

# MP Industrial Development Corporation Ltd., Bhopal

No.284/MPIDC/Estt/S.N.17/2025/

dated : 22.05.2025

## ADVERTISEMENT

Applications are invited from eligible candidates for recruitment of the Post of **Assistant Grade-2** in MP Industrial Development Corporation Ltd., Bhopal (MPIDC) a company of Government of MP, Department of Industrial Policy & Investment Promotion.

**Pay Scale** – Pay Matrix Level - 06 (25300-80500) (7<sup>th</sup> Pay revision) with admissible Dearness Allowance, approved by MPIDC from time to time.

### 1. Post Description :-


Category	Total	Open	Horizontal Reservation for women	Horizontal Reservation for Ex-Serviceman (MP Domicile only)	Horizontal Reservation for Divyangjan (Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy) (MP Domicile only)
	10			01	01
UR	00	00	00	Selected candidate shall be placed in the respective category to which he belongs.	
ST	04	03	01		
SC	00	00	00		
OBC (Non Creamy Layer)	06	04	02		
EWS	00	00	00		

**Note :** Seat conversion will be applicable in allotment process for **Ex-Serviceman (horizontal)** i.e. if vacancy is remain vacant in said category then it will be added to open vacancy of respective category only.

### 2. Basic Information :-

- Post of Assistant Grade-2 MPIDC opens to MP Domicile & Non-Domicile both.
- Number of post under unreserved and vertical, horizontal reservation may change under any legitimate circumstances.
- All the categories of Non-Domicile Candidates shall be treated as UR Category Candidates.
- Age Relaxation shall be given to the candidates as per their category of reservation, belonging to MP (MP Domicile) only.
- Horizontal Reservation in number of post are allotted for Women candidate (MP Domicile) only.

  
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- vi) Horizontal Reservation for Ex-Serviceman (MP Domicile Only) shall be assigned to the category he belongs, example SC, ST, OBC, UR.
- vii) The MPIDC reserves the right to fill or not to fill any of the vacancies. Mere appearance in the selection list does not give any right to the candidate for appointment.
- viii) Age relaxation upto 05 years other than the normal upper age 30 years shall also be available to candidates already serving with state of MP or it's Corporation/Board or similar entities as a regular employee.
- ix) Final selection result of this advertisement shall be subject to final outcome on various petitions pending before the Hon'ble Madhya Pradesh, High Court in the context of reservation to OBC. During the pendency of such petition selection result may be declared in accordance with GAD guidelines dated 29.09.2022 or any other such instruction in the subject matter.
- x) Any necessary change in the context of this advertisement to comply with relevant instructions/ guidelines of the Government of MP or Board of the corporation shall be immediately notified in the portal of MPIDC and MPOnline. Further change in exam schedule/centre list or any other important information. If any, shall also be notified in the portal at the appropriate time.

### 3. Required Qualification Descriptions :-

Name of Post	Minimum Qualification
Assistant Grade-2	12 <sup>th</sup> from Recognized Board along with Hindi/English Stenography or Diploma (including equivalent or higher qualification) in Computer Application & Sufficient Knowledge of Online work.

### 4. Age limit:-

The age of candidates as on 01 January 2025 must be as under:-

Minimum age for all	Maximum age (Who are not eligible for age relaxation)	Maximum Age for those who are eligible for age relaxation under vertical and horizontal reservation policies of state and for serving employee of state or it's Corporation/board or similar entities as a regular employee
21	30 yrs	35 yrs

  
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- i) Candidates belonging to SC/ ST/ OBC (Non Creamy Layer) categories and women candidates having M.P. domicile shall get relaxation in upper age limit to an extent of five (5) years only.
- ii) OBC (Creamy Layer) category Candidates shall be considered in UR Category.
- iii) Age Relaxation shall be given to the candidates as per their category of reservation only, belonging to MP (MP Domicile).
- iv) Age relaxation shall also be available to serving regular employee of state or it's corporation/board or similar entities.
- v) However maximum age limit in all such cases shall be 35 years only as per the Corporation's Service Rules 2017.

## 5. Reservation:-

- i) The provisions of vertical and horizontal reservation shall be applicable as per prevailing rules of Government of Madhya Pradesh.
- ii) The reservation of position shall be applicable only for the candidates having MP Domicile.
- iii) Caste certificate to be submitted in relevant cases issued by competent authority of State of Madhya Pradesh only shall be treated as valid.
- iv) The candidates of OBC category (Non-creamy layer) shall have to submit declaration that they do not come under "Creamy layer" as per the as on date bench mark standards set and notified by the Government of Madhya Pradesh. Following format should be used for "Declaration." **(Annexure-"One")**
- v) Candidates belonging to EWS category shall have to submit the certificate to that effect issued by the competent authority of State of Madhya Pradesh in format prescribed by the Govt. Of M.P.
- vi) 10% reservation against the total post shall be given to the Ex-Serviceman **(MP Domicile only)** and shall be assigned the category he actual belongs.
- vii) Horizontal Reservation for Divyang candidates **(MP Domicile only)** shall be assigned to the category he belongs, example SC, ST, OBC, UR.

  
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## 6. How to apply:-

The candidates may apply through MP online portal only ([www.mponline.gov.in](http://www.mponline.gov.in)) or using the link provided on MPIDC Bhopal website "[www.invest.mp.gov.in](http://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, in case of candidates belonging reserved category, issued by competent officer (Sub Divisional Officer) of Government of MP Only in prescribed format.
- v) Domicile Certificate in case of candidate seeking reservation & age relaxation.
- vi) In case of EWS candidate, a valid certificate issued by competent officer of Government of M.P. for being in category of "Economic Weaker Section."
- vii) Declaration of being a "Non Creamy Layer" OBC candidate.
- viii) Declaration that the candidate is regular employee of Government of M.P. or it's Corporation/Board or similar entities, if seeking age relaxation.
- ix) Certificate of being an Ex-Serviceman (MP Domicile Only)
- x) In case of "Divyang (PH)" candidate valid certificate of "Permanent Disability" issued by "District Medical Board" constituted under notification no F-8-1-Seventeen-Med-2 dated 09.01.2009 or subsequent amendments if any. However such certificate issued on or after 01.06.2021 shall be treated valid only if issued through UDID portal <http://www.swavlambancard.gov.in>.

## 7. Application fee and other charges:-

- i) The recruitment shall be done through On-line exam.
- ii) Portal fee including taxes to MPOnline shall be as declared by MP ONLINE in the portal per candidate and payable through electronic mode.
- iii) Payment of application fee can also be made in cash for MPONLINE in MP Online KIOSK.
- iv) No Extra charges shall be payable for scanning of photographs etc. to the KIOSK apart from the portal charges.

  
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- v) After payment, one time edit facility shall be available to the candidates for which portal charges shall be as declared by MPOnline in the portal.
- vi) Objection calling fee shall be payable to MPOnline through electronic mode.

## 8. Selection Procedure:-

- i) The online academic assessment test shall be conducted by MP Online at various test centres of Bhopal, Gwalior, Jabalpur, Indore, Ujjain and Satna only.
- ii) The number of cities for online academic assessment test can be increased or decreased depending upon number of candidates or due to any other urgent issue, with best possible allocation of centre nearest to their postal address within State.
- iii) Category wise Merit List for the selection purpose shall be prepared by MP Online on the basis of online test score.
- iv) In case Candidates having same score in examination, then shall prefer Date of Birth (DOB) of candidates; elder candidates shall get upper rank.
- v) In case Score and DOB of candidates come to be same then shall prefer to 10<sup>th</sup> passing year, earliest candidates shall get upper rank.
- vi) In case Score, DOB and 10<sup>th</sup> passing year of candidates will be same then will prefer to Graduation passing year, earliest candidates will get upper rank.
- vii) In case Score, DOB, 10<sup>th</sup> passing year and Graduation passing year of candidates will be same then will prefer to 10<sup>th</sup> obtained marks, higher marks candidates will get upper rank.
- viii) The recruitment shall be based on online examination to be conducted by MPONLINE and there shall be 100 objective type questions (4 marks each) with total 400 Marks, 1 (one) negative marking for each wrong answers shall be assigned.
- ix) Time duration of online examination shall be 2 hours (120 minutes).
- x) Category wise minimum cut-off marks may be fixed by MPIDC in the larger interest of MPIDC to ensure quality & efficiency of human resource to be recruited.
- xi) Final selection list shall be subject to final verdict of Hon'ble Madhya Pradesh High Court, Jabalpur in the various petitions in the matter of OBC reservation. Till the pendency of such petition main and provisional part of selection result shall be as per

guideline of letter no F-07-46/2021/GAD/one dated 29.09.2022 issued by Government of Madhya Pradesh, Department of General Administration Department.

- xii) This selection process shall be governed by the "Corporation's Service Rule 2017."
- xiii) OBC candidate "non creamy layer" shall be required to submit the declaration in the format prescribed by the state that they fulfil all the criterion decided by the Government in latest notification.
- xiv) Appointment to candidates on probation may be offered as per final selection list. MPIDC reserves the right to issue or not to issue the appointments as per his legitimate convenience.

### 9. Syllabus (Graduate Level) :-

Post Name	Syllabus
Assistant Grade-2	<b>Section-01 :- Mathematics or Quantitative Section - 10 Questions</b> <b>Section-02 :- English and Verbal Section - 35 Questions</b> <b>Section-03 :- Analytical Reasoning Section - 35 Questions</b> <b>Section-04 :- Computer Proficiency Section- 10 Questions</b> <b>Section-05 :- General Knowledge- 10 Questions</b>  <i>*Detailed syllabus is as per Annexure "Two"</i>

### 10. Important Dates :-

S.No	Activity	Dates
1	Issue of Advertisement	22 <sup>nd</sup> May, 2025
2	Start Date of Application filling	26 <sup>th</sup> May, 2025 to 25 <sup>th</sup> June, 2025
3	Edit Application Live	31 <sup>st</sup> May, 2025 to 30 <sup>th</sup> June, 2025
4	Commencement of Online downloading of Admit Card	To be notified later
5	Online Exam	To be notified later
6	Uploading of model answer key	To be notified later
7	Objection calling live	To be notified later
8	Resolution of objection raised	To be notified later
9	Result Declaration	As per completion of the result processing, Candidates shall get notification about Result*

**Note:-** (A) The dates are subject to changes in unavoidable circumstances. However, In case of any change in dates it shall be notified on the website of MPIDC and MPOnline Portal at the appropriate time.

  
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## 11. 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 interview and MPIDC 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 shall be cancelled at any stage of selection /appointment process and thereafter.
- iii) Upper age relaxation for all eligible categories as per prevailing rules of Government of M.P. shall be up to 5 years. However maximum age limit in all such cases shall be 35 years.
- iv) The reserve category candidates selected in merit, availing relax standard shall be considered against vacancy of the respective category.
- v) The appointment letter to the candidates shall be issued on the basis of final merit list subject to verification of original documents.
- vi) Disqualification for appointment to the post shall be in accordance with the prevailing provisions of Government of M.P.
- vii) On selection, initial intimation letter may be sent to the candidates through email on their registered email id in application.
- viii) As per the final selection list based on merit, candidates shall be given appointment order as a probationer and they shall be given at least 30 days time to join at the place of posting, failing which their appointment shall stand cancelled and waiting list shall be operated. Candidate shall be allowed to join at respective place only after verification of his/her original document, submission of medical fitness certificate & affidavit in prescribed format in the context of character verification of police in that office.
- ix) Candidates shall not be given reimbursement for to and fro journey for test, interview, verification of documents or joining at the respective place of posting.
- x) Any dispute arising out of the selection process shall be dealt within the jurisdiction of M.P. High Court Jabalpur.
- xi) During the entire selection process, if any computer/clerical errors are observed, MPIDC reserves the right for legitimate correction at any stage.
- xii) No RTI application shall be entertained during the entire selection process i.e. till issuance of appointment order.
- xiii) The information made available/displayed on the portal in the context of this selection process shall not be given under RTI application.

  
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(Annexure-"One")

**//Declaration//**

(To be submitted by Non Creamy Layer OBC candidate)

I \_\_\_\_\_ any submitting an application for the post of **Assistant Grade-2, MPIDC** under the advertisement **No.284/MPIDC/Estt/S.N.17/2025/.....**, dated .....

**I hereby declare that :-**

(i) I \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ District \_\_\_\_\_ Madhya Pradesh. I declare that I am a member of \_\_\_\_\_ caste that has been notified by the Government of Madhya Pradesh enabling the eligibility for reservation in services.

(ii) I do hereby solemnly declare that I do not fall under "Creamy Layer Category" in accordance with the bench mark standards defined in the letter circulars of Government of Madhya Pradesh, Department of General Administration Department.

**Signature**

**Place:-**

**Name:-**

**Dated:-**

**Application Number :-**

  
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**SYLLABUS FOR Assistant Grade-2**

**1. Mathematics or Quantitative Section-20 Questions**

- ❖ HCF & LCM.
- ❖ Averages.
- ❖ Mensuration
- ❖ Profit and Loss.
- ❖ Time Speed Distance.
- ❖ Ratios and Proportion
- ❖ Number system.
- ❖ Work and time.
- ❖ Percentage.

**2. English and Verbal Section-30 Questions**

- ❖ Fill in the blanks.
- ❖ Verbal reasoning.
- ❖ Sentence completion.
- ❖ Grammar.
- ❖ Syllogisms.
- ❖ Jumbled paragraphs.
- ❖ Para Completion and inference.
- ❖ Contextual usage.
- ❖ Foreign language words used in English.
- ❖ Reading comprehension.
- ❖ Analogies.
- ❖ Sentence correction.
- ❖ Verbal logic.
- ❖ Different usage of same word.
- ❖ Idioms.
- ❖ Para Jumbles.
- ❖ Antonyms.
- ❖ One word substitution.

  
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### 3. Analytical Reasoning Section - 30 Questions

- ❖ Blood relations.
- ❖ Series.
- ❖ Proposition.
- ❖ Direction sense.
- ❖ Coding Decoding.
- ❖ Assumptions.
- ❖ Puzzles
- ❖ Clocks and calendars.
- ❖ Statements.
- ❖ Data arrangement.
- ❖ Family tree.
- ❖ Binary logics.
- ❖ Seating arrangements.
- ❖ Venn diagram.
- ❖ Sets

### 4. Computer Proficiency Section - 10 Questions


- ❖ Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

### 5. National General Knowledge - 10 Questions

- ❖ Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions etc.

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