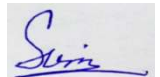


DETAILED ADVERTISEMENT ON WEBSITE

- I. MPCON Limited invites applications from eligible Indian citizens, for appointment of experienced and seasoned professionals, to the following posts:

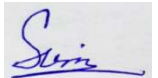
Sl. No	Work Area	Designation	No. of Posts	Requisite Qualifications & Experience	Maximum Age (years)	Job Description
1.	Project Consultancy	Assistant General Manager	1	<p>Educational Qualification: Essential: Bachelor of Engineering (B.E.) / Bachelor of Technology (B.Tech.)/ M.E. / M. Tech in Civil/ Mechanical/ Electrical/ Metallurgy/ Chemical or equivalent (with Minimum 60 % marks) from a reputed institution. Desired: 2 years Full Time MBA (Finance) or equivalent from a reputed institution</p> <p>Experience (post qualification): At least 10 years of relevant work experience in a Middle/Senior Management position in Project Consultancy in the areas of preparation of Techno Economic Viability (TEV) Reports, Detailed Project Reports (DPRs), Lenders' Independent Engineer (LIE) reports, technical surveys, Preparation of Request for Proposal (RFPs) documents and bid documents, etc.</p>	45	Should be able to independently procure and execute project consultancy business assignments successfully. Should be able to prepare Detailed Project Reports/ TEV studies/ Valuation Reports/ DPRs/LIE reports/ RFPs/Bid documents etc. independently. Should have good networking and presentation skills and connect with the industry. Should have leadership qualities to lead the team. Should be able to independently prepare proposals, file tenders and scout for opportunities for projects & assignments in Govt. & Private Organizations.



2.	Project Consultancy	Manager	1	<p>Educational Qualification: Essential: Bachelor of Engineering (B.E.) / Bachelor of Technology (B.Tech.)/ M.E./M.Tech in Civil/ Mechanical/ Electrical/ Metallurgy/ Chemical or equivalent (with Minimum 60 % marks) from a reputed institution.</p> <p>Desired: 2 years Full Time MBA (Finance) or equivalent from a reputed institution</p> <p>Experience (post qualification): At least 5 years of relevant work experience in a Managerial position in Project Consultancy in the areas of preparation of Techno Economic Viability (TEV) Reports, Detailed Project Reports (DPRs), Lenders' Independent Engineer (LIE) reports, Technical surveys, Preparation of Request for Proposal (RFPs) documents and bid documents, etc.</p>	40	<p>Should be able to prepare Detailed Project Reports/ TEV studies/ Valuation Reports/ DPRs/LIE reports/ RFPs/Bid documents etc. independently. Should have good networking and presentation skills. Should be well versed in technical and financial aspects of the projects.</p>
3.	Technical, IT & Digital Consultancy	Assistant General Manager	1	<p>Educational Qualification: Essential: Bachelor of Engineering (B.E.) / Bachelor of Technology (B.Tech.) /M.E./ M. Tech in Computer Science / IT /Electronics / MCA (Full time) /or equivalent with minimum 60% marks from a reputed institution.</p> <p>Desired:2 year Full Time MBA (Finance) or equivalent from a reputed institution</p> <p>Experience (post qualification): At least 10 years of relevant work experience in a Middle/Senior Management position in the</p>	45	<p>Should be able to independently procure Project monitoring agency, IT & Digital Consultancy, Digital evaluation projects, Digitization projects business & be able to execute the assignments successfully. Should be able to execute the above assignments independently. Should have good networking and presentation skills and connect with the industry. Should have leadership qualities to lead the team. & Private</p>

				areas of Project Management Consultancy (PMC), Project Management Agency (PMA), IT & Digital Consultancy such as PMA for various projects, Digital evaluation projects, Digitization projects, etc.		Organizations.
4.	Training & Skill Development	Manager	1	<p>Educational Qualification: Essential: 2 year Full time Master of Social Work /Master degree in Rural Development/ Masters Degree in Entrepreneurship Development or equivalent with minimum 60% marks from a reputed institution.</p> <p>Experience (post qualification): At least 5 years of relevant work experience in a Managerial position in conducting training programs sponsored by Central / State Govt.</p>	40	Must be well versed in independently procuring training business from Central/State Govts and executing the training projects/assignment successfully. Must have good networking & presentation skills. Should be well versed with various Govt. Schemes for skill development and their execution. Should have leadership qualities to lead the team.

5.	Accounts	Manager	1	<p>Educational Qualification: Essential: Master of Commerce M.Com (Accounts)-Full time with minimum 60% marks from a reputed institution/ B.com with MBA Finance from a reputed institution with minimum 60% marks in both the degrees/Chartered Accountant (CA) from Institute of Chartered Accountants of India /Cost & Management Accountant (CMA) from Institute of Cost & Management Accountants of India.</p> <p>Experience (post qualification): At least 5 years of relevant work experience in a Managerial position in Accounts Dept. of a reputed organization.</p>	40	Should be able to independently manage the Accounts Department of the organization including preparation of financial statements. Must be well versed with working in Tally and its functions. Must be well versed in filing tax returns for income tax, GST etc. Must have working experience of Ind-AS.
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II. Remuneration

The Pay scales and allowances would be as applicable to the regular employees of MPCON, from time to time. The present pay scales are as under.

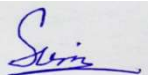
Name of Post	Pay Scale	Approximate Gross Emoluments p.m. Computation of CTC at initial basic
Assistant General Manager	Grade 26300-940 (5) - 31000 - 960 (5) -35800-980 (5) -40700	94812/- approx. (Gross)*
Manager	Grade 16500-890 (5) - 20950 - 910 (5) -25500-920 (5) -30100 - 940 (5) -34800	60818/- approx. (Gross)*

*The gross emolument includes Dearness Allowance, House Rent Allowance, Conveyance Expenses/Allowance, Reimbursement of Medical Expenses, Telephone Expenses, Newspaper/Magazines and Children Education Allowance.

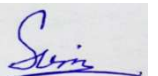
*Besides gratuity, leave encashment and provident fund would also be payable.

III. General Conditions:

1. The entire education from 10th Standard to Post-Graduation must be on full time basis. Qualification acquired through correspondence and part-time courses will not be considered. Prescribed educational/professional qualifications should be from recognized and approved institution in India by AICTE / UGC / Government of India.
2. Only post qualification and Managerial Work Experience would be considered while calculating the work experience.
3. **No fee is required to be paid by the candidates for the recruitment process.**
4. The selected candidates would be on probation for a period of 2 years from the date of their joining and would be confirmed in service only on successful completion of probation period. The selected candidates would be governed by the rules and regulations of MPCON, as amended from time to time. The selected candidates are liable to be posted/transferred anywhere in India or abroad at the sole discretion of MPCON. The selected candidates may be assigned any job responsibilities/job profile as per sole discretion of MPCON.



5. Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs may submit an advance copy of application through e-mail. In case the applicant is shortlisted for interview, following information/documents, about the applicant from the current employer should be provided on the date of interview:
 - i. No Objection Certificate (NOC) from the current employer stating that <Company Name> has no objection in his/her applying for the post of <Name of Post applied for> in MPCON Ltd. and if selected for an appointment to the post applied for by him/her, will be allowed to join his/her new assignment.
 - ii. Performance Appraisal Ratings / Confidential Reports for the period to be reckoned as experience.
 - iii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
 - iv. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".
6. All Computations of age/qualifications/experience shall be done considering **December 26, 2022** as the cut-off date. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification.
7. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/her the right to be called for interview / considered for selection process. MPCON at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available. No correspondence would be entertained from the applicants who are not shortlisted for the interview and the decision of MPCON would be final in this regard. Also, no separate communication / notification shall be issued in this regard.
8. MPCON at its sole discretion may cancel the recruitment process completely/partially at any point of time, without any further notice and without assigning any reason thereof, and no correspondence would be entertained in this regard.
9. Only Indian Nationals are eligible to apply. While applying for a post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct and complete in all respects. In case, it is detected at any stage of recruitment process, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice. MPCON will not be

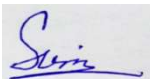


responsible for any loss of e-mail sent, due to invalid/wrong e-mail id or due to any other technical reasons, etc., in case of, any communication made by MPCON. No request in this regard will be entertained. Further, any e-mail communication made by MPCON at the furnished email id will be considered as valid communication.

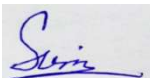
- 10. A candidate can apply for any one post. In case a candidate applies for multiple posts, his candidature stands cancelled and none of the applications submitted by the candidate would be considered.**
11. Candidates called for interview will be required to provide SELF-ATTESTED COPIES of the following:
- i. 10th Standard Certificate and Mark sheet
 - ii. 12th Standard Certificate and Mark Sheet
 - iii. Graduation Certificate and Mark Sheets
 - iv. Post-Graduation Certificate and Mark Sheets
 - v. Other educational and professional qualifications certificates and marksheets
 - vi. Experience certificates (Experience certificates including current employment and all past employment certificates should clearly state date of joining, date of promotion, date of relieving, Post/Designation and responsibilities handled. Pay slips or joining/appointment/relieving letters shall not be considered as experience certificate.
 - vii. Identity and proof of address documents
 - viii. References
 - ix. Any other documents required by MPCON

Originals of the above would also be required for verification at the time of interview.

12. Sufficient copies of the recent passport size, **colour photograph (without dark glasses)** which is pasted on the application form should be retained for subsequent recruitment formalities.
13. The candidates are advised to go through the requirements of educational qualification, age, experience, etc. and satisfy themselves that they are eligible before applying.
14. Only the short listed candidates will be called for interview process, which will be carried out at Bhopal (Pincode-462001), in the state of Madhya Pradesh, India and No TA/DA will be paid for attending the same. The shortlisted candidates would be informed only through e-mail mentioned by them in the application form. Intimation would not be made by any other modes of communication.



15. MPCON reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed. The decision of MPCON would be final in this regard and no correspondence in this regard would be entertained from the applicants.
16. Selected candidates will be required to join the services within the time limit stipulated by MPCON in the selection/offer letter.
17. **LAST DATE FOR SUBMISSION OF APPLICATION IS JANUARY 23, 2023. The scanned copy of the application along with all the requisite documents/certificates, etc. are to be submitted by e-mail only at the following e-mail address:
recruitment@mpconsultancy.org**
18. MPCON shall not entertain requests from the candidate's seeking advice about their eligibility to apply.
19. **Any Corrigendum/Addenda to the advertisement shall be notified/updated on the website of MPCON i.e. www.mpconsultancy.org only. Candidates should regularly visit the website for updates.**
20. **Self attested scanned copies of documents in support of qualifications and experience must be attached with application form. If any candidate does not attach documents in support of qualification and experience, the application of such a candidate will not be considered. Incomplete applications or applications received late will be summarily rejected.**
21. **Canvassing in any form will be a disqualification**
22. The appointment of selected candidates will be subject to his/her being declared medically fit by Government Medical Officer, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, and completion of all other pre recruitment formalities to the complete satisfaction of MPCON Limited.
23. If grades are awarded instead of marks, candidates should attach a copy of the Conversion Chart of Grade into Numeric value, which has been duly attested by the Head of the Department/ Institute, in case the same is not indicated in the mark sheet.



24. Decision of MPCON in all matters relating to recruitment viz. eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview / selection etc. and any other matter will be final and binding on the candidate. **No correspondence or personal inquires shall be entertained by MPCON in this regard**
25. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Bhopal, Madhya Pradesh (462001), India and Courts / Tribunals / Forums at Bhopal, Madhya Pradesh only shall have sole and exclusive jurisdiction to try any clause / dispute.
26. MPCON has the right to reject any application/ candidature at any stage without assigning any reason and the decision of MPCON shall be binding on the candidate

IV. Selection Procedure

The selection process for all the above posts would be by way of shortlisting and Personal Interview of shortlisted candidates.

V. How to Apply

Candidates fulfilling the above eligibility criteria may apply through e-mail only at recruitment@mpconsultancy.org

No other means/ mode of the application shall be accepted.

Last date for submission of Application through e-mail: January 23, 2023

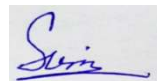
No application will be entertained after the stipulated date and time. Incomplete applications and applications without self-attested scanned documents will be summarily rejected.

Place: Bhopal, Madhya Pradesh, India

Sd/-

Date: December 26, 2022

Head-HR

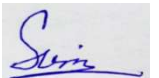


APPLICATION FORM
MPCON LIMITED
Bhopal, Madhya Pradesh, India

Instructions to fill Application form

1. Fill in the application form completely and correctly. Incomplete form shall be treated ineligible, and no further query shall be entertained.
2. Please fill in the details and write in capital letters in your own handwriting / blue pen only or the same should be neatly typed.
3. Paste your latest passport size photograph and put your signature across the photo.
4. Self attested scanned Copies of certificates and marksheets of educational qualifications to be attached. Such certificates should clearly state and meet educational qualifying criteria as per advertisement. Self attested scanned Copies of Experience certificates including current employment and all past employment certificates should clearly state date of joining, date of promotion, date of relieving, post/designation/Role title and responsibilities handled. Pay slips or joining/relieving letters shall not be considered as experience certificates. Identification and address proof documents are also to be attached.
- 5. Do not send original certificates or original documents.**
- 6. Self attestation of all documents and attachments is mandatory.**
7. Please follow the instructions as mentioned in the advertisement for e-mailing the application.
8. No physical/postal application shall be entertained/accepted.
- 9. Do not make any changes in the format. You may add additional pages, if required.**
10. Application formats not obtained from MPCON website, obtained from third party website/vendors & agencies shall be treated as not eligible ab-intitio and no further query shall be entertained.
11. Write post applied for on top of the Application. Applications without post applied shall not be considered. The post applied for should also be mentioned in the subject line of the e-mail. **An applicant can apply for only one post.** Multiple applications from an applicant would not be considered and all such applications would be summarily rejected.
12. Please number all Attachments.
13. Answers to Essay Questions within the prescribed word limit are compulsory.

PLEASE AFFIX
YOUR RECENT
PASSPORT SIZE
PHOTOGRAPH
HERE AND SIGN
ACROSS IT.



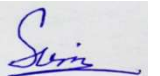
POST APPLIED _____

A. CANDIDATE INFORMATION

FULL NAME			
	FIRST NAME	MIDDLE NAME	FAMILY NAME
FATHER'S NAME IN FULL		MOTHER'S NAME IN FULL	
SEX- M/F:	MARTIAL STATUS:		
Aadhaar No.:			
Category (SC/ST/OBC/GEN)			
EMAIL ID:			
(All communications from MPCON will be made to this e-mail address given by you).			

B. IDENTIFICATION/RESIDENTIAL ADDRESS DOCUMENTS DETAILS

Correspondence address:			
State:	Pin Code No.:	Mobile phone:	
Permanent Address:			
State:	Pin Code No.:	Mobile phone:	



C. Educational Qualifications

(Starting from 10TH STANDARD / ATTACH SELF ATTESTED SCANNED COPIES OF CERTIFICATES). Attach additional sheets, if required.

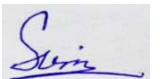
Degree/Diploma/Certificate/Qualification /Examination passed	Specialization/Major Subjects	Name of Institution/University/College & Full Address with Pin code No.	Year of award of qualification/ Year of passing	Marks(%) /CGPA*

*In case result is declared in CGPA, also convert the same in % marks and indicate the same.

Any other professional/additional qualifications or certifications etc.

D. General Details

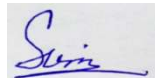
1. Any Relatives working in MPCON (Full Name/Department/Relation)	
2. Please mention tentative joining time in case offered / Selected.	
3. Computer Proficiency (MS Office, Word, Excel, Power Point, Other software, etc.)	
4. Languages Known (read/write /speak)	
5. Name of the Institution currently working in	
6. Current Designation	



E. Employment Details

(Commencing with present employment / Attach self attested scanned copies of certificates). Attach additional sheets, if required.

Organization Name & Full Address with pin code no.	Designation	Pay Scale Or CTC in INR	Period of Employment		No of years of employment	Major duties and responsibilities / Projects Handled.
			From (MM/YYYY)	To (MM/YYYY)		



F. QUALIFYING SUMMARY

HIGHEST QUALIFICATION COMPLETED. Post graduate/Graduate degree/Diploma/Certificate		
Years of Work Experience (Years and Months)	(Years)	(Months)
Date of Birth	DD/MM/YYYY	Age (In years)

G. REFERENCES

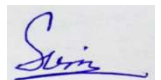
The contact details of 3 references to be provided in which at least one reference should be from current organization of candidate.

REFERENCE NO. 1.

NAME	
ADDRESS	
DESIGNATION	
ORGANIZATION	
MOBILE NO.	
EMAIL ID	

REFERENCE NO. 2.

NAME	
ADDRESS	
DESIGNATION	
ORGANIZATION	
MOBILE NO.	
EMAIL ID	



REFERENCE NO. 3.

NAME	
ADDRESS	
DESIGNATION	
ORGANIZATION	
MOBILE NO.	
EMAIL ID	

Name of Identity & Address Document Attached (Only attach self attested scanned copy).		
Special Note: Any kind of canvassing shall not be entertained. Statements, Information, Facts, Attachment and Details submitted herein above and herewith are true and fully correct as per my knowledge and any suppression, Hiding, Not Providing, Distorting, Wrong information shall be treated seriously and Application shall be treated not eligible.		
Date	Name in full	Signature

DECLARATION

I _____ hereby declare that I have read MPCON's detailed advertisement published on website of MPCON thoroughly and understood the contents and I undertake to abide by all the terms & conditions. Further, I certify that all the information furnished in this application are true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, or not satisfying to the stipulated eligibility criteria for this post, my candidature is liable to be cancelled/ rejected at any stage. I shall abide by all the terms & conditions set out by the MPCON Limited.

SIGNATURE OF THE APPLICANT

PLACE:

DATE:

