

## Advertisement

### Recruitment for the Post of Sr. Accounts Officer & Company Secretary-2019 on Regular Basis.

The MPIDC (M.P. Industrial Development Corporation Limited) Bhopal, a Corporation of Govt of Madhya Pradesh. Department of Industrial Policy & Investment Promotion intends to recruit Sr. Accounts Officer & Company Secretary on regular basis under Pay Scale - 15600-39100+ Grade Pay 6600 (6th Pay Scale) for Both Post.

The category wise vacancy is as under:-

Name of Post	Total	UR	ST	Horizontal reservation For Women 33%
Sr. Accounts Officer	01	01	-	-
Company Secretary	02	01	01	-

Note: -1) Number of Posts can be increased or decreased.

2) MPIDC reserves the right to appoint or not to appoint for any post on any reason.

3) For the Sr. Accounts Officer Post OBC, SC, ST and Non- Domicile candidate can apply as UR category and for Company Secretary Post OBC, SC and Non- Domicile candidate can apply as UR category.

### **General Terms & Conditions of Recruitments of Sr. Accounts Officer & Company Secretary on REGULAR BASIS:-**

#### **1. Minimum Educational & Experience Requirements:-**

Name of Post	Qualifications Required	Experience Required
Sr. Accounts Officer	Qualified Chartered Account from ICAI/ Chartered Financial Analyst / Degree of M.Com	7 Years of Experience required in post relevant Field
Company Secretary	Qualified Company Secretary from ICSI	7 Years of Experience required in post relevant Field



## 2. Age Limit

2.1 The minimum and maximum age of the candidates shall be calculated as on 1<sup>st</sup> January of calendar year 2019 i.e 01/01/2019. 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)	32 Years	32 Years
2	Female Applicants (Unreserved)	37 Years	
3	Male/Female Applicants (Reserved Category - SC/ST/OBC(Non-Creamy Layer)	37 Years	

2.2 Age Relaxation will be applicable only if there is vacancy for reserved Category (SC/ST/OBC (Non-Creamy Layer) and belonging to MP Domicile as well Otherwise candidate will be treated as UR. Female Candidate (MP Domicile) will get 5 years of age relaxation in upper age limit.

2.3 With All age relaxation max age limit won't be more than 37 years. No Age Relaxation will be provided to Non Domicile Candidate for all categories.

## 3. How to apply

3.1 Applications shall be received through MP Online ([www.mponline.gov.in](http://www.mponline.gov.in)) only. Link to the website of MP Online will also be provided on the website (s) of the MPIDC.

3.2 The scanned copy of following documents shall be uploaded by the applicant and carry all documents at the time of verification:

- (i) High School Examination mark sheet in support of date of birth.
- (ii) For Sr. Accounts Officer Post, Certificate/Mark sheet/Degree of.Chartered Account /Chartered Finance Analyst/M.Com & For Company Secretary Post, Certificate/ Mark sheet /Degree of Company Secretary.



- (iii) Caste certificate (Permanent), (in case of reserve category candidates) issued by Sub Divisional Officer (Revenue) of MP.(If Applicable)
- (iv) MP Domicile certificate along with Caste certificate, (as the case may be) in case of candidates seeking age relaxation.(If Applicable)
- (v) Experience Certificates. Issued by the erstwhile employer other than MPIDC.
- (vi) Experience certificate issued by MPIDC if he/she has served this corporation also.

#### **4. Application fee and other charges**

- 4.1 Application fees for all candidates shall be Rs. 510/- + GST.
- 4.2 The applications can also be submitted through MP Online Kiosks and the payment can be made in cash at the Kiosk.

#### **5. Merit, Selection and Appointment**

- 5.1 Online application will be invited through MP Online. The application form will be live for a period of about 1 month from application start date as mentioned in the advertisement.
- 5.2 **Merit list preparation** – Based on score obtained in online examination and weightage will be provided to those candidate who possess experience of MPIDC @ 4% marks per year of experience earned, subject to maximum 20% of marks allotted for maximum weightage marks (Total 80) of online examination (400 marks).
- 5.3 Merit will be prepared on the basis of performance against total online examination marks 400 & total Weighatge subject to maximum marks 80 .i.e. out of 480 Marks.
- 5.4 If the score obtained for two or more candidates are same then determination of merit shall be as under, i.e. the older candidate shall be given preference as per date of birth. In case of same of above, both conditions, preference will be given to candidates securing higher marks in 10<sup>th</sup> standard.
- 5.5 **Result Declaration** -Based on merit, provisional list of shortlisted candidates will be notified on the website / MP Online Portal.

*[Handwritten Signature]*



## 6. Syllabus

Online Examination will be conducted on MCQ based, for total 400 Marks (Total-100 Questions).

### 6.1 For Senior Accounts Officer Post:-

Part 1: Accounting, Business LAW, Company LAW, Financial Management, Direct TAX, Indirect TAX and Audits	04 Mark per Question	70 Questions
Part-2: English or Verbal Section (Verbal ability and reading comprehension)	04 Mark per Question	30 Questions

### 6.2 For Company Secretary Post:

Part 1: Interpretations & General LAWS, Company LAW, LABOUR LAWS, SECURITIES LAW, Foreign Exchange Management.	04 Mark per Question	70 Questions
Part-2: English or Verbal Section (Verbal ability and reading comprehension)	04 Mark per Question	30 Questions

**Note:-** 01 Marks will be deducted for each wrong answer in online examination for Sr. Accounts Officer & Company Secretary.

## 7. General Conditions Regarding Eligibility

7.1 The candidate should be an Indian.

7.2 The Candidates working in Government/Semi Government/Public Sector organizations, satisfying the eligibility criterion, education and age, shall have to produce NOC from employer at the time of document verification.





**8. Important dates:-**

S. No.	Activity	Date
1	Issue of Advertisement	23/09/2019
2	Application filling	23/09/2019
3	Last Date of Application filling	22/10/2019
4	Admit Card Live	30/10/2019
5	Online Examination	18/11/2019
6	Objection Calling	21/11/2019 to 23/11/2019
7	Objection Resolution	14/12/2019
8	Result declaration	As per department Instructions

**Note:-** Department will declare the notification on MPONLINE Portal / MPIDC website for Result / Selection List Sr. Accounts Officer & Company Secretary.

In case of any change in scheduled date, it will be notified on MP IDC LIMITED website and MP Online website. It is in the interest of the candidates to visit official website of MP Online/MP IDC LIMITED regularly and note the updates/notices related to the recruitment process. The MPIDC/MP Online do not owe any responsibility in this regard, if candidate fails to note latest updates, no claims shall be entertained. Further, the candidate should fill the correct form in every respect and nothing should be concealed or withheld by them.



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