

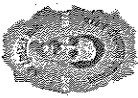
M.P. POORV KSHETRA VIDYUT VITRAN CO. LTD.

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

CIN: U40109MP2002SSGCC015120 Website: www.mpez.co.in

Phone No. 0761-2702020, Fax No. 0761-2661219, 2669005

Email: cgmhr.mpez@mp.gov.in



No.MD/EZ/CGM (HR&A)/HR/Prog (C) 2018/6754

Jabalpur, Date: 28.9.18

To,

Application No. :

Category :

Selected Candidates as per List

Selected Category :

Sub: Verification of documents on provisional selection as Programmer (Contract) Batch 2018 in MPPKVVCL, Jabalpur against recruitment advertisement No.MD/EZ/CGM (HR&A)/HR/IE(C)/2018/3470 dated 08.06.2018.

Dear Candidate,

Please accept our heartiest congratulations on your provisional selection as Programmer (Contract) Batch 2018 in M.P. Poorv Kshetra Vidyut Vitran Co.Ltd., Jabalpur.

This offer is subject to your provisional selection on the basis of Online Test Score and other details entered by you in the application form. The same will be verified by the Company at the time of document verification. Please be noted that joining formalities will be done only after successful document verification and fulfillment of eligibility criteria.

You are advised to report for documents verification to to the DGM (Training) at Central Training Institute, SP-2 Block, Nayagaon, Jabalpur on date **03.10.2018 at 11.00 AM** alongwith the documents as per *Annexure V*. Only in case of successful documents verification and fulfillment of eligibility criteria, joining formalities will be completed. Original documents will be submitted at the time of joining for verification from the issuing authorities.

The detailed terms and conditions of Programmer (Contract) Batch 2018 are given in *Annexure-I*. You are directed to submit the Service Agreement given in *Annexure-III* strictly as per the guidelines issued for executing the same given in *Annexure-II* and Biodata (*Annexure-IV*). The formats of these documents are available on the Company's website www.mpez.co.in and shall be downloaded for further formalities.

Company reserves the right to get all the relevant document(s) verified from the issuing authority for their authenticity and in case these are found false /forged /fake then the appointment shall be terminated without giving further notice. Also, in the event of the facts being hidden by the candidate, appointment shall be terminated at any stage of the recruitment/selection process or thereafter.

We once again welcome you to join the M.P. Poorv Kshetra Vidyut Vitran Co. Ltd., and look forward for your fruitful association with us.

Yours sincerely

DGM (HR)

O/o CGM (HR&A)

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**GENERAL TERMS AND CONDITIONS FOR RECRUITMENT OF
PROGRAMMER (CONTRACT) BATCH 2018**

1. **Minimum Educational & other Qualifications**

1.1 Full time MCA or B.E./B.Tech in Computer Science/ Electronics & Communication Engineering / Information Technology from a Institute recognized by AICTE or a University recognized by UGC.

The candidates appearing in final Semester/Year exam of the Qualifying educational qualification may also apply. Such candidates, if selected, shall have to produce the proof of having passed the qualifying examination at the time of documents verification, otherwise their candidature shall be cancelled.

1.2 The candidates should also have any one of the following certification (on the last date of submission of application form:

- (i) Sun Certified Java Programmer (SCJP)/ Sun Certified Java Developer (SCJD)
- (ii) Oracle Certified programmer (OCP)
- (iii) Microsoft Certified Solution Developer (MCSD)
- (iv) CCNA Certified.

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. 3-8/2016/3-1 dtd. 12.05.2017 minimum age limit is 21 years and maximum age limit for different category shall be as under:

Applicant	Maximum age Limit for MP Domicile applicants
Male/Female Applicants (Govt./ Corporation/Board/Autonomous employees and Home Guards)	45 Years
Male/Female Applicants (Reserved Category - SC/ST/OBC)	45 Years
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) only. Link to the website of MP Online will also be provided on the website of the Company (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 full time MCA or B.E./B.Tech in Computer Science/ Electronics & Communication Engineering / Information Technology final/last semester/year.
- (iii) Certification as mentioned in 1.2.
- (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.

5. Application fee and other charges

- 5.1 Application fee for SC/ST/OBC (Non Creamy Layer) 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.
- 5.4 MP Online portal charges for objection calling will be Rs.50/-.

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 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 30% for SC/ST/OBC (Non Creamy layer). The scope of the "Online Assessment" test would cover 75 questions on technical ability (CS/EC/IT/MCA) and 25 questions would be drawn from general awareness and aptitude.
- 6.3 The selection will be done on the basis of marks obtained in ONLINE test.
- 6.4 If same marks have been secured by more than one candidate 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.
 - (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 High School Examination.

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 for appearing in Online test.

8. Selection and appointment

- 8.1 Merit list preparation – One common merit list and category wise merit list (with proper allotment of Female) 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 Programmer (Contract), based on vacancy/ requirement.
- 8.4 Publication of Score Card - Score Card can be down loaded by the candidates from the website of MP Online by submitting their credentials in the window provided for the purpose.
- 8.5 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.
- 8.6 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 SC/ST/OBC (Non Creamy Layer) Category Candidates of MP Domicile as per roster prescribed by GoMP.
- 9.2 33% horizontal and compartment wise reservation for women candidates as per MP Govt. notification dated 17.11.2015. In case of non availability of eligible women candidates, the posts reserved for them will not be carry forwarded and will be filled by available male candidates of that category.
- 9.3 The reservation for SC/ST/OBC (Non Creamy layer)/Women category candidates will be applicable only to the candidates having MP Domicile, subject to capping of 50%.
- 9.4 As per GoMP, GAD circular No. F 7-47/2016/आ.प्र./एक dated 01.01.2018, the candidates of Dhevar, Kahar, Bhoi, Kewat, Mallah, Nishad caste will not be given reservation under schedule tribe category w.e.f. 11.11.2005.

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 candidate 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 of Programmer (Contract) as per MPPKVVCL, Contract Service (Agreement and Terms of Service) Revised Rules, 2018 is Rs. 38430 + DA (applicable as on 1st 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 SC/ST/OBC (Non Creamy Layer) 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 Programmer (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.

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16. Confidential Information

16.1 The Programmer (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 Programmer (Contract) 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.

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 attested copies:
 1. Mark sheet(s) of full Time MCA or B.E./B.Tech in Computer Science/ Electronics & Communication Engineering / Information Technology of all semesters/years.
 2. Certification Course certificate as mentioned in 1.2
 3. 10th Board exam mark sheet as proof of date of birth.
 4. 12th Board exam mark sheet.
 5. Caste certificate & MP Domicile certificate. The candidates belonging to OBC (Non Creamy) category will have to produce latest family income certificate of last financial year (Non Creamy layer certificate).
- b. NOC from present employer, if any.
- c. 5 copies of passport size photograph.
- d. Service Agreement in prescribed format.
- e. Character Certificate attested by any gazetted officer as per prescribed format.
- f. Biodata in the prescribed format.
- g. Copy of address proof.

h. Photo ID proof of candidate. (Aadhar / Passport / Driving license / Voter ID / Bank pass book)

Note: The list of documents may be modified as per requirement of the Company.

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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 MPPKVVCL, Contract Service (Agreement and terms of Service) Revised Rules, 2018 or any other rule(s) in force in the Company.


CGM (HR&A)

**GUIDELINES FOR EXECUTING THE SERVICE AGREEMENT FOR
PROGRAMMER (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 Programmer (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 Programmer (Contract), the employer and those of witnesses appear in same page.**

**CONTRACT AGREEMENT FOR
PROGRAMMER (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 ofin the tehsil of the.....District, hereinafter called the Programmer (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 Programmer (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 Programmer (Contract);

AND WHEREAS as per the Main Terms and Conditions of the said offer of engagement, the Programmer (Contract) is required to execute a Contract Agreement on non-judicial stamp paper in favor of the Employer. The Programmer (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 Programmer (Contract) for a period of three years commencing from the date of joining.
2. The Programmer (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 Programmer (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 Programmer (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 Programmer (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 Programmer (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 Programmer (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 Programmer (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 Programmer (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 Programmer (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 Programmer (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 Programmer (Contract) shall be governed by the offer of engagement and MPPKVVCL, 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 Programmer (Contract) Name: (IN BLOCK LETTERS) Address:</p>	<p style="text-align: center;">(For office use only)</p> <p>1. Witness (Employer's) Signature: Name: (IN BLOCK LETTERS) Designation: Address:</p>
<p>1. Witness Signature: Name: (IN BLOCK LETTERS) Occupation: Address:</p>	<p>2. Witness (Employer's) Signature: Name: (IN BLOCK LETTERS) Designation: Address:</p>
<p>2. Witness Signature: Name: (IN BLOCK LETTERS) Occupation: Address:</p>	<p style="text-align: center;">Accepted Signature of CGM (HR&A) For and on behalf of MPPKVVCL</p>
<p style="text-align: center;">(Attestation of signatures of Programmer (Contract) by a Gazetted officer or Notary Public)</p>	<p>Name: (IN BLOCK LETTERS)</p>
<p style="text-align: center;">Signature of Programmer (Contract) Attested Signature & Seal</p>	<p>Address:</p>

BIO-DATA

**PERSONAL INFORMATION TO BE FURNISHED BY THE CANDIDATE
ENGAGED AS PROGRAMMER (CONTRACT) BATCH 2018
(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 _____

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. **Original and one set of self attested copies of:**
 - (i) Degree (MCA or BE/B.Tech in CS/IT/EC) course mark sheet for every year / semester of education.
 - (ii) 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.
- b. Certification (SCJP/SCJD/OCP/MCSD/CCNA) as uploaded with application form.
- 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. Bio data in *Annexure-V*. **(ORIGINAL)**
- g. Medical Fitness Certificate issued by District medical board. **(ORIGINAL)**
- h. Caste certificate for SC/ST/OBC(Non Creamy layer) category candidates. OBC category candidates shall also bring Non creamy layer certificate. **(ORIGINAL & Self attested photocopy)**
- i. MP Domicile Certificate issued by Competent authority **(ORIGINAL & Self attested photocopy)**
- j. ID proof of Candidate. **(ORIGINAL & Self attested photocopy)**
- k. Declaration form in attached format. **(ORIGINAL)**
- l. PAN Card **(ORIGINAL & Self attested photocopy)**- In case you don't have PAN, **apply for it as it is a mandatory document.**
- m. 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.

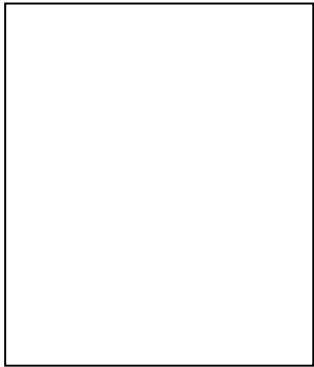
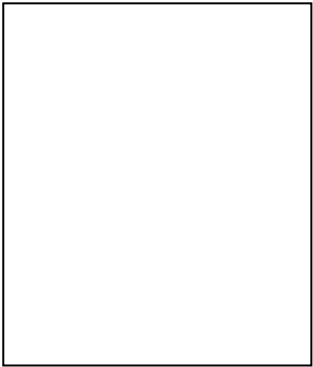
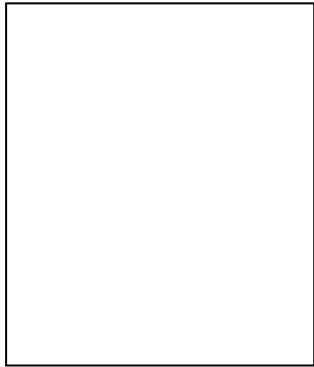
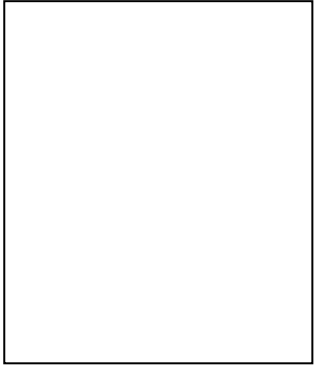
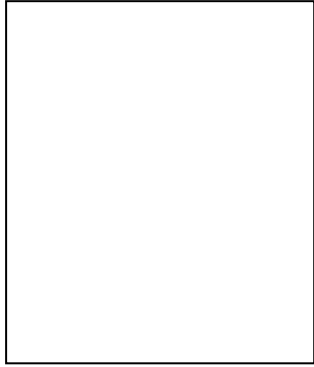
Place :

Signature of Candidate

Date :

(Name)

Name	
Application No.	
Mobile No.	



Signature:

Date: