voter ID / Bank pass book).

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

## 19 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:

1. 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.
2. Rules/regulations/service conditions not mentioned herein will be as per MPPKVVCL, Samvida Seva (Anubandh tatha Seva ki Shartein) Niyam, 2018 or any other rule(s) in force in the Company.

  
CGM (HR&A)



**GUIDELINES FOR EXECUTING THE SERVICE AGREEMENT FOR  
LAW OFFICER (CONTRACT) BATCH 2018**

Please read the following instructions carefully before you proceed to execute the Service Agreement.

1. The first page of the Service Agreement should be printed and typed on Rs.500.00 (Rupees Five Hundred only) non-judicial stamp paper, with the specific purpose of executing Service Agreement in favor of M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd. The additional sheets / continuation sheets used, if any, should be on a good quality watermark paper. Service Agreement should be **notarised**.
2. The candidate should sign on all pages of the agreement. All cuttings, erasing, filling up the blanks by ink or over-writings if any, should be duly signed or authenticated by the executants. However, no cutting should be done on the first and last page.
3. Witnesses should be persons known to the Law Officer (Contract)
4. Leave the date blank on the first and last page of the agreement.
5. **The last page of the agreement should be got so typed that signature of Law Officer (Contract), the employer and those of witnesses appear in same page.**

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**CONTRACT AGREEMENT FOR LAW OFFICER (CONTRACT) BATCH 2018**

THIS CONTRACT AGREEMENT made this..... day of..... month of Two Thousand and Eighteen, BETWEEN : the CGM (HR&A) of the M.P. Poorv Kshetra Vidyut Vitaran Co.Ltd., a Company incorporated under the Companies Act, 1956, having its registered office at Block No.7, Shakti Bhawan, Rampur, Jabalpur hereinafter called the “Employer” (which terms shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART:

AND:

Shri/Smt./Ku....., son/daughter/wife of Shri....., resident of .....in the tehsil of the.....District ....., hereinafter called the Law Officer (Contract) (which terms shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the SECOND PART:

WHEREAS the Law Officer (Contract) has been engaged by the Company vide its offer of contract engagement.....dated.....for his / her engagement on contract with a view to utilize his/her service with the Employer for a fixed period of three years, which offer has been unequivocally accepted by the Law Officer (Contract);

AND WHEREAS as per the Main Terms and Conditions of the said offer of engagement, the Law Officer (Contract) is required to execute a Contract Agreement on non-judicial stamp paper in favor of the Employer. The Law Officer (Contract) is required to undergo classroom training as determined by the employer.

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS :**

1. The Employer shall engage the candidate as Law Officer (Contract) for a period of three years commencing from the date of joining.
2. The Law Officer (Contract) shall be paid remuneration as mentioned in MPPKVVCL, Contract Service (Agreement and Terms of Service) Revised Rules, 2018. The remuneration is subject to change/modification in case of amendment in current rules or adoption of new rules by the Company.
3. The Law Officer (Contract) shall keep the Company indemnified, against each and every loss, damage, injury, liability etc. caused to or against the Employer due to any breach, act omission, negligence, default, failure of resumption of duties/of the terms of his/her employment.

In the event of any default on the part of the Law Officer (Contract) as stated herein above, the Employer will be at liberty to initiate appropriate legal action under the Code of Civil Procedure.

Provided always and it is hereby declared that the decision of the Employer as to whether the Law Officer (Contract) has or has not performed and observed any of the obligations, terms and conditions herein before indicated shall be final and binding on the parties hereto.

Provided further that any forgiveness or forbearance on the part of the Employer or its successors, administrators and/or executors or any of them towards the Employee in respect of his/her failure, neglect, default, etc. to perform training duties, responsibilities or his/her quitting service or breach of any of the terms of employment or those of this agreement shall not in any way release or exonerate the Law Officer (Contract) or his/her heirs, executors, or administrators in respect of his/her liabilities in terms of this agreement.

4. Either party can terminate the employment without assigning any reason whatsoever, by giving one month's notice or one month's payment in lieu of notice, to the other party.
5. The Employer can transfer/assign to the Law Officer (Contract) any work in his subject or associated field either in any of its own establishment or in an establishment of any group Company/sister concerns/subsidiaries whether existing or that may be set up in future.
6. The Law Officer (Contract) agrees that he would conduct and behave himself/herself honestly and obediently towards his/her superiors and management of the Employer and will devote his/her whole time to the duties assigned to him/her by the Employer and will not engage directly or indirectly in any trade, business or occupation till the end of the period for which he/she is bound to serve the Employer.
7. The Law Officer (Contract) shall observe secrecy and/in no way divulge or disclose to any person or persons what-so-ever, the secrets entrusted to him/her or coming to his/her knowledge in the course of his/her training and service with the Employer either in relation to its work, business or its customers.
8. The Law Officer (Contract) shall not commit or cause to be committed any waste, damage or other injury to the property and / or goods of the Employer not shall he/she lend any such property or goods to any persons without the permission of the management of the Employer.
9. The Law Officer (Contract) shall on the termination of his / her service by the Employer or on his/her leaving the said service, whenever it may happen, shall account for, pay and peacefully deliver to the Employer all the stocks in trade, books of accounts, documents, papers and effects that are in his/her possession and custody and belonging or relating to the Employer.
10. The terms and conditions mentioned in this agreement are subject to change in case of amendment in current rules/ adoption of new rules and regulations. For matters not provided for in this Contract Agreement, the Law Officer (Contract) shall be governed by the offer of engagement and MPPKVCL, Contract Service (Agreement and Terms of Service) Revised Rules, 2018 or any other Rules and Regulations in force from time to time.
11. The jurisdiction for all the legal matters with regard to Service Agreement shall be the appropriate court at Jabalpur (M.P.).



IN WITNESS WHEREOF the parties hereto have signed these presents on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year in the presence of the following witnesses:

<p>Signature of Law Officer (Contract)</p> <p>Name: ..... (IN BLOCK LETTERS)</p> <p>Address: ..... ..... .....</p>	<p align="center"><b>(For office use only)</b></p> <p><b>1. Witness (Employer's)</b> Signature: ..... Name: ..... (IN BLOCK LETTERS) Designation: ..... Address: ..... .....</p>
<p><b>1. Witness</b></p> <p>Signature: ..... Name: ..... (IN BLOCK LETTERS) Occupation: ..... Address: ..... .....</p>	<p><b>2. Witness (Employer's)</b></p> <p>Signature: ..... Name: ..... (IN BLOCK LETTERS) Designation: ..... Address: ..... .....</p>
<p><b>2. Witness</b></p> <p>Signature: ..... Name: ..... (IN BLOCK LETTERS) Occupation: ..... Address: ..... .....</p>	<p align="center">Accepted</p> <p align="center">Signature of CGM (HR&amp;A) For and on behalf of MPPKVVCL</p>
<p align="center"><b>(Attestation of signatures of Law Officer (Contract) by a Gazetted officer or Notary Public)</b></p>	<p>Name: ..... (IN BLOCK LETTERS)</p>
<p align="center">Signature of Law Officer (Contract)</p> <p align="center">Attested Signature &amp; Seal</p>	<p>Address: ..... .....</p>

**CHARACTER CERTIFICATE**

This is to certify that I know Shri/Ku./Smt. \_\_\_\_\_  
Son/ Daughter/ Wife of Shri \_\_\_\_\_,  
resident of \_\_\_\_\_ for the last \_\_\_\_\_ years (Not less than 5 years).

Shri/Ku./Smt. \_\_\_\_\_ bears good moral  
Character and to the best of my knowledge is not involved in any criminal activity and no  
personal legal case is pending against him/her.

(Signature with Seal)

Name \_\_\_\_\_

Date \_\_\_\_\_

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**BIO-DATA**

**PERSONAL INFORMATION TO BE FURNISHED BY THE CANDIDATE  
ENGAGED AS LAW OFFICER (CONTRACT) (Fill in CAPITAL LETTERS)**

Name in full \_\_\_\_\_

Date of Birth (in figures) (dd/mm/yyyy) \_\_\_\_\_  
(in words) \_\_\_\_\_

Caste & Category \_\_\_\_\_

Father's Name \_\_\_\_\_

Communication Address \_\_\_\_\_

Phone No. (with STD code) \_\_\_\_\_ Mobile No. \_\_\_\_\_

e-Mail address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Qualification (BL or LLB) \_\_\_\_\_

Other qualifications 1. \_\_\_\_\_

2. \_\_\_\_\_

Experience \_\_\_\_\_

References 1. Name \_\_\_\_\_ address \_\_\_\_\_

2. Name \_\_\_\_\_ address \_\_\_\_\_

Place :

Date :

Signature of the Candidate

**List of Documents for Documents Verification**

**(Candidates must self attest all the photocopies to be submitted at the time of Documents verification)**

- a. CLAT PG SCORE CARD (**same as attached in the application form**).
- b. **Original and one set of self attested copies of:**
  - (i) Law Degree course mark sheet for every year / semester of education.
  - (ii) Law Degree certificate (provisional, if final degree not received).
  - (iii) 10th Board exam mark sheet as proof of date of birth.
  - (iv) 12th Board exam mark sheet.
- c. NOC from present employer, (If serving in any Govt. / Semi Govt. / PSU / Local bodies.) (**ORIGINAL**)
- d. 5 copies of passport size color photograph (**in attached format**).
- e. Service Agreement in *Annexure III*. (**ORIGINAL**)
- f. Character Certificate attested by class I Gazetted officer as prescribed in *Annexure-IV*. (**ORIGINAL**)
- g. Bio data in *Annexure-V*. (**ORIGINAL**)
- h. Medical Fitness Certificate issued by District medical board. (**ORIGINAL**)
- i. Caste certificate for ST category candidates. (**ORIGINAL & Self attested photocopy**)
- j. MP Domicile Certificate for ST Category candidates issued by Competent authority (**ORIGINAL & Self attested photocopy**)
- k. Address proof of candidate. (**ORIGINAL & Self attested photocopy**)
- l. ID proof of Candidate. (**ORIGINAL & Self attested photocopy**)
- m. Declaration form in attached format. (**ORIGINAL**)
- n. Receipt of MP Online or Printout of filled application form or Admit Card. (**Self attested photocopy**)
- o. PAN Card (**ORIGINAL & Self attested photocopy**)- **In case you don't have PAN, apply for it as it is a mandatory document.**
- p. SBI Bank Details i.e. Bank Account No., Type of account, Bank name, Address, IFS Code, Branch Code etc. (**on a plain paper**).

## **DECLARATION**

I ..... hereby declare that the information furnished in the online application form and in Annexure III, IV & V, is true to the best of my knowledge. I undertake and accept that if any of the information given by me is found to be incorrect, then my candidature shall be rejected and my appointment shall be terminated and action may be taken accordingly.

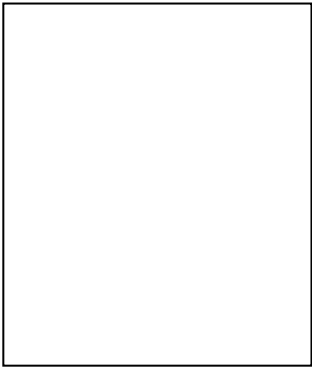
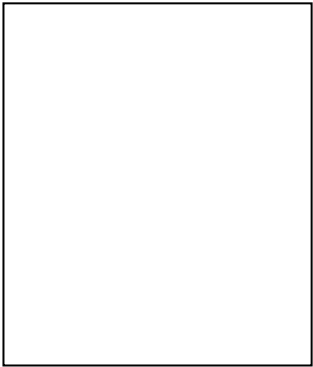
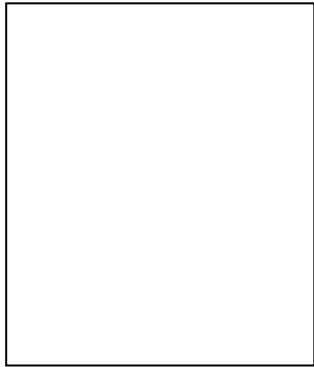
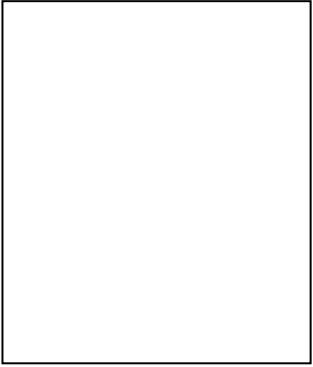
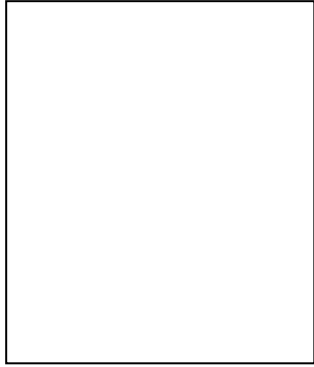
Place :

Signature of the candidate

Date :

(Name .....)

Name	
Application No.	
Mobile No.	



Signature:

Date: