



**MP POWER MANAGEMENT COMPANY LIMITED**  
**Recruitment of Chartered Accountant (on Contract basis)**  
**Procedure for Filling Application and General Conditions**

No ED(HR&A)/VKS/2648

Dated : 17.11.2015

MP Power Management Company Limited Jabalpur, a wholly owned entity of Government of MP, incorporated to undertake activities of power management in the state of M.P., invites applications from eligible candidates for the following posts of Chartered Accountant on Contract basis :-

Post	No. of vacancies				
	SC	ST	OBC	Unreserved	Total
Chartered Accountant (on contract)	2	2	2	2	8

1. **Age Limit at the time of making application :-**  
Minimum age – 21 years and Maximum age – 40 years as on 01.12.2015. Relaxation as per rules be available to the specified categories, subject to maximum age limit of 45 years.
2. **Qualification & Experience :-**
  - A. **Essential :-**
    - i. Certified CA/ICWA from Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
    - ii. Min. 2 years post enrolment experience as CA, preferably in Power Sector Companies.
  - B. **Desirable :-**
    - i) Capable of working in manual system of accounting as well in computerized environment / ERP/SAP etc.
3. **Pay & Allowances :-**  
The initial remuneration shall be Rs. 44,000/- p.m. During the currency of contract, the incumbent shall be allowed annual increment of 0%, 5%, or 10% based on performance.
4. **Contract Tenure :-**  
Contract tenure shall be for 03 years (extendable).
5. **Key areas of responsibilities :-**
  - i) Scrutiny / Audit of purchase bills especially related to electricity.
  - ii) Preparation, monitoring and control of financial / accounting activities.
  - iii) Timely deduction and remittance of TDS/TCS to fulfill statutory obligations.
  - iv) Compliance of statutory tax obligations including filing of the Tax returns.
  - v) Consolidation of financial statements of subsidiaries.
  - vi) Reconciliation with Banks and other parties.
  - vii) Conduct of Internal / Statutory / A.G. / any other mandatory audit.
  - viii) Filing of returns to various Government/Taxation authorities as per legal requirement.
6. **Selection Criteria :-**
  - i. The applications be scrutinized to shortlist eligible candidates.
  - ii. Written examination/Personal Interview or both may be conducted for further short listing and selection of candidates.
  - iii. The selection be done on the basis of total marks obtained in Written examination/ Personal Interview.
  - iv. The Personal Interview shall be oriented towards objective evaluation.
  - v. The selection of the candidate shall be strictly on merit.

**7. Application fee :**

Application fee shall be Rs.500/- (non refundable) for unreserved category candidates. The same be payable in the form of Demand Draft/Banker's Cheque of any scheduled bank drawn in favour of Regional Accounts Officer (CAU), MPPMCL, payable at Jabalpur.

**8. General instructions for filling the application form :-**

- i. The candidate should be an Indian National.
- ii. Candidate must possess sound physical/mental health.
- iii. Candidates working in the Government/Semi-Government/Public Sector, satisfying the eligibility criteria of education and age shall have to produce NOC from their present employer at the time of interview, failing which they may not be permitted to appear for the interview and their candidature is liable to be cancelled.
- iv. Any dispute arising out of the selection process shall be dealt within the jurisdiction of Jabalpur Court.
- v. The minimum degree of disability for a handicapped person to be eligible for any concessions/benefits would be as per rules.
- vi. All candidates while filling the application form as downloaded from company's website should fill their e-mail address and mobile number correctly. Candidates should check their mail regularly for any notification / information like change in schedule / date of exam, result etc.
- vii. Result of successful candidates be uploaded on Company's website and conveyed through e-mail. The offer letter to successful candidates be sent through speed post / registered AD. The company would not be responsible for non delivery of the communication in time due to postal delay/mistake.
- viii. The candidates must produce original documents / certificates at the time of interview in support of their qualification and experience for verification.
- ix. The company reserves the right to fill or not to fill the vacancies.
- x. The candidates who have third child born on or after 26.01.2001 unless twins are born after the first child or with any other infirmity making one unsuitable for Govt. jobs, are not eligible to apply.
- xi. If any of the information given by the candidate is found incorrect, his/her candidature will be cancelled at any stage of selection/appointment.

**9. Whom to apply & Last Date :-**

The prescribed application form can be downloaded from the company's website [www.mppmcl.com](http://www.mppmcl.com). Application duly filled in the prescribed format as available on Company's website should be sent directly to the address given hereunder, **on or before 21.12.2015 upto 5.30 p.m. positively :-**

**Executive Director(HR&A)**  
MP Power Management Co.Ltd.  
Block No.14, 1<sup>st</sup> Floor, Shakti Bhawan  
Rampur, Jabalpur – 482 008  
Phone : 0761-2702019, Fax : 0761-2661696

**The envelope containing the application should be super scribed with "Application for the post of Chartered Accountant on Contract basis"**

  
**Executive Director (HR&A)**  
**MP Power Management Co.Ltd.**

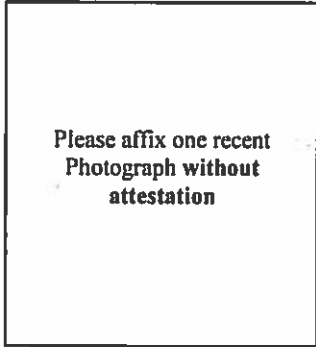
## **TERMS & CONDITIONS FOR CONTRACT APPOINTMENT**

1. The contract appointment will be for a period of three years from the date of joining the duties. However, the contract shall be terminable at any time on one month's notice by either side or on the payment of one month's remuneration in lieu thereof. After completion of the initial contract period, the contract may be extended at the discretion of Company for further period, as may be decided by the Company, on the basis of performance during initial contract period.
2. After the completion of contract period, the agreement will automatically get terminated. However, Company reserves the rights to give fresh contract appointment, on the basis of performance of contract employee, for further period, not necessarily from the date following the day on which the contract expires and as decided by the Company.
3. Consolidated remuneration of Rs.44,000/- p.m. will be paid. After completion of one year, the remuneration may be reviewed and enhanced by 0% / 5% / 10%, depending upon the performance.
4. No remuneration be paid for the unauthorised absence period.
5. Controlling officer will evaluate the conduct and performance of contract employee, at the end of year and/or at the end of contract period, whichever is earlier. The next extension would be allowed on the basis of marks obtained as may be fixed by the Company.
6. The contract appointment shall be purely on temporary basis. The candidates appointed on contract will have to join the duty within 15 days, from the date of issue of appointment order, failing which; the same shall stand cancelled without any further communication.
7. A medical fitness certificate from the Medical Board/Civil Surgeon/ Hospital of MPPMCL shall be required at the time of joining.
8. Only 13 days Casual Leave and 3 days optional leave, in a calendar year can be availed during the contract period.
9. The candidate appointed on contract will not be entitled to any other allowance and fringe benefits, such as concessional electricity etc. during the contract period.
10. If it is required to perform outstation journey in the company's interest, TA/DA including taxi/auto charges and accommodation charge for such journey shall be paid as admissible to the equivalent rank in MPPMCL.
11. Mobile SIM with CUG facility as applicable to the officers of the equivalent rank of the Company, will be provided. The instrument shall be arranged by the user.
12. The performance shall be reviewed on expiry of each year of contract. If the performance is not found satisfactory, the contract shall be liable for termination.
13. In case the person engaged on contract is found habitual of remaining absent from duty without prior permission, the contract shall be liable for termination at the discretion of the Company.
14. In case of any change in the residential postal address during the contract period, it need to be intimated promptly in writing, failing which any communication sent on the address available with the Company shall be deemed delivered.
15. The candidates appointed on contract will be required to maintain utmost efficiency, integrity and secrecy and adhere to proper conduct and office decorum, failing which; contract shall be liable for termination.
16. The person employed on contract appointment is barred to render his services elsewhere, during the contract period.
17. Character and antecedent verification of contract employees will be got done from Distt. Police administration. However, the incumbent could be allowed to join the duty, on the strength of self attested declaration that nothing is pending against him in any Court nor the criminal case is registered against him in the Police Station. In case, of discrepancy / false claim, the contract appointment shall be terminated immediately, without assigning any reason thereof.
18. Contract employee shall be responsible for performing all the duties/woks assigned to him. Any lapses in performing the duties, shall be treated as misconduct.

19. Contract appointment is terminable, in case of major misconduct. In case of terminating the contract appointment, appointing authority will follow the doctrine of natural justice and will give ample opportunity to the concerned contract employee, to defend himself, by giving show cause notice/ charge sheet etc., such termination be by speaking order.
20. In case of minor misconduct, the amount of the penalty could be withholding the enhancement of remuneration or recovery of equivalent amount from the remuneration or withholding/stoppage of monthly remuneration, for the period, as may be decided by the competent authority, commensurating with the quantum of misconduct.
21. In case any regulations are framed for regulating the contract appointment, the same shall be applicable to contract employee, in the manner specified in such contract rules.
22. Company reserves the right to change these conditions, at any time.
23. In case any information given by the candidate is found false or incorrect, the contract will be deemed void ab initio and liable for termination without any notice or remuneration in lieu of notice.
24. The Headquarter during the contract period will be at Jabalpur.

**MP POWER MANAGEMENT COMPANY LIMITED**  
**APPLICATION FORM FOR THE POST OF CHARTERED ACCOUNTANT ON CONTRACT BASIS**

(Please read the terms and conditions carefully and fill the application form in CAPITAL LETTERS)



Post applied for : **CHARTERED ACCOUNTANT**

1. CANDIDATE'S NAME (please keep one box blank between first name, middle name & last name)

(FIRST NAME)	(MIDDLE NAME)	(LAST NAME)

2. FATHER'S / HUSBAND'S NAME

(FIRST NAME)	(MIDDLE NAME)	(LAST NAME)

3. GENDER (write in box - MALE /FEMALE)

4. CATEGORY  (Unreserved/SC/ST/OBC/Other)

5. PHYSICALLY CHALLENGED : YES / NO  
 (If yes percentage of Disability) ..... %

6. DATE OF BIRTH :     
 Day Month Year

7. AGE AS ON 01/12/2015     
 Year Months Days

8. DEMAND DRAFT DETAILS (Candidates should write Name , Post applied for and Complete Mailing Address in capital letters, on the back side of the Demand Draft.)

No.		Amount	Issuing Bank and its Branch
Dated		Rs. :	

9. ADDRESS FOR COMMUNICATON (IN CAPITAL LETTERS)

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.....

STD Code : ..... Phone No. .... Mobile No. ....

Email ID : .....

10. MARITAL STATUS       
 SINGLE MARRIED WIDOW DIVORCEE No. of children (if married)

CANDIDATE'S SIGNATURE

11. DETAILS OF ACADEMIC/PROFESSIONAL QUALIFICATION :

Examination passed	Year of Passing	Total Maximum Marks	Total Marks obtained	%age of Aggregate marks/ obtained	Institute / university
<b>ACADEMIC QUALIFICATION</b>					
12th / intermediate, pre university					
Graduation					
CA/ICWA					
<b>ADDITIONAL QUALIFICATION</b>					

12. EXPERIENCE DETAILS (Please indicate post qualification experience only)

Organization	Post	Role / Duties	Period

13. LANGUAGES KNOWN :-

A. .... B. .... C. ....

14. OTHER SKILLS AND ABILITIES :

.....  
 .....  
 .....

15. PERMANENT ADDRESS (IN CAPITAL LETTERS)

.....  
 .....

STD Code : ..... Phone No. ....

**CANDIDATE'S SIGNATURE**

**DECLARATION**

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me. If any information furnished above is found false at any time, my candidature/ appointment may be cancelled without any notice and legal action may also be taken accordingly.

**ENCLOSURES: (PLEASE TICK (✓) THE ITEMS ATTACHED, IN THE BOX.**

- 1. M.P. DOMICILE CERTIFICATE
- 2. CERTIFICATE FOR PROOF OF DoB
- 3. GREEN CARD CERTIFICATE (Family planning)
- 4. PROOF OF PHYSICALLY CHALLENGED
- 5. MARK SHEETS OF ALL QUALIFCATIONS
- 6. CASTE CERTIFICATE SC/ST/OBC (Non creamy)
- 7. DEMAND DRAFT FOR Rs. ....
- 8. NOC OF EMPLOYER (IF APPLICABLE).
- 9. DATE OF BIRTH PROOF OF THIRD BORN CHILD (if any) issued from competent authority.
- 10. PHOTO IDENTITY PROOF (Passport / Driving License / Aadhar Card etc.)
- 11. WORK EXPERIENCE CERTIFICATE
- 12. AFFIDAVIT/CERTIFICATE FROM COURT (In case of Widow/Divorcee lady)
- 13. PROOF OF PERMANENT ADDRESS

PLACE:

DATE :

**CANDIDATE'S SIGNATURE**