



MANIPUR STATE POWER DISTRIBUTION COMPANY LIMITED

(Regd. Office: Electricity Complex, Patta No. 1293 under 87(2), Khwai Bazar, Keishampat,
District - Imphal West, Manipur – 795001)

Notice for Contract Engagement in Manipur State Power Distribution Company Limited (MSPDCL)

Imphal, the 21st Aug., 2014

No.5/5/2014-MSPDCL(HR): Applications are invited in the prescribed format, in **sealed cover envelopes superscribed with the name of the post, notification no. and date**, from eligible candidates for contractual engagement in the Manipur State Power Distribution Company Limited as under:

Sl. No.	Name of Post	No. of Post
1.	Manager (HR)	1(UR)
2.	Legal Assistant	1(UR)
3.	Jr.Establishment Assistant	3(UR)
4.	Computer Operator	18(UR-10,OBC(Merits)-3, ST-5)
5.	Project Consultant	3(UR-2,ST-1)
	Total	26

2. The terms and conditions for the Contract engagement with eligibility criteria and application format may be seen at and downloaded from the official website of Government of Manipur www.manipur.gov.in.
3. The age of the candidate must not be more than 38 years as on the date of interview (age relaxable by 5 years and 3 years for SC/ST and OBC candidates respectively). Applications received will be screened by the Screening Committee. Applicants who are not eligible as per recruitment rules will be cancelled. MSPDCL reserves the right to reject applications from candidates with less than 50% marks in their qualifying exams. Applications with incomplete documents will be rejected. **Short-listing of candidates shall be done on the basis of marks obtained in the qualifying exams if required.** The candidate should produce original Certificates/Mark sheets in support of qualification, domicile, SC/ST/OBC, age proof, experience etc. at the time of interview. The engagement will be initially up to a period of 1(one) year and may be extended based on performance and requirements of the Manipur State Power Distribution Company Limited (MSPDCL).

Last date for receipt of application at office of the Managing Director, Manipur State Power Distribution Company Limited, Electricity Complex, Keishampat by 2.00 P.M	8 th Sept.2014
Date for Interview to be held from 10.30 A.M onwards	To be notified subsequently
Venue of Interview	Office of the Managing Director, Manipur State

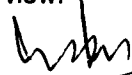
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	Power Distribution Company Limited, Electricity Complex, Keishampat.
Application fee (to be submitted at the time of submission of application form)	Rs. 100/- for UR/Gen. candidates and Rs. 50/- for SC/ST/OBC candidates.

4. Any canvassing by any candidate or anyone on his/her behalf will lead to automatic disqualification.

5. The selection criteria for the above contractual engagement in Manipur State Power Distribution Company Limited (MSPDCL) shall be as follows.

- a) 80% of a total mark of 100 shall be awarded to the candidates based on the marks obtained in their qualifying examinations starting from 10th Standard and work experience (if applicable).
- b) 20% of the total mark of 100 shall be awarded to the candidates based on their performances in the personality test/interview.
- c) Shortlisted Candidates have to pass Typing Test, skills in drafting and Basic English to be conducted by the Company for the posts of Jr.Establishment Assistant and Computer Operators to be eligible for the Personality Test/ Interview.


 (R.Sudhan) 21/8/14
 Managing Director, MSPDCL

Copy to:

1. Commissioner (Power), Govt. of Manipur.
2. Executive Director (Technical), MSPDCL.
3. Executive Director (HR), MSPDCL.
4. General Manager (Finance), MSPDCL.
5. The Editor, _____ for inclusion of the above notice as advertisement in their esteemed newspaper for one day on _____. Bill for the same in triplicate maybe submitted to the MD,MSPDCL for early payment.
6. Receipt Section, MSPDCL for information and necessary action.
7. Concerned File/Guard file.



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TERMS AND CONDITIONS OF CONTRACT ENGAGEMENT

1) NAME OF POST : MANAGER (HR)

Eligibility Conditions:

Name of the post	Manager (HR)
No. of post	1 (one)
Emolument	Rs. 13,700/- p.m.
Age as on the date of Interview	38 (thirty eight) years & below (Upper age limit is relaxable by 5 years for SC/ST candidates and by 3 years for OBC candidates)
Qualifications	Essential: Degree of a recognized University with two years full time or three years part time Post Graduate degree in Business Administration (MBA)/ Management Studies (MMS)/ Personnel Management (MPM) with specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/ equivalent Management qualification in H.R/ Personnel Management from a University recognized by UGC or Institute approved by AICTE. Desirable: Knowledge of Hindi and Manipuri Minimum Computer Literacy: Must be proficient in M.S. Office.
Experience	Desirable: 3(Three) years experience as a Manager (HR)
Period of contract engagement	1(one) year extendable on the basis of performance

2) NAME OF POST : LEGAL ASSISTANT

Name of the post	Legal Assistant
No. of post	1 (one)
Emolument	Rs. 13,500/- p.m.
Age as on the date of Interview	38 (thirty eight) years & below (Upper age limit is relaxable by 5 years for SC/ST candidates and by 3 years for OBC candidates)
Qualifications	Essential: BA- LLB, 5 year course from a recognized university or any other equivalent degree. LLM Preferred. Desirable: Knowledge of Hindi and Manipuri
Experience	Essential: 2(two) years experience as Legal Consultant in Govt. Deptt./ Reputed Private Firm.
Period of contract engagement	1(one) year extendable on the basis of performance

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3) NAMEOFPOST: Jr.Establishment Assistant

Eligibility Conditions:

Name of the post	Jr.Establishment Assistant
No. of post	3 (three)
Emolument	Rs. 7,100/- p.m.
Age as on the date of Interview	38 (thirty eight) years & below (Upper age limit is relaxable by 5 years for SC/ST candidates and by 3 years for OBC candidates)
Qualifications	Essential: XII th passed or equivalent from a recognized University/Board. Typing with a minimum speed of 30 words per minute in English relaxable upto 25 words per minute in case of SC/ST candidate. Typing may be exempted in respect of physically handicapped persons. Drafting skills and basic English. Desirable: Knowledge of Hindi and Manipuri
Experience	Desirable: 3(Three) years experience.
Period of contract engagement	1(one) year extendable on the basis of performance

4) NAMEOFPOST:COMPUTER OPERATOR

Eligibility Conditions:

Name of the post	Computer Operator
No. of post	18(UR-10,ST-5,OBC(Meitei)-3)
Emolument	Rs.7,100/- p.m.
Age as on date of Interview	38 (thirty eight) years & below (Upper age limit is relaxable by 5 years for SC/ST candidates and by 3 years for OBC candidates)
Qualifications	Essential: (i) XII th passed or equivalent from a recognized University/ Institute (ii) Minimum 6 months Diploma/ Certificate Course in Computer Applications from a recognized Institute. (iii) Typing speed of at least 30 w.p.m. (iv) Drafting Skills and Basic English Desirable: (i) Science Graduates (ii) High Degree of command over English. Knowledge of Manipuri and Hindi
Experience	Desirable: At least 3 years experience as Computer Operator in a reputed firm
Period of contract engagement	1(one) year extendable on the basis of performance


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5) NAMEOFPOST: PROJECT CONSULTANT

Eligibility Conditions:

No. of post	3(UR-2,ST-1)
Emolument	Rs.30,500/- p.m.
Age as on the date of Interview	38 (thirty eight) years & below (Upper age limit is relax able by 5 years for SC/ST candidates and by 3 years for OBC candidates)
Qualifications	Essential: 3(three) years Degree or Diploma in Computer Science Engineering/ IT Engineering/ Electronics and Communication Engineering/ Telecommunication Engineering from a recognized Institute Desirable Knowledge of Manipuri/Hindi
Experience	Essential: Minimum 2(two) years working experience in a reputed Company/ Firm/ Organization related to Power Project with specific experience in Consultancy.
Period of contract engagement	1(one) year extendable on the basis of performance limited to the total project period.

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