

ADVERTISEMENT

Appointment for the following Post up to 03 years on contractual basis

The MPIDC (MP Industrial Development Corporation Limited) Bhopal, a Corporation of Government of Madhya Pradesh, Department of Industrial Policy & Investment Promotion and PM Mitra Park Madhya Pradesh Ltd. intends to make appointment for the following role on contractual basis for a period of up to 03 years under consolidated pay mode.

The post wise vacancies are as under-

S. No.	Role	No. Of Position	Consolidated Pay (approx.)
1	Director – Regulatory & Single Window Systems of MPIDC	01	1,50,000
2	Company Secretary, PM Mitra Park Madhya Pradesh Ltd.	01	75,000

Note:

1. MPIDC and PM Mitra Park Madhya Pradesh Ltd. reserves the right to appoint or not to appoint for any post on any reason.
2. For the above post any Indian citizen can apply
3. Any attempt to influence for his/her candidature in any form shall be the ground for rejection.

General Terms & Condition of appointment on contractual basis:-

S. No.	Role	Qualification experience required and other details
1	Director – Regulatory & Single Window Systems of MPIDC	As per annexure "A"
2	Company Secretary for PM Mitra Park Madhya Pradesh Ltd.	As per annexure "B"

2. Age Limit

2.1 Maximum age limit for serving or retired employee of Central/State or its undertaking should not be above 65 years and for others it should not be above 55 years as on 01.01.2025.


PRAGATI PARIHAR
Manager
MPIDC Ltd., BHOPAL


RAJENDRA NIGAM
General Manager
MPIDC Ltd., BHOPAL

3. How to apply

3.1 Applications shall be received through online mode only. Please visit our website www.invest.mp.gov.in.

3.2 Applications shall be submitted from 09.04.2025 to 24.04.2025 in the application format available on our website

(i) Download the application format after filling the basic information and then upload the scanned copy of the filled application form.

(ii) Upload your updated CV

(iii) Upload Supporting Documents.

3.3 Applications must contain copy of supporting documents e.g. age, educational qualifications, experience etc. and the declaration.

4. Application fee and other charges

4.1 There shall be no application fees

5. Merit, Selection and Appointment

5.1 All applications received till closing date shall be primarily scrutinized by the officers and candidates shall be shortlisted by the competent authority for onward Interview. List of shortlisted candidates shall be notified on the portal.

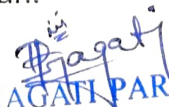
5.2 All shortlisted candidates shall be informed well in advance for venue and date of interview through notice on the portal and e-mail

5.3 After completion of interview by the empowered committee a final post wise merit list shall be declared and notified on portal. The corporation may issue appointment order on contractual basis from this selection list if deemed fit

5.4 If the score obtained for two or more candidates are same then determination of merit shall be as under, ie preference will be given to candidates securing higher marks/grades in the last qualifying degree or post-graduation (as applicable) In case of same marks/grades, the person with higher number of years/months of experience shall be given preference

6. General Conditions Regarding Eligibility

6.1 The candidate should be an Indian.


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6.2 The Candidates working in Government/Semi Government/Public Sector organizations, satisfying the eligibility criterion, education and age, shall have to produce NOC from employer on or before the joining.

6.3 Selection of any candidates to any post shall not be any right for the appointment to the post.

7. Important dates:-

S. No.	Activity	Date
1	Opening of portal for Application	09.04.2025
2	Last Date of Application filing	24.04.2025
3	Calling for interview	As displayed on portal & other means
4	Declaration of selection int	As displayed on portal & other means

Any attempt to influence for his/her candidature in any form, shall be the ground for rejection.

Note:- Department will declare the notification on www.invest.mp.gov.in for interview/Selection List.

In case of any change in scheduled date, it will be notified on website (www.invest.mp.gov.in). It is in the interest of the candidates to visit official website of MPIDC limited regularly and note the updates/notices related to the recruitment process. The MPIDC do not owe any responsibility in this regard, if candidate fails to note latest updates, no claims shall be entertained. Further, the candidate should fill the correct form in every respect, and nothing should be concealed or withheld by them.

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Position - Director: Regulatory Reforms & Single Window System	
1	<p>Brief Job Description</p> <ul style="list-style-type: none"> • Ensuring that Single window portal operated by MPIDC is always up and running • Ensure effective Integration of the portal with all important state services for providing Investor services and adding new services to the portal as and when required • Ensure that all services given through the SWS of the state adhere to the Public Service Guarantee Act and has appellate officers aligned for escalation • Monitoring of current Business Reform Action Plan (BRAP) implementation at State level and develop methodologies to Implement the BRAP, District Level Business Reform Action Plan (DL BRAP), Reducing Regulatory Compliance burden, ULIP, Deregulation Programs, Implementation of Single Business ID, Implementation of programs like Jan Vishwas Acts and other programs launched by State and Govt. of India for supporting Ease of Doing Business in the State. • Coordination with State/Central government offices for the above initiatives. • Devise action plan with focused approach on reforms Including amendments in Acts/Rules/OMs/Circulars/Government Process Reengineering to be implemented by the concerned Departments/Agencies • Devise strategy to Integrate State SWS with National SWS and work towards integration of the same, implementation of single business ID in coordination with Various stake holders and departments. • Handhold and assist other State Departments and Districts in reform implementation as and when required. • Undertake meetings/workshops with all State Departments, Stakeholders and support them in understanding of the business reforms and its Implementation • Undertake feedback surveys on reforms implemented • Coordinate with Government of India on regulatory reforms framework and document the best practices being followed by the States. • Investor Facilitation support at State and Districts with respect to availing various clearances and approvals for setting up business • Any Other tasks assigned time to time by the management.
2	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • MBA or PGDM from a premier institute
3	<p>Relevant Experience</p> <ul style="list-style-type: none"> • 13+ years of work experience • 7+ years of experience in Ease of Doing Business/Business /Government Process Reengineering/ Regulatory Reforms / Reforming Government Systems. • Experience of working with State Investment Promotion agencies.


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	<ul style="list-style-type: none">• Prior work experience of handling national level assessments of Government Schemes, programs etc will be given additional weightage• Experience of drafting of Acts, Rules and notification• Excellent communication, writing skills in Hindi and English• Team working skills is a must
4	Other Details <ul style="list-style-type: none">• Place of posting – Bhopal or as decided by management.• Duration 3 years contract+ Extendable by 2 years• Compensation structure – Up to INR 1,50,000 per month based on suitability of the candidate and based on last drawn CTC• Reporting-Executive Director-SWS/EODB


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Annexure "B"

Position - Company Secretary, PM MITRA PARK MADHYA PRADESH LIMITED	
1	<p>Brief Job Description</p> <ul style="list-style-type: none"> • Compliance: Ensure compliance with Companies Act, 2013, Securities Contracts (Regulation) Act, 1956, and other applicable laws. • Board Meetings: Organize and attend board meetings, shareholders' meetings, and committee meetings. • Minutes: Record and maintain minutes of meetings. • Corporate Governance: Ensure adherence to corporate governance practices. • Statutory Filings: File statutory returns and documents with regulatory authorities. • Secretarial Records: Maintain secretarial records, including registers and documents. • Advisory Role: Provide advice on corporate law, compliance, CSR and governance matters. • Liaison: Liaise with regulatory authorities, banks, and other stakeholders. • Any Other tasks assigned time to time by the management.
2	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • Membership of the Institute of Company Secretaries of India (ICSI). • Accounts and Law background will be an added advantage.
3	<p>Relevant Experience</p> <ul style="list-style-type: none"> • Qualified Company Secretary with 7 years experience as a Company Secretary in Public / Private Undertaking. • Experience of drafting of Acts, Rules and notification • Excellent communication, writing skills in Hindi and English • Team working skills is a must
4	<p>Other Details</p> <ul style="list-style-type: none"> • Place of posting – Bhopal or as decided by management. • Duration 3 years contract+ Extendable by 2 years • Compensation structure – Up to INR 75,000 per month based on suitability of the candidate and based on last drawn CTC • Reporting- Directors of PM MITRA PARK MADHYA PRADESH LIMITED


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 General Manager
 MPIDC Ltd., BHOPAL

MP INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

"APPLICATION FORMAT"

1. PERSONAL DETAILS: -

APPLICANT'S NAME	:-	
FATHER'S/HUSBAND'S NAME	:-	
GENDER	:-	
NATIONALITY	:-	
CATEGORY	:-	
DATE OF BIRTH (DD/MM/YYYY)	:-	
E-MAIL	:-	
MOBILENO.	:-	
NAME OF THE POSITION/ROLE	:-	

2. ADDRESS DETAILS: -

COMMUNICATION ADDRESS	
PERMANENT ADDRESS	

3. EDUCATIONAL QUALIFICATION: -

NAME OF CERTIFICATE DEGREE	PASSING YEAR (YYYY)	UNIVERSITY/ BOARD	INSTITUTE/ COLLEGE NAME	MARKS OBTAINED PERCENTAGE (IN 00.00 FORMAT)


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4. EXPERIENCE DETAILS: -

NAME OF THE ORGANISATION WORKED WITH	NAME OF THE POST HELD	FROM DATE (DD/MM/YYYY)	TO DATE (DD/MM/YYYY)	DURATION (YEAR MONTH)	COST OF PROJECT

5. DOCUMENT SECTION: -

S.NO.	DOCUMENT NAME	ATTACHED AS ANNEXURE

6. ANY OTHER RELEVANT SPECIFIC INFORMATION (IF ANY): -


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7. DECLARATION: -

I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN IN THE AFOREMENTIONED APPLICATION FORM IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERTAKE AND ACCEPT THAT IF ANY OF THE INFORMATION GIVEN BY ME IS FOUND TO BE INCORRECT, THEN MY APPLICATION WILL BE REJECTED AND IF APPOINTED, THEN MY APPOINTMENT WILL BE TERMINATED AND ACTION MAY BE TAKEN ACCORDINGLY.

DATE: -

PLACE: -

SIGNATURE OF APPLICANT


PRAGATI PARIHAR
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