

**M.P. TRADE AND INVESTMENT
FACILITATION CORPORATION LTD.**

(Government of Madhya Pradesh Undertaking)



TRIFAC

No.51/ TRIFAC /Estt./Seva Niyam-17/2018³⁵⁴⁰ Bhopal, dated 25.07.2018

The Business Head,
M.P. Online,
4th Floor, D.B. City,
Corporate Park,
Arera Hills,
Opp. Zone-I, M.P. Nagar,
Bhopal-462 011

Sub:- Recruitment for the post of Assistant Grade-II in MPTRIFAC.

Ref:- (i) Your consent letter No.MPO/BD/8970 dated 05.06.2018 in the context for the post of Assistant Grade-I, II alongwith Junior Engineers recruitment.

(ii) Our letter No. 51/ TRIFAC /Estt./Seva Niyam-17/2018/3227 dtd.13.07.18

Dear Sir,

Under subject and reference cited above, we are appending herewith approved copy of advertisement format for the post of Assistant Grade-II duly signed.

Apropos, kindly proceed further at the earliest.

Thanking you,

Yours faithfully,

Enc:- As above.

(J.N. Vyas) 21/7/18

Executive Director.

ADVERTISEMENT

Recruitment for the Post of Assistant Grade-II/Computer Operator in M.P. Trade and Investment Facilitation Corporation Ltd., Bhopal (MPTRIFAC):

Pay Scale - 5200-20200+ Grade Pay 2400 (6th Pay Scale)

POST Description:-

Category	Total	Open	Horizontal Reservation For Women	Ex Serviceman	Physically Handicap	Adhoc/Contract worker of unified structure of TRIFAC
	16				PH- 01 (Asthibadhit) shall be adjusted in the category for which he gets selected.	03 Post Adjustable against category under which they are selected
UR	08	05	02	01		
ST	03	02	01			
SC	03	02	01			
OBC	02	01	01			

Note:

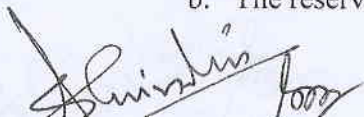
1. No. of post of Assistant Grade-II/Computer Operator mentioned above can be increased or decreased.
2. Post of Assistant Grade-II/ Computer Operator for MPTRIFAC opens to MP Domicile & Non-Domicile.
3. All the categories of Non Domicile Candidates will be treated as UR Category Candidates.
4. Age Relaxation will be given to the candidates as per their category of relaxation only, belonging to MP (MP Domicile).
5. Horizontal Reservation are allotted for Women candidate/Physically Handicap/Ex Serviceman/MPTRIFAC Adhoc/Contract Worker is for MP Domicile only.
6. The MPTRIFAC reserves the right to fill or not to fill any of the vacancies.
7. If you have applied for Assistant Grade-I too, then you need to fill your application no. of Assistant Grade-I in the proper place provided in the application form of Assistant Grade-II. So that the same centre can be allotted to you for facilitating your appearance in both the examination.

Required Qualification Post wise Descriptions:-

Name of Post	Age (As on 1 st January 2018)	Minimum Qualification
Assistant Grade-II/ Computer Operator	18 To 30	12 th from Recognized Board along with Hindi/English Stenography or Diploma (including equivalent or higher qualification) in Computer Application

Reservation:-

- a. The provisions of vertical and horizontal reservation shall be applicable as per prevailing rules of Government of Madhya Pradesh.
- b. The reservation of position shall be applicable only for the candidates having MP Domicile.



- c. Caste certificate issued by Sub Divisional Officer of State of Madhya Pradesh only shall be valid.
- d. The candidates of OBC category (Non-creamy layer) have to submit income certificate of last three years income of their parents issued by Tehsildar in the current financial year.

How to apply:-

The candidates can apply through MP online portal only (www.mponline.gov.in) or using the link provided on MPTRIFAC Bhopal website "www.invest.mp.gov.in". The scanned copy of following documents shall be uploaded by the applicant:-

- i. High School certificate/mark sheet in support of Date of Birth.
- ii. Higher Secondary/ Diploma certificate.
- iii. Certificate or Mark sheet of Graduation/Degree from recognized university.
- iv. Caste certificate (Permanent), in case of reserved category candidates issued by Sub Divisional Officer of MP Only in prescribed format.
- v. Domicile Certificate. (if claims relaxation or reservation, then Mandatory)
- vi. Disability/Ex serviceman certificate, who belong to this category.
- vii. Certificate issued by TRIFAC for adhoc/contract employee.

Application fee and other charges:-

- i) The recruitment shall be done through On-line exam.
- ii) Fee shall be Rs.600/- per candidate for all payable through electronic mode.
- iii) Portal fee includes taxes.
- iv) Payment of application fee can also be made in cash in MP Online KIOSK.
- v) No Extra charges shall be payable for scanning of photographs etc. to the KIOSK apart from the portal charges.
- vi) After payment, one time edit facility will be available to the candidates for which portal charges will be Rs.60/-

Age limit:-

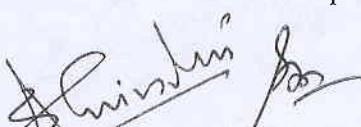
The age of candidates as on 01.01.2018 should be as under:-

S.No.	Post Name	Minimum Age For all	Maximum Age for all	Maximum Age for those who are Eligible for relaxation
	Assistant Grade-II/ Computer Operator	21 yrs	30 yrs	35 yrs

1. Candidates belonging to SC/ ST/ OBC (Non Creamy Layer) categories and women candidates having M.P. domicile and Handicapped candidates Ex serviceman having M.P. domicile shall get relaxation in upper age limit to an extent of five (5) years.
2. However, maximum age limit including all relaxation shall be 35 years.
3. In case of Adhoc/Contract employee of TRIFAC, there shall be full relaxation in age.

Selection Procedure:-

- i) The online academic assessment test shall be conducted by MP Online at various test centres of Bhopal, Gwalior, Jabalpur, Indore and Rewa only.



- ii) The number of cities for online academic assessment test can be increased or decreased depending upon number of candidates with best possible allocation of centre nearest to their postal address within State.
- iii) Merit List for the purpose of appointment shall be prepared by MP Online on the basis of online score.
- iv) Candidates having same score in examination then will prefer Date of Birth (DOB) of candidates; elder candidates will get upper rank.
- v) Score and DOB of candidates will be same then will prefer to 10th Passing year... earliest candidates will get upper rank.
- vi) The recruitment shall be done by conducting online examinations of 100 objective type questions (4 marks each) with total 400 Marks, 1(one) negative marking for each wrong answers will be done. The online examination will be conducted by MP Online.
- vii) Examination Duration will be 2 hours (120 minutes).
- viii) Merit list on the basis of marks obtained in written exam shall be prepared along with wait list. Appointment shall be offered as per final selection list. Verification of documents shall be carried out before the joining of candidate.

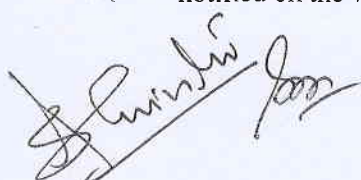
Syllabus:-

S.No.	Post Name	Syllabus
1	Assistant Grade-II/ Computer Operator	Section -01:- Mathematics or Quantitative Section(Quantitative aptitude)- 10 Questions Section-02:- English or Verbal Section (Verbal ability and reading comprehension))- 30 Questions Section-03:- Analytical Reasoning Section (Data interpretation and logical reasoning))- 30 Questions Section-04:- Basic Computer Knowledge , General Knowledge)- 30 Questions

Important Dates :-

S.No.	Activity	Dates
1	Issue of Advertisement	27-07-2018
2	Start Date of Application filling	27-07-2018 to 26-08-2018
3	Edit Application Live	30-07-2018 to 30-08-2018
4	Commencement of Online downloading of Admit Card	07-09-2018 to 22-09-2018
5	Online Exam	22-09-2018
6	Uploading of model answer key	25-09-2018
7	Objection calling live	26-09-2018 to 28-09-2018
8	Resolution of objection raised	10-10-2018
9	Result Declaration	As per department instruction Candidates will get notification about Result*

Note:-However, the dates are subject to changes in unavoidable circumstances. In case of any change in dates it will be notified on the website of MPTRIFAC and MPONLINE Portal.



General conditions:-

- i) The Candidates should be an Indian National.
- ii) Candidates working in 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 joining.
- iii) MPTRIFAC reserves the right to verify document submitted by the applicant. If any of the information given by the applicant is found incorrect, his/her candidature will be cancelled at any stage of selection /appointment and thereafter.
- iv) Age relaxation for all eligible categories as per prevailing rules of Government of M.P. shall be up to 5 years.
- vi) The reserve category candidates selected in merit, availing relax standard shall be considered against vacancy of the respective category.
- vii) The appointment letter to the candidates will be issued on the basis of final merit list subject to verification of original documents.
- viii) Disqualification for appointment to the post shall be in accordance with the prevailing provisions of Government of M.P. and TRIFAC Rules.
- ix) If any of the information given by the candidates is found incorrect, his/her candidature will be cancelled at any stage of selection and appointment.
- x) On selection, initial intimation letter will be sent to the candidates through post and email on their postal address and registered email id in application and the candidates may be called for document verification.
- xi) After Document verification of the selected candidates as per merit list the candidates will be given appointment order as a probationer and they will be given at least 30 days time to join at the place of posting failing which their appointment will be stand cancelled and waiting list will be operated.
- xii) Candidates will not be given reimbursement for to and fro journey for test, interview verification of documents or joining at the respective place of posting.
- xiii) Any dispute arising out of the selection process shall be dealt within the jurisdiction of M.P. High Court Jabalpur.
