



ADVERTISEMENT NO. MSEBHCL 05/2018
ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY

The Maharashtra State Electricity Board Holding Company requires to fill in position of **Company Secretary** amongst experienced, talented professionals with impeccable performance history and observable leadership traits on a Contract Basis for a period of 3 years.

Pre-requisites & other Conditions

No.of vacancies : One (Unreserved).

Qualification: Essential : The candidate should have Graduate Degree from recognized University with Membership of the Institute of Company Secretaries of India with Computer Literacy. **Preferable** : Degree in Law from recognized University/Institute.

Experience: Minimum 5 years' post qualification experience as Company Secretary in a listed Company.

Pay Scale : Rs.45900-1950-88800.

Period of Fixed Tenure : 3 years.

Upper Age limit: 45 years

Methodology of Selection:

- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview by the Competent Selection Committee.

Time Schedule:

- Last date of receipt of application : 30/09/2018
- Selection Process at Mumbai : During October, 2018

Note: The candidates shortlisted for Interview process will be informed to attend Interview process by e-mail/SMS on the address/information provided by them in the application.

Conditions:

- (a) The candidates applying 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.

- (b) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.
- (c) The candidates should have adequate Knowledge of 'Marathi'.
- (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. Applications received after due date will not be entertained. **The Company is not responsible for postal delay.**
- (g) The recruitment in MSEBHCL is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.
- (h) 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.
- (i) Employees working in Government/Semi Government Undertaking will have to produce No Objection Certificate at the time of interview.
- (j) 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.
- (k) Date of birth as per Secondary School Certificate (SSC) and age as on 30/09/2018 should be mentioned.
- (l) Applications duly filled in with attested copies of certificates in support of age & qualifications should be submitted to **The Chief General Manager (HR), Maharashtra State Electricity Board Holding Company Ltd., Prakashgad, 4th Floor, Plot No.G-9, Prof.Anant Kanekar Marg, Bandra (East), Mumbai- 400 051** so as to reach **on or before 30/09/2018.** Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.
- (m) The candidates shall furnish demand draft of the value of Rs.600/- payable to the **MSEB Holding Company Ltd.** on any Nationalised Bank **payable at Mumbai.** The candidate should write his full name, position applied on the backside of Demand Draft. **Fees in in the form of Postal Order/Money Order/Cash will not be accepted.**

Procedure to apply :

Send your Personal Profile/Application Form (in the format given below with copies of Testimonials in support of age, qualifications, experience etc. and Demand Draft of Rs. 600/- drawn in favour of MSEB HOLDING COMPANY LTD to **The Chief General Manager (HR), Maharashtra State Electricity Board Holding Company Ltd., Prakashgad, 4th Floor, Plot No.G-9, Prof.Anant Kanekar Marg, Bandra (East), Mumbai- 400 051** so as to reach **on or before 30/09/2018.**

10. Qualification Details :

a) Educational / Professional Qualification:

Academic	Degree / Post – Graduation Passed	Name of the University / Institution	Year of Passing	% Marks & Class
Professional				

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

Name of the Body	Membership No.	Since when

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

Sr. No	Name of the Organization with No.of employee & Turnover	Positi on Held	Scale of Pay & Gross Emolu ments	Period		Total Experience		Nature of Job (Responsi bilities handled)*
				From	To	Years	Months	
				Total Exp.				

* Attach separate sheet if required

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

13. List of Publications / academic honors received : _____

14. Any other information :

Place : _____

Date : _____

Signature of the Candidate

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