

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD.

Advertisement No. MSEDCL - 06/2019

(THE SELECTION OF THESE POSTS WILL BE DONE THROUGH ONLINE EXAMINATION AS WAS ALWAYS CONDUCTED BY MSEDCL AND NOT THROUGH GATE SCORE OF THE CANDIADATES)

SPACE TO GROW, OPPORTUNITIES TO EXCEL- YOUR OPPORTUNITY TO WORK FOR THE BIGGEST POWER DISTRIBUTION COMPANY IN INDIA	India's biggest Power Distribution Company having Over 2.50 Crore's consumers and dedicated pool of over 77,000 employees with Annual Revenue of over Rupees 50,000 Crore, is looking for Young, Talented and Dynamic Fresher's to join MSEDCL in the Challenging Role as Graduate Engineer-Trainee (Civil.) and Diploma Engineer-Trainee-(Dist.)/(Civil) on contractual basis for period of one year.
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1. NUMBER OF VACANCIES:

a) GRADUATE ENGINEER-TRAINEE (CIVIL):

NAME OF THE POST	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	SBC	OBC	SEBC	EWS	OPEN	TOTAL	
GRADUATE ENGINEER-TRAINEE (CIVIL)	2	2	1	1	1	1	1	4	4	3	8	28	
DETAILS OF HORIZONTAL RESERVATION													
GENERAL	1	1	1	1	1	1	1	3	3	2	6	21	
WOMEN	1	1	0	0	0	0	0	1	1	1	2	7	
MERITORIOUS SPORTS PERSON	0	0	0	0	0	0	0	0	0	0	0	0	
PERSONS WITH DISABILITY	1											1	
ORPHANS												0	0

b) DIPLOMA ENGINEER -TRAINEE (CIVIL):

NAME OF THE POST	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	SBC	OBC	SEBC	EWS	OPEN	TOTAL	
DIPLOMA ENGINEER-TRAINEE (CIVIL)	3	2	1	0	1	1	0	0	2	1	3	14	
DETAILS OF HORIZONTAL RESERVATION													
GENERAL	2	1	1	0	1	1	0	0	1	1	2	10	
WOMEN	1	1	0	0	0	0	0	0	1	0	1	4	
MERITORIOUS SPORTS PERSON	0	0	0	0	0	0	0	0	0	0	0	0	
PERSONS WITH DISABILITY	0												
EX - SERVICEMEN	0	0	0	0	0	0	0	0	0	0	0	0	
PROJECT AFFECTED PERSONS	0	0	0	0	0	0	0	0	0	0	0	0	
EARTHQUAKE AFFECTED PERSON	0	0	0	0	0	0	0	0	0	0	0	0	
APPRENTICE	0	0	0	0	0	0	0	0	0	0	0	0	
ORPHANS												0	0

c) **DIPLOMA ENGINEER -TRAINEE (DISTRIBUTION):**

NAME OF THE POST	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	SBC	OBC	SEBC	EWS	OPEN	TOTAL
DIPLOMA ENGINEER- TRAINEE (DIST.)	57	29	3	3	9	5	4	62	53	40	143	408
DETAILS OF HORIZONTAL RESERVATION												
GENERAL	18	10	2	2	4	1	3	21	17	13	47	132
WOMEN	17	9	1	1	3	2	1	19	16	12	43	124
MERITORIOUS SPORTS PERSON	3	1	0	0	0	0	0	3	3	2	7	19
PERSONS WITH DISABILITY	8											8
EX- SERVICEMEN	9	4	0	0	1	1	1	9	8	6	21	60
PROJECT AFFECTED PERSONS	3	1	0	0	0	0	0	3	3	2	7	19
EARTHQUAKE AFFECTED PERSON	1	1	0	0	0	0	0	1	1	1	3	8
APPRENTICE	6	3	0	0	1	1	0	6	5	4	14	40
ORPHANS											1	1

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 the Newspaper, or on website or to the candidates.

2. **PAY-GROUP & AGE LIMIT AS ON 20/08/2019:**

Sr.No.	Post	Pay-group	Age Limit
1.	Graduate Engineer-Trainee(Civil)	II	35 Years
2.	Diploma Engineer-Trainee (Civil)	III	30 Years
3.	Diploma Engineer-Trainee (Dist.)	III	30 Years

- 2.1 Upper age limit is relaxable by 5 years for the candidates belonging to backward classes.
- 2.2 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 so the candidates are requested to mention appropriate entry in this regard.
- 2.3 Upper age limit for departmental candidates is 57 years. Departmental candidate means employees of MSEDCL only.
- 2.4 Date of birth as recorded in the Secondary School Certificate (SSC) and age as on 20/08/2019 should be considered; hence it is to be mentioned accordingly in the application.
- 2.5 For the posts of Diploma Engineer-Trainee (Civil.) and Diploma Engineer-Trainee (Dist.), the upper age limit for Ex-serviceman is relaxable upto 45 years.
- 2.6 For posts of Diploma Engineer-Trainee (Civil.) and Diploma Engineer-Trainee (Dist.), the upper age limit for those candidates who have undergone Apprenticeship training in MSEDCL, the age is relaxed to the extent of period of training viz. 12-24 months. Apprenticeship training undergone in other organization/Company will not be considered for age benefit.
- 2.7 The upper age limit for meritorious sport-persons is relaxed by 5 years.
- 2.8 The Persons with Disability who have applied for the post is relaxable up to 45 years.

3. PRE-REQUISITES AS ON 20/08/2019:

S.N.	Post	Qualification
1	Graduate Engineer-Trainee (Civil.)	Bachelors Degree in Civil Engineering/Technology
2	Diploma Engineer-Trainee (Civil.)	Diploma in Civil Engineering
3	Diploma Engineer-Trainee (Dist.)	Diploma in Electrical Engineering

- Note :**
- 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, by the Competent Authority.
 - For Sr.No.1 (a) & (b) the departmental candidate (i.e., employees of MSEDCL only) possessing Degree/ Diploma (Degree for GET & Diploma for DET) in Engineering / Technology in any discipline other than civil engineering shall be considered under direct recruitment provided that they will have to appear for written examination (online) consisting of syllabus of Civil Engineering and compete along with other candidates.
 - For Sr.No.1(c) the departmental candidate (i.e., employees of MSEDCL only) possessing Diploma in Engineering / Technology in any discipline other than electrical engineering shall be considered under direct recruitment provided that they will have to appear for written examination (online) consisting of syllabus of Electrical Engineering and compete along with other candidates.
 - When any departmental employee holding Diploma in Engineering acquires AMIE qualification and/ or acquires recognized degree in Engineering, after undergoing part-time degree course, he should be treated on par with a degree holder in Engineering for the purpose of direct recruitment of any post under the company requiring that qualification. In such cases it shall be considered equivalent irrespective of the class/ grade or percentage of the marks secured in these examination, even if specified for outsiders.
 - The candidates who acquire qualification of Bachelor's Electrical Engineering/ Civil Engineering or higher qualification without being Diploma in Electrical/civil shall not be considered as eligible for the post of Diploma Engineer Trainee (Dist.)/(Civil).**

4. STIPEND PAY:

Sr.No.	POSTS	STIPEND PER MONTH
1	Graduate Engineer-Trainee(CIVIL)	First Year-Rs. 22,000/-
2	Diploma Engineer-Trainee (CIVIL)	First Year-Rs.18,000/-
3	Diploma Engineer-Trainee (DIST.)	First Year-Rs.18,000/-

Note 1: The selected candidates are entitled for CPF and gratuity and no other allowance will be applicable to them as per the prevailing Rules of the Company amended from time to time. If departmental candidates other than contract employees applied for them and selected, their present pay and other service conditions will be protected. After successful completion of trainee period the Sr. No. 1 candidates will be absorbed in the regular post of Assistant Engineer (Civil) in the pay scale of Rs. 19110-840-23310-885-46320 and Sr. 2 and Sr. No. 3 will be absorbed in the regular post of Junior Engineer (Dist.)/(Civil) in the pay scale of Rs. 14500-650-17750-675-24500-710-40120.

Note 2: The stipend will consist of Rs. 15,000/- as Basic Pay plus Dearness Allowance and remaining amount shall be paid as miscellaneous allowances. The contribution towards Contributory Provident Fund is to be deducted on Basic Pay plus Dearness Allowance i.e. Rs. 15,000/- which will be constant during the training period. In addition to stipend to the trainees, the Company's contribution towards CPF is to be deposited to an individual CPF account calculated on the basis of Basic Pay plus Dearness allowance paid during training period and Family Pension Fund Contribution for the Trainees will be deposited with the Employees Provident Fund Office as per Rules.

5. **RESERVATION:**

- 5.1 There shall be 30 % horizontal reservation for women as per the provision of Govt. of Maharashtra Resolution No.82/2001/MSA-2000/PK 415/K-2 dt.25.05.2001. The women candidates who desire to avail benefit of women reservation including Open category (except SC/ST) should submit certificate from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to "Creamy Layer" category.
- 5.2 The reservation policy for persons with disability shall apply as per Government directives. Persons suffering from not less than 40 % of disability shall only be eligible for the benefit of reservation for persons with disability. The candidate should submit copy of Medical Certificate issued by the appropriate Medical Board in terms of Govt. of India, Office Memorandum No.36035/3/2004-Estt (Res.) dated 29.12.2005, along with application. The details of the reservation for the post are as below:

POSTS	PERSONS WITH DISABILITY CATEGORY
1. Graduate Engineer-Trainee (Civil.)	OL, HH
2. Diploma Engineer-Trainee (Civil.)	OL, HH
3. Diploma Engineer-Trainee (Dist.)	OL, HH

Abbreviations: OL - One Leg Affected, HH - Hearing Handicapped,

- 5.3 There shall be 4 % horizontal reservation for persons with disability and recommended for selection as per the GoM शासन निर्णय क्र. दिव्यांग/२०१८/प्र.क्र.११४/१६-अ दिनांक २९ मे, २०१९. The candidate who apply against persons with disability will be selected on the basis of merit irrespective of application under respective category.
- 5.4 There shall be 5 % horizontal reservation for Meritorious Sports persons. The candidates applying against Meritorious Sports persons shall ensure that he/she has the valid Sport Certificate which is validated by the Appropriate Sport Committee on or before last date of submission of online application. **It will be the responsibility of the candidate to validate the sport certificate in prescribed format from the appropriate competent authority before the submission of online application and the candidates are required to submit/mention his/her all the Sports Certificates at the same time and the same has to be mentioned in the online application as per G.R. dated 01/07/2016.**
- 5.5 The reservation for Persons with Disabilities and Women is against current vacancy. The reservation for these categories i.e. PWD and Women is Horizontal reservation and candidates selected against the Women will be placed in appropriate category viz. SC, ST, VJ(A), NT(B), NT(C), NT(D) & SBC categories depending upon the category to which they belong in the roster meant for reservation of the backward classes.

5.6 For DET (Civil) / (Dist.) there shall be a horizontal reservation of 15 % for the Ex-Reservation / Disabled Ex-Reservation / Dependents of Ex-Servicemen killed in Action:-

An "Ex Servicemen" means a person, who has served in any rank (whether as combatant or as non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defense Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para-Military Forces, and

- (i) Who has retired from such service after earning his/ her pension; or
- (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely :-
- (v) pension holders for continuous embodied service;
- (vi) persons with disability attributable to military service; and
- (vii) gallantry award winners.

Provided that any person who has been released prior to 1st July, 1987:-

- (a) at his own request after completing 5 years' service in the Armed Forces of the Union; or
- (b) after serving for a continuous period of six months after attestation otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release; shall also deemed to be an ex-servicemen for the purpose for this clause.

Explanation : (1) The persons serving in the Armed forces of the Union who on retirement from service, would come under the category of "Ex-Servicemen", may be permitted to apply for re-employment on year before the completion of the specified terms of engagement & avail themselves of all concession available to engagement in Armed Forces of the Union.

(2) The Armed forces personnel retired/ released at their own request but having earned their pension will be included in the term "Ex-Servicemen" defined for the purpose of reservation in posts in Government.

5.7 There shall be 5% horizontal reservation for the Project Affected Persons and 2% for Earthquake Affected Persons.

5.8 There shall be 10% horizontal reservation for the post Diploma Engineer-Trainee (Dist.) and Diploma Engineer-Trainee (Civil.) for apprentice who have duly completed their apprenticeship in MSEDCL under Diploma Engineering Electrical/Bachelors Electrical Engineering as well as trade under Electrician and Wireman.

- 5.9 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 provisions under Sub-Section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories viz., VJ(A), NT(B), NT(C), NT(D) , SBC & OBC category except Schedule Castes and Scheduled Tribes. The candidates should produce current years Non-Creamy Layer Certificate in the prescribed format issued by appropriate authority as per Govt. of Maharashtra PROVISIONS AS AMMENDED FROM TIME TO TIME Circular No.CBC-10/2006/PK15/BCR-5 dated 5.6.2006 along with System Generated Application at the time of verification of documents.
- 5.10 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.
- 5.11 The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including benefit in the payment of application fees. Caste notified in other State as reserved will be treated as Open for all the purposes.
- i) The candidates should be domicile of Maharashtra State and should belong to categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Buddhist Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D, (d) Special Backward Class and (e) Other Backward Class.
- ii) Once the caste/tribe is mentioned in online application form, it cannot be changed at any stage later on.
- 5.12 For claiming the benefit of reservation under **SEBC the candidates have to produce the Caste Certificate issued by the appropriate authority and Caste Validity Certificate issued by Caste Scrutiny Committee**. Also the concept of Non-creamy Layer Certificate shall be applicable for SEBC along with all Backward Class (other than SC/ ST) categories. It will be sole responsibility of the candidate to produce the appropriate documents to claim the benefit of reservation under SEBC.
- 5.13 As per the guidelines issued vide GR dated 07/12/2018, the Caste Certificate issued to the candidate under Educationally and Socially Backward Category (ESBC) as per the G.R.No.CBC-10/2013/ P.K.35/ BCR dated 15/07/2014 earlier will be valid for availing reservation under SEBC under this recruitment.
- 5.14 For claiming the benefit of reservation under EWS the candidates have to produce the Certificate within 6 months from the date of submission of application. The candidates shall produce certificate issued by the appropriate authority as prescribed under Annexure -‘A’ enclosed to Maharashtra Government Resolution dated 12/02/2019.
- 5.15 There shall be 1 % horizontal reservation for orphan child under OPEN category as per the GoM G.R. dated 02/04/2018. The provisions of horizontal reservations for Orphan child will be subject to detail guidelines from the Government of Maharashtra in this matter.
- 5.16 The candidate applying under SEBC should be domicile of Maharashtra State as per Maharashtra Government Resolution dated 05/12/2018.
- 5.17 The candidate should be **Domicile of Maharashtra State** who are applying for the posts of Diploma Engineer -Trainee (Dist.)/(Civil).

- 5.18 Candidate himself or his/her family shall be domicile of Maharashtra on or before 13/10/1967 who would like to avail the benefit of reservation under EWS category as per Maharashtra Government Resolution dated 12/02/2019.
- 5.19 **WOMEN'S HORIZONTAL RESERVATION:** There shall be 30 % horizontal reservation for women as per the provision of Govt. of Maharashtra Resolution No.82/2001/MSA-2000/PK 415/K-2 dt.25.05.2001. The women candidates who desire to avail benefit of women reservation including Open category (except SC/ST) should submit certificate from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to "Creamy Layer" category.
- 5.20 The age relaxation for the reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant of general/open category, are not entitled to get age relaxation. However, the age relaxations belonging to PH category are entitled to get age relaxation as admissible to them for the posts meant for Open/General category. If such posts are identified suitable for the PH category.
- 5.21 The reserve category candidates who avails concession in age will not be considered against the open/general category posts. The applicants are requested to observe the vacancies before submission of online application.
- 5.22 The procedure for horizontal reservation is subject to guidelines from the GoM vide G.R. dated 19/12/2018 and instructions thereof in future.
- 5.23 Recruitment process of the SEBC category candidates is subject to outcome order from the Hon'ble Supreme Court of India in the SLP (C) No. 015701/2019 and any instructions by the GoM accordingly are received.

6. METHODOLGY OF SELECTION:

- 6.1 The candidates will have to appear for the online test and at his/her own cost. **The selection of these posts will be done through online examination as was always conducted by MSEDCL and not through gate score of the candidates.**
- 6.2 The select list will be drawn by giving **90% weight-age to the performance in the written/ online test and 10% weight-age to the academic performance.** Following will be the test structure and weight-age considered in the academic performance:

A) TEST STRUCTURE (90% Weight-age):

Sr. No.	Test Structure	No. of Questions	Marks	Time
1.	Test of Professional Knowledge	50	110	Composite time of 120 minutes (2Hours)
2.	Test of General Knowledge i.e.			
	Test of Reasoning	40	20	
	Test of Quantitative Aptitude	20	10	
	Test of Marathi Language	20	10	

B) ACADEMIC PERFORMANCE (10% Weight-age):

Percentage of Marks acquired in the Examination for minimum Qualification	Weight-age out of 10%
50%	0
50 but 70%	2
70 but 90%	4
91% and above	6
Post Graduate Degree/diploma or MBA	2
Post Graduate Degree/diploma & MBA	2

Note: (i) In case of gradation awarded under Cumulative Grade Points Average (CGPA), it is to be converted to 100% marks, and then weight-age be given as above. The candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

Note: (ii) For the weight-age purpose, the percentage of marks acquired in the examination for minimum qualification are to be rounded off to nearest whole figure.

Note: (iii) Marks as mentioned in the certificate given by the University/ College will be considered.

- 6.3 The candidates will be selected on the basis of performance in the written/online test and no interview will be conducted.
- 6.4 **Those Open category candidates or candidate applied against OPEN category who obtain less than 40 marks out of the total of 100 marks and reserved category candidates (SC, ST,VJ(A), NT(B), NT(C), NT(D) SBC & OBC, EWS, SEBC etc. who obtain less than 30 marks out of 100 will not to be considered for drawing the Select List irrespective of horizontal reservation.**
- 6.5 The list of applicants called for the online test will be made available on the website of the Company only. Similarly the list of finally selected candidates will also be displayed on the website.
- 6.6 The recruitment in MSEDCL is done strictly as per merit.
- 6.7 Canvassing in any form will disqualify candidate.
- 6.8 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 6.9 If the candidate knowingly or willfully furnished 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.
- 6.10 The decision of the Company in all matters relating to recruitment/interpretation shall be final and no individual correspondence will be entertained.

- 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.
- 6.12 The selected candidates will have to undergo Orientation Training Program at Nashik, Aurangabad, Amravati and Sangli Training Centres. All candidates whose name appeared in the select list will have to produce the documents in original along with System Generated Application Form for verification of documents. Only those candidates who fulfill the pre-requisites as per the advertisement and the Rules prescribed by MSEDCL will be allowed thereafter for the Orientation Training Program.
- 6.13 Those selected candidates after allocation and detailed posting, will have to serve at that place/ headquarter as per the provisions of MSEDCL Transfer Policy as amended from time to time in force at that time.

7. TENTATIVE TIME SCHEDULE:

- 7.1 Opening of submission of online applications : 07/08/2019
- 7.2 Last date of submission of online application : 20/08/2019
- 7.3 Candidates to download call letter for online test : 10 days prior to online test
- 7.4 Online Examination at Test Centre : During August 2019

8. APPLICATION FEE:

- 8.1 Candidates shall pay the requisite fee through online as below:

Open Category / Applied Against Open Category : Rs.500/- + Transaction Charges

Reserved Category : Rs.250/- + Transaction Charges

- Note:** (i) The candidates claiming the reservation mentioned under 'Persons With Disabilities' and 'Ex-Serviceman' are exempted from fees.
(ii) Fees once paid are non-refundable under any circumstances.

- 8.2 The candidates not having the caste certificate issued by the appropriate Competent Authority of Maharashtra State or 'Non-Creamy Layer' certificate at the time of 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 the selection process is not /could not be completed 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 Employees working in Govt. / Semi Govt. Undertaking will have to produce 'No Objection Certificate' issued by the employer at the time of verification of documents.

9.3 ON-LINE CENTRE:

- a) The examination will be conducted online in venues given in the respective call letters.
- b) No request for change of centre/venue/date/session/post for Examination shall be entertained.
- c) MSEDCL however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- d) MSEDCL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and MSEDCL will not be responsible for any injury or losses etc. of whatsoever nature.
- f) Choice of centre once exercised by the candidate will be final.
- g) If sufficient number of candidates does not opt for a particular centre for "Online" examination, MSEDCL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, MSEDCL reserves the right to allot any other centre to the candidates.
- h) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam.

10. HOW TO APPLY:

Candidates are required to apply Online on the separate link for each post available on the Company's website www.mahadiscom.in . No other means / mode of application will be accepted.

- (i) **Candidates are required to have a valid personal email ID. It should be kept active during the currency of the entire recruitment process. The Company will send intimation about call letters for online Test etc. through the registered email ID.** Under no circumstances, he/she should share/mention email ID to/or of any other person. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online.
 - a) Candidates to go to the MSEDCL website www.mahadiscom.in click on the option "APPLY ONLINE" which will open a new screen.
 - b) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent to registered mobile number.
 - c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

- d) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
 - e) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
 - f) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
 - g) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "para 10(iii)".
 - h) Candidates can proceed to fill other details of the Application Form.
 - i) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
 - j) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
 - k) Click on 'Payment' Tab and proceed for payment.
 - l) Click on 'Submit' button.
- (ii) Candidates who are applying for more than one post have to register separate online application for each post. In unforeseen circumstances, the online test may be held at same day and time simultaneously and thereby it is the responsibility of the candidate to decide and he/she has to appear for which post. Any request by such candidates to conduct /arrange separate online test will not be entertained.
- (iii) Candidates should upload the scanned image of photograph and signature in the online application. The candidate should have a scanned (digital) image of his/her photograph and signature as per the specification given below in JPEG format not exceeding 50 KB and 20 KB respectively and upload the photograph and signature. The online application will not be registered unless the candidate's photo and signature is uploaded after completion of the entry in online mode.
- (iv) The name of the candidate or his / her father's / husband's name, caste etc. should be spelt correctly in the application as it appears in the certificates /Identity proof mark sheets. Any change / alteration found in photo Identity Card may disqualify the candidate for appearing the online test.
- (v) Candidates are required to download the call letters for online examination from Company's website by entering their registration number and password which are generated by the system on submitting the online application and are intimated to the candidates by e-mail/SMS. Candidates are advised to preserve these details for future use. Call letters for Online Written Test will not be dispatched manually by post or courier etc.

- (vi) After applying online and uploading the photograph and signature, the candidates are advised to take two printouts of the system generated online application form. Recent photograph of the candidates duly signed across is to be pasted on the system generated online application. The system generated application form along with e-receipt and other documents is to be submitted by the candidate at the time of verification of documents.
- (vii) The candidates are advised to take utmost care in filling up the required columns in the online mode, payment of fees etc. and ensure that the details entered in the appropriate columns are correct before submission, since there is no provision to modify the application after submission.
- (viii) The registration number and Password generated after applying online must be carefully retained by the candidate for his / her record and for future use.
- (ix) Candidates are advised in their own interest to apply online sufficient before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability / failure to log on the Bank's website on account of heavy load on internet / website jam.

11. MODE OF PAYMENT: Payment of fees/ intimation charges via the ONLINE MODE

- (i) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- (ii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- (iii) On successful completion of the transaction, an e-Receipt will be generated.
- (iv) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (v) Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- (vi) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (vii) To ensure the security of your data, please close the browser window once your transaction is completed.
- (viii) There is facility to print application form containing fee details after payment of fees.

12. GENERAL CONDITIONS:

- (a) Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria. Their candidature 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 prior to issuance of offer letter. Mere submission / acceptance of online application and /or appearing for the exams do not ensure eligibility as well as does not confer any right for appointment.

- (b) 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.**
- (c) The candidates shall produce one of the following certificate for Marathi language:-
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 affiliated to recognized University and countersigned by Principle of the said College / Institute.
- (d) Once the application is submitted, no information can be corrected. Candidates should be careful in filling the online application and should cross-check and are responsible for correctness of information in continuation.
- (e) All candidates who have registered online and have paid the requisite Application fees may be allowed to download online call letters for online Test. No detail scrutiny of application will be carried out at the time of issuing call letters for online examination. The call letters can be downloaded from the Company's website www.mahadiscom.in. Candidates will have to visit the website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter affix with photo (ii) Photo Identity Proof as stipulated in the call letter as well as in clause (e) below in original. The candidates shall also bring a photocopy of the call letter and Photo Identity Proof.
- (f) **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, receiving the instructions.
- (g) **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ E-Aadhar Card/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card are **not** valid id proofs for this purpose, as the photo identity proof is required.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

- (h) Normally selection process comprises of online test. However which shortlist / selection process is to be adopted will be decided by the Company and the decision of the Company in this regard shall be final. The candidates will have to appear for online Written Test at the allotted Test Centre at their own cost.
- (i) The candidates selected will be appointed as 'Trainees' and on successful completion of the training, the candidates will be appointed to the post of Assistant Engineer (Civil), Junior Engineer (Civil) and Junior Engineer (Dist.) as the case may be.
- (j) The list of the exam centre's, test structure, candidates called for online Written Test and list of selected candidates etc., will be published on the Company's website www.mahadiscom.in from time to time. For this purpose, the candidate should check the website of the company periodically about the updates as per schedules dates.
- (k) Prescribed qualifications are minimum and mere possession of the same does not confer any right for appointment.
- (l) 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.
- (m) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his / her candidature will not be considered and it will be cancelled if considered earlier inadvertently.
- (n) If the candidate knowingly or willfully furnished 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.
- (o) The decision of the Company in all matters relating to the recruitment process shall be final and no individual correspondence will be entertained.
- (p) The departmental employees of the Company applying against this Advertisement should submit their applications online well in time.
- (q) The recruitment in MSEDCL is done strictly as per merit in a systematic way giving appropriate weight-age to online Test and marks obtained in the exams pertaining to the qualification. Canvassing in any form will disqualify a candidate.
- (r) Any request for change of address or any other information provided in online application will not be entertained.
- (s) The Online Test will be in English except test of Marathi language.

- (t) The selected candidates will have to execute a surety bond of appropriate value on Non Judicial Stamp Paper of Rs.200/- for serving in the MSEDCL for a period of 3 years.
- (u) Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- (v) 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.
