



लोक परिसम्पत्ति प्रबंधन विभाग  
(कार्यकारी निकाय-मध्यप्रदेश सड़क विकास निगम लि.)

45-ए, अरेरा हिल्स, भोपाल-462011

☎ : (ऑफिस) 0755-2597290/2765205

ईमेल : info-pamd@mp.gov.in, वेबसाइट : www.pam.mp.gov.in



No. 1695/PAM/HR/908 /2023

Bhopal, Date: 13 /09/2023

**Appointment on the Post of Asstt. Manager (Procurement), Asstt. Manager (Valuation), Asstt. Manager (Mis), Account Assistant & Driver Posts in Madhya Pradesh State Assets Management Company Ltd. On Contractual Basis.**

Public Assets Management Department, Government of Madhya Pradesh has come into effect vide gazette notification dated 26.09.2020 with the objective to ensure efficient management and rationalization of public assets entrusted to it and support in augmenting government.

M.P. State Assets Management Company Ltd. (MPSAMC) is a wholly Govt. owned company incorporated under the Companies Act 2013 having its registered office at Bhopal. To meet the manpower requirement of MPSAMC, invites applications from Asstt. Manager (Procurement), Asstt. Manager (Valuation), Asstt. Manager (MIS), Account Assistant & Driver on full time Contract Basis.

1. To meet the man power requirement, Madhya Pradesh State Assets Management Company Ltd., intends to fill following **vacant posts on Contract basis initially for one year which can be further extended with mutual consent as per requirements of the MPSAMC.** 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  | <b>Asstt. Manager (Procurement)</b><br>(As per Madhya Pradesh GAD Contractual Rules. 7 <sup>th</sup> pay matrix level 12) | <b>Total-01</b><br>UR-01  | B.E./B.Tech. in Civil Engineering from AICTE approved Institution. Candidate must have qualified GATE in Civil Engineering stream. (Equivalent to Assistant Engineer)  |
| 2  | <b>Asstt. Manager (Valuation)</b><br>(As per Madhya Pradesh GAD Contractual Rules. 7 <sup>th</sup> pay matrix level 12)   | <b>Total-01</b><br>UR-01  | B.E./B.Tech. in Civil Engineering from AICTE approved Institution. Candidate must have qualified GATE in Civil Engineering stream. (Equivalent to Assistant Engineer)  |
| 3  | <b>Asstt. Manager (MIS)</b><br>(As per Madhya Pradesh GAD Contractual Rules. 7 <sup>th</sup> pay matrix level 12)         | <b>Total-01</b><br>UR-01  | 1. B.E./B. Tech. in Electronics & Communication/ IT /CS from AICTE approved institution<br>2. Minimum 3 years of experience in IT, Proficiency in MS Office.<br>3. Website Creation and Maintenance (HTML, Java Script, ASP.Net, PeTUPHP, FTP)<br>4. Email Administration, Stmctured Query Language (SQL) and Database basics<br>5. Sound communication and documentation skills, Demonstrated abilitv to learn new things. (Equivalent to Assistant Engineer) |
| 4  | <b>Account Assistant</b><br>(As per Madhya Pradesh GAD Contractual Rules. 7 <sup>th</sup> pay matrix level 6)             | <b>Total-01</b><br>UR-01  | 1. Graduate/equivalent<br>2. proficient in working with tally software.  |
| 5  | <b>Driver</b><br>(Fixed collector rate for Skilled category Rs. 18,000 P.M.)<br>(Contractual)                             | <b>Total-01</b><br>OBC-01 | 1. Aspirants must have passed Class 10 <sup>th</sup> from a recognized board or its equivalent<br>2. Candidates must have a valid Commercial driving license for heavy and light motor vehicles.   |



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|---|--|--------------------------|--|
| 6 | <b>Office Assistant</b><br>(Fixed collector rate for<br>Semi-Skilled category Rs.<br>14,000 P.M.)<br>(Contractual) | <b>Total-01</b><br>UR-01 | Aspirants must have passed Class 10th from a recognized board or its equivalent. |
|---|--|--------------------------|--|

## 2. QUALIFYING REQUIREMENTS

### 2.1 Essential Educational Qualification/Experience

#### 2.1.1 Candidates who wish to apply for Asstt. Manager (Procurement) and Asstt. Manager (Valuation) position in MPSAMC

- Must have passed B.E./B. Tech in Civil Engineering from AICTE approved institution.
- Must have qualified in Graduate Aptitude Test of Engineering in any one year of GATE-2021/GATE-2022/GATE-2023.
- Registration Number & score card is mandatory for applying for this position.
- The scores obtained in any one year of GATE-2021/GATE-2022/GATE-2023 in Civil Engineering Paper (Code CE) will be utilized for selection of Asstt. Manager (Procurement) and Asstt. Manager (Valuation).

#### 2.1.2 Candidates who wish to apply for Assistant Manager (MIS) position in MPSAMC

- Must have passed B.E./B. Tech. in Electronics & Communication/ IT/CS from AICTE approved institution.
- Must have Minimum 3 years of experience in IT, Proficiency in MS Office.
- Must have Website Creation and Maintenance (HTML, Java Script, ASP.Net, PeTUPHP, FTP).
- Must have Email Administration, Structured Query Language (SQL) and Database basics.
- Must have Sound communication and documentation skills, demonstrated ability to learn new things.

#### 2.1.3 Candidates who wish to apply for Account Assistant position in MPSAMC

- Must have passed Graduate/equivalent
- proficient in working with TALLY software.

#### 2.1.4 Candidates who wish to apply for Driver in MPSAMC

- Must have passed Class 10th from a recognized board or its equivalent.
- Candidates must have a valid Commercial driving license for heavy and light motor vehicles.

#### 2.1.5 Candidates who wish to apply for Office Assistant in MPSAMC.

- Must have passed Class 10th from a recognized board or its equivalent.

3. **NATIONALITY:** Candidate must be a citizen of India.

4. **PLACE OF POSTING:** Bhopal



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**5. HOW TO APPLY:**

**5.1 Submission of Application: -**

- Applications for the post should be submitted in prescribed format through email at info-pamd@mp.gov.in or by Post/Courier to Company Secretary, MPSAMC, 4<sup>th</sup> Floor, 45-A, Arera Hills, 462011, Bhopal only till 30/09/2023 by 06:00 pm. Self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc. are also to be attached with application form. clearly mentioning in the subject heading

**'APPLICATION FOR THE POST OF..... '(Mention Post Name)**

- Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
- It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
- In case of any variation in Name/ surname/name, spelling mentioned in the Application cum Bio-data and in educational/ professional qualification certificates, application will be liable to be cancelled.
- Applicant is requested to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications i.e. schedule of interview, queries will be sent to this email id / mobile number.
- The decision of MD, MPSAMC in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interview and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- The vacancies are tentative and may change at a later date according to the need of MPSAMC. MPSAMC reserves the right to fill or not to fill any/all of the positions and also to increase or decrease the positions.
- Any dispute arising out of the selection process shall be dealt within the jurisdiction of MPSAMC, Head Quarter i.e. Bhopal.
- The list of selected/candidates would be uploaded / conveyed on MPSAMC website and through E-mail and offer letter for successful candidates would be sent through Email. MPSAMC would not be responsible for not receiving the same in time due to postal delay/mistake
- The candidate shall be required to work anywhere in the jurisdiction of MPSAMC.
- **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.**

**5.2 Documents to be attached with the Application: -**

- Gate Score Card for Post of Asstt. Manager (Procurement) and Asstt. Manager (Valuation)
- Graduation Certificate
- Experience Certificate/s in chronological order.
- Caste Certificate (if applying under caste category)
- 10th Standard Passing Certificate /Matriculation Certificate indicating Date of Birth.



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- Any one of the Photo identity proof viz. PAN Card/Valid Driving License/Voter ID/Government issued ID.
- NOC of the Present Employer, clearly mentioning the grade, as well as scale of pay separately, if working in Central/State Govt./PSUs/Aided Institutions etc., if applicable. Candidates can also provide NOC at the time of interview.
- Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

## 6. SELECTION PROCESS:

### 6.1 Selection process for the Post of Asstt. Manager (Procurement) and Asstt. Manager (Valuation)

- Merit list will be prepared based on any one year of GATE-2021/GATE-2022/GATE-2023 score.
- The candidates should have obtained B.E/B. Tech Civil Engineering Degree from an AICTE approved institute with minimum 60% marks for Unreserved/OBC Candidates.
- In case selected candidates do not join or get disqualified due to any reason, the candidates lower in the order of merit list may be taken into consideration.

**Note: - In case more than 01 candidates have equal GATE-2021/GATE-2022/GATE-2023 score, the candidate with higher age will be selected.**

### 6.2 Selection process for the Post of Asstt. Manager (MIS) and Account Assistant, Driver and Office Assistant

- Selection to the abovementioned posts will be based on performance in personal interview and meeting of required and Merit on qualification and experience Certificate.
- The candidates shall be shortlisted maximum of 06 times the number of advertised post for interview. Short listing will be done according to the experience as well as qualifying marks.
- Shortlisted candidates shall have to appear for the interview.
- The list of Short listed candidates alongwith the date of interview shall be displayed on the MPSAMC website www.pamd@mp.gov.in and will also be communicated through email, SMS, on the address/mobile number provided by the candidates.

## 7. MEDICAL STANDARDS

- Candidates finally selected by MPSAMC will have to undergo a Medical Examination before joining. Candidates should have sound health which will be assessed by Medical Board of Govt. of MP and the appointment will be subject to meeting the health standards prescribed by the Company.
- For Physically Challenged candidates the definition of Loco motor Disability and Hearing Impairment will be as per 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'.



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9. CONTACT US:

- In case of any problem faced by the candidates in filling up the application, they may contact to MPSAMC over phone number: 0755-2597377 between 10 AM to 6 PM on any working day, i.e., Monday to Friday.

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To  
Company Secretary,  
MPSAMC,  
4<sup>th</sup> Floor, 45-A, Arera Hills,  
Bhopal-462011

  
Dy. Secretary  
Govt of MP  
Public Assets Management  
13/09/23