

**MAIN TERMS AND CONDITIONS OF SELECTION AND ENGAGEMENT OF  
ASSISTANT ENGINEERS (Electrical – Contract) 2011**

**Educational Qualification:**

1. The candidate should be a graduate in Electrical Engineering or Electrical and Electronics Engineering from a University recognized by University Grants Commission or AICTE, with minimum 60% marks in aggregate in case of General & OBC category candidates and 50% in case of SC/ST category candidates.

**Experience:**

2. The candidate should have minimum one year work experience in electricity distribution and management.

**Age Limit:**

3. The age of the candidates should not be less than 21 years and not more than 30 years as on 30.09.2011. Candidates belonging to SC / ST / OBC / Physically Handicapped categories, widow/ Divorcee lady candidates, Ex. Serviceman will get relaxation in upper age limit to an extent of five years.

**Selection Process:**

4. Wide publicity will be done for selection / engagement of Assistant Engineer (Electrical – Contract). Any person possessing above qualification may apply on publication of advertisement.
5. The merit list will be prepared on the basis of marks obtained in BE (Electrical or Electrical and Electronics) and as per requirement of Distribution Company and they shall be engaged on contract basis based on this merit list. This process will be adopted for one time only.

**Reservations:**

6. The reservation of posts meant for SC/ST/OBC/Physically handicapped (hearing impaired / orthopaedically disabled) shall be applicable only for the candidates of Madhya Pradesh Domicile. Such candidates shall be required to submit a proof of Domicile in M.P.
7. For application of reservation, the state level roster shall be followed.
8. For availing the benefits of reservation, the candidates shall be required to produce Caste Certificate issued by SDO (Revenue) of concerning jurisdiction.

**General Conditions Regarding Eligibility:**

9. The Candidates working in Government / Semi Government / Public Sector organizations, satisfying the eligibility criterion. Education and age, shall have to apply through proper channel, otherwise their candidature shall not be considered.
10. The Candidates, who have a third child born on or after 26.01.2001 are not eligible to apply.
11. The Candidate must possess sound health.

**Selection and Appointment:**

12. The selected candidates shall be engaged on contract basis for a period of two years only. The contract agreement shall be terminated automatically after completion of contract period of two years and no further extension will be granted under any circumstances. The decision of the Company shall be final and binding in this regard.

**Training:**

13. The selected candidates will be given short term training, if required.

**General Terms and Conditions Regarding Conduct:**

14. During the period of contract on engagement as Assistant Engineer (Electrical – Contract) or equivalent, the candidate shall abide by the rules and regulations governing conduct, as may be made applicable/amended from time to time, in the Distribution Company.

**Location and Transfer:**

15. Head quarter may be in any of the Company Office at any place in the jurisdiction of Distribution Company.

**Remuneration:**

16. The Assistant Engineer (Electrical – Contract) shall be engaged initially on a lump-sum consolidated monthly honorarium of Rs.26,000/- per month plus Rs.500/- per month mobility allowance and Rs.500/- per month communication allowance. The honorarium may be increased by 10% by the Company after one year of contract period, depending upon the performance of the person engaged on contract. The minimum statutory employer's contribution towards New Pension Scheme shall be exclusive of above.

**Group Insurance:**

17. During the contract period the Assistant Engineer (Electrical – Contract) shall be covered under group insurance scheme. The risk coverage shall be Rs. One lac with accidental benefit during the contract period. The premium for such group insurance shall be paid by the Company for first year only.

**EPF and Defined Contributory Pension Scheme:**

18. On being engaged as Assistant Engineer (Electrical – Contract), the candidates shall be covered under New Pension Scheme or any suitable scheme adopted by the Company and employees share or statutory amount shall be deducted from his/her consolidated monthly remuneration.

**Medical Examination:**

19. Before joining, the candidate will be required to undergo a medical examination to be held by any of the Divisional Medical Boards in Madhya Pradesh or Hospital/Dispensary run by MPSEB. This offer of engagement on contract is subject to the successful completion of this medical examination and if the result

of the medical examination is deemed to be adverse by the Distribution Company, the candidate's selection will be cancelled without any prior notice and he/she shall not be inducted for contract.

**Reference Check, Verification of Character & Antecedents and Verification of Caste:**

20. At the time of reporting, the candidate is required to submit Character Certificate attested by two Gazetted officers (Class – I) in the prescribed format.
21. In case of SC/ST/OBC category candidates the engagement shall be subject to verification of caste from competent authority. In case it is found that the caste is not covered under the reserved category as specified in schedule of M.P. or the caste certificate submitted is false / fake, the contract engagement of the candidate shall be revoked immediately and appropriate action shall be taken for submission of wrong information.

**Contract Agreement:**

22. The Assistant Engineer (Electrical – Contract), will have to execute a Contract Agreement cum Surety Bond (in the prescribed format) at the time of reporting, on non-judicial stamp paper of Rs. 250/-, to serve the Company for a period of not less than one year from the date of engagement as Assistant Engineer (Electrical – Contract). If the Assistant Engineer (Electrical – Contract) fails to do so, then he/she and the surety shall be jointly and severally liable to pay the Company an amount of Rs.30,000/-.

**Holiday and Leave:**

23. List of Holidays will be notified every year by the Company. The person engaged on contract shall be eligible to avail notified holidays.
24. The selected person engaged on contract shall be entitled to casual leave for 12 days in a calendar year and special leave for 15 days yearly. NO other kind of leave shall be admissible.

**Tour and Travel:**

25. The Assistant Engineer (Electrical – Contract) shall be entitled for travelling and daily allowances as per the rules applicable for the officers of the rank of Assistant Engineer (Electrical – Contract) of the Company, while on tour in relation to performance of official duties.

**Exclusivity of Engagement:**

26. Whilst engaged with the Company, the selected person engaged on contract, will not be permitted to undertake any other employment or engage himself/herself in any external activities of a commercial nature without written permission of the Company. In case the selected person engaged on contract is found to be indulged in any act of contravention of the provisions of this clause, his engagement would be summarily terminated without assigning any reasons thereof.

**Code of Conduct:**

27. The person engaged on contract will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all policies and procedures prevailing in the organization. Any violation of these procedures may result in disciplinary action being initiated against him/her including termination of the services from the organization.

**Confidential Information:**

28. The person engaged on contract shall observe utmost confidentiality and secrecy of any and all information received by him or entrusted to him in the course of his engagement. He/She shall at all times, whether during or after the termination of contract, act with utmost fidelity and not disclose or divulge such information.
29. The person engaged on contract shall have to undertake that he/she shall:
- i. Use the Confidential Information only for the purpose to perform the Services in the organization and not for any other purposes.
  - ii. Preserve the secrecy of any Confidential Information.
  - iii. Return to the organization all documents or other materials containing Confidential Information (including copies thereof) on completion of purpose or separation which ever may be the case.
30. 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 finances of the Organization and shall include without limitation, the report, information, advice and recommendation (in whatever form) contained in any feasibility studies valuation reports.

**Discharge Simpliciter and Notice Period:**

31. After engagement as Assistant Engineer (Electrical – Contract), either party can terminate the contract without assigning any reason whatsoever, by giving one month's notice or one month's remuneration in lieu of notice, to the other party. However, during initial one year period the condition of clause no 22 as detailed above shall also be applicable.

**Jurisdiction:**

32. Any disputes arising out of selection process as well as service matters during contractual engagement shall be dealt within the jurisdiction of courts situated at Head Quarter of Company.

**Job Description:**

33. The Assistant Engineer (Electrical – Contract) shall be required to perform the duties as may be assigned time to time.

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