



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD
ADVERTISEMENT NO. 08/2018**

**ADVERTISEMENT FOR THE POSTS OF
SENIOR EXECUTIVE ASSISTANT & EXECUTIVE ASSISTANT**

The **Maharashtra State Electricity Distribution Company Limited** requires to fill in positions of **Senior Executive Assistant & Executive Assistant** for its Secretariat at Corporate Office, amongst experienced, talented professionals with impeccable performance history and observable leadership traits.

1] PRE-REQUISITES & OTHER CONDITIONS:

A) SENIOR EXECUTIVE ASSISTANT: 01 (One)

No.of vacancies: OPEN-01

Qualification: Bachelors Degree in Engineering / Technology **OR** Degree of a recognised 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 / Finance) **OR** CA / ICWAI **OR** equivalent Management qualification from a University recognized by UGC or Institute approved by AICTE.

Experience: 7 year's post qualification Experience. Out of which 5 years should be in Secretariat dealing with preparation of Schedules, Agenda of meeting, Brief of meeting etc. and be able to communicate in Marathi & English.

Pay Scale : Rs. 26710-1060-32010-1125-60135

Upper Age limit: 40 years

-Relaxable by 5 years for the candidates belonging to backward classes

-Upper age limit for employees working in MSEDCL is 57 years.

B) EXECUTIVE ASSISTANT: 04 (Four)

No.of vacancies: SC-01, ST-01, OPEN-02

Qualification: Bachelors Degree in Engineering/ Technology **OR** Degree of a recognised 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 / Finance) **OR** CA / ICWAI **OR** equivalent Management qualification from a University recognized by UGC or Institute approved by AICTE.

Experience: 5 year's post qualification experience. Out of which 3 years should be in Secretariat dealing with preparation of Schedules, Agenda of meeting, Brief of meeting etc. and be able to communicate in Marathi & English.

Pay Scale: Rs. 24010-975-28885-1060-54325

Upper Age limit: 35 years.

-Relaxable by 5 years for the candidates belonging to backward classes.

-Upper age limit for employees working in MSEDCL is 57 years.

Note: i) 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 News Paper, on website or to the candidates.

ii) 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. The candidates are requested to mention appropriate entry in this regard.

iii) Equivalency of the outside candidates will be compared/decided on the basis of designation of existing post held and job responsibilities

2. METHODOOGY OF SELECTION:

- i) The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- ii) The selection process will consist of Personal Interview by the Competent Selection Committee.
- iii) The candidates selected for the post of Senior Executive Assistant and Executive Assistant will be placed in the seniority of Addl. Executive Engineer / Manager (HR/Accts) and Dy. Executive Engineer / Dy. Manager (HR/Accts) respectively as the case may be, for promotional avenue.

3. TIME SCHEDULE:

- Last date of receipt of application : **10/12/2018**
- Selection Process at Mumbai : **During December, 2018**

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

4. GENERAL 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) For claiming and availing benefit of reservation under Backward Class category, the candidates should produce a caste validity certificate issued by the competent Caste Scrutiny Committee. The candidates applying without caste validity certificate of caste claimed, if selected, will be appointed provisionally only after submission of proof of submission of necessary 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 & G.R.No.BCC-2011/P.No.1064/2011/16-B dated 12/12/2011.
- (d) The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including relaxation in age and fees. Caste notified in other State as reserved will be treated as Open for all the purposes. Once the caste/tribe is mentioned in the application form, it cannot be changed at any stage later on.
- (e) The candidates should belong to categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Buddhist Religion) and (b) Scheduled Tribes.
- (f) The candidates should have adequate Knowledge of 'Marathi'.
- (g) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- (h) 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.
- (i) 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.**
- (j) The recruitment in MSEDCL is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.
- (k) 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.
- (l) Employees working in Government/Semi Government Undertaking will have to produce No Objection Certificate at the time of interview.
- (m) The candidates will have to appear for the selection process at his/her own cost.
- (n) The application must be submitted in the Pro-forma 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.
- (o) Date of birth as per Secondary School Certificate (SSC) and age as on **10/12/2018** should be mentioned.
- (p) Applications duly filled in with attested copies of certificates in support of age & qualifications should be submitted to **The General Manager (HR-Planning), Maharashtra State Electricity Distribution 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 10/12/2018.** Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.
- (q) **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.**

- (r) Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- (s) The candidates shall furnish demand draft of the value of Rs.500/- for open category/applied against Open and Rs.250/- for reserved category payable to the **“Maharashtra State Electricity Distribution Company Limited, Mumbai”** 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.**

5. 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 drawn in favour of **Maharashtra State Electricity Distribution Company Ltd., to The General Manager (HR- Planning), Maharashtra State Electricity Distribution 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 10/12/2018.**

10. Present Gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc) :

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11. Demand Draft Details: (Drawn in favour of **Maharashtra State Electricity Distribution Company Ltd.** payable at Mumbai)

Name of Bank	Branch	Demand Draft No. (6 Digits)	MICR NO. (9 Digits)	Amount

12. 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

13. 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	
				Total Exp.				

* Attach separate sheet if required

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

15. List of Publications / academic honors received: _____

16. Whether facing any Charge sheet for the criminal offences in any of the court or any FIR for criminal offences is registered against you in any of the police station: YES/NO

If yes, give details:

17. 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, qualifications, experience etc. may be furnished, wherever necessary.
