



*ELECTRIFY YOUR CAREER PATH....*

**JOIN Maharashtra State Electricity Distribution Company Limited (MSEDCL) as**

**MANAGEMENT TRAINEE (Personnel)**

**Maharashtra State Electricity Distribution Company Limited (MSEDCL), is one of the largest Power Distribution Companies in India with annual revenue of Rs. 20,000 Crores and talented pool of 75000 employees, serving 14 million consumers in area of 3 lakhs sq. kms of Maharashtra.**

**Pre-requisites & other Conditions:**

**Qualification:** (1) Degree of recognized University. (2) 2 years full time or 3 years part time Post Graduate Degree in Administration/Management with specialization in HRD/Personnel Management **OR** Post Graduate Diploma in Business Personnel/Personnel Management/HRD from a recognized University or Institute. (3) Minimum Computer literacy. Must be proficient in MS Office.

**Experience** : No post qualification experience is necessary in case the candidate is possessing Post Graduate Degree in Administration /Management with specialization in HRD/Personnel Management. In case of Post Graduate Diploma in Business Personnel/Personnel Management/HRD, 1 year post qualification experience in Personnel/HR Department in Govt./Semi Govt. or Private Company is necessary.

**2. Upper age limit : 35 years.** 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 who are working in the **MSEDCL only**).

**3. No. of vacancies & reservation :**

SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	SBC	OBC	OPEN	Total
4	2	2	2	2	1	1	2	14	30

The number of vacancies & reservation position is likely to be changed. In case suitable candidates are not available in VJ(A), NT(B), NT(C) & NT(D)category, the posts will be filled in by way of interchangeability amongst DT/NT category.

## **Methodology of Induction of Trainees:**

4. The candidates will have to appear for a Common Written Test, Group Discussion & Personal Interview.
5. Those selected candidates shall have to undergo in-house well-planned exhaustive Training Programme of six months.
6. During the Training Period, the Trainees will be paid stipend of Rs. 16000/- p.m. on total Cost to Company basis. (In case of Departmental Employees, their pay will be protected during training period).

## **7. Appointment in Regular Service of MSEDCL:**

- After completion of Training period satisfactorily they shall be absorbed as Jr.Manager(P) in the Pay Scale of Rs. 6585-310-8135-325-16585 on probation for a period of one year. (*Pay Scales are due for revision w.e.f. April, 2008*)
- On successful completion of the probation they shall be given regular appointment.
- The positions are in Field Offices and Corporate Office, Mumbai. However, their services are transferable anywhere in the State of Maharashtra, as per the need of Company.

**8. Career Path :** There are chances of promotion to the position of Asstt.Manager(P), Dy.Manager(P), Manager(P), Dy.General Manager(P), General Manager(P) and Chief General Manager(P).

## **9. Time Schedule :**

- |  |              |
|--|--------------|
| - Last date of receipt of application          | : 04/04/2009 |
| - Written Test at Mumbai during                | : May 2009   |
| - Group Discussion & Personal Interview during | : May 2009   |
| - Commencement of Training during              | : June 2009  |

## **CONDITIONS**

- 1) 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.
- 2) Candidates applying for the post advertised should ensure that they fulfill all the 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.
- 3) 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](http://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 29<sup>th</sup> 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 numbers 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 Group Discussion & 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, Group Discussion & 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](http://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) 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.
- (d) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- (e) 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.
- (f) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- (g) 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.
- (h) The departmental employees of the Company applying against this Advertisement should submit their applications **directly to the Post Box No.7452, Jogeshwari(East), Mumbai – 400 060 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.
- (i) 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.
- (j) Any request for change of address and enclosing supporting documents later on will not be entertained.
- (k) Once the caste is notified in application form, it cannot be changed at any stage later on.
- (l) The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- (m) **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.**
- (n) 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.
- (o) 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 Backward Class and (e) Other Backward Class..

- (p) Employees working in Govt./Semi-Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- (q) The **unemployed reserved category** candidates such as SC, ST, VJ(A), NT(B), NT(C), NT(D) & SBC 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. **The self-employed candidates will not be given any reimbursement for the traveling expenses.**
- (r) The medium of the Written Test will be **English**.
- (s) 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.
- (t) Date of birth as per Secondary School Certificate (SSC) and age as on 04/04/2009 should be mentioned.
- (u) Candidates shall furnish Demand Draft of the value of Rs. 500/- payable to the **“Maharashtra State Electricity Distribution Company Ltd. Mumbai”** drawn on any Nationalized Bank **payable at Mumbai**. The candidate should write his Full Name, Caste & Post applied on the backside of Demand Draft. **Fees in the form of Postal Orders/Money Order/Cash will not be accepted.**
- (v) **Fees once paid will not be refunded under any circumstances, nor will it be held in reserve for any future recruitment.**
- (w) Applications duly filled in with attested copies of certificates in support of age, qualifications & caste should be submitted to the **Post Box No. 7452, Jogeshwari(East), Mumbai – 400 060 only by ordinary post** so as to reach **on or before 04/04/2009.** Applications received after due date (for whatsoever reason) shall not be entertained.

**Procedure to apply:** Send in your Personal profile/application form with relevant documents to **Post Box No. 7452, Jogeshwari(East), Mumbai – 400 060** so as to reach on or before **04/04/2009** along with Account Payee Demand Draft of Rs. 500/- drawn in favour of MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED on any Nationalized Bank payable at Mumbai .

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10. Demand Draft details (drawn on Nationalised Bank payable at Mumbai in favour of Maharashtra State Electricity Distribution Co.Ltd).:

Name of Issuing Bank & Branch	Date of Issue	D.D. No. (6 digit)	MICR No. (9 digit)	Amount

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.

Place \_\_\_\_\_

**Signature**

Date : \_\_\_\_\_

11. 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) Caste Validity certificate from appropriate Authority                | Y / N |
| (d) Non-creamy layer certificate for NT(B)/NT(C)                         | Y / N |
| (e) Certificate/Marks statement in support of educational qualifications | Y / N |
| (f) Certificate in support of experience                                 | Y / N |
- (ii) D.D. in favour of Maharashtra State Electricity Distribution Company.Ltd. payable at Mumbai, on any Nationalised Bank for appropriate amount. Y / N
- (iii) Name & Post applied at the backside of Demand Draft is written Y / N
- (iv) Pasted recent photograph at appropriate place Y / N

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