



MADHYA PRADESH ROAD DEVELOPMENT CORPORATION LIMITED

(Govt. of M.P. Undertaking)

16-A, Arera Hills, Bhopal - 462 011

Tel.: (O) 0755-2765196, 205, 213, 216 (EPBX) Fax : 91-755-2572643

Website : www.mprdc.nic.in.

NIT No. 7483 / MPRDC/ HR/2011/

Bhopal, Date : 29-09-2011

ADVERTISEMENT

Applications are invited from eligible candidates for the post of **Executive Assistant to M.D.** in MP Road Development Corporation on contract basis for a period of 2 (two) years. The details regarding application form, qualifications, experience etc. are available on our official website www.mprdc.nic.in the last date of receipt of the duly filled application forms is **13 October 2011** up to 1730 hrs. Interested candidates may obtain additional information from DGM (HR) in the office of **Managing Director, MPRDC, 16-A Arera Hills, Bhopal** during office hours on all working days prior to the deadline of submission of the applications forms.

**Managing Director
MPRDC, Bhopal**

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Advt. No. MPRDC/HRD/7483

Date: 29-09-2011

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
1	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 in any discipline with minimum 60% marks. Preference shall be given to candidates having MBA (Finance)/ MBE / M.A. (Economics) / M.Com./ B.A.L.L.B. from NLIU degree & basic Computer Skills.

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. MD, MPRDC reserves the right to accept or reject any or all applications without assigning any reason thereof.
4. Application form.

Applications form 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.)

Managing Director
MPRDC, Bhopal