

### **DETAILED ADVERTISEMENT DATED ON 31<sup>ST</sup> MAY 2023**

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

<b>Post Code: 01</b>	(a) Role: Assistant General Manager- Project & Technical Consultancy (On Contract) <b>(No. of Vacancy -1)</b>
<b>Age (in years)</b>	Maximum 50 years as on 31 <sup>st</sup> May 2023
<b>Educational Qualification (Full Time)</b>	Full Time B.E. /B. Tech / M.E. / M. Tech / MBA / M.Com / MSc. / MCA or equivalent with minimum 60% marks from a reputed institution or CA / CMA
<b>Mandatory Experience (Post Qualification)</b>	At least 10 years of relevant work experience in any of the following areas or related fields viz. preparation of Detailed project reports /Viability Studies / Techno Economic Viability (TEV) studies / Financial analysis / Technical Analysis of projects / Credit Appraisal / Project Consultancy / Technical Consultancy / Management Consultancy / Project Monitoring Agency / etc.
<b>Key Skills required</b>	<ul style="list-style-type: none"><li>• Should be able to independently procure and execute project and technical consultancy assignments successfully.</li><li>• Should be able to prepare Credit Appraisals / Detailed Project Reports and TEV Studies / Financial Analysis Reports/ Lenders Independent Engineer (LIE) reports / Viability studies / Valuation Reports / RFPs/ Bid documents / carry out the work of Project Monitoring Agency etc. independently.</li><li>• Should have good networking and presentation skills and connect with the industry. Should have leadership qualities to lead the team.</li><li>• Should be able to independently prepare proposals, file tenders and scout for opportunities for consultancy projects &amp; assignments in Govt. &amp; Private Organizations.</li></ul>

<b>Post Code: 02</b>	(b) Role: Manager- Project & Technical Consultancy (On Contract) <b>(No. of Vacancy -1)</b>
<b>Age (in years)</b>	Maximum 45 years as on 31 <sup>st</sup> May 2023
<b>Educational Qualification (Full Time)</b>	Full Time B.E. /B.Tech / M.E. / M.Tech in Civil / Mechanical / Electrical or equivalent with minimum 60% marks from a reputed institution
<b>Mandatory Experience (Post Qualification)</b>	At least 5 years of relevant work experience in any of the following areas or related fields viz. preparation of Detailed project reports /Viability Studies / Techno Economic Viability (TEV) studies / Financial & Technical Analysis of projects / Credit Appraisal / Project Consultancy / Technical Consultancy etc.
<b>Key Skills required</b>	<ul style="list-style-type: none"> <li>• Should be able to independently procure and execute project and technical consultancy assignments successfully.</li> <li>• Should be able to prepare Credit Appraisals / Detailed Project Reports and TEV Studies / Financial Analysis Reports/ Lenders Independent Engineer (LIE) reports / Viability studies / Valuation Reports / RFPs/ Bid documents etc. independently.</li> <li>• Should have good networking and presentation skills and connect with the industry.</li> <li>• Should be able to independently prepare proposals, file tenders and scout for opportunities for projects &amp; assignments in Govt. &amp; Private Organizations.</li> </ul>

<b>Post Code: 03</b>	(c) Role: Manager- Project & Technical Consultancy (On Contract) <b>(No. of Vacancy -1)</b>
<b>Age (in years)</b>	Maximum 45 years as on 31 <sup>st</sup> May 2023
<b>Educational Qualification (Full Time)</b>	Full Time MBA / M.Com / MSc. or equivalent with minimum 60% marks from a reputed institution or CA / CMA
<b>Mandatory Experience (Post Qualification)</b>	At least 5 years of relevant work experience in any of the following areas or related fields viz. preparation of Detailed project reports /Viability Studies / Techno Economic Viability (TEV) studies / Financial & Technical Analysis of projects / Credit Appraisal / Project Consultancy / Technical Consultancy etc.
<b>Key Skills required</b>	<ul style="list-style-type: none"> <li>• Should be able to independently procure and execute project and technical consultancy assignments successfully.</li> <li>• Should be able to prepare Credit Appraisals / Detailed Project Reports and TEV Studies / Financial Analysis Reports/ Lenders Independent Engineer (LIE) reports / Viability studies / Valuation Reports / RFPs/ Bid documents etc. independently.</li> <li>• Should have good networking and presentation skills and connect with the industry.</li> <li>• Should be able to independently prepare proposals, file tenders and scout for opportunities for projects &amp; assignments in Govt. &amp; Private Organizations.</li> </ul>

<b>Post Code: 04</b>	(d) Role: Assistant General Manager- Accounts & Finance (On Contract) <b>(No. of Vacancy -1)</b>
<b>Age (in years)</b>	Maximum 50 years as on 31 <sup>st</sup> May 2023
<b>Educational Qualification (Full Time)</b>	Qualified Chartered Accountant from Institute of Chartered Accountants of India
<b>Mandatory Experience (Post Qualification)</b>	Minimum 10 years of relevant post qualification work experience in Accounts / Finance Dept. of a reputed organization.
<b>Key Skills required</b>	<ul style="list-style-type: none"> <li>• Should be able to independently manage the Accounts &amp; Finance Department of the organization including preparation of financial statements.</li> <li>• Must have knowledge of working in Tally and its functions.</li> <li>• Must be able to file tax returns for income tax, GST etc. Must have knowledge of Ind-AS</li> </ul>

<b>Post Code: 05</b>	Role: Manager - Training & Skill Development (On Contract) <b>(No. of Vacancy -1)</b>
<b>Age (in years)</b>	Maximum 45 years as on 31 <sup>st</sup> May 2023
<b>Educational Qualification (Full Time)</b>	2 Year Full Time Master's Degree in any discipline with minimum 60% marks from a reputed institution / CA / CMA
<b>Mandatory Experience (Post Qualification)</b>	At least 5 years of relevant work experience in conducting training / skill development programs sponsored by Central / State Govt.
<b>Key Skills required</b>	<ul style="list-style-type: none"> <li>• Must be well versed in independently procuring training business from Central/State Govts. and executing the training projects/assignments successfully.</li> <li>• Must have good networking &amp; presentation skills.</li> <li>• Should be well versed with various Govt. Schemes for skill development and their execution.</li> <li>• Should have leadership qualities to lead the team.</li> </ul>

## II. **Remuneration :**

The Remuneration for the contractual staff will be fixed for the term of contract. It may also be mentioned that the above job responsibilities are indicative in nature and MPCON reserves the right to assign any job responsibilities to the officials at its sole discretion. The decision of MPCON would be final in this regard.

Name of Post	Consolidated Remuneration per month
Assistant General Manager (On Contract)	Between Rs. 80,000/- to Rs. 1, 10,000/- (Negotiable). CTC will be determined based on the experience, qualifications etc. of the successful/selected candidate
Manager (On Contract)	Between Rs. 50,000/- to Rs. 70,000/- (Negotiable). CTC will be determined based on the experience, qualifications etc. of the successful/selected candidate

It may be mentioned that no other benefits other than the fixed remuneration above, would be payable. Tax deduction at source would be applicable as per applicable tax rules.

## III. **Period of Contract:**

Tenure would be for a period of 3 years (subject to annual review) which can be extended further on the sole discretion of MPCON. MPCON shall have the right to terminate the contract by giving 60 days' notice, at its sole discretion. The employee would also have a similar option to resign from the post by giving a notice period of 60 days.

## IV. **General Conditions:**

1. The entire education from 10<sup>th</sup> 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 institutions in India by AICTE / UGC / Government of India.
2. Only post qualification work experience would be considered.
3. **No fee is required to be paid by the candidates for the recruitment process.**

4. The selected candidates would be on contract for a period of 3 years from the date of their joining. 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. The contract can be terminated at the sole discretion of MPCON with a notice period of 60 days. The employee would have a similar option to resign from the post by giving a notice period of 60 days. Further, any extension in the tenure of Contract will solely be on the discretion of MPCON.
5. Candidates 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 May 31, 2023 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 and there shall be no relaxation in this regard.
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.
8. 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.

9. 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.
10. 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.
11. 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 in this detailed advertisement, 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.
- 12. 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.**
13. Any legal proceeding in respect of any matter of claim or dispute arising out of this recruitment process thereto can be instituted only in Bhopal and Courts/Tribunals/Forums in Bhopal (Pincode-462001), in the state of Madhya Pradesh, India, only shall have sole and exclusive jurisdiction to try any such cause/dispute.
14. Candidates called for interview will be required to submit 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 mark sheets

- 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 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.**

- 15. Sufficient copies of the recent passport size with white background and colour photograph (without dark glasses) which is pasted on the 'application form should be retained for subsequent recruitment formalities. Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph subsequently may lead to disqualification.
- 16. The candidates are advised to go through the requirements of educational qualification, age, experience, etc. and satisfy themselves that they are eligible before applying.
- 17. 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.
- 18. Selected candidates will be required to join the services within the time limit stipulated by MPCON in the selection/offer letter.
- 19. **LAST DATE FOR SUBMISSION OF APPLICATION IS 19<sup>th</sup> JUNE, 2023. The scanned copy of the application along with the scanned copies of all the requisite documents/certificates, etc. are to be submitted by e-mail only at the following e-mail address:**  
  
**recruitment@mpconsultancy.org**
- 20. MPCON shall not entertain any requests from the candidates seeking advice about their eligibility to apply.



21. Any Corrigendum/Addenda to the advertisement shall be notified/updated on the **website of MPCON i.e. [www.mpconsultancy.org](http://www.mpconsultancy.org)** only. Candidates should regularly visit the website for updates.
22. **Self-attested scanned copies of documents in support of qualifications and experience must be attached with application form. If any candidate does not attach scanned copies of 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.**
23. **Canvassing in any form will be a disqualification**
24. 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.
25. 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.
26. Decision of MPCON in all matters relating to contractual 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**
27. 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.

#### **V. Selection Procedure**

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

**VI. How to Apply**

Candidates fulfilling the above eligibility criteria may apply through e-mail only at [recruitment@mpconsultancy.org](mailto:recruitment@mpconsultancy.org)

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

**Last date for submission of Application through e-mail: 19<sup>th</sup> June, 2023**

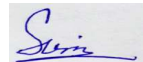
No application will be entertained after the stipulated date and time. Incomplete applications and applications without self-attested scanned copies of documents will be summarily rejected.

Place: Bhopal, Madhya Pradesh, India

Date: 31<sup>st</sup> May, 2023

Sd/-  
Head-HR

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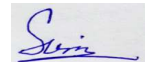


**APPLICATION FORM**  
**MPCON LIMITED**  
**Bhopal, Madhya Pradesh, India**

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 you latest passport size photograph and put your signature across the photo.
4. Self-attested scanned Copies of certificates and mark sheets 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. Self-attested scanned Copies of 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.

PLEASE AFFIX  
YOUR RECENT  
PASSPORT  
SIZE  
PHOTOGRAPH  
HERE AND  
SIGN ACROSS



**POST APPLIED** \_\_\_\_\_  
**POST CODE No.** \_\_\_\_\_  
**ADVERTISEMENT NO./REF.NO.** \_\_\_\_\_

**A. CANDIDATE INFORMATION:**

FULL NAME			
	FIRST NAME	MIDDLE NAME	LAST NAME
FATHER'S NAME IN FULL		MOTHER'S NAME IN FULL	
SEX- M/F:		MARTIAL STATUS:	
Aadhar No.:			
Date of Birth (in DD/MM/YYYY):		Age in years and months (as on 31-05-2023):	
Category (SC/ST/OBC/GEN)		Nationality:	
EMAIL ID:			
(All communications from MPCON will be made to this e-mail address given by you).			

**B. RESIDENTIAL ADDRESS DETAILS:**

Correspondence Address:			
State:	Pin Code:	Contact No. (Mobile):	

Permanent Address:		
State:	Pin Code:	Contact No. (Mobile):

**C. Educational Qualifications :**

(Starting from Post-Graduation till 10<sup>TH</sup> CLASS). ATTACH SELF ATTESTED SCANNED COPIES OF CERTIFICATES. **Attach additional sheets, if required.**

Examination Passed	Name of the Qualification/Examination	Specialization/Major Subjects	Name of Institution/University/College with Full Address and Pin code	Year of award of qualification/ Year of passing	Marks (%)//CGPA *
Post-Graduation					
Graduation					
SSC (12 <sup>th</sup> Std)					

HSC (10 <sup>th</sup> Std)					
Other Professional Courses (if any)					

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

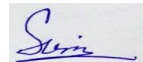
**Any other professional/additional qualifications or certifications etc.:**

1. Any Relatives working in MPCON (Full Name/Department/Relation)	Yes / No (If yes, provide the details)
2. Please mention tentative joining time in case offered / Selected)	_____ days
3. Computer Proficiency (MS Office, Word, Excel, Power Point, Other software, etc.)	
4. Languages Known (read/write /speak)	
5. Name of the Organization 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 and Full Address including pin code.	Designation	Total emoluments or CTC per month in Rupees	Period of Employment		No of years and Months of employment	Major duties and responsibilities / Projects Handled.
			From (MM/YYYY)	To (MM/YYYY)		






**F. References:**

The contact details of 2 references to be provided in which at least one reference should be from current organization of candidate.

**REFERENCE NO. 1.**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>DESIGNATION</b>	
<b>NAME &amp; ADDRESS OF ORGANIZATION</b>	
<b>MOBILE NO.</b>	
<b>EMAIL ID</b>	

**REFERENCE NO. 2.**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>DESIGNATION</b>	
<b>NAME &amp; ADDRESS OF ORGANIZATION</b>	
<b>MOBILE NO.</b>	
<b>EMAIL ID</b>	

**G. DECLARATION:**

Details of Identity Document Attached (Only attach self-attested scanned copy)	
Details of Address Document Attached (Only attach self-attested scanned copy)	

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 stipulated by MPCON. Further, I certify that all the statements, facts, details and information furnished in this application and in attachments, are true, complete and correct 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 also understand that any kind of canvassing shall lead to my disqualification.

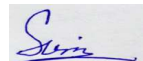
**PLACE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF THE APPLICANT**

**NAME:** \_\_\_\_\_



**H. List of Annexures attached with the application:**

<b>Sr. No.</b>	<b>Name of the self-attested scanned document attached</b>

