FORMAT OF OFFER LETTER

MADHYA PRADESH MADHYA KSHETRA
VIDYUT VITARAN COMPANY LIMITED
(A WHOLLY OWNED GOVT. OF M.P.UNDERTAKING)
NISHTHA PARISAR, GOVINDPURA, BHOPAL (M.P.)-462023
☎-2602033;2602034; FAX:2589821
Website: madhyavitaran.nic.in

प्रकाश एवं विकास

HUMAN RESOURCE DEPARTMENT(ISO 9001:2008 CERTIFIED)

No. CMD/MK /01/HR/AE(IT)11/…… Bhopal dtd……..

To,
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By Speed Post

Sub: Offer for the post of Assistant Engineer - Trainee (IT), 2011/ Offer for the post of Assistant Engineer - Trainee (Electrical-Distribution), 2011

Dear Candidate,

Please accept our heartiest congratulations on your selection as Assistant Engineer-Trainee (IT)/ Assistant Engineer - Trainee (Electrical-Distribution), 2011 in M.P. Madhya Kshetra Vidyut Vitaran Co. Limited , Bhopal.

The terms and conditions of service as Assistant Engineer - Trainee (IT)/ Assistant Engineer - Trainee (Electrical-Distribution), 2011 and thereafter on absorption as regular AE will be governed by Human Capital Manual and the applicable emoluments and benefits will be governed by the Wages and Allowances manual as adopted/ amended/ modified by the company from time to time. However, a brief of the main features is given in Annexure I. This offer of appointment is subject to your fulfilling all the eligibility criteria mentioned in the terms and conditions of service in Annexure I, as well as our advertisement published for the purpose.

Six Months training program for Assistant Engineer - Trainee (IT)/Assistant Engineer - Trainee (Electrical-Distribution), 2011 shall commence from 18th Jan 2012. You are advised to report in the office of the undersigned on 18th Jan 2012 at 10:30 am. You are requested to carefully read the guidelines for executing the Service Agreement-cum-Surety Bond given in Annexure II. You are also requested to complete the Service Agreement-cum-Surety Bond given in Annexure III as per requirement, Character Certificate as per Annexure IV and bio data as per Annexure V and submit the same at the time of joining. It may please be noted that without completed Service Agreement-cum-Surety Bond your selection shall not be considered. These documents are available on the Website www.madhyavitaran.nic.in and may be downloaded for submission.

If the detailed terms and conditions as indicated in Annexure I, attached herewith, are acceptable to you, then you may please e-mail “YES. I ACCEPT THE OFFER” to

secretary@mpmkvvc.com indicating your name, roll no. as early as possible but in any case not later than 17th Jan 2012.

Your appointment is subject to authentication of the Caste Certificate, character and antecedents. You are required to come along with all the original documents at the time of reporting as per annexure I, failing which your reporting will not be considered. You are also required to bring medical fitness certificate from District Medical Board.

Further company has the right to get any other documents verified from the issuing authority for its authenticity and in case any are found false/forged/fake or the above formalities are not completed then in that case the appointment on the said post shall be terminated without giving further notice.

We once again welcome you to join the M.P. Madhya Kshetra Vidyut Vitaran Co. Limited and look forward to your long and fruitful association with us.

Reporting Address:
O/o CMD , Nishtha Parisar,
Bijalee Nagar Colony,
Govindpura ,Bhopal
PIN- 462023

JOINT SECRETARY / GENERAL MANAGER (S)

Note:

1. Check the company in which you are selected and report in the company against your name.

2. ***Please ensure to join on 18th Jan 2012 failing which your appointment shall stand cancelled.***

3. Kindly check your email id and company's website (www.madhyavitaran.nic.in) for updates.

4. Company reserves the right to fill or not fill any of the vacancies.

5. If any information given by the candidate is found to be false/forged/fake at any point of time then your appointment shall immediately stand cancelled.

6. AE(ED) and AE(IT) should submit their respective annexure.

7. The offer letter has been already dispatched on the communication address provided by you. Candidates are required to bring the offer letter along with them at the time of reporting. Under any circumstances MPMKVVCL Bhopal shall not be responsible for non receipt of offer letters.