



मध्य प्रदेश वित्त निगम
MADHYA PRADESH FINANCIAL CORPORATION

Date: 16/03/2018

**NOTIFICATION FOR RECRUITMENT
FOR THE POST OF ASSISTANT MANAGER**

**RECRUITMENT PROCESS FOR RECRUITMENT OF ASSISTANT
MANAGER FOR MADHYA PRADESH FINANCIAL CORPORATION,
HEAD OFFICE, INDORE (MP).**

Madhya Pradesh Financial Corporation (MPFC) intends to fill-up 06 vacant posts of Assistant Manager as detailed (category wise/stream wise) below :-

Asst. Manager	M/F	S/C	S/T	OBC	U/R	Total
Legal	Only for Male	--	01	--	01	02
Technical	Only for Male	--	--	01	--	01
Finance	Only for Male	01	--	--	--	01
	Only for Female	01	01	--	--	02
Total :		02	02	01	01	06

Note: Total 13 posts of Asst. Manager (including one post for handicapped person as per M.P. State Reservation Rules) were approved by MPFC Board to fill-up. Out of this, 07 posts (including 01 post reserved under handicapped category) have already been filled-up. Now remaining 06 posts are to be filled-up as mentioned above. This post is a 'B' category level post hence as per state rules excludes reservation for ex-serviceman. The common seniority list is maintained in MPFC for all types of Asst. Managers including Legal, Technical, Finance etc. having common pay grade as per 6th pay i.e. 9300-34800+4200 grade pay. The present monthly pay may be total Rs.33,600/- including DA etc. (Subject to change as per rules of the Corporation applicable time to time).

Any eligible candidate, who aspires to join as an Assistant Manager is required to register for the Recruitment Process. Candidates who appear and are shortlisted in the examination, will subsequently be called for an interview to be conducted by the Madhya Pradesh Financial Corporation in Indore (MP).

MPFC will make arrangements for conducting online examination, declare result of online examination and inform the shortlisted candidates about the interview. Prospective candidates will have to apply after carefully reading this notification regarding the process of examination, interview & allotment, eligibility criteria, online registration process, payment of prescribed application fee / intimation charges, pattern of examination, issuances of call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed process.

The tentative schedule of events is as follows: -

Event	Dates
Online Registration from	26/03/2018 Till 16/04/2018
Payment of Application Fees-Online	Rs. 1000/- for all general candidates & all out of MP candidates / applicants + GST. Rs.750/- for MP domicile SC / ST/OBC candidates only + GST.
Download of Call letter for Examination	20/04/2018 onwards
Online Examination (Tentative dates) – some/all/ additional dates as the need arises	29/04/2018 (Sunday) Time : 10.00 am
Online examination centers	Indore, Bhopal, Jabalpur & Gwalior.
Declaration of result status of online examination on (tentative date)	04/05/2018
Download of call letters for Interview	08/05/2018
Conduct of Interview (Tentative date)	15/05/2018
Provisional Appointment	After approval by the Board of the Corporation.

Candidates are advised to regularly keep in touch with the authorized MPFC website www.mpfc.org for details and updates.

A. ELIGIBILITY CRITERIA :

Candidates, intending to apply for the post of Assistant Manager should ensure that they fulfill the minimum eligibility criteria specified.

Please note that eligibility criteria specified herein are the basic criteria for applying for the post. Candidate must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualification etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering category which has been indicated in the online application, subject to guidelines of the Government of MP in this regard. Merely applying for online examination / appearing for and being shortlisted in the online examination and / or in the subsequent interview and / subsequent processes does not employ that a candidate will necessarily be offered employment in MPFC. No request for considering the candidature under any category other than in which applied will be entertained.

I. Nationality / Citizenship: A candidate must be a Citizen of India.

II) Age (As on 01/01/2018) :

A	Minimum age limit	18 years
	Maximum age limit	
B	All types of applicants out of Madhya Pradesh	28 years
C	Applicants from MP domicile <ul style="list-style-type: none">- Male applicants (U/Reserved category)- Male applicants (SC/ST/OBC) & from Government Corporation / Nigam – Mandal / Home Guard)- Female (U/Reserved category & SC/ST/OBC & Government Corporation / Nigam – Mandal / Home Guard)	40 years 45 years 45 years
D	For MPFC employees (internal candidates)	45 years

Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by MPFC.

The applicants, who are not from Madhya Pradesh State domicile, shall be treated for Unreserved Category / General Category only and such applicants should apply for the concerning post as Unreserved / General candidates, if post is available for General / Unreserved Category. In other words, Madhya Pradesh native / domicile candidates will only be considered for state reservations, as per M.P. State Rules.

Madhya Pradesh Civil Service (General conditions of service) Niyam 1961, Rule 6, shall also be applicable for recruitment of the proposed posts.

In above rules the candidate shall be disqualified as under:-

- (1) No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment to any service or post.
- (2) No candidate shall be appointed to a service or post unless he has been found, after such medical examination as may be prescribed, to be in good mental and bodily health and free from any mental or bodily defect likely to interfere with the discharge of the duties of the service or post.
- (3) No candidate shall be eligible for appointment to a service or post if after such enquiry as may be considered necessary, the appointing authority is satisfied that he/she is not suitable in any respect for the service or post.
- (4) No candidate shall be eligible for appointment to a service or post who has been convicted of an offence against women.
- (5) No candidate shall be eligible for appointment to a service or post who has married before the minimum age fixed for marriage.
- (6) No candidate shall be eligible for appointment to a service or post who has more than two living children one of whom is born on or after the 26th day of January'2001. (Provided that no candidate shall be disqualified for appointment to a service or post, who has already one living child and next delivery takes place on or after 26th day of January'2001, in which two or more than two children are born.)

III) Educational Qualifications (As on 01/01/2018) :-

Post	Name of the post	Educational Qualifications (from a University / institution / Board recognized by Government / approved by Govt. Regulatory Bodies)
01	Assistant Manager (Technical)	BE / B.Tech (Mechanical / Civil) with minimum 60% marks in exam for UR & minimum 50% for reserved class (or equivalent CGPA) & Basic computer proficiency
02	Assistant Manager (Finance)	MBA(Finance) (fulltime) / Inter CA / Inter CS / Inter ICWA from recognized Institute with minimum 60% marks for U/R & minimum 50% marks for reserved class (or equivalent CGPA) & Basic Computer proficiency. Fully completed CA/CS/ICWA may also apply with Basic Computer proficiency.
03	Assistant Manager (Legal)	L.L.B. from recognized Institute with minimum 60% marks for U/R & minimum 50% marks for reserved class (or equivalent CGPA) & Basic Computer proficiency.

Note : 1) All the educational qualifications mentioned should be from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies and the result should have been declared on or before 01/01/2018.

Proper document from Board/University for having declared the result on or before 01/01/2018 has to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the mark-sheet /provisional certificate.

- 2) Candidate should indicate the percentage obtained in qualification calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicate the same in online application.
- 3) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s) / year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade as decided on basis of Honours marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 49.99% will be treated as less than 50%.

- 4) A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (completed) application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited.

B. ONLINE Examination :-

The structure of the online examination will be as follows:

Assistant Manager (Legal/Technical/Finance)

Sr. No.	Name of the tests	No. of questions	Maximum marks	Total time
1	Reasoning	50	50	120 minutes
2	English Language	25	25	
3	General awareness with special reference to Banking Industry	50	50	
4	Professional Knowledge	50	75	
Total :		175	200	

The above tests except the test of English Language will be available bilingually i.e. English & Hindi.

MPFC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorized MPFC website www.mpfc.org.

Please note that candidates will not be permitted to appear for the online examination without the following documents :

- 1) Valid Call Letter for the respective date and session of examination.
- 2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter / application form
AND
- 3) Photocopy of photo-identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the report time specified on the call letter for examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 3 hours of more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc and including disruptions beyond control.

II. Penalty for Wrong Answers :

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidates; there will be no penalty for that question.

III. Examination Centers :

- i) The examination will be conducted online in venues given in the respective call letters.
- ii) No request for change of center for examination shall be entertained.
- iii) MPFC, however, reserves the right to cancel any of the examination centers and/or add some other centers, at its discretion, depending upon the response, administrative feasibility etc..
- iv) MPFC also reserves the right to allot the candidate to any center other than the one he/she has opted for.

- v) Candidate will appear for the online examination at an examination center at his/her own risk and expenses and MPFC will not be responsible for any injury or losses etc. of any nature.
- vi) Choice of center once exercised by the candidate will be final.
- vii) If sufficient number of candidates does not opt for a particular center for online examination, MPFC reserves the right to allot any other adjunct center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, MPFC reserves the right to allot any other center to the candidate.

IV. Scores :

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercntile method. Scores up to two decimal points shall be taken for the purpose of calculations.

V. CUTOFF SCORE :

The total marks allotted for interview are 50. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC candidates). The weightage (ratio) of online examination and interview will be 80:20. The combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in online examination and interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview the further process shall not be disclosed. A candidate should qualify both in the online examination and interview and be sufficiently high in the merit to be shortlisted for selection & panel listing.

Each candidate will be required to obtain a minimum score in each test / section and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cutoffs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the online examination will not be shared with the candidates shortlisted for interview.

(1) Process for Arriving at Scores :

The Scores of Online Examination are obtained by adopting the following procedure:

- i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

- ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores *

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- iii) Test wise scores and scores on total is reported with decimal point up to two digits.

Note : Cutoffs are applied in two stages :

- i) on scores in individual tests
- ii) on Total Score

C. INTERVIEW :

Candidates who have been shortlisted in the online examination for Assistant Manager will subsequently be called for an interview to be conducted by MPFC. Interviews will be conducted in Indore, Madhya Pradesh. The center, address of the venue, time & date of interview will be informed to the shortlisted candidates in the call letter.

Candidates are required to download their interview call letters from authorized MPFC website www.mpfc.org.

Please note that any request regarding change in date, center etc. of interview will not be entertained. However, MPFC reserve the right to change the date/venue/time/center etc. of interview or hold supplementary process for particular date / session/venue/center/set of candidates at its discretion, under unforeseen circumstances, if any.

(No. of candidate to be called for interview shall be in ratio of 1:3).

Candidate should note that if the candidate is not found suitable at the time of interview, the interview committee shall have the right to reject his / her candidature.

While appearing for the interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. MPFC takes no responsibility to receive / connect - collect any certificate / document sent separately.

List of documents to be produced at the time of interview (as applicable).

The following documents in original together with a self attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.

- i) **Printout of the valid interview call letter.**
- ii) Valid **system generated printout of the online application form** registered for online examination - Assistant Manager (Legal / Finance / Technical)
- iii) Proof of date of birth (Birth Certificate or SSLC/Std.-X Certificate with DOB)
- iv) Photo Identify Proof as indicated in point 'E' below in **IDENTITY VERIFICATION**
- v) Mark sheets & certificate for educational qualifications. Proper document from Board / University for having declared the result on or before 01/01/2018 has to be submitted.
- vi) Caste Certificate issued by competent authority in the prescribe format as stipulated by Government of MP in case of SC/ST/OBC category candidates.
- vii) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil Post & services under Government of India / MP Government. OBC caste certificate containing the non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste name mentioned in certificate should tally letter by letter with MP Government list / notification.
- viii) Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in the list are not entitled to OBC reservation. They should indicate their category as General / Unreserved in the online application form.

- ix) Candidates serving in Government / quasi Government offices/ Public Sector undertakings (including nationalized banks and Financial institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- x) Persons eligible for age relaxation must produce the domicile certificate at the time of interview / at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided.
- xi) Any other relevant documents in support of eligibility.

Note : Candidates will not be allowed to appear for the interview if he/she fails to produce the relevant eligibility documents as mentioned above.

No documents shall be directly sent to MPFC by candidates before or after the interview.

D. OFFER OF APPOINTMENT :

Issuance of offer of appointment including terms & conditions, formalities for verification, joining, service bond undertaking etc. is solely the decision of the MPFC and shall be final and binding. A reserve list / waiting list to the extent of equal numbers of the vacancies or more as per discretion of MPFC under each category may be kept, subject to the availability of candidates. The reserve list will expire automatically on expiring of one and half year without any notice.

Please note that provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in the branches in existence in M.P. or outside M.P. if any, as per discretion of the MPFC.

E. IDENTITY VERIFICATION :

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card / Passport / Permanent Driving Licence / Voter's Card / Bank Passbook with photograph / Photo Identity proof issued by a Gazette Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/valid recent Identity Card issued by a recognized College /University/ Aadhaar card / E-Aadhaar Card with a photograph/employee ID/Bar Council Identity Card with photograph should be submitted to the invigilator for verification.

The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the examination.

Ration Card and Learner's Driving License are **not** valid id proof for this project.

Note : Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/interview respectively, without which they will not be allowed to take up the examination/interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.

F. HOW TO APPLY :

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply online only from 26/03/2018 (midnight) to 16/04/2018 (midnight) and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should –

- i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii) Have a valid personal e-mail ID and mobile No., which should be kept active till the completion of this Recruitment Process. MPFC may send intimation to download call letters for the examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying online and must maintain that e-mail account and mobile number.

iii) APPLICATION FEES/INTIMATION CHARGES
(NON-REFUNDABLE)

Rs.1000/- + GST for all general candidates & all out of M.P. candidates.

Rs. 750/- + GST for M.P. domicile ST/SC/OBC candidates only.

iv) PAYMENT OF FEE ONLINE: 26/03/2018 TO 16/04/2018.

A. Application Procedure :

- 1) Candidates to go to the MPFC website www.mpfc.org click on the option "APPLY ONLINE" which will open a new screen.
- 2) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and e-mail Id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration number and Password and the same will also be sent through email etc.
- 3) In case the candidate is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- 4) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.
- 5) The Name of the candidate or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificate/Mark sheets/Identity proof. Any change/alternation found may disqualify the candidature.
- 6) Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next ' button.
- 7) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C" mentioned below.
- 8) Candidates can proceed to fill other details of the Application Form.
- 9) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- 10) Modify details, if required and click on 'FINAL SUBMIT'.

11) Click on 'Payment' Tab and proceed for payment.

12) Click on 'Submit' button.

B. PAYMENT OF FEES :

ONLINE MODE

- 1) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- 2) The payment can be made by using Debit Cards (RuPay /Visa / Master Card / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- 3) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOBULE CHARGE.
- 4) On successful completion of the transaction, an e-Receipt will be generated.
- 5) Non-generation of "e-Receipt" indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- 6) Candidates are required to take **a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.**
- 7) For Credit Card users : All charges are listed in Indian Rupee. If you use a non-Indian Credit Card, your bank will convert to your local currency based on prevailing exchange rates.
- 8) To ensure the security of your data, please close the browser window once your transaction is completed.
- 9) **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Photograph (4.5cm x 3.5cm) & Signature.

Candidate should also ensure that photo is uploaded at the place of photo & signature at the place of signature. If photo in place of photo & signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below :-

Photograph Image :

- **Photograph must be a recent passport style colour picture.**
- **Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.**
- **Look straight at the camera with a relaxed face.**
- **If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.**
- **If you have to use flash, ensure there's no "red-eye".**
- **If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.**
- **Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.**
- **Dimensions 200x230 pixels (preferred)**
- **Size of file should be between 20kb-50kb.**
- **Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.**
- **Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.**
- **If the photo is not uploaded at the place of photo admission for examination will be rejected / denied. Candidate him/herself will be responsible for the same.**

Signature Image :

- **The applicant has to sign on white paper with Black Ink pen.**
- **The signature must be signed only by the applicant and not by any other person.**
- **The signature will be used to put on the Attendance sheet and wherever necessary.**
- **The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.**
- **Dimensions 140x60 pixels (preferred)**
- **Size of file should be between 10kb-20kb.**
- **Ensure that the size of the scanned image is not more than 20kb.**
- **Signature in CAPITAL LETTERS shall NOT be accepted.**
- **Candidates should ensure that the signature uploaded is clearly visible.**

Scanning the photograph & signature :

- **Set the scanner resolution to a minimum of 200 dpi (dots per inch)**
- **Set Colour to True Colour.**
- **File size as specified above.**
- **Crop the image in the scanner to the edge of the photograph / signature, then use the upload editor to crop the image to the final size (as specified above).**
- **The image file should be JPG or JPEG format. An example file name is : imge01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.**
- **Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using "Save As" option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.**
- **If the file size and format are not as prescribed, an error message will be displayed.**
- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.**

Procedure for Uploading the Photograph and Signature :

- **There will be two separate links for uploading Photograph and Signature.**
- **Click on the respective link "Upload Photograph / Signature"**
- **Browse and Select the location where the Scanned Photograph / Signature file has been saved.**
- **Select the file by clicking on it.**
- **Click the 'Open/Upload' button.**

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note :

- (2) **In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph / signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his / her photograph or signature, prior to submitting the form.**

(3) After registering, online candidates are advised to take a printout of their system generated online application forms.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the MPFC.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination registration of preferences for M.P.F.C. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. MPFC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the e-mail and SMS intimations at the email ID/Mobile number specified by them, they may consider that their online application has not been successfully registered.**

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on to the MPFC website on account of heavy load on internet/website Jam.

MPFC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the MPFC.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/her application shall be binding on the candidate personally and he/she shall be liable for prosecution/civil consequences in case the information/details furnished by him/her are found to be false at a later stage.

GENERAL INSTRUCTIONS / OTHER CLAUSES:

- (01) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and interview respectively.**
- (02) Before applying for the mentioned specialist posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given for submitting online application.
- a. **A Candidate's admission to the examination/short listing for interview and/subsequent process is strictly provisional. The mere fact that the call letter(s) / provisional allotment has been issued to the candidate does not imply that his/her candidature has been finally cleared by MPFC. MPFC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in MPFC, his/her services are liable to be summarily terminated.**
- b. Decision of MPFC in all matters will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the MPFC in this behalf.
- (4) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- (5) MPFC would be analyzing the response (answers) of individual candidates with those of other candidates to detect pattern of similarity of right and wrong answers. If in the analytical procedure adopted by MPFC in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, MPFC reserves right to cancel the candidature of the concerned candidate and the result of such candidates (disqualified) will be withheld.

- (6) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in MPFC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

BIOMETRIC DATA – Capturing & Verification :

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Main Examination for the candidates who qualify after the preliminary examinations and appear for the main examination.

The biometric data and photograph will be verified subsequently. Decision of the biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink / mehndi / coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the exam/interview/joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test center. In such cases impression of other fingers etc. may be captured.

- (7) Multiple attendance/appearances in examination and / Interview will be summarily rejected/ candidature cancelled.

- (8) Online applications once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded or be held in reserve for any other examination.

- (09) Any resulting dispute arising out of this notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Indore (MP) only.

- (10) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

- (11) Any request for change of address, details mentioned in the online application form will not be entertained.

- (12) In case any dispute arises on account of interpretation of clauses, MPFC's decision will be final. .
- (13) A candidate should ensure that the signature appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with MPFC in future should be identical and there should be no variation of any kind.
- (14) A recent, recognizable photograph (4.5cmx3.5 cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- (15) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test, conduct of a re-exam is at the absolute discretion of MPFC. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (16) Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/OBC candidates called for interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.). The above concession will not be admissible to SC/ST candidates who are already in service in Central/State Government, Corporations, Public Undertakings/Local Government, Institutions and Panchayats etc.
- (17) MPFC shall not be responsible for any application made / wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- (18) Service Bond Undertaking: The selected candidates will have to offer their services in the Corporation (MPFC) for minimum period of one year. In case the selected candidates after joining leave the job before completion of 12 months, they will have to deposit the amount as per the terms of appointment letter to be relieved from the Corporation.

- (19) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of MPFC and subject to service and conduct rules of MPFC. Decision of MPFC to which candidates are provisionally allotted will be final and binding on candidates.
- (20) MPFC reserves the right to change (cancel/modify/add) any of the criteria, method of selection and provisional allotment etc.
- (21) Intimations will be sent by email and/or SMS only.
MPFC shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of MPFC. Candidates are advised to keep a close watch on the authorized MPFC website www.mpfc.org for latest updates.

I. Use of Mobile phones, Pagers, Calculator or any such devices :

- a) Mobile phones, Pagers, Calculator or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including from future examinations.
- b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers / calculator to the venue of the examination, as arrangement for safe keeping cannot be assured.
- c) Candidates are not permitted to use or have in possession calculators in examination premises.

J. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- i) using unfair means or
ii) impersonating or procuring impersonation by any person or
iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
iv) resorting to any irregular or improper means in connection with his/her candidature or

- v) obtaining support for his/her candidature by unfair means, or
- vi) carry mobile phones or similar electronic devices of communication in the examination/interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :
 - (a) to be disqualified from the examination for which he/she is a candidate.
 - (b) to be debarred either permanently or for a specified period from any examination conducted by MPFC.
 - (c) for termination of service, if he/she has already joined the post in MPFC.

K. DOWNLOAD OF CALL LETTER

Candidates will have to visit the MPFC website for downloading call letters for online test. Intimation for downloading call letter will also be sent through e-mail/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof as stipulated and also specified in the call letter and the photocopy of the same photo identity proof as brought in original.

No hard copy of the call letter/Information Handout etc. will be sent by post / courier.

Intimations will be sent by email and/or SMS on the email ID and mobile number registered in the online application form for online examination. MPFC will not take responsibility for late receipt /non-receipt of any communication emailed/sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of MPFC. Candidates are hence advised to regularly keep in touch with the authorized MPFC website www.mpf.org for details, updates and any information which may be posted for further guidance. As well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination and interview shall not be entertained.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

L. **ANNOUNCEMENTS**

All further announcements/details pertaining to this process will only be published / provided on authorized MPFC's website www.mpfc.org from time to time.

Disclaimer : - Instances for providing incorrect information and / or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given/to be given by MPFC regarding process for recruitment of Assistant Managers in MPFC shall be final and binding.

Place : Indore.

Date: 16.03.2018

For Madhya Pradesh Financial Corporation

General Manager