



मध्यप्रदेश भवन विकास निगम लिमिटेड

(म.प्र. शासन का उपक्रम)

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No. /MPBDC/858/HR/2023

Bhopal, Date: ./. /10/2023

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Rule Book for various posts in MPBDC on Contract Basis

Madhya Pradesh Building Development Corporation Ltd. is a wholly Govt. owned company incorporated under the Companies Act 2013 and has its registered office at Bhopal. To meet the manpower requirement, MPBDC intends to fill various posts on Contract basis initially for one year which can be further extended with mutual consent as per performance of the candidate and requirements of the MPBDC. The applications are invited from eligible candidates. The post wise and category wise vacancies to be filled are as under:

Sn	Name of Post & Salary	No. of Post	Remarks/ Qualification/ Experience
1.	General Manager (Deputation/Contract) (Last Pay (-) Pension)	Total-02 UR-01 OBC-01	1. Working on the post of Superintendent Engineer (Civil) or equivalent in Govt./Govt. entity. 2. Total 18 years' experience in the field of Building or similar Project.
2.	Dy. General Manager (Civil) (Deputation/Contract) Rs. 75,000/- + CPI or (Last Pay (-) Pension)	Total-04 ST-03 SC(PH)-01	1. B.E./B. Tech. in Civil, Minimum 15 years' experience, especially in the field of Building or similar Project. 2. Working on the similar post of Executive Engineer or Asstt. Engineer in Govt./Semi Govt./PSUs/Ltd. Company.
3.	Dy. General Manager (HR & Admin.) (Deputation) (79900-211700, L-14)	01	1. Graduate in any discipline with minimum 15 years' experience in the field of HR & Administration/ Personnel. 2. Working on the similar post of Executive Engineer or Asstt. Engineer in Govt./Semi Govt./PSUs. 3. Preference will be given to candidates having MBA (HR).
4.	Personal Secretary (Deputation) (36200-114800, L-09)	02	1. Graduate in any discipline with minimum 05 years' experience. 2. Working on the similar post in Govt./Semi Govt./ PSUs. 3. Preference will be given to candidates having done Modern Office Management course.
5.	Steno Typist (Deputation) (32800-103600, L-08)	02	1. Graduate in any discipline with minimum 05 years' experience. 2. Working on the similar post in Govt./Semi Govt./ PSUs. 3. Preference will be given to candidates having done Modern Office Management course.
6.	Asstt. General Manager (Architect) (Deputation/Contract) Rs. 50,000/- + CPI	OBC-01	1. B. Arch., Mini. 05 years' experience, especially in the field of Building or similar Project. 2. Currently Working on the similar post of Asstt. Engineer in Ltd. Company or Sub Engineer in Govt./Semi Govt./PSUs. 3. Preference will be given to candidates working in Govt./ Semi Govt./PSUs minimum 05 years on contractual basis.

Sn	Name of Post & Salary	No. of Post	Remarks/ Qualification/ Experience
7.	Legal Advisor (Contract) Rs. 75,000/- + CPI	UR-01	1. A Law Graduate (LLB) with minimum 08 yrs. of experience as Legal Advisor/Legal Asstt. in Govt./ Semi Govt./PSUs/ Ltd. Company. 2. Experience in Handling cases related to arbitration under Arbitration & Conciliation Act, 1996 and M.P. Madhyastham Act, 1983. 3. Preference will be given to candidate having LLM degree (Corporate Law).
8.	Accountant (Contract) Rs. 25,000/- + CPI	ST-01	1. Commerce Graduate with experience of working in Tally. 2. 08 years of working experience in Govt./Semi Govt./ Limited company in similar post. 3. Preference will be given to candidates working in Govt./Semi Govt./ PSUs minimum 03 years on contractual basis.
9.	CAD Operator (Contract)_ Rs. 25,000/- +CPI	Total-02 UR-01 OBC-01	1. Diploma in Civil/Design/Architect Engineering. 2. 05 years of working experience in Govt./Semi Govt./ Limited company in similar post with 3 years' experience in computer aided design of Building Projects. 3. Preference will be given to candidates working in Govt./ Semi Govt./ PSUs minimum 03 years on contractual basis.

1. **APPLICATION FEE:-** Rs. 250/- per candidate payable online to MP Online.
2. **LAST DATE:-** Application in the required format along with copies of certificates in support of age, qualification, experience, caste certificate, MP domicile certificate (if any) should be submitted through MP online from 26.10.2023 to 12.12.2023.

Candidates should also submit the Acknowledgement Slip alongwith all relevant documents to **Chief General Manager (HR & Admin.), MPBDC, 16-A, Arera Hills, Bhopal** along with the proof of payment of processing fee upto 15.12.2023.

3. **SELECTION PROCEDURE:-**

- a) The online applications received from all the candidates shall be screened.
- b) The criteria regarding weightage for minimum qualification, additional qualification, experience in similar organization shall be as follows:-

Marking criteria of General Manager (Civil)

Sn.	Particulars	Max. Marks
A	Professional Qualification	40
	Graduation: Qualifying marks - 60% to 70%	20
	>70% to 75%	05
	>75% and above	05
	Post-Graduation in any Civil Engineering stream	10
B	Professional Experience	40
	Minimum 18 years' experience in the field of Building or similar Project.	15
	>18 to 20 years	10
	> 20 years and above	05
	Experience in Building Projects	10
Grand Total Marks (Total of A+B)		80

*20 marks are reserved for interview.

Marking criteria of Dy. General Manager (Civil)

Sn.	Particulars	Max. Marks
A	<u>Professional Qualification</u>	40
	Graduation: Qualifying marks - 60% to 70%	20
	>70% to 75%	05
	>75% and above	05
	Post-Graduation in any Civil Engineering stream	10
B	<u>Professional Experience</u>	40
	Minimum 15 Years	15
	>15 to 20 years	10
	> 20 years and above	05
	Experience in Building Projects	10
	Grand Total Marks (Total of A+B)	80

*20 marks are reserved for interview.

Marking criteria of Asstt. General Manager (Architect)

Sn.	Particulars	Max. Marks
A	<u>Professional Qualification</u>	35
	Graduation: Between 60% to 70% marks for UR/OBC candidate	25
	>70% to 75%	05
	>75% and above	05
B	<u>Professional Experience</u>	45
	Currently Working on the similar post of Asstt. Engineer in Ltd. Company <u>or</u> Sub Engineer in Govt./Semi Govt./PSUs. With minimum 05 years' experience of Building Projects.	20
	> 05 years and above	15
	Working in Govt./Semi Govt./PSUs on contract basis for 5 years	10
	Grand Total Marks (Total of A+B)	80

*20 marks are reserved for interview.

Marking criteria of Legal Advisor

Sn.	Particulars	Max. Marks
A	<u>Professional Qualification</u>	40
	Law Graduate (LLB)	30
	LLM (Corporate Laws)	10
B	<u>Experience on equivalent post:</u>	40
	Minimum 08 Years	25
	08-12 years	05
	12-15 years	05
	15 years and above	05
	Grand Total Marks (Total of A+B)	80

*20 marks are reserved for interview.

Marking criteria of Accountant

Sn.	Particulars	Max. Marks
A	<u>Professional Qualification</u>	40
	Commerce Graduate with experience of working in Tally	40
B	<u>Professional Experience on equivalent post</u>	40
	Minimum 8 Years	25
	>8-10 years	05
	>10 years and above	05
	Working in Govt./Semi Govt./ PSUs on Contract Basis for 3 years	10
	Grand Total Marks (Total of A+B)	80

*20 marks are reserved for interview.

Marking criteria of CAD Operator

Sn.	Particulars	Max. Marks
A	<u>Professional Qualification</u>	40
	Diploma in Civil/Design/Architect Engineering	40
B	<u>Professional Experience on equivalent post</u>	40
	Minimum 05 Years' experience in similar post with 03 years' experience of Computer Aided design of Building projects.	25
	>5 years and above	05
	Experience in Building Projects	05
	Working in Govt./Semi Govt./PSUs on Contract Basis for 03 years	10
	Grand Total Marks (Total of A+B)	80

*20 marks are reserved for interview.

- c) Only interview will be conducted for deputation in which 20 marks have been fixed on the basis of which eligible candidates will be selected.
- d) The candidates shall be short listed maximum of 06 times the number of advertised posts for interview. Short listing will be done according to the experience as well as higher qualification.
- e) Short listed candidates shall have to appear for interview.
- f) The list of short-listed candidates along with the date of interview shall be displayed on the MPBDC's website www.mponline.gov.in/ www.mpbdc.mp.gov.in and will also be communicated through email, SMS, on the address/mobile number provided by the candidate.
- g) Final selection shall be made on the basis of the marks obtained in (A) qualification (B) experience (C) interview.
- h) Based on the above said criteria, the candidate shall be selected for **engagement on contract** to the designated posts. The result or the list of selected candidates will be displayed on the MPBDC's website and MP Online. The finally selected candidates will also be informed through email/SMS with the time period in which the candidate will have to appear at the HQs of MPBDC for the contract agreement.

4. AGE LIMIT:-

4.1. The age of all candidates for contract basis should be -

- a. **Minimum Age Limit: 23 years**
- b. **Maximum age of the applicant should not be more than 63 years on the last date of submission of application for contract basis.**

Candidates belonging to SC/ST/OBC categories having M.P. domicile, Widow/Divorcee women shall get relaxation in upper age limit to an extent of five years

5. DOCUMENTS TO BE FURNISHED AT THE TIME OF INTERVIEW

The candidates short listed for interview, shall be permitted to appear for interview only after the verification of the following original certificates/documents about their eligibility:

- 5.1 Higher Secondary or High School Examination certificate in support of date of birth.
 - 5.2 Certificate of Degree/Post Graduation Degree OR Mark sheet, from a recognized university.
 - 5.3 Work experience certificate.
 - 5.4 Caste certificate (in case of reserved category candidates) issued by Govt. Authority not below the rank of Sub-Divisional Officer.
 - 5.5 Domicile certificate in case of candidates applying against reserved posts.
 - 5.6 Candidates serving in Government / semi government / public sector should submit N.O.C. from the employer at the time of the interview, failing which the candidate will not be permitted to appear for interview.
 - 5.7 Photo identity card (Passport / Driving license / Voter ID / Bank pass book) will be required for identity.
 - 5.8 Proof of permanent address
 - 5.9 Widow/Divorcee women candidate should submit an affidavit/a certificate.
6. MPBDC reserves the right to increase or decrease the positions (post) advertised and to fill / not fill them from the merit / waiting list. **MPBDC reserves the right not to declare any waiting list.**
7. **TENURE OF CONTRACT: -**
Contract basis initially for one year which can be further extended with mutual consent as per performance of the candidate and requirements of the MPBDC.

8. IMPORTANT DATES: -

Details	Dates
Date of release of advertisement for the news paper	04/10/2023
Activation on MP Online website	26/10/2023
Last date of submission of application	12/12/2023
Tentative date of publishing list of short-listed candidates	28/12/2023
Date of interview	09/01/2024
Publishing of Selected Candidates list	11/01/2024

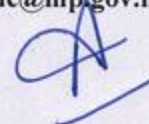
Note:- The above dates may vary, candidates may check website for any amendments made. All future clarifications will be uploaded on website of MPBDC only.

9. GENERAL INSTRUCTIONS: -

- 9.1 The Candidate should be an Indian National.
- 9.2 Candidates working with the Government/Semi-Government/Public Sector, satisfying the eligibility criteria of education and age shall have to produce N.O.C. from their present employer at the time of interview, failing which they shall not be permitted to appear for the interview.
- 9.3 All SC/ST candidates of MP domicile will be reimbursed to and for second class rail/bus fare by the shortest route for appearing in the personal interview, as per rule. But they shall have to produce copy of caste certificate with the travel ticket at the time of personal interview.
- 9.4 Any dispute arising out of the selection process shall be dealt within the jurisdiction of MPBDC, Head Quarter i.e. Bhopal.
- 9.5 The candidates must possess sound health.
- 9.6 Candidate applying for the post should fill in the address and mobile number correctly. Candidates should check their mail and SMS regularly for future correspondence like result etc. of candidates.
- 9.7 The list of selected/candidates would be uploaded / conveyed on MPBDC website and through E-mail and offer letter for successful candidates would be sent through speed post/registered AD. MPBDC would not be responsible for not receiving the same in time due to postal delay/mistake
- 9.8 The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.

- 9.9 The vacancies are tentative and may change at a later date according to the need of MPBDC. MPBDC reserves the right to fill or not to fill any/all of the positions and also to increase or decrease the positions.
- 9.10 The candidate shall be required to work anywhere in the jurisdiction of MPBDC.
- 9.11 Age relaxation for ST, SC, OBC of M.P. domicile, Widow/Divorcee will be as per government rules.
- 9.12 The engagement letter to the candidates will be issued on the basis of merit list.
- 9.13 The successful candidate is required to execute contract agreement for his/her engagement with MPBDC.
- 9.14 The candidates who have a third child born on or after 26.01.2001 are not eligible to apply unless twins are born after first child.
- 9.15 If any of the information given by the candidate is found incorrect, his/her candidature will be cancelled at any stage of selection and appointment.
- 9.16 **The candidates are required to ensure that no criminal case/enquiry is pending against them & their services have not been terminated on ground of financial/criminal liability. Services of Ex-Govt. employee, should not have been terminated or they should not have been compulsory retired from service. An affidavit in the matter shall be taken from candidate at the time of interview.**
- 9.17 The concerned candidates are solely responsible for submission of all certificates.

Note: In case of any queries, the candidates may send e-mail to hr-mpbdc@mp.gov.in or call DGM (HR & Admin) on 0755-4328010.



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MPBDC, Bhopal

