



OFFICE OF MANAGING DIRECTOR  
MADHYA PRADESH MADHYA KSHETRA  
VIDYUT VITARAN COMPANY LIMITED  
(GOVT. OF M.P. UNDERTAKING)  
NISHTHA PARISAR, GOVINDPURA, BHOPAL (MP) 462023  
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Website: www.mpcz.co.in



HUMAN RESOURCE DEPARTMENT( ISO 9001:2008 CERTIFIED)

No. MD/MK/Rec/F-118 -V/2018/9403

Bhopal dated: 05/10/2018

### OFFER LETTER

(Fresh Candidate)

Dear Candidates,

Please accept our heartiest congratulations on your selection as **Testing Assistant 2018** - trainee batch on regular basis as first waiting list candidate. This offer of appointment is subject to successful verification of original document submitted along with application form and fulfilling of all the eligibility criteria mentioned in the terms and conditions of service in **Annexure-I**, as well as our advertisement published for the purpose, failing which your candidature will be stand cancelled. All candidates as per below mentioned category wise select lists, are hereby directed to report the HR manager of allocated circle mentioned against their name on or before **22<sup>nd</sup> Oct. 2018 at 10:30 AM** for verification of documents uploaded at the time of filling online application form.

S. No.	Candidate Name (Mr./Ms.)	Fathers Name (Shri)	Select Category	Applied Category	Gender	Allotted Circle
1	NAVEEN SHUKLA	K P SHUKLA	UR	UR	M	O&M, Gwalior
2	DEVENDRA SINGH CHOUHAN	GHANSHYAM SINGH CHOUHAN	UR	UR	M	O&M, Gwalior
3	RAMESHWAR GOUND	ONKAR ONKAR	ST	ST	M	O&M, Morena

The candidates shall bring all original documents of their educational qualification, caste certificate and domicile certificate (In case of reserve category candidate), experience certificate etc. which were uploaded by them at the time of online filing of application on web portal. The OBC category candidates shall bring non creamy layer OBC certificate issued by the competent authority FY 2017-18/ income certificate for last three year income of their parents for confirming their non-creamy layer status. The candidates selected against OBC category shall also have to submit a declaration form regarding their non-creamy layer status in the prescribed format.

Candidates are also requested to read carefully the guide line for filling up Service Agreement-cum-Surety Bond mentioned in **Annexure-II** and complete the Service Agreement-cum-Surety Bond as given in **Annexure-III** on Non Judicial Stamp

Paper worth Rs 500/. The candidates are also required to submit Character Certificate as per **Annexure-IV**, Bio data as per **Annexure-V**, Police Verification form as per **Annexure-VI (Anupramanan form)**, Employees detail form as per **Annexure-VII** and Medical Fitness Certificate issued by district Medical Officer after successful document verification. It may please be noted that without completed Service Agreement-cum-Surety Bond your joining as **Testing Assistant-Trainee** shall not be considered. These Annexure are available on the Website [www.mpcz.co.in](http://www.mpcz.co.in) and may be downloaded for submission. All the above certificates, forms, surety bond etc. are required to be submitted on the same day after document verification. The GM concerned will execute the Service agreement-cum-Surety Bond at circle level.

After successful verification of documents, candidates may submit joining report to the GM of the allocated circle on or before **22<sup>nd</sup> Oct. 2018** as Testing Assistant trainee on regular basis. Their appointment as Testing Assistant trainee will be confirmed from the date of joining after receipt of information from respective circle, the candidates have to undergo 6 months training as per the induction policy mentioned in the advertisement.

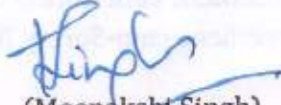
After successful completion of training the candidates will be appointed as Testing Assistant as basic pay of **₹25,300/-** in the Pay Level-6 of 7<sup>th</sup> pay matrix as notified by GoMP order No.F-8-1/2016/Niyam/Char dated 20-07-2017 as per GoMP energy Deptt. Letter dated 05-04-2018. The candidate may get Pay Level in promotion/higher pay scale as per rule subject to fulfilling of conditions and criteria of promotion as per Energy Department Letter dated 05.04.2018.

Further company has the right to get any or all documents verified from the issuing authority for its authenticity and in case any of them are found false/forged/fake at any point of time in future or the above, formalities are not completed then in that case the appointment on the said post shall be terminated without giving further notice and legal action as deemed fit shall be taken.

In case the candidates do not report for joining at the place of posting within the stipulated time as mentioned in the letter of appointment, then the letter of appointment will be automatically stand cancelled.

Candidates are requested to sign this offer letter at below mentioned place in token of acceptance of offer and submit at the time of document verification.

Accommodation or travelling expenses will not be paid to the candidates for document verification.

  
(Meenakshi Singh)  
Chief General Manager (HR&A)

No. MD/MK/Rec/F-118-V/2018/

Bhopal, Date /10/2018

Copy to:-

1. The Director (PDTC), MPMKVVCL, Bhopal.
2. The Chief General Manager (GR) MPMKVVCL Gwalior.
3. The Chief Finance Officer O/O The MD(CZ) MPMKVVCL Bhopal
4. The General Manager(Estt) O/O The MD(CZ) MPMKVVCL Bhopal-
5. The General Manager (HR) O/O The CGM (GR) MPMKVVCL, Gwalior.
6. The General Manager (O&M), MPMKVVCL, Gwalior/Morena- The Testing Assistant - trainee may be provided rotational training as per the schedule of PDTC. You are requested to execute the service agreement cum surety bond after successful verification of document and joining of the candidate.
7. The Dy.GM (Fin)/Account Officer (O&M) Circle, MPMKVVCL, Gwalior/Morena.
8. The Manager (HR) O/o The GM (O&M), MPMKVVCL, Gwalior/Morena - After the last date mentioned in the letter, list of candidates joined / not joined with their date of joining may be intimated with signed letter immediately.
9. Mr. \_\_\_\_\_ (Candidates as per list).
10. Order/personal file.



**General Manager (Rec.)**

I ACCEPT THE OFFER

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Thumb Impression \_\_\_\_\_

Signed in my presence

**General Manager (City/O&M)**  
MPMKVVCL, \_\_\_\_\_