

## M.P. ROAD DEVELOPMENT CORPORATION LTD.

(Govt. of M.P. undertaking)

16-A, Arera Hills, Bhopal (M.P) – 462 011

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**Advt. No. MPRDC/HRD/ 6452**

**Date: 01/12/2006**

M.P. Road Development Corporation Ltd., is wholly owned company of Govt. of Madhya Pradesh looking after State Highways and other Infrastructure Development projects of Madhya Pradesh. MPRDC invites applications from eligible candidates for the following post on **contract basis** :

| S. No. | Name of Post (Code)              | No. of Post | Emoluments  | Qualification & Experience  | Desirable  |
|--------|----------------------------------|-------------|---|---|--|
| 1      | Company Secretary (CS)           | 01          | Total emoluments on cost to company basis are negotiable within ceiling of Rs. 2.40 Lakh per annum.   | Should be qualified Company Secretary. Minimum 02 years experience in relevant field and well versed with secretarial practices, Company legal matters etc. and Member of Institute of Company Secretaries of India, New Delhi.   | Preference shall be given to the candidate having experience in advance accounting standard through computer software and be able to finalize the balance sheet of project and to handle legal and other issues related to Projects. |
| 2      | Road Data System Engineer (RDSE) | 01          | Total emoluments on cost to company basis are negotiable within ceiling of Rs. 2.40 Lakh per annum.   | Graduate Civil Engineer with at least 03 years experience in relevant field or other infrastructure. Candidates having Diploma in Software shall be preferred.<br>The incumbent should be conversant with MS Access or other database computer programme and possess strong analytical abilities.       | Preference shall be given to candidates having well versed with MS-Access and MS-SQL server or other database programme  |
| 3      | Computer Technician (CT)         | 01          | Total emoluments on cost to company basis are negotiable within ceiling of Rs. 96 thousand per annum. | BCA / BSC (Computer / Mathematics) from recognized university.<br>One year diploma in Computer applications / Hardware from Govt. recognized institute having 02 years of experience in :<br><br>a. Networking<br>b. Commissioning of LAN<br>c. Fixing the active and passive components of networking. | Preference shall be given to candidates having 02 years of system hardware maintenance in large organization.  |

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|   |                                |    |   | d. OS installation.<br>e. Troubleshooting system related problems   |   |
| 4 | Executive Assistant to MD (EA) | 01 | Total emoluments on cost to company basis are negotiable within ceiling of Rs. 2.40 Lakh per annum. | Graduate preferably in English having Post Graduate in any subject. Having minimum 05 years of experience on similar post. Having good knowledge in MS-Office | Preference shall be given to candidates having working experience in large public sector organization |

**The general terms and conditions:**

1. Applications not submitted in the prescribed format or incomplete in any respect shall stand rejected.
2. If a large number of applications are received. Only those candidates who are short listed on the basis of qualification, tenure and level of experience in the relevant field shall be considered for selection / called for interview.
3. Application form can be downloaded from our website <http://www.mprdc.nic.in/carrier.htm>
4. MD, MPRDC will have full right to accept or reject any or all applications without assigning any reason thereof.
5. In advance application can also be email on email-id [mismprdc@mp.nic.in](mailto:mismprdc@mp.nic.in)

**Applications should reach within 15 days from the date of publication of the advt. to:  
Managing Director, MPRDC, 16- A, Area Hills , Bhopal -11 (M.P.)**