



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

Advertisement No. MSEDCL - 1/2016

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| <p>SPACE TO GROW, OPPORTUNITIES TO EXCEL - YOUR OPPORTUNITY TO WORK FOR THE BIGGEST POWER DISTRIBUTION COMPANY IN INDIA</p> | <p>India's biggest Power Distribution Company having Over 2.17 Crores consumers and dedicated pool of over 77,000 employees with Annual Revenue of over Rupees 50,000 Crore, is looking for Talented, Dynamic and Result oriented Professionals with proven track record to join MSEDCL in the following senior positions.</p> |
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1. No. of Vacancies

| S.No. | Name of the Post | SC | ST | OBC | OPEN | TOTAL |
|-------|-----------------------------|----|----|-----|------|-------|
| 1. | CHIEF ENGINEER (DIST.) | - | - | 1 | 1 | 2 |
| 2. | SUPTD ENGINEER (DIST.) | 1 | - | 4 | 7 | 12 |
| 3. | CHIEF GENERAL MANAGER (F&A) | - | 1 | - | 1 | 2 |
| 4. | GENERAL MANAGER (F&A) | - | 1 | - | - | 1 |
| 5. | DY. GENERAL MANAGER (IT) | 1 | - | - | 1 | 2 |
| 6. | ASST. GENERAL MANAGER (F&A) | - | 1 | - | 1 | 2 |
| 7. | ASST.GENERAL MANAGER (HR) | - | 1 | - | 1 | 2 |

Note: The number of vacancies and reservation for Backward Classes indicated for various categories are provisional and likely to change. Such change will not be notified either in Newspaper, on website or to the candidates.

2. Scale of Pay:

| Position | Scale of Pay |
|---|---------------------------------|
| CHIEF ENGINEER (DISTRIBUTION)/ CHIEF GENERAL MANAGER (F&A) | Rs.45900-1950-88800 |
| GENERAL MANAGER (F&A) | Rs.40790-1790-83750 |
| SUPERINTENDING ENGINEER (DIST.)/ DY. GENERAL MANAGER (IT) | Rs.35875-1545-43600-1710-79510 |
| ASSISTANT GENERAL MANAGER (HR) /(F&A) | Rs.33575-13854-40500-1545-74490 |

Note: The selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per the Rules of the Company's.

3. **Pre-requisites:**

| SR. NO. | NAME OF POST | QUALIFICATION | EXPERIENCE |
|---------|---------------------------------|--|--|
| 1 | Chief Engineer (Dist.) | Bachelors Degree in Electrical Engineering/Technology | 15 years experience in Power Sector. Out of which atleast 5 years in the area of Power Distribution in Selection Posts like Executive Engineer & above, out of which 1 year in the position of Superintending Engineer OR 3 years in the position of Superintending Engineer. |
| 2 | Superintending Engineer (Dist.) | Bachelors Degree in Electrical Engineering/Technology. | 12 years experience in Power Sector. Out of which atleast 5 years in the area of Power Distribution as Executive Engineer & Addl. Executive Engineer OR 2 years as Executive Engineer. |
| 3 | Chief General Manager (F&A) | CA/ICWA Final Passed. | At least 12 years relevant experience in Finance / Accounts / Audit out of which 5 years should be in a position of responsibility i.e. Asst. General Manager (F&A) equivalent and above. |
| 4 | General Manager (F&A) | CA/ICWA Final Passed. | At least 10 years relevant experience in Finance / Accounts / Audit out of which 3 years should be in a position of responsibility i.e. Senior Manager (F&A) equivalent and above. |
| 5 | Deputy General Manager (IT) | Bachelor of Engineering Degree in Computer / Information Technology / Computer Science and Engineering or 3 years Post Graduate Degree in Master of Computer Application. Preferable: Two years full time or three years part time Post Graduate Degree in Management / Administration with specialization in Finance or Operation Research or Information Technology or Project Management Professional (PMP) Certification from Project Management Institute. | Minimum 10 years post qualification experience in Computer Programming / System Analyst and Designing in a reputed Organization / Industry. |

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|---|-----------------------------|--|---|
| 6 | Asst. General Manager (HR) | <p>1) Degree of a recognized University with Two years full time or three years part time Post Graduate Degree in Business Administration (MBA)/ Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification in HR/Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p> <p>2) Minimum Computer Literacy: Must be proficient in M.S.Office.</p> | At least 9 years experience in Human Resources Development / Personnel Management out of which 2 years should be in a position of responsibility i.e. Manager (HR) equivalent and above . |
| 7 | Asst. General Manager (F&A) | CA/ICWA Final Passed. | 8 years relevant experience in Finance / Accounts / Audit out of which 2 years should be in a position of responsibility i.e. Manager (F&A) equivalent and above. |

- Note: i) 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.
- ii) For the positions of Chief Engineer (Dist.) & Superintending Engineer (Dist.), the departmental candidates possessing Degree in Engineering/Technology in any other discipline and who fulfill the condition of required experience shall be considered under direct recruitment provided that they will have to appear and compete along with other candidates.
- iii) Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.
- iv) The experience wherever prescribed be considered as the post qualification experience i.e., experience acquired after possessing essential qualification.

3.1 Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process. The candidates will be shortlisted commensurate with the number of vacancies. The post advertisement is of senior level position.

4. **Age Limit as on 26/02/2016:**

| | |
|---|----------|
| CHIEF ENGINEER (DISTRIBUTION)/ CHIEF GENERAL MANAGER (F&A) | 50 Years |
| GENERAL MANAGER (F&A) | 48 Years |
| SUPERINTENDING ENGINEER (DIST)/ DY.GENERAL MANAGER (IT)/ ASSISTANT GENERAL MANAGER (HR)/(F&A) | 45 Years |

- 4.1 Upper age limit is relaxable by 5 years for the candidates belonging to backward classes and applied against the posts reserved for backward class.
- 4.2 Those reserved category candidates who apply against Open Category will be treated as Open Category Candidate for the purpose of selection/ recruitment process and they will not get the benefit of age and fee relaxation.
- 4.3 Upper age limit for employees working in MSEDCL is 57 years. Departmental candidates mean employees of MSEDCL only.
- 4.4 Date of birth as per Secondary School Certificate (SSC) and age as on 26/02/2016 should be mentioned in the application.

5. **Reservation**

- a) Maharashtra State Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act 2001 has been enforced by the Govt.of Maharashtra from 29th January, 2004. As per the provision under Sub-section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories except Schedule Castes and Scheduled Tribes i.e.VJ(A), NT(B), NT(C), NT(D) & SBC category. The candidates should produce **current years Non-Creamy Layer Certificate** in the proscribed form issued by appropriate authority as per Govt.of Maharashtra Circular [No.CBC-10/2006/PK15/BCR-5](#) dated 5/6/2006, along with application.
- b) For claiming the benefit of reservation under Backward Class category, the candidates should produce a caste validity certificate issued by Caste Scrutiny Committee. The candidates applying without caste validity certificate of caste claim, if selected, will be appointed provisionally only after submission of proof of submission of documents to appropriate Caste Scrutiny Committee for caste validity as per G.R.No.BCC-2009/P.No.291/09/16-B dated 05/11/2009.
- c) The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation in including application fees.
- d) The candidates should be domicile of Maharashtra State and should be of the category notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Buddha Religion) (b) Scheduled Tribes (c) VI-A, NT-B,NT-C,NT-D and (d) Special Backward Class.
- e) Once the caste is notified in application form, it cannot be changed at any state later on.

6. Methodology of Selection :

- 6.1 The candidates will be shortlisted for selection process taking into consideration the qualification, experience, job responsibility etc.
- 6.2 The selection process will consist of In-Basket Exercises, Committee Exercises, Presentation, Group Discussion and Personal Interview etc.
- 6.3 The candidates will be shortlisted for personal interview taking into consideration their performance in the In-Basket Exercises & Committee Exercises, Presentation and Group Discussion etc.
- 6.4 The list of applicants shortlisted for selection process and rejected candidates with reasons will be made available on the website of the Company. Similarly the list of finally selected candidates will also be displayed on the website.
- 6.5 The recruitment in MSEDCL is done strictly as per merit in a systematic way giving appropriate weightage to various selection tools.
- 6.6 Canvassing in any form will disqualify a candidate.\
- 6.7 If, any false/incorrect information furnished by the candidate and is detected at any stage of recruitment process, his/her candidature will not be considered.
- 6.8 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.
- 6.9 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 6.10 In case of departmental employee, if they furnish any wrong information or suppresses the material fact, his/her candidature is liable to be cancelled and action as per the provisions of Service Regulations will be initiated against them.
- 6.11 The selection of Departmental candidate will be subject to verification of disciplinary actions and vigilance enquiries in process/contemplated and other service records. The decision of the Company in this regard shall be final and no individual representations will be entertained.

7. Time Schedule :

- 7.1 Last date of receipt of application : 26/02/2016
- 7.2 Selection Process at Mumbai : March, 2016.
- 7.3 The Company serves 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.

8. Application Fee

- 8.1 Candidates shall pay the requisite fee by way of demand draft favouring "**Maharashtra State Electricity Distribution Company Limited, Mumbai**" as below :
Open Category/Applied Against Open Category : Rs.600+Bank Charges
Reserved Category : Rs.300+Bank Charges.
- 8.2 The candidates not submitting the caste certificate issued by the appropriate Competent Authority of Maharashtra State or "Non-Creamy Layer' certificate along with application will have to pay the application fee as applicable for Open Category and they will be treated as Open category candidates for all purposes.
- 8.3 Fees in the form of Postal Order/Money Order/Cash will not be accepted.
- 8.4 In case selection process could not be conducted for any reason, the fees paid will not be refunded.

9. Procedure to apply:

- 9.1 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.
- 9.2 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.
- 9.3 Employees working in Govt. / Semi Govt. Undertaking will have to produce 'No Objection Certificate' at the time of interview.
- 9.4 Applications received after due date will not be entertained. The Company is not responsible for postal delay. The candidates are advised to keep photocopy of the Application posted.
- 9.5 **Separate application 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) are liable to be summarily rejected.**
- 9.6 Send your Application Form along with copies of Testimonials in support of age, caste, caste validity certificate, qualifications, experience, etc; wherever necessary and Payment Remittance Challan to **General Manager (HR-Planning), MSEDCL, Ground Floor, Estrella Batteries Expansion Compound, Dharavi Road, Matunga, Mumbai – 19** by Speed / Registered Post so as to reach on or before 29/02/2016. Post applied for must be written on the envelope clearly. Applications received without documents and after due date (for whatsoever reason) shall not be entertained and will be summarily rejected.

10. How to Apply:

- (i) **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment. The Company will send intimation about in-basket exercises and group discussion test, interview etc. through the registered email ID. **Under no circumstances, he/she should share/mention email ID to/or of any other person.**
- (ii) Candidates should paste photograph & signature in the application.
- (iii) In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before submitting application form.
- (iv) Incomplete application / application not in prescribed format and those not supported by attested copies of certificates (duly attested by Govt. Gazetted Officer / Principal of Colleges / Post Master) are liable to be summarily rejected.
- (v) **The name of the candidate or his / her father / husband name, caste etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.**
- (vi) Candidates are required to retain a photocopy of application submitted by them. Candidates are advised to preserve these details for future use. **No Call letters will be dispatched by post or courier etc..**

GENERAL CONDITIONS

- 1) 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 original documents only after the candidate has qualified in interview and prior to issuance of offer letter.

- 2) Knowledge of Marathi is desirable. However, the candidates selected and not possessing the knowledge of Marathi will have to pass Departmental Marathi Language Examination within period of three years from the date of joining the Company.
- 3) The candidate shall produce Certificate of Secondary School Certificate Examination Board or recognized University showing passing of Secondary / School Certificate Examination or Matric or Higher Examination of University with Marathi Language. OR Certificate stating the candidate can read, write and speak Marathi Language fluently issued by Professor of Marathi Language of College / Institute affiliate to recognized University and countersigned by Principle of the said College / Institute along with the application form.
- 4) Normally selection process comprises of group discussion and in-basket exercises, Presentation, Group Discussion & Personal Interview. However, which methodology of shortlisting candidates / selection process is to be adopted will be at the absolute discretion of the Company and the decision of the Company in this regard shall be final. **The candidates will have to appear for Group Discussion and in-basket exercise at Mumbai at their own cost.**
- 5) The candidates will be short listed for Personal Interview on the basis of performance in the group discussion, presentation and in-basket exercises. A preferential weight age will be given to the departmental employee if selected for personal interview in the final select list. Taking into consideration the performance in the group discussion, in-basket exercises, personal interview and other cogent factors, the select list will be prepared.
- 6) The list of candidates called for group discussion and in-basket exercises, personal interview and selected for the posts advertised will be published on the Company's website-**www.mahadiscom.in** from time to time.
- 7) 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 for interview commensurate with the number of vacancies.
- 8) The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, caste etc. and particulars furnished in the application form are correct in all respect.
- 9) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 10) 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.
- 11) The decision of the Company in all matters relating to recruitment / interpretation shall be final and no individual correspondence will be entertained.
- 12) The departmental employees of the Company applying against this Advertisement should submit their applications well in time.
- 13) The recruitment of MSEDCL is done strictly as per merit in a systematic way giving appropriate weight-age to group discussion and in-basket exercises and interview. Canvassing in any form will disqualify a candidate.
- 14) Any request for change of date of selection process / address / caste and enclosing supporting documents later on etc., will not be entertained.
- 15) The selected candidates other than departmental employees will have to execute a surety bond of Rs.5,00,000/- on Non Judicial Stamp Paper of Rs.100/- for serving in MSEDCL for a period of 3 years.

10. Bank Details:

| Name of the Issuing Bank | Branch | Amount | Date of Remittance | Demand Draft No. |
|--------------------------|--------|--------|--------------------|------------------|
| | | | | |

11. Qualification Details:

a) Educational / Professional Qualification:

| Academic | Degree / P.G. with name of the University / Institution | Year of Passing | Percentage of Marks & Class |
|--------------|---|-----------------|-----------------------------|
| | | | |
| Professional | | | |
| | | | |

b) Details of affiliation with Professional Bodies/Institution/Society:

| Name of the Body | Membership No | Since When |
|------------------|---------------|------------|
| | | |

12. Experience: Details of posts held from time to time:

| Sr. No. | Name of the Organization | Position Held | Scale of Pay & Gross Emoluments | Period | | Total Experience | | Nature of Job (Responsibilities handled) * |
|---|--------------------------|---------------|---------------------------------|-------------------|----|------------------|--------|--|
| | | | | From | To | Years | Months | |
| Overall Experience | | | | | | | | |
| 1 | | | | | | | | |
| Experience in the position of Responsibility | | | | | | | | |
| 1 | | | | | | | | |
| * Attach separate sheet | | | | Total Exp. | | | | |

13. Please indicate your present level vis-à-vis your organization structure and the prospective career progression path.

14. List of Publications/academic honors received: _____

15. Any other information: _____

Declaration:

- i) 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.
- ii) I declare that I have _ Number of living children as on today, out of which number of children born after 28/03/2005 is _. I am aware that if any total numbers of living children are more than two due to the children born after 28/03/2006, I am liable to be disqualified for the post applied.

iii) I undertake to abide by all the conditions and methodology of selection mentioned in the advertisement.

I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated or unable to produce any certificate/documents as mentioned in any application and also in case of creating influence/undue pressure regarding recruitment shall tantamount to cancellation of my candidature. In case of creating any influence on any matter my candidature shall be cancelled.

Place _____

Date _____

Signature of the Applicant

Note : Copies of Testimonials in support of age, category, qualifications, experience etc. may be furnished, wherever necessary.