

**Draft of Advertisement for the Website
ADVERTISEMENT**

Applications are invited from eligible candidates for the posts of Jr. Assistant Grade-III, Jr. Assistant Grade-III(Accounts), and Steno Typist in M.P. Road Development Corporation Ltd. for Head Quarter and Division Offices on contract basis for a period of 2 (Two) years. The details regarding applications form, qualifications, experience etc, are as below-

SL. No.	Post	No. of Posts (Category wise)	Minimum Qualification	Experience	Remarks
1.	Jr. Asst. Grade-III (14268.00+ HRA as applicable).	ST(M) =5 Nos. ST(F) =2 Nos.	(1). Graduate in any discipline. (2). Passed recognized Typing examination in English or Hindi. In case of the candidates who are either Diploma in Computer Applications or have a higher qualification in Computer Applications, the requirement of having passed the typing exam shall not be binding. However, the employer reserves the right of testing their typing skills to its satisfaction.	Minimum 3 years experience in similar job, preferably in similar organization.	Indore Division – 3 ST(F) = 1No. ST(M) = 2Nos. Gwalior Division – 1 ST(M) = 1 No Rewa Division – 2 ST(M) 1 No ST(F) = 1 No Jabalpur Division – 1 ST(M) = 1 No ST(M) = 5 Nos ST(F) = 2 Nos. TOTAL = 07Nos.
2.	Jr. Asst. Gr-III (14268.00+ HRA as applicable). (Accounts)	Gen (F) = 1Nos. ST (OPEN)=2Nos.	Graduation in Commerce with proficiency in operating "Tally" (Accounting Software)	Minimum 3 years experience in similar job, preferably in similar organization.	Indore Division Gen (F) = 1Nos. Jabalpur Division ST(open) -1 No Gwalior Division ST(open) -1No TOTAL – 03
3.	Steno Typist	SC(Open) =1 ST(Open) =1	Shorthand certificate course with Graduation in any discipline.	Minimum 3 years experience in similar job preferably in similar organization.	For Head quarter at Bhopal

The emoluments shown above are consolidated, out of which the EPF shall be deducted as per rules. No other emoluments/ benefits shall be admissible. The emoluments shall be fixed for the complete contract period of 2 years. The deadline for receipt of the duly filled up application forms is **20 September 2011** up to 1730hrs. Interested candidates may also obtain the additional information from the DGM(HR) in the office of the Managing Director, MPRDC, 16-A, Arera Hills, Bhopal during office hours on all working days prior to deadline of submission of the application forms.

Managing Director