



GAD/RC/Notification/33660

Maharashtra State Elect. Distribution Co.Ltd.

Estrella Batteries Expn. Building,

Ground Floor, Plot No. 1,

Dharavi Road, Matunga,

Mumbai – 400 019.

Date : 02/11/2010

INTERNAL NOTIFICATION

Sub : Notification for filling in the vacancies of the posts of Upper Division Clerk(A/cs), Upper Division Clerk(GAD) & Lower Division Clerk/Office Assistant from amongst the Departmental employees.

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As per the provisions of C.S.No.28 dated 13/08/2010 to Classification & Recruitment Regulations, 2005, 15 % vacancies of the posts of U.D.C.(A/cs) & U.D.C.(GAD) from amongst the LDC/Office Assistant and as per C.S.No.34 dated 01/11/2010, 25% vacancies of the post of LDC/Office Asstt. from amongst the Departmental Pay Gr. IV employees on Technical and Non-Technical side are to be filled in by way of Internal Notification.

2. Accordingly, applications for the posts of U.D.C.(A/cs), U.D.C.(GAD) & LDC/Office Asstt. are invited from amongst the departmental eligible qualified employees working in the MSEDCL. The reservation position and other details of the posts notified are as under:-

Sr. No.	Name of the Post	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	Spl. BC	OBC	Open	Total
1	UDC(A/cs)	29	21	14	1	3	0	1	18	98	185
2	UDC(GAD)	36	14	5	0	2	0	0	11	72	140
3	LDC/Office Asstt.	43	25	11	6	13	2	4	34	77	215

3. The Pre –requisites prescribed for the above posts are as under:-

Name of the Post	Qualification	Experience
UDC(A/cs) & UDC(GAD)	i) Degree of a recognized University. ii) Candidate should have passed the examination of MS-CIT (Maharashtra State Certificate in Information Technology).	Should have worked in the post of LDC/Office Assistant at least for a period of 3 years.
LDC/Office Asstt.		Should have been selected by Competent Selection Committee and worked for atleast for a period of one year in the company.

4. APPLICATION/EXAMINATION FEES :

Name of the Post	Open category candidates	Reserved category candidates
UDC (A/cs), UDC(GAD) & LDC/Office Asstt.	Rs. 400/-	Rs. 200/-

5. CONDITIONS:

- a) 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 or intimated to the candidates.
- b) Candidates applying for the posts notified should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the internal notification process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this notification. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- c) 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".
- d) The Backward Class category candidates 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.BCC-2009/P.No.291/09/16-B dated 05/11/2009.
- e) Once the caste is notified in the application form, it cannot be changed at any stage later on.
- f) The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- g) 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.
- h) The candidates will have to appear for Written Test. The Written Test will be conducted tentatively on **12th December, 2010 at Mumbai.**
- i) **No call letters will be sent by post. Candidates should download the call letter which will be made available on Company's website (www.mahadiscom.in) and bring the same duly filled in along with them at the time of written test. They are required to comply with the instructions given on the website in this regard.**
- j) Considering the performance in the Written Test, the select list will be prepared and displayed on the website of Company.
- k) The selected candidates will be allocated to the Zone for further allocation to the Circles under their jurisdiction.
- l) The list of candidates called for Written Test and selected to the posts advertised will be published on the **Company's website - www.mahadiscom.in** from time to time. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- m) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- n) Selection of the employees is 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.

- o) Candidates shall **deposit appropriate Application fee as given in Para-4 above at any of the Company's Division Office under Account Head 629901 and obtain cash receipt for the same.** The 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 deposit the fees applicable for reserved category candidates. **The details of the cash receipt are to be incorporated in the Application form. Fees in the form of Demand Draft/Postal Orders/Money Order/Cash will not be accepted.**
- p) **The candidates will have to preserve the Cash Receipt and submit the original receipt alongwith call letter at the time of written test.**
- q) Fees once paid will not be refunded under any circumstances, nor will it be held in reserve for any future recruitment.
- r) 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.

6. The eligible employees shall forward the applications duly filled in and countersigned by the Divisional Incharge to **The Manager(P-RC), Maharashtra State Electricity Distribution Co.Ltd., Estrella Batteries Expn. Building, Ground floor, Dharavi Road, Matunga, Mumbai – 400 019 on or before 26/11/2010.** 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 posted to the Recruitment Cell.

7. This Notification may please be brought to the notice of all employees in general by giving wide publicity and displaying on all Notice Boards. **The appropriate fees as mentioned in the Para-4 be accepted from the candidates and the receipt under A/c head 629901 be issued to the candidates so as to enable the candidates to submit along with the call letter at the time of written test.**



Manager (P-RC)

To

All as per mailing list of MSEDCL upto Division Offices.

Copy submitted to: -

- 1 The Director (Finance), MSEDCL, Corporate Office, Mumbai.
2. The Executive Director (HR), MSEDCL, Corporate Office, Mumbai
3. All Heads of Departments in Corporate Office, MSEDCL, Mumbai.
4. The Chief General Manager (P)/(F&A), Corporate Office, MSEDCL, Mumbai
5. The General Manager (Estt.)/(F&A), Corporate Office, MSEDCL, Mumbai

Copy to :-

- 1) Sectional Heads in Corporate Office of MSEDCL, Mumbai.
- 2) The Asstt.Manager (P-Registry),MSEDCL - 5 copies each for displaying the Notification on Notice Boards.
Prakashgad, Bandra

