



# **M. P. POWER GENERATING CO. LTD.**

**O/o EXECUTIVE DIRECTOR (HR&A)**

**BLOCK No.9, SHAKTI BHAWAN, VIDYUT NAGAR: RAMPUR:**

**JABALPUR- 482008**

**CIN:U40109MP2001SGC014882**

Website: [www.mppgcl.mp.gov.in](http://www.mppgcl.mp.gov.in)

E-mail : [mppgcl@mp.nic.in](mailto:mppgcl@mp.nic.in)

**No. ED(HR&A)/ 714**

**Jabalpur, Date:16/02/2019**

## **ADVERTISEMENT FOR THE SERVICES OF PUBLICITY OFFICER ON DEPUTATION / OUTSOURCED BASIS IN MPPGCL**

M.P. Power Generating Company Limited, a successor power generating company of erstwhile M.P. State Electricity Board (MPSEB), is having its Thermal and Hydel power stations located at various places in the State of M P. The Company intends to induct Publicity Officer, for its corporate office at Jabalpur. Publicity Officer is responsible to facilitate relations between organizations and the public. The required qualification & experience is given hereunder:-

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I. Degree Level	Bachelor's degree is required with minimum 60% of marks.
II. Experience	As a Publicity Officer in management positions must have a minimum of 02 years of experience
III. Age Limit*	Minimum Age-21 years Maximum Age limit- 40years
IV. Key Skills	Strong interpersonal, organizational, problem-solving, research, and communication skills; knowledge of Adobe Photoshop, Microsoft Office, and social media applications
V. Remuneration*	50000/- (fixed) Per month
VI. Type of Employment*	Deputation/Outsourced Basis

\*Note:- The terms & conditions of the deputation policy of MPPGCL will be applicable for the applicant, applying through deputation mode (for MPSEB/MPPGCL/Central Govt./ state Govt. Employees).The deputation policy of MPPGCL is available on company's Website.

### **Job Description:-**

- publicity strategies and campaigns, writing and producing presentations and press releases
- dealing with enquiries from the public, the press, and related organizations
- organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits
- speaking publicly at interviews, press conferences and presentations

- providing clients with information about new promotional opportunities and current PR campaigns progress, analysing media coverage
- commissioning or undertaking relevant market research
- PR officers may also be required to carry out other, more general, marketing responsibilities. This can involve working on websites and social media and writing and/or producing presentations, reports, articles, leaflets, journals and brochures for both external and internal distribution.

### **General Terms and Conditions**

The various terms & conditions of Outsourced Basis are as detailed as below:-

1. Human Resources providing firms, Outsourcing agencies or individual candidates may apply as an individual firm.
2. Only Indian Nationals need apply.
3. Candidates working in the Government/Semi-Government/Public Sector Organisation, satisfying the eligibility criteria of education and age shall have to produce N.O.C. from their present employer at the time of interview, failing which they shall not be permitted to appear for the interview.
4. The Candidate must possess sound health.
5. The candidates must produce original documents / certificates at the time of interview in support of their Age, qualification and Experience for verification.
6. MPPGCL reserves the right to cancel, either partially or wholly, this process at any stage, any time without assigning any reason thereof. No liability in this regard shall be borne by MPPGCL.
7. In case of any dispute, the decision of the MPPGCL shall be binding and final for all practical purposes.
8. The jurisdiction of Jabalpur Courts only shall be applicable for all matters.
9. If any information given by the firms/candidate is found incorrect, the candidature will be cancelled at any stage of selection and appointment.
10. The credentials/experience of the candidate shall be got verified, in case of any adverse remark, the services shall be terminated on immediate effect.
11. No compensation shall be applicable to the appointee or dependent in the event of any accident or casualty while on duty.
12. MPPGCL will have no obligation for any kind of appointment in the company on the basis of duty done by the candidate in this contract.
13. Person engaged for performing the duties of Publicity Officer shall report on every working day to the HoD. Person shall work as per the directives and work as assigned by the OIC.
14. The Outsourced Basis appointment will be for a period of one year from the date of joining or till the appointment of Publicity Officer on regular basis in MPPGCL, whichever is earlier. However, the Outsourced Basis appointment 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.
15. The person engaged on Outsourced Basis will be entitled to avail 13 days casual leave in a calendar year.
16. During the services period the person engaged on Outsourced Basis, is not eligible to perform any outside professional work.
17. Consolidated remuneration of fixed Rs. 50000/- per month shall be paid. After completion of one year performance the period of services and remuneration may be reviewed.

18. The person engaged on Outsourced Basis, will not be entitled to any advance like house building, motor cycle/car advance etc. Other Fringe benefits such as free electricity, LTC etc. shall also be not applicable during the Outsourced Basis period.
19. The person engaged on Outsourced Basis, may be required to perform outstation journey in the company's interest TA/DA & accommodation charges for such journey shall be paid as admissible to class-II officers of MPPGCL, Jabalpur.
20. During outstation visits in the company's interest, taxi/auto charges shall be reimbursed as per applicable rules.
21. Medical facilities as available in MPPMCL/MPPGCL hospitals at Rampur or at the Power Stations will only be provided free of charge.
22. The person engaged on Outsourced Basis will be provided mobile SIM with CUG facility with monthly ceiling of Rs.200/-The instrument shall be arranged by the user.
23. The performance shall be reviewed at the end of every six months. If the performance is not found satisfactory during the period, the agreement shall be liable for termination.
24. In case the person engaged on Outsourced Basis, is found habitual of remaining absent from duty without prior permission, the engagement shall be liable for termination at the discretion of the Company Management.
25. The appointment shall stand terminated after completion of period. The period, the same may be extended at the discretion of management, subjected to the satisfactory performance.
26. In case of any change in the residential postal address during the services period, shall intimate the same promptly in writing, failing which any communication sent on the address available with the company shall be deemed delivered.
27. The person engaged on Outsourced Basis shall maintain efficiency, integrity, secrecy & adhere to proper conduct & office decorum failing which he/she shall be liable for termination.
28. In case of any information given by the person/Firm engaged on Outsourced Basis, is found false or incorrect the agreement will be deemed void ab-initio & liable for termination without any notice or remuneration in lieu of notice.
29. No compensation shall be applicable to the appointee or dependent in the event of any accident or casualty while on duty.
30. The headquarter will be at Jabalpur or any of the Power Stations of MPPGCL.
31. The facility of unfurnished accommodation as per entitlement could be provided, on payment of rent at prevalent rate, if available.
32. The person engaged on Outsourced Basis, shall not participate in any employee related union/organization activity. In case of violation of this clause, it will be treated as breach of the agreement and it shall be liable for termination.
33. The person engaged on Outsourced Basis, shall have to execute an agreement on non-judicial stamp paper of Rs.500/- at the time of reporting to abide by the terms & conditions stated above.
34. The terms & conditions of the deputation policy of MPPGCL will be applicable for the applicant, applying through deputation mode (for MPSEB/MPPGCL/Central Govt./ state Govt. Employees). The deputation policy of MPPGCL is available on company's Website.

**4. How to Apply: -**

Non refundable Application fees shall be Rs.1000, candidate have to apply through the Application Format available on web site of MPPGCL, [www.mppgcl.mp.gov.in](http://www.mppgcl.mp.gov.in), with an A/c payee Demand Draft/Pay Order/Banker Cheque of applicable amount in favour of Sr. Accounts Officer (COG&HS) MPPGCL, Jabalpur and payable at Jabalpur.

The completed application with copies of required certificates and Demand Draft/Pay Order/Bankers Cheque as application fee shall be submitted to the following address on or before 28.02.2019.

**CHIEF ENGINEER (HR &A), MPPGCL, BLOCK NO.9, FIRST FLOOR, SHAKTI BHAWAN,  
RAMPUR, JABALPUR**

The candidate must super scribe the envelop with **NAME OF THE CANDIDATE, POST APPLIED FOR---**  
**----- CATEGORY APPLIED IN : -----.**

Applications received after due date shall not be considered and no correspondence shall be entertained in this regard. Candidature of a candidate is liable to be rejected at any stage of this process or after awarding of offer if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.

**Sd/-**  
**Chief Engineer.(HR&A)**  
**MPPGCL, Jabalpur**



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[www.mppgcl.mp.gov.in]

**APPLICATION FORMAT FOR THE SERVICES OF PUBLICITY OFFICER ON DEPUTATION / OUTSOURCED BASIS IN MPPGCL (REF. ADV. NO.714 dtd 16.02.2019)**

The application format should be filled up neatly in English using a **BLACK BALL** point pen in capital letters

For Office Use Only	
<b>REG No.</b>	<b>REG DATE:</b>

Please read the terms and conditions carefully and fill the Application Form in Capital Letters

**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 NAME**

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

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

**4. CATEGORY APPLYING IN:** UNRESERVED  SC  ST  OBC  PD

(Please (✓) tick one box)

(SC/ST/OBC candidates of states other than Madhya Pradesh shall be considered against the Unreserved posts only. They should Tick UNRESERVED in the Category Field above. )

**(for item nos. 5 to 9 WRITE "YES" OR "NO" IN THE BOX )**

**5. DOMICILE OF M.P. :**  **6. GREEN CARD HOLDER :**  **7. EX SERVICEMAN :**

(On account of family planning of candidate only)

**8. NAME OF FIRM/AGENCIES:**

\*Note :- Person who are applying as an individual firm need to mention here as an **INDIVIDUAL FIRM.**

**9. Belonging to the family rehabilitated consequent on land acquisition in Shri Singaji TPP Khandwa**   
(Please attach notice issued under section 12(2) of Land acquisition Act 1894)

**10. DD DETAILS** (Candidates should write Name , Post, Subject applied for and Complete Mailing Address in capital letters, on the back side of the DD/BC/Pay Order)

<b>No.</b>		<b>Amount</b>	<b>Rs._____ (Rupees_____)</b>
<b>Dated</b>		<b>Issuing Bank and Its Branch</b>	

**11. DATE OF BIRTH :**   **12. AGE AS ON 31.01.2019**     
DAY MONTH YEAR YEAR MONTHS DAYS

**13. ADDRESS FOR COMMUNICATION (IN CAPITAL LETTERS)**

Name :	
F/H Name:	
Address :	
:	
City/Town/Village:	Distt.:
State :	Pin Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please affix one recent  
Photograph without  
attestation

**14. CONTACT DETAILS**

STD Code : \_\_\_\_\_ Ph. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

**Signature of Candidate**



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**15. MARITAL STATUS** SINGLE MARRIED WIDOW DIVORCEE (FEMALE)  
(TICK ✓ ONE OF THE BOXES)

PASTE YOUR RECENT  
PASSPORT SIZE **SELF**  
**ATTESTED**  
PHOTOGRAPH

**16. SPOUSE'S NAME** (IF MARRIED)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**17. CANDIDATE'S PERMANENT ADDRESS:**

Name :							
F/H Name:							
Address :							
:							
City/Town/Village:	Distt.:						
State :	Pin Code: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

**18. NUMBER OF CHILDREN:**

**19. DETAILS OF QUALIFYING EXAMINATION:**

Exam Passed :

Discipline:

**20. STATUS OF ACADEMIC QUALIFICATION**

Examination passed (from 10 <sup>th</sup> to graduation in ascending order)	Name of the exam. / Course	State whether course is full time / part time / other	Total duration Semester/ year	Board/Institute / university	Year of Passing	Total Maximum Marks of the course	Total Marks Obtained in all semesters/ years
10 <sup>th</sup> / secondary class							
12 <sup>th</sup> / intermediate, pre-university							
Graduation Degree Exam							
Additional qualifications (If any)							

**21. EXPERIENCE DETAILS (IF ANY):**

Post	Organization	Nature of duties	Period	Salary (Rs. Per Month)	Whether MPSEB/MPPGCL/Central Govt./ State Govt./ Autonomous/ Private/ Others

## **DECLARATION**

I hereby declare that, I have read carefully the terms and conditions for appointment and having agreed, hereby submit my candidature. 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 be taken accordingly.



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**ENCLOSURES:** (PLEASE TICK (✓) THE ITEMS ATTACHED, IN THE BOX. ATTESTED COPIES OF SERIAL NO.1 TO 12)

**THE CANDIDATE MUST SUPERSCRIBE THE ENVELOP WITH 1) NAME OF CANDIDATE: ---, 2) NAME OF POST :-----, 3) CATEGORY APPLIED IN**

1	M.P. DOMICILE CERTIFICATE	8	DD/BANKER'S CHEQUE
2	CERTIFICATE FOR PROOF OF DATE OF BIRTH.	9	NOC OF EMPLOYER
3	EDUCATIONAL QUALIFICATION DEGREE	10	REG. NO.
4	HSSC CERTIFICATE	11	CERTIFICATE OF DISABILITY
5	MARK SHEETS FOR ALL SEMESTER/YEARS	12	CERTIFICATE OF LAND ACQUISITION
6	CASTE CERTIFICATE SC/ST/OBC (non creamy layer)		
7	GREEN CARD CERTIFICATE (FAMILY PLANNING)		

PLACE:

DATE :

CANDIDATE'S SIGNATURE