



Employment Advertisement No.MSEDCL-5/2009

The Maharashtra State Electricity Distribution Company Limited (MAHAVITARAN) one of the largest Govt. Companies in Electricity Distribution invites applications from the dynamic, talented and professional persons for the following posts.

Post Code	Name of the Post	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	Spl. BC	OBC	Open	Total
01	Dy.Chief Industrial Relation Officer	1	1	1	-	-	-	-	-	2	5
02	Dy.Manager(Personnel)	-	1	1	-	-	-	-	-	1	3
03	Asstt.Manager(Personnel)	1	2	-	-	1	1	-	1	5	11
04	Legal Assistant	2	2	1	-	-	1	-	4	-	10
05	Dy.Manager(F&A)	-	1	-	-	-	-	-	-	-	1
06	Asstt.Manager(F&A)	1	-	-	1	-	-	-	3	3	8
07	Public Relation Officer	-	-	1	-	-	-	-	-	-	1
08	Translator-cum-Proof Reader	1	-	-	-	-	-	-	-	-	1

Note :

- i) There shall be 30% horizontal reservation for women as per the provisions of Govt. of Maharashtra Resolution No.८२/२००१/मसेआ-२०००/प्रक्र.४१५/का-२ दि.२५/५/२००१. The Open category women candidates who wish to avail benefit of women reservation should submit certificate from the appropriate Competent Authority showing that they do not belong to "Creamy Layer" category.
- ii) The reservation for Women is against current reservation. The reservation for Women is horizontal reservation and candidates selected against the quota for Women will be placed in appropriate category viz. SC, ST, VJA, NTB, NTC, NTD, Spl.BC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the Backward classes.

PAY SCALE –

Sr. No.	Post Code	Name of the Post	Pay Scale	CTC (Per Month Approximate)
1	01	Dy.Chief Industrial Relation Officer	11750-450-14000-510-25220	33,450
2	02	Dy.Manager(Personnel)	9800-390-11750-415-22125	25,773
3	03	Asstt.Manager(Personnel)	9170-360-10970-390-20330	24,194
4	04	Legal Assistant	6585-310-8135-325-16585	17,685
5	05	Dy.Manager(F&A)	11750-450-14000-510-25220	33,450
6	06	Asstt.Manager(F&A)	9170-360-10970-390-20330	24,194
7	07	Public Relation Officer	6585-310-8135-325-16585	17,685
8	08	Translator-cum-Proof Reader	6585-310-8135-325-16585	17,685

[Pay scales are due for revision w.e.f. April, 2008]

QUALIFICATION AS ON 04/04/2009 :

Sr. No.	Post Code	Name of the Post	Educational Qualification
1	01	Dy.Chief Industrial Relation Officer	i) Should have a Degree or Diploma with Industrial Relation as one of the subject recognized by the Govt. of Maharashtra under Rule-3 of the Maharashtra Welfare Officers (Duties, qualifications & conditions of service) Rule, 1966 vide Govt. Notification No. WOR/1567/111449 Lab-III dated 14/4/1974. ii) Holder of Law Degree will be preferred. iii) Must have adequate knowledge of Hindi & Marathi
2	02	Dy.Manager (Personnel)	(1) Degree of a recognised University. (2) Two years full time or 3 years part time Post Graduate Degree in Business Administration/Management with Specialisation in Human Resource Development/Personnel Management from a recognised University or Institute. (3) Minimum Computer literacy: Must be proficient in M.S.Office.
3	03	Asstt. Manager (Personnel)	(1) Degree of a recognised University. (2) Two years full time or 3 years part time Post Graduate degree in Administration/ Management with Specialisation in Human Resource Development/ Personnel Management from a recognised University or Institute. (3) Minimum Computer literacy: Must be proficient in M.S.Office.
4	04	Legal Assistant	Degree in Law. Desirable: Diploma in Business Management or Finance Management.
5	05	Dy.Manager(F&A)	Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR Chartered Financial Analyst (CFA) from ICAI OR M.B.A.(Finance) from recognized University/Institute.
6	06	Asstt.Manager(F&A)	Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR Chartered Financial Analyst (CFA) from ICAI OR M.B.A.(Finance) from recognized University/Institute.
7	07	Public Relation Officer	(1) Post Graduate Degree in Journalism OR Degree in Journalism or Mass Media Communication. (2) Minimum computer literacy. Must be proficient in M.S.Office.
8	08	Translator-cum-Proof Reader	(1) A degree in IInd class from recognized University with Marathi as a Principal Subject. (2) Hindi Pundit of Maharashtra Rashtra Bhasha Sabha, Pune or its equivalent. (3) Sound knowledge of English, Marathi & Hindi essential.

N.B.: A Degree & Diploma should be from a University or Institute in India established or incorporated under Central Act or a State Act or any other qualification recognized as equivalent thereto.

EXPERIENCE AS ON 04/04/2009:

Sr. No.	Post Code	Name of the Post	Experience
1	01	Dy.Chief Industrial Relation Officer	Not less than 9 years of Industrial Relations in a large Industrial Undertaking, out of which at least 5 years must be in a responsible post. Must be fully conversant with various Labour Laws in Maharashtra State. Must be able to handle Industrial Disputes & cases before Labour Court and other authorities as & when required.

2	02	Dy.Manager (Personnel)	At least 5 years post qualification experience in the area of Human Resource Development/Personnel Management.
3	03	Asstt.Manager (Personnel)	3 years post qualification experience in Personnel Management/ Human Resource Development.
4	04	Legal Assistant	No experience is necessary
5	05	Dy.Manager(F&A)	3 years post qualification experience in a position of responsibility in Commercial Accounting, Costing, Compilation of Trading Accounts, Profit & Loss Accounts, Balance Sheet and Annual Statements of A/cs., Internal Audit, Financial and Physical Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Electronics Data Processing system in Govt./Semi Govt. or Private Commercial or Industrial Undertaking.
6	06	Asstt.Manager(F&A)	1 year post qualification experience in a position of responsibility in Commercial Accounting, Costing, Compilation of Trading Accounts, Profit & Loss Accounts, Balance Sheet and Annual Statements of A/cs., Internal Audit, Financial and Physical Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Electronics Data Processing system in Govt./Semi Govt. or Private Commercial or Industrial Undertaking.
7	07	Public Relation Officer	3 Years Post qualification experience in Public Relations, Journalism, Newspaper, News Agency or Electronic Media or a Publicity organization of a Government or Industry.
8	08	Translator-cum-Proof Reader	5 Years experience in translation work from English into Marathi and/or Hindi and vice-versa, Proof reading etc.

AGE LIMIT AS ON 04/04/2009:

Post Code	Upper age limit
4,7 & 8	35
1,2,3,5& 6	40

- Note :**
- Upper age limit is relaxable by 5 years for the candidates belonging to Backward classes.
 - Upper age limit is not applicable to the departmental employees working in the Company.

CONDITIONS

- The number of vacancies and reservation for backward classes indicated for different categories is provisional and likely to change. Such change will not be notified either in Newspaper or intimated to the candidates.
- Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- All candidates who pay the requisite Application Fees will be issued call letters for written test. No detailed scrutiny of application will be carried out at the time of giving call letters for written test. The call letters will be sent by post at the correspondence address given by the candidate in their application form. Those candidates who do not receive call letter may note down the Roll No. & address of the venue allotted from Company's website (www.mahadiscom.in) and approach Centre Co-ordinator one day in advance to receive duplicate call letter. They are required to comply with the instructions given in the website in this regard.

- 4) For claiming the benefit of caste reservation, candidates should attach a attested copy of caste certificate issued by the appropriate Competent Authority of Govt. of Maharashtra alongwith application.
- 5) Maharashtra State Public Services [Reservation for Scheduled Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward category and Other Backward Classes] Act,2001 has been enforced by the Govt. of Maharashtra from 29th January,2004. As per the provisions under sub-section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories except Scheduled Castes and Scheduled Tribes i.e. VJ(A),NT(B),NT(C), NT(D), SBC & OBC category. The candidates should produce a caste certificate from appropriate authority as prescribed by the Govt. of Maharashtra vide Circular No. CBC-10/2006/PK 15/BCR5 dated 5/6/2006, showing that they are not covered under the concept of “Creamy Layer”.
- 6) For claiming the benefit of reservation under Backward Class category, the candidates should produce a caste validity certificate issued by Caste Scrutiny Committee.
- 7) The candidates belonging to ST Category applying without validity certificate of caste claim, if selected, will be appointed only after submission of caste validity certificate issued by appropriate authorities as per G.R.No.STC-1099/F.No.14/K-10 dated 16/8/2000 and as per Energy Department, Govt. of Maharashtra letter No. EST-2007/P.K.21/NRG-2 dated 16/8/2007.
- 8) The Backward class candidates (other than ST category) applying without validity certificate of caste claim, if selected will have to submit the Caste Validity Certificate (as per the Govt. Circular No.CBC-10/ 2003/P.K.91/BCR-5 dated 28/1/2004 & 6/2/2004) within a period of three months.
- 9) Those reserved category candidates who compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process.
- 10) The standards for the reserved category will be relaxed as per the Company’s rules, if the required number of candidates are not available in any of the category while short listing the candidates for personal interview and preparing the select list.
- 11) This advertisement is published subject to the provisions of Maharashtra Civil Services (Declaration of Small Family) Rules, 2005, prescribing declaration of the small family as one of the essential qualifications.
- 12) The candidates will have to appear for Written Test. The Written Test for these posts will be conducted tentatively during the month of May, 2009 at **Mumbai**.
- 13) The candidates will be short listed for Personal Interviews tentatively to be held during the month of May, 2009 on the basis of performance in the Written Test. Taking into consideration the performance in the Written Test & Personal Interview, the select list will be prepared and the selected candidates will have to serve anywhere in Maharashtra in our Company.
- 14) The list of candidates called for written test, personal interview and selected/unselected to the posts advertised will be published on the Company’s website - www.mahadiscom.in from time to time.

GENERAL CONDITIONS

- (a) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed commensurate with the number of vacancies.
- (b) Knowledge of ‘**Marathi**’ is desirable. However, if selected, the candidates not possessing the knowledge of Marathi will have to pass Departmental Marathi Language Examination within stipulated period of three years from the date of joining the Company.
- (c) In addition to basic pay, the selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF, and Gratuity etc. as per Company’s rules.
- (d) The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, caste etc. and the particulars furnished in the application form are correct in all respect.

- (e) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- (f) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- (g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- (h) Applications received after due date will not be entertained. The Company is not responsible for postal delay. The candidates are advised to keep zerox copy of the Application and Demand Draft posted against the Post Box.
- (i) The departmental employees of the Company applying against this Advertisement should submit their applications **directly to the Post Box No.8589, Kandivali(East), Mumbai – 400 101 by ordinary post. (They need not submit it through proper channel).** If selected, their selection will be subject to verification of disciplinary actions and vigilance enquiries in process/completed and other service records. The decision of the Company in this regard shall be final and no individual representations will be entertained.
- (j) The recruitment in MSEDCL is done strictly as per merit in a systematic way giving weightage to written test. Canvassing in any form will disqualify a candidate.
- (k) Any request for change of address and enclosing supporting documents later on will not be entertained.
- (l) Once the caste is notified in the application form, it cannot be changed at any stage later on.
- (m) The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- (n) **The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.**
- (o) The Caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.
- (p) Applications are invited for the reserved vacancies from the candidates who are fulfilling the following conditions:-
 - i) Candidate should be domicile of Maharashtra State.
 - ii) Candidate should be of categories notified for the Maharashtra State viz.
 - (a) Scheduled Caste (including SC category person who has adopted Buddha Religion), (b) Scheduled Tribes, (c) VJ(A), NT(B), NT(C) & NT(D), (d) Special B.C. and (e) Other Backward Class.
- (q) Employees working in Govt./Semi-Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- (r) The **unemployed reserved category** candidates such as SC, ST, VJ(A), NT(B), NT(C) & NT(D) & Special BC will be given reimbursement of travelling expenses equal to the ordinary second class rail fare or S.T. bus fare from the place of their residence to the place of Interview and back (limited to journey performed within the State of Maharashtra) on production of original /Xerox copy of the Rail/S.T. bus fare tickets & Caste Certificate/ Non-Creamy Layer Certificate as per Govt. rules as amended from time to time.
- (s) The self-employed **candidates will not be given any reimbursement** for the traveling expenses. If candidate has applied for the posts where experience is necessary and claiming the reimbursement of traveling expenses, will have to produce/attach a copy of the **relief order on resignation or order of termination** issued from the Employer where he served on last occasion.
- (t) The medium of the Written Test will be **English**.
- (u) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on foolscap paper. All items of the application must be filled in according to instructions given for filling the application form.

- (v) Date of birth as per Secondary School Certificate (SSC) and age as on 04/04/2009 should be mentioned.
- (w) Candidates belonging to Open category shall furnish Demand Draft of the value of Rs.350/- and candidates from Backward Class categories i.e. SC, ST and the candidates belonging to VJ(A), NT(B), NT(C), NT(D), SBC & OBC who are coming under the concept of “Non-Creamy Layer” shall furnish Demand Draft of Rs.175/- payable to the “**Maharashtra State Electricity Distribution Company Ltd. Mumbai**” drawn on any Nationalized Bank **payable at Mumbai**. The candidates not submitting the caste certificate issued by the appropriate Competent Authority of Maharashtra State or “Non-Creamy Layer” certificate along with application in case of VJ(A), NT(B), NT(C), NT(D), SBC & OBC will have to submit Demand draft of Rs.350/- and they will be treated as Open category candidates for all purposes. The candidate should write his full name, caste, post code No. & Post applied on the backside of Demand Draft. **Fees in the form of Postal Orders/Money Order/Cash will not be accepted.**
- (x) The Physically Challenged Persons (PHP) shall be exempted from payment of examination fee who would other-wise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for the post (including any concession specifically extended to the disabled persons) and who enclosed with application form necessary certificate from the Competent Authority in support of their claim of disability.
- (y) Fees once paid will not be refunded under any circumstances, nor will it be held in reserve for any future recruitment.
- (z) Applications duly filled in with attested copies of certificates in support of age, qualifications & caste should be submitted to the **Post Box No.8589, Kandivali(East), Mumbai – 400 101 only by ordinary post** so as to reach **on or before 04th April ,2009.** Post Code and Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.
- (aa) Separate application and Demand Draft in a separate envelope is required to be submitted for each post applied. Incomplete applications and those not supported by attested copies of certificates (duly attested by Govt. Gazetted Officer/Principal of Colleges/Post Master) and Demand Drafts which are not of appropriate value are liable to be summarily rejected.

How to apply

- (i) Application must be submitted in the Proforma given in the advertisement/Company’s website preferably typewritten on foolscap paper. All items of the application should be filled.
- (ii) Instructions for filling up application form: -

ITEM 4 : Category Code: 1-Scheduled Caste, 2-Scheduled Tribe, 3-VJ(A), 4-NT(B), 5-NT(C), 6-NT(D), 7-Special BC, 8-OBC, 9-OPEN.

11. Details of Experience (Attach attested copies of certificates in support.)

Organisation	From	To	Duration	Designation	Pay Scale	Last Emoluments	Nature of duties/ Responsibilities

I declare that all the above information and particulars are correct and that I will stand disqualified if any information is found to be incorrect at any stage.

I declare that I have ----- (Number) living children as on today out of which no. of children born after 28/3/2005 is ----- . I am aware that if any total number of living children are more than two due to the children born after 20/3/2006, I am liable to be disqualified for the post applied.

I undertake to abide by all the conditions & General conditions mentioned in the advertisement given by the Company.

Place _____

Signature

Date : _____

12. Check List:

- (i) Attested copies of following attached :
- (a) Secondary School Certificate (SSC) for Date of Birth Y / N
- (b) Caste Certificate from Competent Authority of Maharashtra State Y / N
- (c) Non-creamy layer certificate for VJ(A)/NT(B)/NT(C)/NT(D)/OBC Y / N
- (d) Degree/Provisional Degree in support of educational qualifications Y / N
- (e) Experience Certificate in support of details of experience Y / N
- (ii) D.D. in favour of Maharashtra State Electricity Distribution Company.Ltd. Y / N
payable at Mumbai, on any Nationalised Bank for appropriate amount.
- (iii) Name, Caste & Post Code at the backside of Demand Draft is written Y / N
- (iv) Post Code and Post applied for is written on the envelope Y / N
- (v) Signed the undertaking Y / N
- (vi) Pasted recent photograph at appropriate place Y / N
- (vii) Inserting application for only one post with D.D. in the envelope Y / N
