



OFFICE OF THE CHIEF ENGINEER (H.R.& A.)
M. P. POWER GENERATING CO. LTD.

BLOCK No.9, SHAKTI BHAWAN, VIDYUT NAGAR: RAMPUR: JABALPUR (M.P.) - 482008

Phone No.0761-2702615,

E-mail: mppgcl@mp.nic.in

Fax No. 0761-2665805

Website: www.mppgcl.mp.gov.in



No. CE(HR&A)/MPPGCL/Recruit./AO/2018-19/ 3769 Jabalpur, Date: 27-09-2018

"OFFER OF APPOINTMENT"

MPPGCL is pleased to inform that following candidate has been selected for appointment on provisional basis as Executive Trainee (F&A) in M.P. Power Generating Company Limited on a fixed stipend of Rs. 56100/- (Rs. Fifty Six Thousand One Hundred only) per month with effect from the date of joining of training for Executive Trainee (F&A) as per the terms of advertisement No. CE(HR&A)/MPPGCL/Recruit./AO/2018-19/1524 dated 19-04-2018 read with corrigendum no. CE (HR&A)/Recruit./AO/2018-19/1908 dated 11-05-2018 & amendment no. CE (HR&A)/Recruit./AO/2018-19/2003 dated 18/05/2018 and other terms and conditions as per Annexure-I to X (to be downloaded, as mentioned in enclosure):-

EXECUTIVE TRAINEE(F&A)				
S.NO.	APPLICATION NO.	NAME (Shri....)	FATHER'S NAME (Shri...)	CATEGORY
1	E00701800183	TARUN JAIN	PRAMOD JAIN	UR

Above candidate is requested to report to the O/o Chief Engineer (HR&A), MPPGCL, Block No. 9, First Floor, Shakti Bhawan, Rampur, Jabalpur-482008 with his written acceptance for joining the post along with documents as desired (vide enclosures to be downloaded from company's website) **on or before 3rd October 2018** in person during office hours (10:30 to 17:30 hrs.). Documents submitted by the candidate will be checked and if found in order, as per the criteria laid down for the post, the final clearance order for appointment indicating place of posting for joining will be issued by this office separately. It may be carefully noted that the documents, which include medical certificate, NOC & other certificates, if submitted after the prescribed date, shall not be entertained for clearance. Original documents shall have to be produced before final clearance.

Candidate is requested to download, print and read the general instructions (**Annexure & schedule**) carefully, from our website www.mppgcl.mp.gov.in, before completing formalities related to the documents and other formalities.

PRODUCTION OF MEDICAL FITNESS CERTIFICATE ISSUED AFTER THE DATE OF THIS OFFER IS A PRIME CONDITION. MEDICAL FITNESS CERTIFICATE OR ANY OTHER DOCUMENT INCLUDING SERVICE AGREEMENT CUM SURETY BOND FOUND WRONG/ INCOMPLETE WILL AUTOMATICALLY DISQUALIFY THE CANDIDATURE.

Further necessary instructions will be communicated while clearance.

The above Offer of Appointment is subject to the final outcome of the Writ Petition No. 21000/2018 before the Hon'ble High Court of M.P., Jabalpur.

Sd/-
CHIEF ENGINEER (HR&A)
MPPGCL: JABALPUR

Enclosures (Page-1 to 24): - Please download and print following Annexure & Schedule from our website www.mppgcl.mp.gov.in

- 1) Annexure-I - General instructions for filling up the forms and completing the Other formalities. (Page No. 1 to 2)
- 2) Annexure-II - Main Terms and Conditions of appointment. (Page No. 3 to 4)
- 3) Annexure-III - Acceptance of the offer. (Page No. 5)
- 4) Annexure-IV - Undertaking for non-submission of Medical Fitness Certificate & other certificates. (Page No. 6)
- 5) Annexure-V - Service Agreement cum Surety Bond. (Page No. 7 to 14)
- 6) Annexure-VI - Form for affixing 5 recent passport size photographs. (Page No. 15)
- 7) Annexure- VII - Form for Particulars of the Candidate. (Page 16 to 17)
- 8) Annexure-VIII - Form for Personal details (Page No. 18)
- 9) Annexure-IX - Form of Antecedent verification with affidavit. (Page No. 19 to 23)
- 10) Annexure-X - Undertaking for group insurance. (Page No. 24)

Copy forwarded to: - (the above candidate) - **for necessary action.**

(PLEASE READ THIS CAREFULLY, BEFORE COMPLETING FORMALITIES OF DOCUMENTS)**GENERAL INSTRUCTIONS FOR FILLING UP THE FORMS AND COMPLETING OTHER FORMALITIES**

The appointment is subject to the Main terms and conditions stipulated in Annexure-II enclosed, besides the following conditions.

1.(i) ACCEPTANCE OF THE OFFER: (ANNEXURE-III)

You should submit your acceptance to this offer only in the format enclosed. The services of the company can be joined upto stipulated last date only. In case you do not report till last date, you will not be permitted to join the company. If you fail to join the training within stipulated date and request in writing before last date to join training later, MPPGCL may consider the matter only seriousness & genuineness of the reasons indicated or may refuse to consider it.

(ii) You will have to undergo training of Three Months, which may comprise On-job training, which can be extended up to a maximum period of six months. You will be considered eligible for appearing in final appraisal of Executive Trainee (F&A), only after completion of the training. Further only after completion of training satisfactorily and clearing the final appraisal successfully, you will be considered eligible for appointment as Accounts Officer in the MPPGCL.

(iii) You should produce your original certificates regarding Degree/Post Graduate Degree/other qualifications, experience, Age proof along with self attested copies of each document. Regarding "AGE PROOF", Matriculation / HSS Certificate will only be considered valid. Mark-sheet of final year/semester/examination of the qualifying examination is to be submitted in duplicate along with mark sheets of earlier examinations given in College / University/Institute.

2. M.P.DOMICILE, CASTE AND OTHER CERTIFICATES:

If you are selected as SC/ST/OBC (non creamy layer)/PD/woman/PAP candidate, you should produce original M.P. Domicile and caste / disability /land acquisition certificate in the prescribed format, along with true copies in duplicate duly self attested.

3. ANTECEDENTS VERIFICATION FORM (In triplicate - वुजि ँक.कु ओके)

Antecedents verification form should be submitted to this office duly filled in (in triplicate), along with other documents duly attested. Incomplete forms or concealing of information will lead to cancellation of the offer. Also submit an affidavit in this regard (format enclosed in annexure-IX).

4. MEDICAL FITNESS CERTIFICATE FROM DIVISIONAL MEDICAL BOARD

Submission of Medical Fitness Certificate issued by Divisional Medical Board of M.P. is mandatory. If not available, the documents submitted by you must accompany the proof of medical examination in context to MPPGCL's appointment offer. Documents without aforementioned proof will be considered as incomplete documents & will not be entertained. In case you do not submit the above documents or if the original certificate sent by Medical Board is not received by O/o C.E. (HR&A), MPPGCL, Jabalpur, you will submit an undertaking in form no. T.U.3 (Annexure-IV). Please note that no stipend will be released / paid, until the fitness certificate from Medical Board is submitted or received by this office.

In case the medical fitness certificate is not received within one month from the date of medical examination by Medical Board, the order appointing you as Executive Trainee (F&A) will be cancelled.

NOTE: As per information available, DIVISIONAL MEDICAL BOARD meets on specified days of every month at the Commissionery Head Quarters i.e. Jabalpur, Sagar, Indore, Ujjain, Bhopal, Gwalior and Rewa and the candidate must contact the **Joint Director Health Services**, 2-3 days earlier for pre-medical checkup.

5. SERVICE AGREEMENT CUM SURETY BOND (ANNEXURE-V)

This is to be executed on non-judicial stamp paper worth Rs. 500/- (Rs. Five hundred only), plus Rs. 1/- Revenue Stamp affixed on the first page (top left) duly crossed. The additional sheet / continuation sheet, if any, used should be on Water Mark Paper / Court Paper. No date should be filled in the first line of agreement bond. All corrections / over typing / insertions in ink and blanks should also be signed in full by the candidate and his surety properly.

The candidate and the Surety should sign on all the paragraphs on the left side and bottom of each page of the Bond. Please ensure that all the entries made in ink/cutting/over typing / blank spaces left in the Bond (if any) are under CANDIDATE'S AND SURETY'S signature.

SCHEDULE- I & SCHEDULE- II of this bond are required to be submitted on Water Mark Paper/ Court Paper. These schedules need not be typed on stamp paper. The other three copies of service agreement cum surety bond along with Schedule-I & II need only be on Water Mark Paper/ Court Paper. At the end of each page, signature of candidate and surety are to be recorded.

Name & complete postal addresses of witnesses and surety, wherever mentioned in the documents, be clearly indicated below signatures.

The non-judicial stamp paper, watermark paper etc. can be purchased from M.P state OR of any state of India.

6. PASSPORT SIZE PHOTOGRAPHS:

You have to submit recent passport size photograph in five copies, all the copies duly attested by Gazetted Officer. The photographs are to be pasted on a foolscap size paper form T.U.5 (**Annexure-VI**) with space between each (as per proforma provided). Please note that the photographs submitted should have been taken after the issue of the offer.

7. NOC/NO LIABILITY CERTIFICATE FROM PREVIOUS EMPLOYER

If you are in services of any Central Govt./ State Govt./ Semi Govt. / Public Sector undertaking or any other organization, aforesaid Certificate from the present employer is to be furnished along with other documents, i.e. by last date of joining.

8. ATTESTED COPIES OF CERTIFICATES:

Two sets of copies of the Degree & Mark-sheets of qualifying examination passed are to be submitted. Also you have to submit your Bio-data as per **Annexure-VII** and Personal details as per **Annexure-VIII**, both in duplicate.

9. SUBMISSION OF THE DOCUMENTS

You, in no case, will be allowed to join the company, unless all formalities in respect of execution of all bonds and production of all certificates herein stated are fully complied by you.

10. The person taking Surety to pay the bond amount on your behalf, should attach a self attested photocopy of his/her PAN Card and IT return for the FY 2017-18. Also self attested photocopy of latest address proof of candidate and surety should be submitted.

MAIN TERMS AND CONDITIONS OF APPOINTMENT

1. The appointment will be as Executive Trainee (F&A). During the period of training and on appointment as Accounts Officer, the candidate shall abide by the rules and regulations governing service conditions, as made applicable and amended by the M.P. Power Generating Co. Ltd., Jabalpur from time to time.
2. During the period of the training, only a fixed stipend of Rs. 56,100/- per month will be payable & no other emoluments will be paid.
3. The normal training period will be for three months. This period of training can however be extended or terminated if the performance of trainee is not found satisfactory. If, even after the extended period of training, performance of the trainee is neither improved nor found up to the mark, his/her services shall liable to be terminated without any notice. The training may be extended up to a maximum period of six months if the performance during the normal training period is found unsatisfactory.
4. If the candidate is non-domicile of M.P. State, he/she will be considered as candidate of unreserved category and his/her merit seniority will be counted accordingly. Also he/she will not be eligible for any privilege under SC/ST/OBC quota.
5. The candidate will be required to pass departmental examination in such subjects as may be prescribed from time to time and within the specified training period. The suitability of the Trainee for the employment will be evaluated by the competent authorities as decided by the MPPGCL on the performance during the period of training and the decision of the competent authority of the MPPGCL in this regard shall be final and binding on the Trainee and the Surety.
6. On satisfactory completion of training, the candidate shall be eligible to be considered for appointment as Accounts Officer in the pay Scale-56100 – 177500 (Level - 12) having basic pay as Rs. 56100 /- + other allowances as applicable in MPPGCL from time to time, in accordance with the Rules and Regulations applicable in the Company on following conditions :-
 - i) The appointment will be on probation for a period of two years and the probation period shall be liable to be extended at the discretion of the MPPGCL for a further period of one year. During this probation period, his/her performance will be monitored.
 - ii) The services of the appointee, during the period of probation shall be liable to be terminated without any notice and without assigning any reason.
 - iii) On expiry of the probationary period the appointee shall become a temporary employee of the MPPGCL. During the temporary period, his/her services shall liable to be terminated by the employer with one month notice or one months pay in lieu of notice or part thereof.
 - iv) During the probation / temporary period the appointee can leave the service by giving three months notice or three months pay in lieu of notice to the Company. In that case the Accounts Officer shall also be liable to pay the applicable bond amount & other dues as per the conditions stipulated in the Service Agreement Bond executed.
7. The candidate shall be required to undergo a medical examination to be held by the Medical Board at Jabalpur, Rewa, Bhopal, Indore, Gwalior, Ujjain, or Sagar and produce the fitness certificate from the Medical Board before joining as *Executive Trainee (F&A)*. If the result of the medical examination is adverse, the candidate's appointment will be liable to termination without prior notice to him.
8. The appointment shall be subject to satisfactory verification of character and antecedents by police authorities as per Rules and Regulations of the MPPGCL. The candidate's appointment shall be terminated if any adverse information appears in this police verification report, whenever it is received in the office of Company.
9. The trainee shall have to execute a service agreement cum surety bond (as per form enclosed at **Annexure-V**) on non-judicial stamp paper worth Rs. 500/- (Five

hundred) only, to serve for a period of five years from the date of appointment as Accounts Officer or equivalent post. If the Trainee fails to do so, then he/she and the Surety shall be liable to pay the MPPGCL an amount as mentioned in the Bond.

10. If for any reason the candidate absents from duty or vacates or resigns his/her appointment without the prior permission in writing of the C.E.(HR&A), M.P. Power Generating Co. Ltd., Block no.9, First Floor, Shakti Bhawan, Rampur, Jabalpur, 482-008, during the period of his/her training or refuses to accept service offered or resigns before the period stipulated in service agreement cum surety bond (**Annexure-V**), the trainee and/or his/her surety shall be liable to pay the expenses as per the terms of the Bond. The decision of the MD, MPPGCL in respect of breach of agreement, shall be final and binding.

11. During the period of training the trainee will be eligible for casual leave for a maximum of 03 days. The Trainee who is unable to attend duty owing to illness may be granted medical leave up to 03 days during the period of training. The trainee may also be granted extraordinary leave up to a maximum of 03 days during this training period, if he/she has exhausted the entire casual and medical leave provided the employer is satisfied with the ground on which the extraordinary leave is sought for. No other leave is admissible during the training period.

If the trainee avails the E.O.L.(without stipend) for more than 3 days but limited to 30 days even on medical ground or other genuine reason, his/her training period will stand automatically extended to the extent of EOL he/she has availed.

The E.O.L. exceeding 30 days if availed by the trainee without medical certificate of Divisional Medical Board or found habituate of availing EOL frequently in regular intervals and if such combined EOL period exceeds 30 days or found unauthorized absent (without prior intimation / permission) continuously for more than 15 days, his/her such act will be considered as breach of contract and he/she may be liable to pay applicable bond amount along with other dues, if any, at the discretion of the MPPGCL.

12. During the period of training and on appointment as Accounts Officer or equivalent post, he/she shall abide by the conduct rules framed/adopted by the MPPGCL and as amended from time to time and he/she shall apply and maintain the highest standard of personal conduct and integrity. His/Her services shall be governed by the rules and guidelines framed/adopted by the MPPGCL and as amended from time to time. There will be no binding/obligation on the employer for adopting any circular or memorandum issued by the State Government or by Central Government or by any other organization and the candidate cannot claim any right/privileges on the basis of such circulars/memorandum.

13. The agreement bond so executed is not transferable to any other department / organization during the period of agreement.

14. On appointment as Accounts Officer the services shall be governed under the Defined Contributory Pension scheme (NPS).

15. The Surety who executes the bond shall be a person of substantial means, capable of paying the amount agreed in the Agreement Bond (viz. Rs. Two Lakh only plus other dues, if any) and his / her copy of Income Tax Return/TDS-16 of last completed financial year with self attested copy of PAN card should be submitted. The same should be indicated in the Bond legibly under his signature.

16. Witnesses shall be persons well known to the Trainee and the Surety respectively.

17. Whilst employed with the MPPGCL, the trainee shall not be permitted to undertake any other employment or engage in any external activities of commercial nature without the written permission of the MPPGCL. In case the trainee is found to be in contravention of the provisions of this clause, then his/her appointment shall be liable for termination without assigning any reason therefore. He/She has to declare that no other contract of training/employment already subsists between him/her and any other employer and further declare that he/she shall not enter into any other contract of training/employment with any other employer before the expiry or termination of this contract.

ANNEXURE-III (FORM T.U. 7)**ACCEPTANCE OF THE OFFER**

Name of the candidate: _____
(In capital block letters)

Appl. No./Roll No. : _____

Complete Postal Address: _____

To,
C.E.(HR&A)
M.P. Power Generating Co. Ltd.
Block no.9, Shakti Bhawan,
Rampur, Jabalpur, 482-008

Sub: Acceptance for appointment as Executive Trainee (F&A).

Ref: Your letter No. CE (HR&A)/MPPGCL/RECTT./2018-19/ Jabalpur, dtd.

Sir,

I hereby acknowledge the receipt of your letter cited above.

- (i) I hereby accept all the terms & conditions mentioned in the offer of appointment under ref.
- (ii) I require accommodation in the MPPGCL's Hostel/Quarters and that I am ready to occupy the room/quarter even on sharing basis with other trainees.
- (iii) I am submitting all the required documents for verification and necessary action.
- (iv) I shall join the training on due date stipulated failing which I shall be bound by the conditions framed by the MPPGCL.
- (v) During training, I am ready to be posted anywhere in Madhya Pradesh or to any training center outside M.P.

Yours faithfully,

Place: _____ Signature _____

Date: _____ Name _____

Appl. No./Roll No. _____

NOTE:

1. STRIKE OUT THE ITEMS NOT APPLICABLE & PUT YOUR SIGNATURE.
2. WHERE HOSTEL/QUARTER FACILITY IS LIMITED SUCH AS JABALPUR, SEATS CANNOT BE ASSURED FOR ALL CANDIDATES.
3. CANDIDATE NOT REPORTING ON DUE DATE WILL NOT BE PERMITTED TO JOIN THE TRAINING.
4. THE CANDIDATE IS ADVISED TO SEND **ONE ADVANCE COPY** OF THIS FORM T.U. 7 TO THIS OFFICE SOON AFTER RECEIVING THE OFFER.

(Undertaking for Non-Submission of Medical Fitness and other Certificate)

To,
C.E.(HR&A)
M.P. Power Generating Co. Ltd.
Block no.9, Shakti Bhawan,
Rampur, Jabalpur, 482008.

Sub: Undertaking for non-submission of Medical Fitness Certificate.

Sir,

I have been selected, as Executive Trainee (F&A) vide your letter No..... Dtd.....

I have completed all other formalities except submission of Medical Fitness Certificate / correction in Surety Bond / copy of the confirmation of surety / original Degree / Gate Score Card/ HSSC Certificate / Service Certificate /....., due to unavoidable reasons.

I shall appear before the Divisional Medical Board on _____ and will submit the Medical Fitness Certificate without fail. I shall submit other documents, which I could not submit earlier as stated in Para 2 above positively on or before _____.

I request you to kindly allow me to join training provisionally on the undertaking that:

- (i) I understand that allowing me to join the organization is purely provisional, and there is no claim for traineeship/employment for default.
- (ii) I understand that in case I fail to produce Medical Fitness Certificate by _____ or declared unfit by the Divisional Medical Board / or I fail to submit the remaining documents as stated above, my order appointing me as Executive Trainee (F&A)- will stand cancelled without any liability on the MPPGCL.
- (iii) I understand that I shall not be entitled to and will not claim any stipend etc., from the date of provisional joining to the date of my continuance on provisional basis if my traineeship is cancelled due to reasons stated in Para 2 above.

Thanking you,

Yours faithfully,

Jabalpur, dated:

Signature

Name in full

Appl. No./Roll No.

Batch No.

Executive Trainee (F&A)

SERVICE AGREEMENT CUM SURETY BOND

(To be executed on non-judicial stamp paper worth of Rs. 500/- (Rs. Five hundred) only and Rs 1.00 (Rs. One only) Revenue Stamp to be affixed on top left side of first page alongwith Schedule I & II and **three extra copies** on water mark paper/court paper).

This contract made on this _____ day of _____ Two thousand and Eighteen BETWEEN the M.P. Power Generating Company Limited through the C.E. (HR&A) of the M.P. Power Generating Co. Ltd., a Company incorporated under the Companies Act, 1956, having its registered office at Shakti Bhawan, Rampur, Jabalpur, hereafter called the "Employer" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART;

AND,

Shri / Ku....., Son/ daughter of Shri
Resident ofin the tehsil of the.....
District....., hereinafter called the "Trainee/Employee" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the SECOND PART;

AND,

Shri / Smt....., Son/ daughter of Shri
Resident ofin the tehsil of the.....
District....., hereinafter called the "Surety" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the "THIRD PART".

WHEREAS the employer has offered to engage Shri /Ku. as a trainee for training for a period of three months and the trainee has agreed to accept the offer of the employer, and then to serve the employer for a period of at least 5 years after the successful completion of such training, on terms and conditions mentioned below;

AND WHEREAS Shri/ Ku. Has been selected by the Employer as an Executive Trainee (F&A) Batch 2018-19, vide its offer of appointment No. Datedfor undergoing training with a view to utilize his/her service with the Employer after successful completion of the training, which offer has been unequivocally accepted by the trainee;

AND WHEREAS in terms of clause 3 of the Main Terms and Conditions of the said offer of appointment, the Trainee is required to undergo initial training as determined by the Employer for a period of three months, which may be extended to six months in case of unsatisfactory performance by the Trainee, and to serve the Employer for a minimum period of 5 years, after the successful completion of such training.

AND WHEREAS in terms of clause 9 of the Main terms and Conditions of the said offer of appointment, the Trainee and his Surety are required to execute a Service Agreement cum Surety Bond on non-judicial stamp paper in favour of the Employer, undertaking to complete the training and to serve the Employer for a minimum period of five years failing which the Trainee and the Surety shall be jointly and severally bound to pay the Employer a sum of Rs.2,00,000/-(Rupees Two Lakhs only) plus other dues (if any) in terms of the Bond;

AND WHEREAS the Trainee recognizes and accepts that at the time of appointment as Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training enabling him/her to become commercially viable to the Employer;

AND WHEREAS the Trainee further recognizes and accepts that prior to and at the time of joining with the Employer, he/she has not been exposed to and, therefore, has not acquired any skills, which are essential to ensure that the performance of duties by

the Trainee meets the current business needs, parameters, standards and efficiency levels required by the Employer;

AND WHEREAS consequently in order to render the service of value to the Employer, the Trainee would need to undergo formal and extensive training in accordance with courses, modules, programs prescribed or conducted by the Employer;

AND WHEREAS the Trainee is aware that the Employer would be incurring substantial sums of money and incurring substantial costs, expenses, man hours in the process of selecting and appointing him/her as Trainee and thereafter for imparting training;

AND WHEREAS it is understood by the parties that if the Trainee leaves the services of the Employer during training or before expiry of five years he/she will not only impart and cause heavy financial loss to the Employer, but also inconvenience, loss of resources, man hours, computer time etc. The Trainee and the Surety, therefore, undertake that they shall jointly and severally compensate the Employer for all the expenses incurred by it on account of and in connection with his/her training;

Also the expenditure shall include the stipend paid to the trainee during the training period as well as overhead and other direct and indirect expenses incurred by the Employer for the training including the legal expenses incurred for recovering the said amount from the Trainee;

AND WHEREAS this service agreement cum surety bond executed with the Employer by the Trainee along with a Surety to the extent of Rs. 2,00,000 (Rs. Two lakhs only) plus other dues (if any) with interest @9% per annum thereon, for indemnifying the Employer against all losses of damages which the Employer may suffer by reason of breach and/or non-compliance of any of the terms of this agreement with by the Trainee;

AND WHEREAS the Trainee also agrees that if he/she commits any breach of any of the conditions of this agreement, the Trainee and the Surety shall be jointly and severally liable to pay to the Employer on demand immediately the above said sum of Rs. 2,00,000 (Rupees Two lakhs only) plus other dues (if any) with interest @ 9% per annum from the date of breach of the terms of the contract.

AND WHEREAS in order to secure the Employer against the expenses incurred by it on the training of the Trainee and to ensure due compliance of all terms and conditions stipulated by the Employer and accepted by the Trainee, it is agreed that the Trainee shall be liable to compensate the Employer in the manner and under the circumstances enumerated in this agreement;

NOW THIS AGREEMENT WITNESSES AND IT IS mutually agreed by and between the parties as follows:

1. The Employer hereby agrees to engage Shri/Ku.as an Executive Trainee (F&A) in the designated subject field and the Trainee hereby agrees to serve the Employer as a Trainee/employee as hereinafter provided.

The Employer shall appoint Shri/Ku.as *Executive Trainee (F&A)* for giving him/her training for a period of three months commencing from This period of training may be extended upto six months or terminated at the sole discretion of the Employer if the performance is not found satisfactory during the training period.

2. The period of training shall be three months commencing from the date the Trainee is required to report for training. In the event of the Trainee being unable to complete training programme within the said period, owing to illness or other circumstances beyond his/her control, the Employer shall extend the period of his/her training until he/she completes the prescribed period if so required.

The Employer can terminate this agreement at any time without notice and without assigning any reason.

3. (i) The Trainee shall diligently pursue the course of his/her training and abide by the rules for the time being in force and issued from time to time relating to the conduct of the Trainee and to pass the prescribed examination and test, if any.

(ii) It is compulsory for the candidate to join the training on or before the stipulated date. He/She will not be permitted to join the training if he/she does not report on due date and he/she will be considered for undergoing training with subsequent batch only.

(iii) He/She will be eligible for appearing in final appraisal only after he/she has completed his/her full period of training and he/she will be eligible for becoming Accounts Officer only after the date, after the training is fulfilled. No institutional / accounts training will be conducted exclusively for the candidate and he/she shall have to wait till such time the same training is arranged for the subsequent batch. Such candidate will be considered as Junior most as per prevailing order/circular.

During the training either party will not make any application to State/Central Govt. for the earlier termination of the contract.

4.(i) At any time during the course of training or on satisfactory completion of the training and on passing the prescribed examination and tests if any, the Trainee shall serve the MPPGCL for a minimum period of five years as Accounts Officer or equivalent post under the MPPGCL and he/she shall be governed by the employer's service regulations. The Trainee shall not leave the training during the training period and the employment during the said period of five years except for reasons of continued serious ill-health, incapacitating him/her to work provided that such ill health has not been brought about by his/her neglect, carelessness, design or misconduct about which the decision of the Employer shall be conclusive and final.

(ii) If the trainee avails the E.O.L.(without stipend) for more than 3 days but limited to 30 days even on medical ground or other genuine reason, his/ her training period will stand automatically extended to the extent of EOL he/ she has availed.

The E.O.L. exceeding 30 days if availed by the trainee without medical certificate of Divisional Medical Board or found habitual of availing leave frequently in regular intervals and if such combined EOL period exceeds 30 days or found unauthorized absent (without prior intimation / permission) continuously for more than 15 days, his/ her such act will be considered as breach of contract and he/she shall be liable to pay applicable bond amount along with other dues, if any, at the discretion of the Employer.

5(i) Notwithstanding any thing contained in conditions (2), (3) and (4) above, in this contract, the Employer has made an offer and the Trainee has agreed and has entered into an agreement with the Employer to the effect, that he/she shall be paid a stipend of Rs. 56,100/- per month and the Trainee on successful completion of the training shall be absorbed by the Employer as Accounts Officer or equivalent post and the Trainee has agreed to serve the Employer for a minimum period of five years, thereafter.

(ii) Subject as hereinbefore provided in sub-clause (i) above and also provided herein below, the said training of the Trainee for a period of three months shall be in accordance with terms and conditions laid down in the agreement bond prescribed by the Employer and on successful completion of the said training, the Trainee's subsequent period of his regular appointment for five years shall be governed by the Service Regulations of the Employer, as applicable.

(iii) The Trainee, who has agreed so and has entered into an agreement with the Employer to the effect mentioned in (i) above for being engaged as a Trainee for the period, shall not be permitted to terminate this contract in any case except with the due and prior consent in writing of the Employer.

(iv) The trainee hereby also declares that whilst employed with the MPPGCL, he/she will not undertake any other employment or engage in any external activities of a commercial nature without the written permission of the MPPGCL. In case he/she is

found to be in contravention of the provisions of this clause, then his/her appointment shall be liable for termination without assigning any reasons therefore and he/she shall be liable to pay the amount mentioned in the Bond and other overhead expenses incurred by the MPPGCL with 9% per annum interest on it. The Trainee hereby also declares that no other contract of training/employment already subsists between him/her and any other employer and further declares that he/she shall not enter into any other contract of training/employment with any other employer before expiry or termination of this contract.

6. (i) The candidate shall during the period of his/her training be paid a fixed monthly stipend of Rs.56,100/- (Rs. Fifty Six Thousand One Hundred) only.

7. The candidate shall be liable at the discretion of the C.E. (HR&A), M.P. Power Generating Co. Ltd., to be posted or transferred during the period of his/her training anywhere within the area under the jurisdiction of the MPPGCL or to any training center outside M.P., such as felt necessary by the employer.

8. (a) The Employer shall further carry out his obligation as under :-

- (i) The Employer shall pay the stipend to the Trainee at the rate of Rs. 56,100/- per month subject to actual attendance.
- (ii) Where the contract is terminated through failure on the part of the Employer to carry out the terms and conditions of the contract, he shall pay to the Trainee, compensation in accordance with the following rate: -
Executive Trainee (F&A): Rs.56,100/-.

(b) Subject as hereinbefore and hereinafter provided, the Employer and the Trainee shall carry out their obligations as contained in **Schedule-I and II** enclosed.

9. The Trainee / Employee as well as the Surety shall keep the Company indemnified, against each and every loss, damage, injury, liability etc. caused to or against the Employer due to any breach, act, omission, negligence, default, failure of resumption of duties/of the terms of his/her employment or breach/non compliance of any of the terms of this agreement in any manner whatsoever and he/she shall forthwith pay on demand an amount of Rs. 2,00,000/- (Rs Two lakhs only) plus other dues (if any) with interest @ 9% per annum from the date of such breach, act, omission, negligence, default, failure etc., in addition to other dues if any. The decision of the MPPGCL as to the liability of the candidate to compensate and the amount thereof shall be final & binding on him/her.

Further in the event of any default/breach and/or non compliance of any of the terms/conditions of this agreement, the Trainee/Employee shall be liable to refund the amount equivalent to the quantified damages as mentioned herein above which includes stipend, and other overhead expenses incurred by the employer on the training besides the legal expenses incurred for recovering the said amount from the Trainee/Employee/Surety and if required, by instituting a suit against the Trainee/Employee and/or the Surety jointly or severally for recovery under the special provisions of Order XXXVII of the Civil Procedure Code, the cost of which shall be borne by the trainee/employee/surety.

Provided always and it is hereby declared that the decision of the Employer as to whether the Trainee/Employee has or has not performed and observed any of the obligations, terms and conditions herein before recited shall be final and binding on the parties hereto.

Provided further that any forgiveness or forbearance on the part of the Employer or its successors, administrators and/or executors or any of them towards the Trainee/Employee in respect of his failure, neglect, default etc. to perform training duties, responsibilities or his quitting service or breach of any of the terms of employment or those of this agreement shall not in any way release or exonerate the Trainee or Employee or his/her heirs, executors, or administrators in respect of his/her liabilities in terms of this bond/agreement.

10. While in service in accordance with above mentioned clauses, the Trainee shall faithfully and diligently perform his/her duties and observe all the regulations and rules made/adopted by MPPGCL. For any mis-conduct as per regulations for the time being in

force, like disobedience to the seniors and indifference towards works etc. will make the training/services of the candidate liable to be terminated.

11. While in service in accordance with above mentioned clauses, pay and allowances and other conditions of service of the Trainee on absorption as an employee shall be regulated by the regulations, rules as framed/adopted by the MPPGCL.

12. If for any reason the Trainee fails to complete the period of his training AND/OR fails to serve the Employer for the stipulated period of Five Years from the date of regularization as Accounts Officer or equivalent, the Trainee and the Surety undertake that they shall jointly and severally compensate the Employer for all the expenses incurred by the Employer on account of and in connection with his training. The expenditure incurred by the Employer on account of and in connection with his training, the liability of the Trainee and the Surety to pay on demand the quantified damages of Rs. 2,00,000/- (Rs. Two Lakhs only) plus other dues (if any) along with interest @ 9% per annum. The decision of the MD, MPPGCL or any other officer nominated by the MPPGCL, as to the breach under this clause shall be final and binding on the Trainee.

13. During the probation period the appointee can leave the service by giving three months notice or three months pay in lieu of notice to the Company. In that case the Accounts Officer shall also be liable to pay the applicable bond amount, in addition as per the conditions stipulated in the Service Agreement cum surety Bond executed.

(i) Further during the period of notice (1 month/ 3 months), as the case may be the trainee / employee will have an option to withdraw his/her resignation at the discretion of the employer. However, once the notice period is over, no such request of the trainee / employee, to withdraw resignation, will be entertained by the employer and the trainee / employee will be liable to pay applicable bond amount along with other dues w.e.f. the date of Breach of Contract.

14. The Trainee shall hold the Employer immune from all responsibility and liability for and shall have or make no claim whatever against the MPPGCL for or otherwise on account of arising directly or indirectly from any accident or cause, resulting injury to his/her person or his/her death or otherwise in the course or in connection with his/her duties under agreement as a consequence of his/her negligence, lack of skill, breach or disregard of rules and the due precaution which are generally observed by persons engaged in the generation, transmission and distribution of electrical energy, on his own part or on the part of any other persons whatsoever.

15. The candidate will be governed only by the rules and regulation framed/adopted by the MPPGCL and there shall be no binding/obligation for adopting any circular or memorandum issued by the State Government or by Central Government or by any other organization.

16. The service agreement cum surety bond executed with the MPPGCL is not transferable to any other department/organization including any public sector undertaking during the period of agreement.

17. The Trainee shall bear the stamp duty payable in respect of this instrument.

18. If any dispute arises between the parties hereto in respect of this agreement or if any of the provisions herein contained or anything arising thereof except in respect of matter herein before declared to be final and conclusive, every such dispute shall be referred to the arbitration of the MD, MPPGCL, whose decision shall be final and binding on the parties.

The Surety hereby undertakes and accepts that his/her liability is co-extensive with that of Trainee, that he/she shall be jointly and severally liable with the Trainee/employee for payment of all amounts that may become due and payable under this agreement, that he/she is aware and accepts the special nature and character of the deputation of the Trainee as well as the manner of computation of damages/compensation; that the Employer shall be at liberty to enforce this guarantee / Surety furnished by him without necessarily seeking to enforce the same against the Trainee in the first instance; that the Employer shall be entitled to proceed either against the Trainee/employee or the Surety or both for recovery of any amounts due under this agreement; that any demand made on the Trainee under this agreement shall be deemed to be sufficient notice of such demand to the Surety also; and that the Surety

guarantees the satisfactory performance of each of the clause, terms, obligations and conditions of this agreement. Any disagreement or dispute between the Employer and the Trainee or surety arising out of this contract shall be referred to the MD, MPPGCL. The decision of the MD, MPPGCL shall be final.

19. Reservations for SC, ST, OBC (non creamy layer only), Women and Physically Disabled (PD) categories are meant for candidates of SC/ST/OBC (non creamy layer only)/PD and these categories are specified in the **State of MP only**. Also Sc/ST candidates belonging to other states shall not be eligible for any privilege under SC/ST quota.

20. In case of any dispute relating to the agreement, in such case only appropriate competent Civil court situated in Jabalpur shall have exclusive jurisdiction to decide the matter / dispute.

IN WITNESS WHEREOF THE parties hereto have signed these presents on this date and year in the presence of the following witnesses:.

WITNESSES: (For the Trainee & Surety)

Clear Signature :

1.

Name:.....

Signature of the Trainee

Address

.....

.....

2.

Name

Signature of the Surety

Address.....

Name.....

.....

Occupation.....

.....

PAN No.

Address.....

.....
.....

(Attestation of signatures of Trainee and Surety by Gazetted Officer)

.....
Signature of the Trainee

.....
Signature of the Surety

Attested

Attested

Signature & seal of Gazetted Officer

Signature & seal of Gazetted Officer

(For office use only)

WITNESSES: (For the Employer)

1.

Accepted.

Name:.....

Signature of the C.E.(HR&A)

Address

For and on behalf of MPPGCL

.....

Name.....

.....

2.

Address.....

Name.....

.....

Address.....

.....

.....

.....

.....

OBLIGATIONS OF EMPLOYER

1. The Employer shall make suitable arrangement in his establishment for imparting a course of the training to the trainee in accordance with the approval of the MD, MPPGCL.
2. (A) The Employer shall pay stipend to the Trainee at the rate of Rs. 56,100/- per month.
(B) No deduction shall be made from the stipend for the period during which the trainee remains on permitted casual leave and medical leave. Stipend shall, however, not be paid for the period for which trainee remains unauthorized absent or on extra ordinary leave.
(C) The continuance of the stipend will be subject to satisfactory report on the trainee's work and conduct. In case of unsatisfactory progress of the Trainee, the Employer may withhold the stipend and refer the matter to the MD MPPGCL for decision, which shall be final and binding on the trainee and his surety.
3. **GRANT OF LEAVE TO TRAINEES:**
List of Holidays will be notified every year by the MPPGCL. He/she will be entitled for following kind of leaves: -
 - (a) **CASUAL LEAVE:**
 - i Casual leave maximum upto three days shall be admissible during training.
 - ii Any holiday intervening during the period of casual leave shall not be counted for the purpose of limit of three days.
 - iii Casual leave not utilized during the period of training shall stand lapsed at the end of the training.
 - iv Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated either as medical or causal leave provided it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave as the case may be.
 - v Except in the case of extreme urgency applications for such leave, be made to the appropriate authority and sanction obtained prior to the availing of leave.
 - (b) **MEDICAL LEAVE:-**
 - i Medical leave upto 03 days may be granted to the Trainee who is unable to attend duty owing to illness.
 - ii Any holiday intervening during the period of medical leave shall be treated as medical leave & accounted for in the limits prescribed under clause (i) above.
 - iii The Employer may call upon the trainee to produce a medical certificate from a registered medical practitioner in support of his/her medical leave.
 - iv It shall be open to the Employer to arrange a special medical examination of Trainee if he/she has reason to believe that the Trainee is not really ill or the illness is not of such a nature as to prevent his/her attendance
 - (c) **EXTRA ORDINARY LEAVE:-** Extra ordinary leave up to three days during entire training period may be granted to the Trainee, after he/she has exhausted the entire casual and medical leave, if the Employer is satisfied with the genuineness of the ground on which the leave is applied for.
4. Where the contract of training is terminated on failure on the part of the Employer to carry out terms and conditions of the contract, the employer shall pay to the Trainee a compensation of Rs.56100/- only.
5. The Employer will arrange suitable person to be placed in charge of the training.

(Signature of the Employer)

(Signature of the Trainee)

OBLIGATIONS OF TRAINEE

1. The Trainee shall abide by the rules and regulations of the establishments in all matter of conduct and discipline and carry out all lawful orders of the employers and superiors in the establishment. He/she shall apply and maintain the highest standard of personal conduct and integrity. His/Her services will be governed by the rules and guidelines framed/adopted by the MPPGCL and as amended from time to time and there will be no binding/obligation for adopting any circular or memorandum issued by the State Government or by Central Government or by any other organization. Any violation of these or any other organizational procedures can result in disciplinary action to be initiated against him/her including termination of the services from the organization.

2 The Trainee agrees to diligently, faithfully and to the best of his ability undergo the training and the conduct and behave himself honestly and obediently towards his superiors and management of the Employer and will devote his whole time to the duties assigned to him/her by the Employer and will not engage directly or indirectly in any Trade, business, or occupation till the end of the period for which he/she is bound to serve the Employer.

3. The Trainee shall maintain a record of his work during the period of his Training.

4. Where the contract of training is terminated for failure on the part of Trainee to carry out the terms of contract, the Trainee shall refund to the Employer as cost of training such amount as may be determined by the MD MPPGCL.

5. Except in case of extreme emergency the trainee shall submit applications for all kinds of leave to the appropriate authority and obtain sanction before the leave is availed.

6. The continuance of payment of stipend shall depend on satisfactory performance of the Trainee during the training period. In case of unsatisfactory progress of the Trainee, the establishment will withheld the stipend and refer the matter to the MD, MPPGCL.

7. The Trainee shall observe utmost confidentiality and secrecy of any and all information received by him/her or entrusted to him/her in the course of him/her training/employment. He/she shall at all times, whether during or after the termination of employment, act with utmost fidelity and not disclose or divulge such information.

8. The Trainee hereby undertakes to the organization that he/she shall: -

- a) Use the confidential information only for the purpose to perform the services in the organization and not for any other purposes.
- b) Preserve the secrecy of any confidential information.
- c) Return to the organization all documents or other materials containing confidential information (including copies thereof) on completion of purpose or separation whichever may be the case.

For the purpose of above, 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 financial of the organization and shall include without limitation, the report, information advice and recommendation (in whatever form) contained in any.

9. The Trainee shall not commit or cause to be committed any waste, damage or other injury to the property and/or goods of the Employer, nor shall he/she lend any such property or goods to any persons without the permission of the management of the Employer.

10. The Trainee shall on the termination of his training / service by the Employer or on him/her leaving the said training / service, whenever it may happen, shall account for, pay and peacefully deliver to the Employer all the stocks in trade, books of accounts, documents, papers and effects that are in his/her possession and custody and belonging or relating to the Employer.

11. For matters not provided for in this Service Agreement Cum Surety Bond, the Trainee shall be governed by the offer of appointment and Rules and Regulations of the Employer in force from time to time.

12. In case the Trainee does not comply with the terms and conditions contained in the offer of appointment or the Rules and Regulations of the Employer or the covenants contained in this bond, the Trainee and his/her Surety undertake that they shall jointly and severally pay to the Employer on demand without any demur the amount demanded by the Employer towards the expenses incurred by it on account of and in connection with the training of the Trainee including stipend, cost of supervision, overhead charges, direct and indirect expenses incurred by the Employer, the Employer will be at liberty to initiate appropriate legal action under Order XXXVII of the Code of Civil Procedure.

13. The service agreement cum surety bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, or where any dispute arises from or in relation to this bond, be determined / adjudicated by the appropriate courts in Jabalpur (India) only.

(Signature of the Trainee)

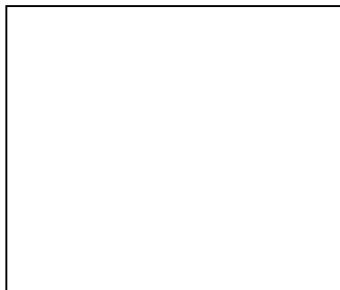
(Signature of the Employer)

ANNEXURE-VI (T.U.5)

FORM FOR PASTING RECENT PASSPORT SIZE PHOTOGRAPHS

(Photographs submitted shall have been taken after the issue of date of offer)

Photograph of _____
Date of Snap _____



ANNEXURE- VII (HRDI - 1)**FORM FOR PARTICULARS OF THE CANDIDATE**

(All entries should be filled by the candidate in his own handwriting).

1. Name with surname : -----
(In block letters) (Name) (Surname)
2. Date of Birth :-----
3. Father's Name :-----
(In block letters)
4. Guardian's Name & relationship :-----
(If Father is not alive)
5. Name of the Surety :-----
Address of the Surety :-----

6. State the address where :-----
Communications can be made :-----
In case of emergency. -----
7. Whether married / single : Married / Single
(Strike out which is not applicable)
8. State the name of the village/ : Village/Town-----
Town, Tehsil, District, state Tahsil -----
You belong to. District-----
(Permanent address) State-----
9. Have you studied/
Domiciled in M.P. :-----
10. (a) Your Religion :-----
(b) Are you a member of SC/ST :-----
(c) Caste----- Sub-Caste -----
(d) Height ----- Weight -----
(e) If the answer to col.(b) :-----
is yes, have you submitted
Certificate from the competent
Authority.
11. Have you been ever convicted / :-----
Fined for any offence by Courts or
Law :-----
If the answer is 'YES' state reasons -----in
brief and also tick the column :-----
Which applies?
12. Are you employed by any of the : Central Govt./ any State Govt./
Agencies just before your : Undertaking controlled by
Employment in this organization : Central or State Govt.
(Tick the agency under which you
were employed).
Also state its full address :-----

13. Have you obtained No Objection Certificate from your previous Employer? :-----

14. QUALIFICATIONS

(a) EDUCATIONAL:- From Matriculation onwards

<u>Period</u>		<u>School / college</u>	<u>Classes</u>		<u>Exam. Passed subject with class/ Divn. & % of marks obtained.</u>
<u>From</u>	<u>To</u>		<u>From</u>	<u>To</u>	

(b) PROFESSIONAL EDUCATION:-

<u>Date</u>		<u>Institution</u>	<u>Course with % of Marks obtained</u>	<u>Year of passing, Number of attempts.</u>
<u>From</u>	<u>To</u>			

Previous Training or employment undergone (if any)

<u>Sl. No.</u>	<u>Name of organization</u>	<u>Designation held</u>	<u>Date</u>		<u>Reasons for leaving</u>
			<u>From</u>	<u>To</u>	

I hereby declare that entries filled in by me in this form are true to the best of my knowledge and belief.

Signed on (Date) ----- Month----- 2018

SIGNATURE OF THE CANDIDATE

FORM FOR PERSONAL DETAILS

1. Name & Address of establishment : M.P. Power Generating Company Limited, Jabalpur.
2. Nature of Industry & Ltd., Industrial Clarification code No. : M.P. Power Generating Company Ltd., Jabalpur
3. Date of contract of Training :
4. Date of commencement of Training :
5. Subject field :
6. Name & Address of Trainee :
7. Name & Address of Guardian :
8. Examination passed :
9. Date & year of Birth :
10. Name of Institution :
11. Date of passing :
12. Date of completion of training :
13. Period of training : Three months.
14. Rate of stipend : Rs.56,100/- per month.
15. Whether belongs to
 (a) Schedule Caste (b) Scheduled Tribe (c) Physically Handicapped (OH/ HI)
 (d) Minority Community (Sikh, Muslim, Parsee, Christian Jew & Jain).
 (e) Women (f) PAP Candidates
16. Remarks : for photo please see on **Annexure-VII**.

SIGNATURE OF TRAINEE

अनुप्रमाणन - फार्म

चेतावनी

अनुप्रमाणन फार्म में असत्य जानकारी देना या किसी तथ्यात्मक जानकारी को छिपाना अनहर्ता मानी जाएगी और ऐसा करने से उम्मीदवार शासन/म.प्र.पॉ.जन.कं.लि. के अधीन नियोजन के लिए अनुपयुक्त ठहराया जा सकेगा।

2. यदि इस फार्म को भरने और भेजने के बाद उम्मीदवार को नजरबंद या गिरफ्तार किया जाता है, अथवा उस पर मुकदमा चलाया जाता है या उसे बंदी बनाया जाता है या उस पर जुर्माना किया जाता है या उसे दोषसिद्ध पाया जाता है अथवा उसे वर्जित किया जाता है या दोषमुक्त किया जाता है तो ब्यौरे, यथास्थिति, राज्य लोक सेवा आयोग या उस प्राधिकारी को, जिसे अनुप्रमाणन फार्म पहले भेजा गया हो, तत्काल सूचित किया जाना चाहिए, अन्यथा यह माना जायेगा कि तथ्यात्मक जानकारी छिपाई गई। अतः यह स्वयं उम्मीदवार के हित में होगा कि वह उन मामलों के पूरे ब्यौरे प्रस्तुत करे, जिनमें उसे गिरफ्तार किया गया था, उस पर अभियोजन चलाया गया था, आदि भले ही मामले अंतिम रूप से प्रतिवेदित कर दिये गए हों (खात्मा), वापस ले लिये गए हों, या उनमें अंततः दोषमुक्ति हो गई हो या समझौता कर लिया गया हो।

3. यदि यह तथ्य कि अनुप्रमाणन फार्म में असत्य जानकारी दी गई है या यह कि कोई तथ्यात्मक जानकारी छिपाई गई है, किसी व्यक्ति को सेवा के दौरान किसी भी समय ध्यान में आये तो उसकी सेवाएँ समाप्त की जा सकेंगी।

1.	पूरा नाम (स्पष्ट अक्षरों में) तथा उपनाम, यदि हो, (यदि आपने किसी भी अवस्था में या मूलनाम में कुछ अपने नाम जोड़ा हो या हटाया हो तो कृपया उसका उल्लेख कीजिए)	कुल नाम (सरनेम)	नाम
2.	वर्तमान पूरा पता (अर्थात् ग्राम, थाना तथा जिला या घर क्रमांक, गली/मार्ग/सड़क तथा नगर और राज्य, जिसमें वह स्थित हो)		

3. (क)	घर का पूरा पता अर्थात् ग्राम, थाना तथा जिला या घर क्रमांक, गली/मार्ग/सड़क तथा नगर और जिला मुख्यालय का नाम और राज्य जिसमें वह स्थित हो।	(क)
(ख)	यदि मूलतः पाकिस्तान के निवासी हो तो उस देश में आपका पता तथा भारतीय संघ में प्रवास की तारीख।	(ख)

4. निवास अवधियों सहित उन स्थानों के ब्यौरे जहाँ आप पिछले पांच वर्षों के दौरान एक वर्ष से अधिक समय यदि विदेश (जिसमें पाकिस्तान भी शामिल है) में रहे हों, तो उन सभी स्थानों के ब्यौरे दिये जाने चाहिए, जहाँ आप 21 वर्ष की आयु के बाद एक वर्ष से अधिक समय तक रहे हों।

से	तक	निवास का पूरा पता (अर्थात् ग्राम, थाना तथा जिला अथवा घर क्रमांक/ गली/मार्ग/सड़क तथा नगर)	पूर्ववर्ती खाने में उल्लेखित स्थानों के जिला-मुख्यालय का नाम तथा वह राज्य जिसमें वह स्थित हो।
1.	2.	3.	4.

5. पिता का नाम-
- (क) पूरा नाम तथा उपनाम यदि कोई हो (क)
(ख) वर्तमान डाक पता (यदि स्वर्गवास हो गया हो तो पिछला पता दीजिए) (ख)
(ग) घर का स्थाई पता (ग)
(घ) व्यवसाय (घ)
(ड.) यदि किसी सेवा में हो तो उनका पदनाम तथा कार्यालय का पता दीजिए । (ड.)

- 6.(एक) नीचे उल्लेखित व्यक्तियों की राष्ट्रीयता
- (क) पिता (क)
(ख) माता (ख)
(ग) पति/पत्नि (ग)
(घ) उम्मीदवार (घ)
(दो) पति/पत्नि का जन्म स्थान (दो)

7. (क) जन्म तारीख (क)
(ख) वर्तमान आयु (ख)
(ग) मैट्रिक परीक्षा उत्तीर्ण करने के समय आयु (ग)

8. (क) जन्म स्थान, जिला तथा राज्य जिसमें वह स्थित हो । (क)
(ख) वह जिला तथा राज्य जहां के आप निवासी हैं । (ख)

9. शैक्षणिक अर्हताएँ :-
वर्ष सहित उन स्थानों के नाम दीजिए जहां आपने शालाओं और महाविद्यालयों में 15 वर्ष की आयु से अध्ययन किया हो -

क्र.	शाला/महाविद्यालय का नाम तथा पूरा पता	प्रवेश की तारीख	शाला/महाविद्यालय छोड़ने की तारीख	उत्तीर्ण परीक्षा
(1)	(2)	(3)	(4)	(5)

10. (क) आपका धर्म (क)
(ख) क्या आप अनुसूचित जाति/अनुसूचित जनजाति, आदिम जाति के सदस्य हैं, हां या नहीं में उत्तर दीजिए और यदि आपका उत्तर हां में हो तो उस जाति विशेष का नाम लिखिए । (ख)

11. यदि आप कभी नियोजित रहे हों तो तत्संबंधी ब्यौरे दीजिए-

धारित पद का नाम या कार्य का स्वरूप	अवधि	कार्यालय, फर्म अथवा संस्था का पूरा पता	पिछली सेवा छोड़ने के कारण
से	तक		

12.(क) क्या आप कभी गिरफ्तार किये गए हैं, क्या आप पर कभी अभियोजन चलाया गया है, क्या आप कभी निरुद्ध किये गए हैं या आपसे मुचलका लिया गया है। आप पर जुर्माना किया गया है, क्या आप किसी अपराध के लिए न्यायालय द्वारा दोषी ठहराये गए हैं या आपको किसी भी लोक सेवा आयोग द्वारा उसके संचालित परिक्षाओं/किये जाने वाले चयनों में सम्मिलित होने से वर्जित किया गया है। उसके लिए उन्हें दोषी ठहराया गया है, या क्या आपको किसी भी विश्वविद्यालय या किसी भी अन्य शैक्षणिक प्राधिकरण/संस्था द्वारा किसी भी परीक्षा में बैठने से वर्जित किया गया है अथवा निष्कासित किया गया है।.....

(ख) क्या इस अनुप्रमाणन फार्म को भरते समय किसी भी न्यायालय, विश्वविद्यालय का किसी भी शैक्षणिक प्राधिकरण/संस्था में आपके विरुद्ध कोई मामला लंबित है।

यदि (क) अथवा (ख) में पूछे गए प्रश्नों के संबंध में आपके उत्तर हां में हों तो आपको इस अनुप्रमाणन फार्म को भरते समय मामले, गिरफ्तारी, निरोध, जुर्माने, दोष सिद्ध तथा दण्डादेश आदि के ब्यौरे प्रस्तुत करने चाहिए तथा इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/शैक्षणिक प्राधिकरण आदि के समय जो मामला लंबित हों उसका स्वरूप बतलाना चाहिए। इस जानकारी के अतिरिक्त, जहां लागू न हो वहां निम्नलिखित ब्यौरे भी दिये जायेंगे

- (1) अपराध/आरोप
- (2) पुलिस थाने में पंजीयत
- (3) यदि न्यायालय में चालान प्रस्तुत किया गया हो तो न्यायालय का नाम
- (4) मामले का क्रमांक, न्यायालय द्वारा उसका निपटारा किस तारीख को किया गया।
- (5) दिया गया दण्ड
- (6) क्या दोषमुक्त कर दिया गया
- (7) दोषमुक्ति संदेह के लाभ पर आधारित थी या मामला वापस ले लिया गया था।

(ग) क्या आप किसी ऐसे संगम या संगठन, जिसे सरकार द्वारा विधि विरुद्ध घोषित किया गया था, अथवा किया गया है, के सदस्य हैं, या उससे सहयोजित रहे हैं यदि ऐसा हो, तो पूर्ण विशिष्टियाँ दें, जैसे संगठन/संगम का नाम, सदस्यता अथवा सम्बद्धता की कालावधि/अवधि इत्यादि।

टिप्पणी : कृपया इस अनुप्रमाणन फार्म के ऊपर दी गई चेतावनी भी देखें।

.....
(उम्मीदवार के हस्ताक्षर)

तारीख..... स्थान.....

13. आपके मोहल्ले के ऐसे दो उत्तरदायी व्यक्तियों या (1)
दो निर्देशियों (रेफरियों) के नाम, जो आपको जानते हों। (2)

मैं प्रमाणित करता/करती हूँ कि पूर्ववर्ती जानकारी, जहां तक मुझे पता है और जहां तक मेरा विश्वास है, सही और पूर्ण है। मैं ऐसी किन्हीं भी परिस्थितियों से अवगत नहीं हूँ जिसके कारण शासन/म.प्र.पां.जन. कं.लि. के अधीन नियोजन पाने के लिए मेरी उपयुक्तता क्षीण होती हो। मैं इस बात से सहमत हूँ कि यदि उपर्युक्त जानकारी किसी सारभूत तथ्य के संबंध में असत्य या अपूर्ण पायी जाए तो नियुक्ति प्राधिकारी, को बिना सूचना दिए या बिना कारण बताये मेरी सेवाएँ समाप्त करने का अधिकार होगा और उसका निर्णय मुझ पर बंधनकारी होगा।

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(उम्मीदवार के हस्ताक्षर)

तारीख..... स्थान.....

पहचान प्रमाण - पत्र

(प्रमाण पत्र पर निम्नलिखित व्यक्तियों में से किसी भी एक के हस्ताक्षर चाहिए)

- (एक) केन्द्रीय/राज्य शासन का राजपत्रित अधिकारी ।
- (दो) संसद या राज्य विधान मण्डल का सदस्य ।
- (तीन) सब डिवीजन मजिस्ट्रेट अधिकारी ।
- (चार) तहसीलदार या नायब (उप तहसीलदार, जो मजिस्ट्रेट की शक्तियों का प्रयोग करने के लिए प्राधिकृत हो)
- (पांच) शासकीय तथा शासन द्वारा मान्यता प्राप्त सभी शैक्षणिक संस्थाओं के प्रधानाचार्य तथा प्रमुख ।
- (छः) खण्ड विकास अधिकारी ।
- (सात) पोस्ट मास्टर ।
- (आठ) पंचायत निरीक्षक ।

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी.....
पिता/पति का नाम श्रीको पिछलेवर्ष
.....माह से जानता/जानती हूँ तथा उनके द्वारा दिये गए ब्यौरे, जहां तक मुझे पता है ओर जहां तक मेरा विश्वास है, सही हैं ।

स्थान

तारीख.....

हस्ताक्षर.....

पदनाम या स्थिति का पता

.....
.....
.....

(कार्यालय द्वारा भरा जायेगा)

(एक) नियुक्ति प्राधिकारी का नाम
पदनाम और पूरा पता

(दो) वह पद, जिसके लिए उम्मीदवार के संबंध
में विचार किया जा रहा है ।

शपथ पत्र

मेरे विरुद्ध कोई आपराधिक प्रकरण पंजीबद्ध नहीं हैं तथा मेरे द्वारा अनुप्रमाणन फार्म में जो जानकारी दी गई है, वह सत्य है ।

हस्ताक्षर

प्रशिक्षु/कार्मिक का नाम

पिता का नाम

पूरा पता

.....

गवाह के हस्ताक्षर, नाम, पूरा पता -

(1)

.....

.....

.....

(2)

.....

.....

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(उक्त शपथ पत्र रु. 50/- के स्टैम्प पेपर में नोटरी द्वारा सत्यापित करावें)

M.P. POWER GENERATING CO. LIMITED**UNDERTAKING**
(For covering under Personal / Accidental Insurance Policy)

I, the undersigned, hereby authorize **Chief Engineer (HR & A), MPPGCL, Jabalpur**, to sign on my behalf for taking Group insurance policy for me. The personal data provided below is true to the best of my knowledge.

1) Name (in full) :- _____

2) Father's Name:- _____

3) Date of Birth :- _____

4) Permanent Address:- _____

5) Details of Nominee:-

(i) Name of Nominee:- _____

(ii) Relation with applicant:- _____

(iii) Date of Birth /Age :- _____

(iv) Address of Nominee:- _____

I undertake to abide by the rules & regulations of the company & pay the Policy Premium from my stipend/salary to the company as fixed under the Insurance Scheme.

Place:-

(Signature)

Date:-

Name: _____

Executive Trainee (F&A)

Signature, Name & Address of witness:-

(1) _____

(2) _____

(To be submitted in duplicate)