



**M.P. PASCHIM KSHETRA VIDYUT VITRAN CO. LTD.**

URJA BHAWAN, GPH CAMPUS, POLOGROUND, INDORE (M.P)

Fax No. 0731-2423300 Website: [www.mpwz.co.in](http://www.mpwz.co.in)



No.MD/WZ/01/HR/PO(C)/2018/8081

Indore, Date: 20.04.2018

## **Advertisement**

### **Recruitment for the Post of Publicity Officer on Contract Basis.**

The Madhya Pradesh Paschim Kshetra Vidhyut Vitaran Company Ltd., Indore is a Successor Company of Madhya Pradesh State Electricity Board. The Company is incorporated to undertake activities of distribution and retail supply of electricity in the geographical area of Indore and Ujjain Commissionaires. The Company intends to recruit **Publicity Officer on Contract Basis**. The category wise vacancy is as under:

S. No.	Name of Post	Number of post
1.	Publicity Officer on Contract Basis	01 (Unreserved)

### **General Terms and Conditions of Recruitment of Publicity Officer on Contract Basis**

#### **1. Minimum Educational & other Qualifications**

- 1.1 The candidate should be Graduate / Post Graduate in Mass Communication/ Media / Journalism or equivalent discipline from a UGC recognized university with minimum 65% or equivalent CGPA in aggregate in case of Unreserved Category candidates & minimum 55% or equivalent CGPA in aggregate in case of Reserved Category candidates of MP Domicile.

#### **2. Experience**

- 2.1 Post qualification experience of 05 years in National/State level Newspapers, Public Relation Functions/Media Management/Spokesperson preferably in Central / State PSU or Government Department.

#### **3. Age limit**

- 3.1 The minimum and maximum age of the candidates shall be calculated as on 1<sup>st</sup> January of calendar year as per GoMP GAD circular No. 3-8/2016/3-I dtd. 12.05.2017. The cut off date for calculation of age limit be 1<sup>st</sup> January of the current calendar year.
- 3.2 The maximum age limit for MP Domicile applicants, as indicated in column (3) of the table, given below, may be relaxed upto the maximum period of 5 years on the basis of experience over and above 5 years.

3.3 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 Institute employees & 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	

**4. Application fee and other charges:-**

Application fee for Unreserved category candidates will be Rs.1500/- including GST and Rs. 1000/- including GST for Reserved category candidates.

**5. How to apply:-**

5.1 The eligible candidates are required to submit applications in the enclosed format. The application fees for Unreserved category candidates will be Rs.1500/- including GST and Rs.1000/- including GST for Reserved category candidates, payable through demand draft drawn in favour of “**RAO MPPKVCL, Indore**”, payable at Indore.

5.2 The prescribed application form can be downloaded from the company’s website: [www.mpwz.co.in](http://www.mpwz.co.in). Application duly completed alongwith the attested photocopies of documents and demand draft of fees should be sent to the address given hereunder, **on or before 21.05.2018 till 5.30 PM:-**

**Chief General Manager (HR&A)**  
MPPKVCL, O/o MD(WZ),  
Urja Bhawan, GPH Campus,  
Pologround, Indore (M.P).

**The envelope containing the application should be super scribed with “Application for the post of Publicity Officer on Contract basis”**

**6. Selection Process:-**

A committee will be formed for screening of applications and preliminary evaluation. The evaluation pattern is proposed as given below:

- a) Depending on the number of applications received, the company may decide the pattern of evaluation of candidates i.e. written examination and personal interview or personal interviews only. Personal Interview round may also include Group Discussion.
- b) 20% weightage will be given for experience above 05 years @ 4 marks per year of experience in any National/State level Newspapers, Central / State PSU or Government Department.
- c) 10% weightage will be given to the candidates having both Graduation & Post Graduation in Mass Communication/ Media / Journalism or any equivalent discipline from a UGC recognized university.
- d) 70% marks will be allocated for personal interview & Group Discussion which would also include assessment of written and communication skills. The breakup of mark allocated in personal interview and Group Discussion, would be as below:

Sr. No.	Weightage (%)	Round	Skill
1	5	Group Discussion	Oral Communication
	5		Listening Skills
	5		Behaviour & Interaction
	5		Leadership & Decision Making
2	10	Written Communication & Personal Interview	Subject Knowledge
	10		Analytics Skills
	10		Problem Solving & Critical Thinking
	10		Attitude & Confidence
	10		Grip on English / Hindi Language

- e) Final selection will be based on total marks scored out of 100 marks as indicated in b), c) & d) above.

#### **7. Reimbursement of Travel fare**

Travel fare shall be reimbursed to the candidates of Reserved 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, in case they are called.

#### **8. Selection and appointment**

The selected candidates will take up the role of Publicity Officer on contract basis which is equivalent to a Class – III cadre post.

#### **9. Reservation**

The post will be open for all category candidates.

#### **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 submit NOC from the employer 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 **Provisions of GAD order No.3-17-96-3-I Bhopal dated 25.10.96, shall also be applicable.**

## **11. General Terms and Conditions**

- 11.1 On appointment as Publicity Officer on Contract basis, the candidate's services will be governed by the MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018 issued vide Order no: 161 Dt: 03.04.2018 which is available on Company's Website.
- 11.2 The Publicity Officer will be required to maintain the highest standard of personal conduct and integrity and comply with all organizational policies and procedures. Any violation of these policies or any other organizational procedures may result in disciplinary action being initiated against him/ her including termination of the services from the organization.
- 11.3 Job location will be Corporate Office, MPPKVVCL, Indore.
- 11.4 The Company reserves the right to fill or not to fill the position.

## **12. Contract Agreement**

The Publicity Officer will have to execute a Contract Agreement in prescribed format at the time of reporting on Rs. 500.00 non judicial stamp paper.

## **13. Tenure**

The initial tenure will be 03 years which will be reviewed every year as per provisions of MPPKVVCL, Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

## **14. Leave during contract period**

As per the leave rules of the MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

## **15. Duties and responsibilities during Contract Period**

- 15.1 Publicity Officer will be responsible for handling matters pertaining to public relation / protocol functions, managing print and electronic media, for 'Branding' and promoting the overall image of the company.
- 15.2 Publicity of various schemes of public interest implemented by the company from time to time through various newspapers and other effective media so as to reach maximum number of consumers.

- 15.3 To present various issues and opinion of the company to common public in a clear way in both English and Hindi language with professional attitude. Interaction with general public and reporters of various media.
- 15.4 Preparing various achievements of company in a creative way and presenting the same in media in a effective manner so as to spread maximum awareness among consumers.
- 15.5 Publication of various schemes and achievements of the company through various types of media like newspaper, television, magazines, social media etc. Presenting various schemes and program of company to public by organizing functions at various levels.

**16. Rules and Regulations regarding conduct and disciplinary action :-**

The conduct and disciplinary action will be governed by MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018.

**17. Remuneration**

The candidate will get fixed monthly remuneration of Rs. 38430/-. The Dearness Allowance and the yearly revision in remuneration will be as per the provisions of MPPKVVCL Indore Samvida Sewa (Anubandh Tatha Sewa Ki Shartein) Sansodhit Niyam, 2018

**18. Group Insurance**

On appointment as Publicity Officer on contract basis, he/she will have to follow the relevant provisions of MPPKVVCL, Indore Samvida Seva (Anubandh Tatha Sewa ki Shartein) Sanshodhit Niyam, 2018 as applicable.

**19. Notice period**

During the period of engagement, either party can terminate the employment without assigning any reason whatsoever, by giving one month's notice or one month's remuneration in lieu of notice, to the other party.

**20. Travelling allowance**

The selected persons shall be entitled for traveling and daily allowances as per the rules applicable for the officers of the rank of Class-III of the company, while on tour in relation to performance of official duties.

**21. Exclusivity of engagement:-**

Whilst employed with the Company, the Publicity 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 Publicity 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.

## **22. Confidential Information**

- (i) The Publicity 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.
- (ii) The Publicity Officer 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.
- (iii) 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.

## **23. Documents**

The selected candidates are required to bring the following original and one set of photocopies of documents at the time of reporting:

- a. Original and one set of certified copies of
  - (i) 10<sup>th</sup> Board exam mark sheet as proof of date of birth
  - (ii) Marksheet of graduation/post graduation course in relevant field.
  - (iii) Degree of graduation/post graduation.
- b. NOC from present employer, if any.
- c. Contract Agreement as per prescribed format.
- d. 5 copies of passport size photograph, attested by a class-I Gazetted Officer
- e. Character Certificate attested by class-I Gazetted officer as per prescribed format.
- f. Bio data in prescribed format.
- g. ID Proof, Address proof, experience certificate, caste certificate and MP domicile certificate in case of SC/ST/OBC candidates.
- h. Medical Fitness Certificate issued by Medical Board.

## **24. Jurisdiction**

Any disputes arising out of selection process as well as service matters shall be dealt within the jurisdiction of courts situated at Indore.

**Chief General Manager (HR&A)**

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