



GAD/RC/Notification/20338  
**Maharashtra State Elect. Distribution Co.Ltd.**  
 Estrella Batteries Expn. Building,  
 Ground Floor, Plot No. 1,  
 Dharavi Road, Matunga,  
**Mumbai – 400 019.**  
 Date : 25/06/2010

## INTERNAL NOTIFICATION

Sub : Notification for filling in the vacancies of the posts of Dy.Manager(P), Asstt.Manager(P), Jr.Manager(P) & Dy.Manager(F&A) from amongst the Departmental employees.

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As per the provisions of C.S.No.23 dated 06/04/2010 to Classification & Recruitment Regulations,2005, 10 % vacancies of the posts of Dy.Manager(P), Asstt.Manager(P), Jr.Manager(P) and Dy.Manager(F&A) are to be filled in by way of Internal Notification from amongst the Departmental qualified employees.

2. Accordingly, applications for the posts of Dy.Manager(P), Asstt.Manager(P), Jr.Manager(P) & Dy.Manager(F&A) 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	Dy.Manager(P)	1	-	-	-	-	-	-	-	1	2
2	Asstt.Manager(P)	1	1	-	-	-	-	-	-	2	4
3	Jr.Manager(P)	3	2	1	-	-	-	-	4	11	21
4	Dy.Manager(F&A)	1	-	-	-	-	-	-	-	2	3

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

Name of the Post	Qualification	Experience
Dy.Manager(P)	(1) Post Graduate Degree in Business Administration/ Management with Specialization in Human Resource Development / Personnel Management OR Masters Degree in Social Welfare/Labour Studies from a recognized University or Institute having 1 year experience in the post of Asstt.Manager(P) OR Degree and/or Post Graduate Degree of a recognized University having 3 years experience in the post of Asstt.Manager(P). (2) Minimum Computer literacy is essential.	
Asstt.Manager(P)	(1) Degree and/or Post Graduate Degree of a recognised University having 2 years experience in the post of Jr.Manager(P) OR Post Graduate Degree in Business Management/ Administration/ Labour Laws/Labour Studies/ Labour Welfare. (2) Should have passed Departmental Higher GAD Examination. Exemtees will not be considered. (3) Minimum Computer Literacy is essential.	

Jr.Manager(P)	i) Degree of a recognised University. ii) Candidate should have passed the examination of MS-CIT (Maharashtra State Certificate in Information Technology) or its equivalent.	Should have worked as UDC(GAD) for a period of 2 years OR LDC for a period of 10 years and passed Higher GAD examination. Exemptees will not be considered.
Dy.Manager(F&A)	CA/ICWA/MBA(Finance)/CFA from ICFAI/ M.Com./B.Com.	CA/ ICWA having 1 year experience or MBA (Finance)/CFA from ICFAI having 2 years experience in the post of Asstt. Manager (F&A) or B.Com having 5 years experience or M.Com having 3 years experience in the post of Asstt. Manager (F&A). Minimum Computer Literacy is essential.

#### 4. APPLICATION/EXAMINATION FEES :

Name of the Post	Open category candidates	Reserved category candidates
Dy. Manager (F&A)	Rs. 600/-	Rs. 300/-
Dy.Manager(P), Asstt.Manager(P) & Jr.Manager(P)	Rs. 500/-	Rs. 250/-

#### 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) 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.
- d) 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".
- e) 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.

- f) Once the caste is notified in the application form, it cannot be changed at any stage later on.
- g) The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- h) 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.
- i) The candidates will have to appear for Written Test. The Written Test will be conducted tentatively during the month of September, 2010 at **Mumbai**.
- j) The candidates will be short listed for Personal Interviews and tentatively it will be held during the month of October, 2010 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 displayed.
- k) 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. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- l) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- m) 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.
- n) 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.**
- o) **The candidates will have to preserve the Cash Receipt and submit the original receipt alongwith call letter at the time of written test.**
- p) Fees once paid will not be refunded under any circumstances, nor will it be held in reserve for any future recruitment.
- q) 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 by e-mail only to Recruitment Cell. The applications submitted by post/courier will not be accepted. All concerned are to submit/forward the application by e-mail to [internal-notification@mahadiscom.in](mailto:internal-notification@mahadiscom.in). This e-mail ID shall be operative till 18/07/2010. No other correspondence is to be done on this e-mail ID.

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 alongwith the call letter at the time of written test.**

*Manager (P-RC)*

To

All as per mailing list of MSEDCL upto Division Offices and all IT centres.

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  
Prakashgad, Bandra Notification on Notice Boards.

