



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

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

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Website: www.mppgcl.mp.gov.in

No. CE(HR&A)/Rectt. /2018-19/2244

Jabalpur, Date: 19-06-2019

"OFFER OF APPOINTMENT"

MPPGCL is pleased to inform that following candidates have been selected for appointment on provisional basis as Plant Assistant (ITI) Trainee (Mechanical/ Electrical) in M.P. Power Generating Company Limited, on a fixed stipend of Rs. 25,300/- (Rs. Twenty-Five Thousand Three Hundred only) per month, with effect from the date of joining of training for Plant Assistant (ITI), Trainee (Mechanical / Electrical) as per the terms of advertisement No. CE (HR&A)/MPPGCL/Recruit. /2240 dated 04-06-2018 & CE (HR&A)/MPPGCL/Recruit 3677 dated 22.09.2018 & other terms and conditions as per Annexure-I to X (to be downloaded, as mentioned in enclosure): -

PLANT ASSISTANT (ITI) TRAINEE (MECHANICAL)			
S.NO.	APPLICATION NO.	NAME FATHER'S NAME S/Shri...	PLACE OF POSTING
1	E00801804349	HARSHIT TIWARI S/O ANIL TIWARI	C.E (Gen.), SSTPP, KHANDWA
2	E00801818908	ABHISHEK KUMAR VISHWAKARMA S/O KAILASH KUMAR VISHWAKARMA	C.E (Gen.), SSTPP, KHANDWA
3	E00801811701	SUSHIL SAHU S/O DINESH SAHU	C.E (Gen.), SSTPP, KHANDWA
4	E00801801635	RANJAN VARMA S/O SURYA NARAYAN SINGH	C.E (Gen.), SSTPP, KHANDWA
5	E00801802946	SUSHEEL KUMAR BANSHKAR S/O PHOOLCHAND BANSHKAR	C.E (Gen.), SSTPP, KHANDWA
6	E00801801764	KAMLESH PAWAR S/O PYARE PAWAR	C.E (Gen.), SSTPP, KHANDWA
7	E00801813142	ROSHAN LAL BURMAN S/O KOUSHAL PRASAD BURMAN	C.E (Gen.), SSTPP, KHANDWA
8	E00801810617	BHAVESH SINGH RAJPUT S/O RAJESH SINGH RAJPUT	C.E (Gen.), SSTPP, KHANDWA
9	E00801818301	PUSHRAJ KANOJIYA S/O LAXMI PRASAD KANOJIYA	C.E (Gen.), SSTPP, KHANDWA
10	E00801803647	YOGESH CHOUREY S/O RAGHUVeer PRASAD CHOUREY	C.E (Gen.), SSTPP, KHANDWA
11	E00801805445	SHUBHAM SEN S/O ANIL SEN	C.E (Gen.), SSTPP, KHANDWA
12	E00801811338	MAHESH KUMAR S/O RAMGOPAL	C.E (Gen.), SSTPP, KHANDWA
13	E00801805212	AKSHAY S/O BALBIHARI	C.E (Gen.), SSTPP, KHANDWA
14	E00801801476	RAHUL BUNDELA S/O PRADEEP	C.E (Gen.), SSTPP, KHANDWA
15	E00801802844	PARAG JAIN S/O PAWAN JAIN	C.E (Gen.), SSTPP, KHANDWA
16	E00801801944	HARSHIT SAINI S/O MAHESH KUMAR SAINI	C.E (Gen.), SSTPP, KHANDWA

17	E00801814159	PRADEEP TIWARI S/O P S TIWARI	C.E (Gen.), SSTPP, KHANDWA
18	E00801801935	KAPIL S/O MADANLAL	C.E (Gen.), SSTPP, KHANDWA
19	E00801808445	SHYAM SUNDAR S/O SANTOSH PATEL	C.E (Gen.), SSTPP, KHANDWA
20	E00801803051	SOURABH S/O MOHAN SINGH	C.E (Gen.), SSTPP, KHANDWA
21	E00801805106	GAURAV MALVIYA S/O MORDHAWAJ MALVIYA	C.E (Gen.), SSTPP, KHANDWA
22	E00801813237	PANKAJ NAMDEV S/O RAM PRASAD NAMDEV	C.E (Gen.), SSTPP, KHANDWA
23	E00801803300	SHAIENDRA KUMAR VISHWAKARMA S/O M L VISHWAKARMA	C.E (Gen.), SSTPP, KHANDWA
24	E00801811777	ANKIT SAHU S/O PRAKASH SAHU	C.E (Gen.), SSTPP, KHANDWA
25	E00801801320	PAWAN KUMAR S/O SATISH	C.E (Gen.), SSTPP, KHANDWA
26	E00801802418	SHUBHAM BOURASI S/O SURAJ PAL BOURASI	C.E (Gen.), SSTPP, KHANDWA
27	E00801804522	MANISH LODWAL S/O JAMANA LAL LODWAL	C.E (Gen.), SSTPP, KHANDWA
28	E00801808866	CHETAN REGAR S/O SATYAPAL REGAR	C.E (Gen.), SSTPP, KHANDWA
29	E00801808515	ROHIT BHUMARKAR S/O BUDHRAM	C.E (Gen.), SSTPP, KHANDWA
30	E00801811244	ROHIT SATNAMI S/O DEEPAK	C.E (Gen.), SSTPP, KHANDWA
31	E00801806369	SANJAY KUMAR KATOLKAR S/O SURYABHAN KATOLKAR	C.E (Gen.), SSTPP, KHANDWA
32	E00801819746	KRISHNA KUMAR MEHRA S/O GHANSHAYAM	C.E (Gen.), SSTPP, KHANDWA
33	E00801803290	MAHADEV PRASAD CHOUDHARY S/O SANTOSH KUMAR CHOUDHARY	C.E (Gen.), SSTPP, KHANDWA
34	E00801800783	NETRAM CHAMAR S/O BHADAI CHAMAR	C.E (Gen.), SSTPP, KHANDWA
35	E00801807911	MANISH MANJHI S/O JAGANNATH	C.E (Gen.), SSTPP, KHANDWA
36	E00801803958	HARIKISHAN SINGH THAKUR S/O JUGRAJ THAKUR	C.E (Gen.), SSTPP, KHANDWA
37	E00801811060	SATISH KOL S/O RAM KUMAR KOL	C.E (Gen.), SSTPP, KHANDWA
38	E00801813956	MOHAN DHURVE S/O GIRDHARI	C.E (Gen.), SSTPP, KHANDWA
39	E00801810278	SANDEEP SEN S/O GHANSHYAM SEN	C.E (Gen.), SSTPP, KHANDWA
40	E00801812271	MANISH PATEL S/O PREMLAL	C.E (Gen.), SGTPS, BIRSINGHPUR
41	E00801807243	AJAY KUMAR S/O SUKHCHAIN	C.E (Gen.), SSTPP, KHANDWA
42	E00801800158	NITESH KUMAR SUREKHIYA S/O SUKKOD SINGH	C.E (Gen.), SSTPP, KHANDWA
43	E00801822575	VIMLESH KHAMIYA S/O ATAR LAL KHAMIYA	C.E (Gen.), SSTPP, KHANDWA
44	E00801801648	OMPRAKASH S/O KAILASH	C.E (Gen.), SGTPS, BIRSINGHPUR

45	E00801805226	RAVINDRA MOURYA S/O INDER SINGH MOURYA	C.E (Gen.), SGTPS, BIRSINGHPUR
46	E00801803790	NARENDRA S/O PREM SINGH	C.E (Gen.), SGTPS, BIRSINGHPUR
47	E00801803134	SANJAY KUMAR RATHOD S/O KUNWARSINGH RATHOD	C.E (Gen.), STPS, SARNI
48	E00801800338	LEKHRAM RAWAT S/O PREMSINGH RAWAT	C.E (Gen.), ATPS, CHACHAI
49	E00801800510	KULDEEP MOURYA S/O PRAHLAD	C.E (Gen.), ATPS, CHACHAI
50	E00801801691	TOTARAM S/O MEGHRAJ	C.E (Gen.), STPS, SARNI
51	E00801809821	GULABDAS YADAV S/O NARAYAN YADAV	C.E (Gen.), SGTPS, BIRSINGHPUR

PLANT ASSISTANT (ITI) TRAINEE (ELECTRICAL)

S.NO	APPLICATION NO.	NAME FATHER'S NAME S/Shri....	PLACE OF POSTING
1	E00801823454	BUBUN KISHOR PANIGRAHI S/O NARAYAN PANIGRAHI	C.E (Gen.), SSTPP, KHANDWA
2	E00801807179	RAGHUNANDAN DHAKED S/O SHIV CHARAN DHAKED	C.E (Gen.), SSTPP, KHANDWA
3	E00801810254	KAILASH VYAS S/O MATHURA LAL VYAS	C.E (Gen.), SSTPP, KHANDWA
4	E00801819859	ANIL KUMAR PATEL S/O JAWAHAR LAL PATEL	C.E (Gen.), SSTPP, KHANDWA
5	E00801811076	KRISHNA CHAND S/O JAIDEV TIWARI	C.E (Gen.), SSTPP, KHANDWA
6	E00801805883	PAWAN KUMAR S/O CHHOTE LAL CHAKRAVARTI	C.E (Gen.), SSTPP, KHANDWA
7	E00801804040	NEERAJ KUMAR CHAURASIYA S/O LEKHARAM CHAURASIYA	C.E (Gen.), SSTPP, KHANDWA
8	E00801805258	CHANDERSH SAHU S/O PREAMNARAYAN SAHU	C.E (Gen.), SSTPP, KHANDWA
9	E00801818669	MAYUR NANNAVARE S/O SUDHAKAR NANNAVARE	C.E (Gen.), SSTPP, KHANDWA
10	E00801807050	JEETENDRA KUMAR PATEL S/O RAJENDRA PRASAD PATEL	C.E (Gen.), SSTPP, KHANDWA
11	E00801819777	SURENDRA KUMAR MEHRA S/O RAJA RAM MEHRA	C.E (Gen.), SSTPP, KHANDWA
12	E00801803986	SUMIT PATIDAR S/O JAGDISH PATIDAR	C.E (Gen.), SSTPP, KHANDWA
13	E00801800559	PREETAM SEHRIYA S/O NANNU LAL	C.E (Gen.), SSTPP, KHANDWA
14	E00801804123	SANJAY LAL BAIGA S/O KHAJJU BAIGA	C.E (Gen.), SSTPP, KHANDWA
15	E00801819901	VISHNU PRASAD BAIGA S/O SUKHLAL BAIGA	C.E (Gen.), SSTPP, KHANDWA
16	E00801820421	SOHAN LAL BAIGA S/O BUDHRAM BAIGA	C.E (Gen.), SSTPP, KHANDWA
17	E00801801774	DALLOO BAIGA S/O KUNAI BAIGA	C.E (Gen.), SSTPP, KHANDWA
18	E00801818258	SHIYASHARAN BAIGA S/O RAM MILAN BAIGA	C.E (Gen.), SSTPP, KHANDWA

19	E00801804188	BHUPENDRA LALWARE S/O KISHAN LAL	C.E (Gen.), ATPS, CHACHAI
20	E00801802813	MANOJ S/O BRAJESH SINGH	C.E (Gen.), SGTPS, BIRSINGHPUR
21	E00801805629	RAHUL GOUR S/O RAMDIN	C.E (Gen.), SGTPS, BIRSINGHPUR
22	E00801810863	YUVRAJ YADAV S/O RAJKUMAR YADAV	C.E (Gen.), ATPS, CHACHAI
23	E00801802454	NEERAJ S/O HEMANT	C.E (Gen.), STPS, SARNI
24	E00801802016	SAJAN ROM S/O SOHANLAL	C.E (Gen.), STPS, SARNI
25	E00801803033	PRAKASH BACHHANIYA S/O KADWA BACHHANIYA	C.E (Gen.), SGTPS, BIRSINGHPUR
26	E00801801617	BANSHILAL DEVLE S/O LAL SINGH DEVLE	C.E (Gen.), ATPS, CHACHAI
27	E00801803379	MOHIT S/O GOPAL	C.E (Gen.), ATPS, CHACHAI
28	E00801802040	SHUBHAM YADAV S/O INDAR SINGH	C.E (Gen.), SGTPS, BIRSINGHPUR

Above candidates are requested to report to the Place of posting mentioned against their name with their written acceptance for joining the post along with documents as desired (vide enclosures to be downloaded from company's website), **on or before 10th July 2019** 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 criteria laid down for the post, the final clearance order for appointment will be issued by the ED/CE (Gen.) of the respective Place of posting, separately. It may be carefully noted that documents, which include medical certificate, if submitted after the prescribed date, shall not be entertained for clearance. Original documents shall have to be produced before final clearance.

Candidates are 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.


**CHIEF ENGINEER (HR&A)
MPPGCL, JABALPUR**

Enclosures (Page-1 to 25): - 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. (Page No. 6)
- 5) Annexure-V - Service Agreement cum Surety Bond. (Page No. 7 to 15)
- 6) Annexure-VI - Form for affixing 5 recent passport size photographs. (Page No. 16)
- 7) Annexure-VII - Form for Particulars of the Candidate. (Page 17 to 18)
- 8) Annexure-VIII - Form of Personal details (Page No. 19)
- 9) Annexure-IX - Form of Antecedent verification with affidavit. (Page No. 20 to 24)
- 10) Annexure-X - Undertaking for group insurance. (Page No. 25)

Copy forwarded to: - (all the above candidates) - for necessary action.

(ANNEXURE-I)

(कृपया प्रपत्रों का सावधानीपूर्वक अध्ययन कर समस्त प्रविष्टियां भरी जावें)
नियुक्ति फार्म भरने एवं अन्य औचारिकता पूर्ण करने संबंधी सामान्य दिशा-निर्देश :-

(The appointment is subject to the main terms and conditions stipulated in Annexure-II

(अनुलग्नक-II) enclosed, besides the following conditions.)

1- नियुक्ति प्रस्ताव की स्वीकृति (अनुलग्नक-तीन)

ACCEPTANCE OF THE OFFER: (ANNEXURE-III)

(i) कंपनी द्वारा संलग्न निर्धारित प्रारूप में नियुक्ति प्रस्ताव की लिखित स्वीकृति निर्धारित समयावधि के पूर्व अनिवार्य रूप से प्रस्तुत की जावे । अवधि समाप्त उपरान्त उपस्थिति (ज्वाइनिंग) हेतु अनुमति प्रदान नहीं की जावेगी । कंपनी में नियुक्ति उपरान्त प्रशिक्षण हेतु निर्देशित समय/दिनांक पर उपस्थिति अनिवार्य होगी ।

(ii) उम्मीदवार की उपस्थिति उपरान्त 9 माह का प्रशिक्षण प्रदान किया जावेगा जिसमें कार्य प्रशिक्षण सत्र होगा । यदि उम्मीदवार निर्धारित तिथि पर अपनी उपस्थिति दर्ज नहीं करवाते हैं, तो प्रशिक्षण सत्र में उम्मीदवार का नाम शामिल नहीं किया जावेगा । निर्धारित कार्यक्रम अनुसार प्रशिक्षण में भाग न लेने पर पृथक से प्रशिक्षण की व्यवस्था नहीं की जावेगी ।

सफल प्रशिक्षणोपरान्त प्राप्त अंकों व दक्षता के आधार पर एप्राईजल टेस्ट द्वारा उम्मीदवार को "संयंत्र सहायक " (आई.टी.आई.) के पदनाम पर नियमित नियुक्ति प्रदान की जावेगी, जो कि दो वर्ष की परिवीक्षा अवधि पर होगी ।

प्रशिक्षण अवधि में मापदण्ड अनुरूप दक्षता (परफारमेंस) प्राप्त न होने पर अधिकतम प्रशिक्षण अवधि 12 माह तक बढ़ाई जावेगी ।

(iii) उपस्थिति के समय उम्मीदवार को विज्ञापन में वर्णित आपेक्षित आई.टी.आई. प्रमाण पत्र व अन्य योग्यता, अनुभव प्रमाण पत्र (यदि हो तो), आयु सत्यापन प्रमाण पत्र, दो प्रतियों में स्वयं सत्यापित किया हुआ जमा करना होगा व मूल प्रमाण पत्र प्रस्तुत करना होगा । आयु सत्यापन हेतु केवल हायर सेकेंडरी/हाई स्कूल प्रमाण पत्र ही मान्य होगा ।

(iv) किन्हीं भी परिस्थितियों में उपस्थिति हेतु अतिरिक्त समय प्रदान करने बावत् आवेदन पर विचार किया जाना संभव नहीं होगा ।

2- मध्य प्रदेश का मूल निवासी व जाति प्रमाण पत्र

यदि उम्मीदवार अनुसूचित जाति/जनजाति अथवा अन्य पिछड़ा वर्ग (नॉन कीमी लेयर) के अंतर्गत चयनित हैं तो सक्षम अधिकारी द्वारा जारी जाति प्रमाण पत्र एवं मध्य प्रदेश मूल निवासी प्रमाण पत्र निर्धारित प्रारूप में दो प्रतियों में स्वयं सत्यापित किया हुआ व मूल प्रमाण पत्र लाना अनिवार्य है ।

3- अनुप्रमाणन प्रपत्र (फार्म) (तीन प्रतियों में)

पत्र के साथ संलग्न अनुप्रमाणन प्रपत्र तीन प्रतियों में हस्तलिखित सभी आवश्यक जानकारी की पूर्ति कर अन्य आपेक्षित दस्तावेज (प्रपत्र) राजपत्रित अधिकारी से सत्यापित किये, जमा करना अनिवार्य है । साथ ही संलग्न प्रारूप में शपथ पत्र भी प्रस्तुत किया जावे ।

4- जिला मुख्य चिकित्सा अधिकारी द्वारा जारी स्वास्थ्य प्रमाण पत्र

उपस्थिति के समय जिला मुख्य चिकित्सा अधिकारी द्वारा जारी स्वास्थ्य प्रमाण पत्र दो प्रतियों में, राजपत्रित अधिकारी से सत्यापित कर जमा करना होगा । साथ ही मूल प्रमाण पत्र भी लाना अनिवार्य है ।

यदि किसी कारणवश स्वास्थ्य प्रमाण पत्र प्रस्तुत नहीं किया जाता है तो संलग्न प्रारूप (अनुलग्नक Annexure -iv) प्रपत्र में इस आशय का घोषणा पत्र देना आवश्यक है कि उसके द्वारा चिकित्सा व जांच संबंधी समस्त औपचारिकताएं पूर्ण कर दी गई हैं, तो उपस्थिति दी जा सकेगी किन्तु उपरोक्त प्रमाण पत्र कंपनी/कार्यालय में प्राप्ति उपरान्त ही मानदेय (स्टायपेंड) जारी किया जावेगा ।

साथ ही जिला मुख्य चिकित्सा अधिकारी के द्वारा विभिन्न जांचोपरान्त एक माह की समयावधि के अंदर प्रमाण-पत्र प्राप्त न होने की स्थिति में आपका संयंत्र सहायक (आई.टी.आई.) प्रशिक्षु के पद पर जारी चयन आदेश निरस्त कर दिया जावेगा।

टीप-उपलब्ध जानकारी के अनुसार प्रत्येक जिले में स्थित चिकित्सालय में मुख्य चिकित्सा अधिकारी द्वारा स्वास्थ्य प्रमाण पत्र जारी करने व परीक्षण हेतु कार्य दिवस निर्धारित है, अतः सुविधा की दृष्टि से उचित होगा कि निर्धारित दिवस के पूर्व संबंधित कार्यालय में सम्पर्क करें।

5- सेवा अनुबंध व सह जमानत बंधन पत्र (अनुलग्नक ANNEXURE-V)

अनुबंध, रुपये 100/- (सौ रुपये मात्र) के नॉन ज्युडीशियल स्टाम्प पेपर पर किया जावेगा। स्टाम्प पेपर के बाएं साईड ऊपर एक रुपये का रेवेन्यू स्टैम्प लगा हुआ होना चाहिए। अनुबंध पत्र के साथ संलग्न अन्य पत्र टाईप हेतु वॉटर मार्क पेपर/न्यायालयीन पेपर का इस्तेमाल किया जावेगा। मूल अनुबंध पत्र के अतिरिक्त एक प्रति (सेट) भी वाटर मार्क/न्यायालयीन प्रपत्र पर ही टाईप की जावे।

अनुबंध पत्र की प्रथम पंक्ति में दिनांक के कॉलम को खाली छोड़ा जावे।

अनुबंध पत्र के प्रत्येक पैरा में बायीं तरफ एवं नीचे उम्मीदवार व जमानतदार के हस्ताक्षर किया जाना अनिवार्य है। अनुबंध पत्र के खाली स्थान पर इंक पेन से भरा जावे। यदि अनुबंध पत्र में कोई संशोधन/ओवर टाइपिंग/निर्देश आदि लिखा जाता है, तो वहां पर उम्मीदवार व जमानतदार के हस्ताक्षर किये जावे। इसी प्रकार अतिरिक्त प्रतियों में भी उम्मीदवार व जमानतदार के मूलतः हस्ताक्षर अनिवार्य हैं।

अनुबंध पत्र के साथ संलग्न अनुलग्नक सूची-एक एवं दो (शेड्यूल-1 एवं 2) भी मात्र वॉटर मार्क पेपर/न्यायालयीन पेपर पर टाईप किये जाने चाहिए। एक सेट मूल अनुलग्नक सूची-एक एवं दो (शेड्यूल-1 एवं 2) के साथ ही एक अतिरिक्त प्रति (सेट) भी वाटर मार्क/न्यायालयीन प्रपत्र पर जमा किया जाना है। म.प्र. राज्य व भारत के अन्य राज्यों से कय किये गए नॉन ज्युडीशियल स्टाम्प पेपर ही मान्य होंगे।

6- पासपोर्ट साईज फोटोग्राफ्स

ANNEXURE अनुलग्नक-vi के अनुसार उम्मीदवार के पांच पासपोर्ट साईज फोटोग्राफ प्रत्येक फोटोग्राफ किसी राजपत्रित अधिकारी से सत्यापित किये हों, जमा किया जाना अनिवार्य है। उपरोक्त फोटोग्राफ नियुक्ति हेतु प्राप्त प्रस्ताव के पश्चात् खींचे गए हों।

7- सेवारत उम्मीदवारों के लिए त्याग पत्र/नो ड्यूज/विभागीय जांच प्रपत्र

यदि उम्मीदवार नियुक्ति के पूर्व किसी संस्थान में सेवारत रहा हो, जैसे- केन्द्रीय शासन/राज्य शासन/अर्द्धशासकीय संस्थान/लोक उपक्रम या अन्य संस्था, तो उसे उस विभाग के नियुक्तकर्ता अधिकारी से इस आशय का प्रमाण पत्र प्राप्त कर प्रस्तुत किया जाना आवश्यक है।

8- प्रमाण पत्रों की सत्यापित प्रतियां

उम्मीदवार को विभिन्न शैक्षणिक योग्यता, आई.टी.आई. उत्तीर्ण प्रमाण पत्र व अंकसूची के दो सेट छायाप्रति स्वयं सत्यापित कर जमा करना एवं मूल प्रमाण पत्र साथ लाना अनिवार्य है। नियुक्ति प्रस्ताव के साथ संलग्न कर प्रेषित प्रारूप में बाँयोडाटा (अनुलग्नक ANNEXURE -vii) एवं व्यक्तिगत जानकारी (अनुलग्नक-viii) में दो प्रतियों में जमा की जावे।

9- प्रपत्रों को जमा करने संबंधी निर्देश

कंपनी द्वारा आपकी उपस्थिति तब तक स्वीकार नहीं की जावेगी, जब तक आप नियुक्ति संबंधी सभी प्रक्रियायें, जैसे- अनुबंध पत्र (बॉण्ड्स) का निष्पादन तथा सभी प्रमाण पत्रों, प्रपत्रों संबंधी शर्तें पूर्ण नहीं कर लेते हैं।

10- समूह बीमा संबंधी वचन पत्र (अनुलग्नक ANNEXURE-X)

कंपनी द्वारा प्रशिक्षण अवधि के लिए की गई व्यवस्था के तहत समूह बीमा योजना के लाभ हेतु संलग्न प्रारूप में वचन पत्र दो प्रतियों में जमा किया जाना आवश्यक है।

MAIN TERMS AND CONDITIONS OF APPOINTMENT

1. The appointment will be as **Plant Assistant (ITI) Trainee**. During the period of the training and on appointment as **Plant Assistant (ITI)**. The candidate shall abide by the rules and regulations governing service conditions, as made applicable and amended by the M P Power generating company limited, Jabalpur from time to time.
2. During the period of training, only a fixed stipend of Rupees 25,300/- per month will be payable and no other emoluments will be paid.
3. The normal training period will be for nine months. This period of training may be however extended (Maximum 12 months) or terminated if the performance of trainee is not found satisfactory. If, even during the extended period of training, performance of the trainee is neither improved nor found up to the mark, his services shall be terminated without any further notice.
4. Reservations for SC, ST and OBC (non creamy layer only) categories are meant for candidates of SC/ST/OBC (non creamy layer only) categories as specified in respect of **State of MP only**. If the candidate is non-domicile of M.P. State, he will be considered as candidate of unreserved category and his merit seniority will be counted accordingly. Also he will not be eligible for any privilege under SC/ST quota.
5. The candidates will be required to pass departmental examination in such subjects as may be prescribed from time to time and within the specified period. The suitability of the Trainee for the employment will be evaluated by the competent authority 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 Plant Assistant or equivalent post in GoMP, pay matrix (Level-6) Rs. 25,300-80,500 and allowance as admissible from time to time on following conditions.
 - i) The appointment will be on probation for a period of two years and the probation would be liable to be extended at the discretion of the MPPGCL for a further period of one year. During this probation period, his 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 service shall be liable to be terminated by the employer by giving one month notice or one month pay in lieu of notice period or part thereof.
7. The candidate shall be required to undergo a medical examination to be conducted by the District Medical Board at District Head Quarters and should produce the fitness certificate from the Medical Board before joining as **Plant Assistant (ITI) Trainee**. If the result of the medical examination conducted by the medical board is adverse, the appointment of the candidates shall be liable for termination without prior notice.
8. The appointment shall be subject to satisfactory verification of character and antecedents as well as police verification report as per Rules and Regulations of the MPPGCL. The candidate's appointment shall be terminated if any adverse information appears in this report, whenever it is received in the office of the company without any further notice.
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. 100/- (One hundred) only, to serve for a period of two years after the training period from the date of

appointment as Plant Assistant or equivalent post. If the Trainee fails to do so, then he and the Surety shall be liable to pay the amount mentioned in the Surety Bond to MPPGCL.

10. If for any reason the candidate absents from duty or vacates or resigns his appointment without prior permission in writing of the respective ED (Gen)/ CE (Gen), of place of Posting, during the period of his training or refuses to accept service offered or resigns before the period stipulated in clause-4 of **Annexure-V**, the trainee and his 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, as under clause-4 of Annexure-V, shall be final and binding on the candidate.
11. During the period of training the trainee will be eligible for casual leave for a maximum of 9 days in a calendar year. The Trainee who is unable to attend duty owing to illness may be granted medical leave up to 10 days during the period of training. The trainee may also be granted Extraordinary leave upto a maximum of ten days during this training period, if He or She has exhausted the entire casual and medical leave provided the employer is satisfied with the ground on which the extraordinary leave is shortfall. No other leave will be admissible during training period.
If the trainee avails the EOL (without stipened) from more than 10days but limited to 90 days even on medical ground or other genuine reason, his training period will stand automatically extended to the extent of EOL he has availed. The EOL exceeding 90 days if availed by the trainee without the medical certificate of District medical board or found habituate of availing EOL frequently in regular intervals and if such combined EOL period exceeds 90 days or found unauthorizedly absent (without prior intimation/permission) continuously for more than 30 days. His such act will be considered as breach of contract and he may liable to pay applicable bond amount along with other dues,if any, as the discretion of the MPPGCL.
12. During the period of training and on appointment as Plant Assistant or equivalent post, he shall abide by the conduct rules framed/adopted (and as amended from time to time) by the MPPGCL and he shall apply and maintain the highest standard of personal conduct and integrity. His services shall be governed by the rules and guidelines framed/adopted (and as amended from time to time) by the MPPGCL and there will be no binding/obligation for MPPGCL for adopting any circular or memorandum issued by the State Government or by Central Government or by any other organization and candidate cannot claim any right/privileges on the basis of such circular/memorandum.
13. The agreement bond so executed is not transferable to any other department / organization during the period of agreement.
14. On appointment as Plant Assistant ITI, the services shall be governed under the defined contributory pension scheme (NPS).
15. The Surety who executed the bond shall be a person of substantial means, capable of paying the amount agreed in the Agreement Bond (viz. Rs. Fifty Thousand only) and his 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 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 appointment shall be terminated without assigning any reason therefore. He has to declare that no other contract of training/employment already subsists between him and with any other employer and that he shall not enter into any other contract of training/employment with any other employer before expiry or termination of this contract.

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

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

Complete Postal Address: _____

To,
The E.D. / C.E. (Gen)
_____ (pl. fill name of Power Station)
M. P. Power Generating Company Limited,
_____ (pl. fill place of posting)
Madhya Pradesh.

Sub: Appointment for the post of Plant Assistant (ITI) Trainee.

Ref: Your letter No. _____ dtd. _____

Sir,

I hereby acknowledge the receipt of your letter cited above.

- (i) I accept all the conditions mentioned in the offer of appointment.
- (ii) I am submitting all the required documents for verification and necessary action.
- (iii) I shall join the training on due date stipulated failing which I shall be bound by the conditions framed by the MPPGCL.
- (iv) During training, I am ready to be posted anywhere under the jurisdiction of MPPGCL.

Yours faithfully,

Place: _____ Signature _____

Date: _____ Name _____

NOTE:

1. DELETE THE ITEMS NOT APPLICABLE WITH YOUR INITIAL ON CUTTING.
2. CANDIDATE NOT REPORTING ON DUE DATE WILL NOT BE PERMITTED TO JOIN THE TRAINING.
3. THE CANDIDATE IS ADVISED TO SEND ONE ADVANCE COPY OF ABOVE T.U. 7 TO THE **PLACE OF POSTING** SOON AFTER RECEIVING THE OFFER.

ANNEXURE-IV (T.U.3)**(Undertaking for Non-Submission of Medical Fitness and other Certificates)**

To,

The E.D. / C.E. (Gen)

(pl. fill name of Power Station)

M. P. Power Generating Company Limited,

(pl. fill place of posting)

Madhya Pradesh.

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

Sir,

I have been selected, as Plant Assistant (ITI) Trainee 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 ITI Certificate/ HSSC Certificate / appointment letter / Service Certificate /....., due to unavoidable reasons.

I shall appear before the District Medical Board on _____ and shall submit the Medical Fitness Certificate without fail. I will 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 training is purely provisional, and there is no claim for traineeship.
- (ii) I understand that in case I fail to produce Medical Fitness Certificate issued by District Medical Board or I was declared unfit by the Board / or I fail to submit the remaining documents as stated above, my order appointing me as Plant Assistant (ITI) Trainee 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 (ii) above.

Thanking you,

Yours faithfully,

Signature

Name in full

Batch No.

Place _____,

Dated: / / 2019

Plant Assistant (ITI) Trainee

ANNEXURE-V**SERVICE AGREEMENT CUM SURETY BOND**

(To be executed on non-judicial stamp paper worth of Rs. 100/- (Rs. One 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 **one extra copy** on water mark paper/ court paper).

This contract made on this _____ day of _____ on Two thousand and Nineteen BETWEEN the M.P. Power Generating Company Limited through the Chief Engineer (Gen) of the M.P. Power Generating Co. Ltd., a Company incorporated under the Companies Act, 1956, having its registered office at Shakti Bhavan, 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....., Son of Shri

Resident ofin the tehsil of the.....

District.....,hereinafter called the "Trainee" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the SECOND PART;

AND,

Shri / , Son 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 nine 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 two years after the successful completion of such training, on terms and conditions mentioned below;

AND WHEREAS Shri. has been selected by the Employer as a Plant Assistant (ITI) Trainee Batch 2018-19; vide its offer of appointment No. dated with a view to utilize his service with the Employer after successful completion of his training, which 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 nine months, which is liable to be extended to twelve months in case of unsatisfactory performance by the Trainee during the initial training period, and thereafter to serve the Employer for a minimum period of two years, after 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 favor of the Employer, undertaking to complete the training and to serve the Employer for a period of minimum two years failing which the Trainee and the Surety shall be jointly and severally liable to pay the Employer a sum of Rs.50,000/- (Rupees Fifty Thousand only) towards the cost of training 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 has received no formal, effective, technical or practical training enabling him 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 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 Trainee of value to the Employer, the Trainee would need to undergo formal and extensive training in accordance with courses, modules, programmes 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 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 two years he will not only impart and cause heavy financial losses 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 training;

Also the expenditure shall include the cost of the training given 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 Rs.50,000/-(Rupees Fifty Thousand only) is quantified damages based on the pre-estimate of the expenses / cost incurred upon the Trainee on this training plus interest @9% 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 by the Trainee;

AND WHEREAS the Trainee also agrees that if he 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.50,000/-(Rupees Fifty Thousand only) plus interest @ 9% per annum from the date of breach of conditions of the bond.

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 S/O Shri as a Plant Assistant (ITI) Trainee in the designated subject field of and the Trainee hereby agrees to serve the Employer as a Trainee as hereinafter provided.

The Employer shall appoint Shri S/O Shri as *Plant Assistant (ITI) Trainee* for giving him training for a period of nine months commencing from This period of training can be extended to twelve 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 nine 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 control, the Employer shall extend the period of his training until he 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 training and abide by the rules from time to time in force relating to the conduct of the Trainee and pass the prescribed examination and test, if any, by the employer.

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

(iii) He will be eligible for appearing in final appraisal only after he has completed his full period of training. and he will be eligible for becomingonly after the date, after all parts of training are fulfilled.

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

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. The trainee shall be paid a stipend of Rs. 25300/- only per month during the training period. The Trainee on successful completion of the training shall be absorbed by the Employer as Plant Assistant or on equivalent post and the Trainee has agreed to serve the Employer for a period of minimum two years after successful completion of the training.

(ii) Subject as herein before provided in sub-clause (i) above and also provided herein below, the said training of the Trainee for a period of nine 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 two 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.

The Trainee hereby also declares that whilst employed with the MPPGCL, he 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 is found to be in contravention of the provisions of this clause, then his appointment would be terminated without assigning any reasons therefore and he is liable to pay bond amount with 9% interest from the date of breach of contract. The Trainee hereby also declares that no other contract of training already subsists between him and with any other employer and undertakes that he shall not enter into any other contract of training/employment with any other employer before the expiry or termination of this contract.

6. (i) The candidate shall during the period of his training be paid a fixed monthly stipend of Rs.25,300/- (Rs. Twenty Five thousand Three hundred) only.

(ii) The Cost to the employer on training of the trainee during the training period shall be approx Rs. 50,000/-.

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

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.25,300 per month subject to actual attendance.
- (ii) Where the contract is terminated through failure on the part of the Employer to carryout the terms and conditions of the contract, he shall pay to the Trainee, compensation in accordance with the following rate: -
Plant Assistant (ITI) Trainee: Rs.25300/-.

(b) Subject as herein before and herein after 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 employment or breach/non compliance of any of the term of this agreement in any manner whatsoever and he shall forthwith pay on demand an amount of Rs.50,000/- (Rupees Fifty Thousand only) as quantified damages and interest @ 9% per annum from the date of such breach, act, omission, negligence, default, failure etc. The decision of the MPPGCL as to the liability of the candidate to compensate and the amount thereof shall be final & binding on him.

Further in the event of any default/breach and/or non compliance of any of the terms/conditions of this agreement besides the Trainee/ Employee shall be liable to refund of the amount equivalent to the quantified damages as mentioned herein above besides the legal expenses incurred for recovering the said amount from the Trainee/Surety.

In the event of any default of payment on the part of the Trainee/ Employee as stated herein above, the Employer shall be entitled to recover the said amount or any part thereof from the Trainee/Employee and/or the Surety jointly or severally by instituting a suit 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 heirs, executors, or administrators in respect of his liabilities in terms of this bond/agreement.

10. While in service in accordance with clause 4, the Trainee shall faithfully and diligently perform his duties and observe all the regulations and rules made/adopted by MPPGCL. The conduct of its servants for the time being in force, disobedience to the seniors and indifference towards works will make the training/services of candidates liable for being terminated.

11. While in service in accordance with clause 4, pay and allowances and other conditions of service of the candidates 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 two Years from the date of regularization as Plant Assistant 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.50,000/- (Rupees Fifty Thousand only) which is the pre-estimate of the expenses/costs incurred upon the Trainee on his training 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. 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 person or his death or otherwise in the course or in connection with his duties under agreement as a consequence of his 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.

14. The candidates 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.

15. 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.

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

17. 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 liability is co-extensive with that of Trainee, that he shall be jointly and severally liable with the Trainee for payment of all amounts that may become due and payable under this agreement, that he 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 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.

18 Reservations for SC, ST, OBC (non creamy layer only) and primitive Tribe categories are meant for candidates of SC/ST/OBC (non creamy layer only) categories as specified in the State of MP only.

19. 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 present 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 ED/ CE (Gen)

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.25,300/- per month.

(B) The stipend for a particular month shall be paid by the 10th day of the following month. No deduction shall be made from the stipend for the period during which the trainee remains on casual and medical leave, stipend shall, however, not be paid for the period for which trainee remains 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 will be entitled for following kind of leaves: -

(a) **CASUAL LEAVE:**

- i) Casual leave shall be admissible for maximum upto nine days during training.
- ii) Any holiday intervening during the period of casual leave shall not be counted for the purpose of limit of nine days.
- iii) Casual leave not utilized during any year shall stand lapsed at the end of the year.
- iv) Casual leave shall not be combined with medical leave. If casual leave is preceded or following by medical leave, the entire leave taken shall be treated either as medical or casual 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 up to 10 days for each year of training 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 medical leave. A medical certificate shall however, be necessary if the leave exceed three days.
- iv) It shall be open to the Employer to arrange a special medical examination of Trainee if he has reason to believe that the Trainee is not really ill or the illness is not of such a nature as to prevent his attendance

(c) **EXTRA ORDINARY LEAVE:-**

i) Extra ordinary leave up to a maximum of ten days in a year may be granted to the Trainee, after he 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 account of 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.25,300/- 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 shall apply and maintain the highest standard of personal conduct and integrity. His 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 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 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 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 leave except medical leave to the appropriate authority and obtain sanction before the leave is taken.

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 or entrusted to him in the course of his training/employment. He 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 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 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 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 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 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 37 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 India only.

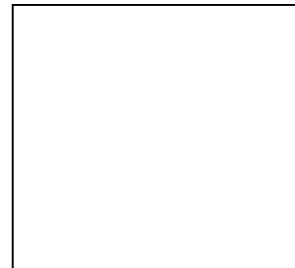
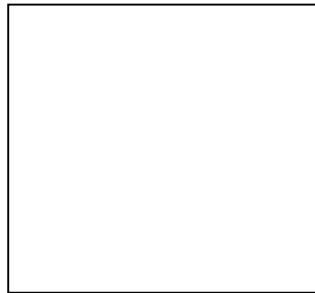
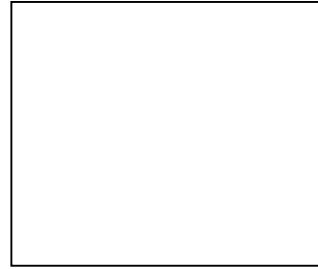
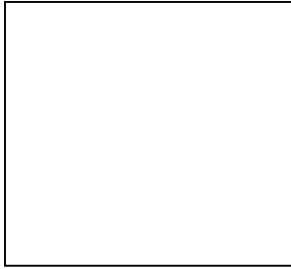
(Signature of the Trainee)

(Signature of the Employer)

ANNEXURE-VI (T.U.5)

FORM FOR PASTING RECENT PASSPORT SIZE PHOTOGRAPHS

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

(b) TECHNICAL: -

<u>Date</u> <u>From</u>	<u>To</u>	<u>Institution</u>	<u>Course with % of Marks obtained</u>	<u>Year of passing, Number of attempts.</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>From</u>	<u>To</u>	<u>Reasons for leaving</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----- 2019

SIGNATURE OF THE CANDIDATE

ANNEXURE-VIII (FORM APP-5)**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 constituted under
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 : Nine Months.
14. Rate of stipend : Rs.25, 300/- per month.
15. Whether belongs to
 (a) Schedule Caste (b) Scheduled Tribe (c) Physically Handicapped
 (d) Minority Community (Sikh, Muslim, Parsee, Christian Jew & Jain).
 (d) Primitive Tribe (e) PAP candidates
16. Remarks : for photo please see on **Annexure-VII.**

SIGNATURE OF TRAINEE

अनुप्रमाणन – फार्म (तीन प्रतियों में)

चेतावनी

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

2. यदि इस फार्म को भरने और भेजने के बाद उम्मीदवार को नज़रबंद 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 दोष मुक्त किया जाता है तो ब्योरे, यथा स्थिति, 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 ब्योरे प्रस्तुत करे, जिनमें उसे गिरफ्तार किया गया था, उस पर अभियोजन चलाया गया था, आदि भले ही मामले अंतिम रूप से प्रतिवेदित कर दिये गये हों (खात्मा), वापस ले लिये गये 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 सेवाएं समाप्त की जा सकेगी ।

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

4. निवास अवधियों सहित उन स्थानों के ब्योरे जहां 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 ब्योरे दिये जाने चाहिए जहां 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 कमांक 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.

क्रमशः दो पर

5. पिता का नाम :- 2.
 (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)
 (ङ) यदि किसी सेवा में हो तो उनका पदनाम तथा कार्यालय का पता दीजिए। (ङ)

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

- 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 हों। (ख)

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

क्र०	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 दीजिये और यदि आपका उत्तर हां में हो तो उस जाति विशेष का नाम लिखिए। (ख)

कमशः तीन पर

.3.

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

घारित पद का नाम या कार्य का स्वरूप से	अवधि तक	कार्यालय फर्म अथवा संस्था का पूरा पता	पिछली सेवा छोड़ने के कारण
(1.)	(2.)	(3.)	(4.)

12. (क) क्या आप कभी गिरफ्तार किये गये हैं, क्या आप पर कभी अभियोजन चलाया गया है, क्या आप कभी निरुद्ध किये गये हैं या आपसे मुचलका लिया गया है। आप पर जुर्माना किया गया है, क्या आप किसी अपराध के लिए न्यायालय द्वारा दोषी ठहराए गए हैं या आपके किसी भी लोक सेवा आयोग द्वारा उसके संचालित परिक्षाओं/किये जाने वाले चयनों में सम्मिलित होने से वर्जित किया गया है। उसके लिये 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 या किसी भी शैक्षणिक प्राधिकरण/ संस्था में आपके विरुद्ध कोई मामला लम्बित है।

यदि (क) अथवा (ख) में पूछे गये 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 ब्योरे प्रस्तुत करने चाहिये तथा इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/शैक्षणिक प्राधिकरण आदि के समय जो मामला लम्बित हों उसका स्वरूप बतलाना चाहिए। इस जानकारी के अतिरिक्त, जहां लागू न हो वहां निम्नलिखित ब्योरे भी दिये जायेंगे

- (01) अपराध / आरोप
- (02) पुलिस थाने में पंजियत
- (03) यदि न्यायालय में चालान
प्रस्तुत किया गया हो तो
न्यायालय का नाम
- (04) मामले का कर्मांक,
न्यायालय द्वारा उसका
निपटारा किस तारीख
को किया गया।
- (05) दिया गया दण्ड
- (06) क्या दोषमुक्त कर दिया गया
- (07) दोषमुक्त 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 विशिष्टियां 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.पा.ज.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 पाई जाए तो नियुक्ति प्राधिकारी, को बिना सूचना दिए या बिना कारण बताये मेरी सेवाएं समाप्त करने का अधिकार होगा और उसका निर्णय मुझ पर बंधनकारी होगा।

उम्मीदवार के हस्ताक्षर

तारीख स्थान

पहचान प्रमाण – पत्र (तीन प्रतियों में)

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

- (एक) केन्द्रीय/राज्य शासन का पत्रित 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) पोस्टमास्टर
- (आठ) पंचायत निरीक्षक

प्रमाणित किया जाता है कि मैं श्री/ श्रीमती/ कुमारी पिता/ पति का नाम श्री को पिछले वर्ष माह से जानता /जानती हूँ तथा उनके द्वारा दिए गए ब्यौरे, जहां तक मुझे पता है और जहां तक मेरा विश्वास है, सही है ।

स्थान

तारीख

हस्ताक्षर
पदनाम या स्थिति का पता :-

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

(कार्यालय द्वारा भरा जायगा)

- (एक) नियुक्ति प्राधिकारी का नाम
पदनाम और पूरा पता
- (दो) वह पद, जिसके लिए उम्मीदवार
के संबंध में विचार किया जा रहा है ।

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शपथ पत्र

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

हस्ताक्षर-

प्रशिक्षु का नाम -

पता-

(उक्त शपथ पत्र 10 रू. के स्टैम्प पेपर में नोटरी द्वारा सत्यापित करावे)



M.P. POWER GENERATING CO. LIMITED

UNDERTAKING **(For Personal / Accidental Insurance)**

I, the undersigned, hereby authorize **CE (Gen) 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) Address of Nominee:- _____

I will abide by the rules & regulations of the company & pay the annual Premium of the policy to the company as fixed by the Insurance Company from my salary.

Place:- _____

Date:- _____

Signature)

Name: _____

Plant Assistant (ITI) Trainee

Signature and details of witness:-

(1) _____

(2) _____

(to be filled in duplicate)