

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD**

**MSEDCL ADVT. NO. 07 /2019**

<p>SPACE TO GROW, OPPORTUNITIES TO EXCEL-YOUR OPPORTUNITY TO WORK FOR THE BIGGEST POWER DISTRIBUTION COMPANY IN INDIA</p>	<p>India's biggest Power Distribution Company having Over 2.17 Crore's consumers and dedicated pool of over 77,000 employees with Annual Revenue of over Rupees 50,000 Crore, is seeking for Talented, Dynamic and Result oriented Skilled Manpower on full time contract basis for imparting training at Department of Training and Safety, Eklahare, Nashik.</p>
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**1) DETAILS OF NO. OF POST & PRE-REQUISITES:**

Sr. No	Post	Qualification	No. of Vacancy	Experience of providing training in Power Sector company	Remark
1	Principal	M.Tech / M.E. in Electrical Engineering	1	5 Years	Research & administrative experience will be desirable
2	Engineering Faculty	B.E. Electrical Engineering	1	3 years	Post Graduate will be preferred
3	I.T. Engineering Faculty	B.E. IT/Computer	1	3 years	Post Graduate will be preferred
4	HR & Soft Skills Faculty	MBA in HR	1	3 years	Specialization in concerned subject like Personnel Management, Organizational Behaviour, Personality Development, Ethics, CSR. etc. will be preferred
5	Finance Faculty	C.A.	1	3 years	Specialization in concerned subject along with SAP/IFC/Cost Audit/Finalization of Accounts and Internal Audit will be preferred.

**Note:**

- i) 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.
- ii) The experience wherever prescribed be considered as the post qualification experience i.e., experience acquired after possessing essential qualification.

**2) AGE LIMIT AS ON 21/11/2019:**

Sr. No.	Post	Minimum	Maximum
1	Principal	52	55
2	Engineering faculty / I.T. Engineering faculty / HR & Soft skills Faculty / Finance Faculty	35	40

**3) PERIOD OF CONTRACT:**

- 3.1 This employment is purely on contract basis.
- 3.2 The Employment will be fulltime, on a temporary basis, initially for a period of 11 months. Extension for next 2 years will be given based on the review of performance at the end of 11 months. Further extension, if any will be need based and after review of performance before the end of 3 years.

**4) REMUNERATION:**

Sr. No.	Post	Remuneration
1	Principal	Rs. 1,50,000/-
2	Engineering Faculty / I.T. Engineering Faculty	Rs. 1,00,000/-
3	HR & Soft Skills Faculty / Finance Faculty	Rs. 80,000/-

**5) TIME SCHEDULE:**

- (i) **Last date of receipt of application by post: 21/11/2019.**
- (ii) **Personal Interview will be held at Mumbai tentatively during first week of December, 2019**

**6) APPLICATION FEE:**

- 6.1 Candidates shall pay the requisite fee by way of demand draft favouring "Maharashtra State Electricity Distribution Company Limited, Mumbai" as below :**Rs.708 ( Including CGST & SGST ) + Bank Charges**
- 6.2 Fees in the form of Postal Order/Money Order/Cash will not be accepted.
- 6.3 In case selection process could not be conducted for any reason, the fees paid will not be refunded.

## 7) THE TERMS AND CONDITION:

- 7.1 Mobile charges @ Rs.750 per month will be paid to all faculty members.
- 7.2 The cost of uniform as prescribed by management is to be borne by the faculty.
- 7.3 Weekly off will be on Sunday.
- 7.4 No TA / DA and HRA will be provided by the company for interview.
- 7.5 The income tax & other taxes as applicable will be deducted at source as per prevailing norms of Govt. of India.
- 7.6 Fifteen days of Earned Leave and Ten days of Causal Leave.
- 7.7 Accommodation and vehicle will not be provided. Single room accommodation within the campus will be provided only to Principal.
- 7.8 The life insurance of faculty is to be borne by himself and organization will not be responsible for cause and consequences in the event of death any faculty during the course of their employment.
- 7.9 The company reserves right of termination of contract for nonperformance of faculty at any time by giving one month notice.
- 7.9 Jurisdiction: In the event of any dispute arising out of the execution of contract, the decision of the Company will be final and binding on the faculty. However, any legal dispute arising out of the contract shall be subject to the exclusive jurisdiction of Hon'ble High Court, Mumbai only.
- 7.10 Faculty/Post wise charter of duties are attached herewith as appendix A,B,C,D & E.

## 8) SELECTION PROCESS:

- 8.1 Prescribed pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for interview. The candidates will be short listed commensurate with the experience and other cogent factors. Documentary evidence in support of the information given in the application form is mandatory. For considering experience, the positions held in any registered organization is also mandatory. In absence of said documents, the application will be summarily rejected.
- 8.2 The details of interview schedule will be communicated to the short listed candidates by e-mail only. **Call letter for personal interview will not be sent through post or courier etc.**
- 8.3 The list of applicants short listed for interview will be made available on the website of the Company. Similarly the list of finally selected candidates will also be displayed on the website.
- 8.4 The short listed candidates will have to appear for the Personal Interview at their own cost. Traveling expenses will not be reimbursed.

- 8.5 The selection process in MSEDCL is done strictly as per merit in a systematic way.
- 8.6 Canvassing in any form will disqualify a candidate.
- 8.7 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 8.8 If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, the contract will be terminated immediately without any notice or assigning any reasons whatsoever.
- 8.9 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

**9) PROCEDURE TO APPLY:**

- 9.1 **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment. The Company will send intimation about interview etc. through the registered email ID.
- 9.2 Candidates should paste photograph & signature in the application.
- 9.3 Incomplete application / application not in prescribed format and those not supported by self-attested photo copies of certificates are liable to be summarily rejected.
- 9.4 **The name of the candidate or his / her father / husband name, caste etc. should be spelt correctly in the given below application as it appears in the certificates/ mark sheets. Any change / alteration found may disqualify the candidature.**
- 9.5 Candidates are required to retain a photocopy of application submitted by them. Candidates are advised to preserve these details for future use.
- 9.6 Send application form along with attested copies of certificates in support of Qualification, Experience, Age etc. to the office of the **Chief General Manager (HR), Maharashtra State Electricity Distribution Company Limited, 4<sup>th</sup> Floor, Prakashgad, Bandra (East), Mumbai- 400 051** so as to reach on or before **21/11/2019.**

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**APPLICATION FORM FOR THE POST ADVERTISED VIDE**  
**MSEDCL ADVT. NO. 07/2019**

(Before filling the form, please read the instructions mentioned in the advertisement carefully)

Please Affix your  
recognizable  
recent Passport size  
photograph with  
sign across

**1. Name in full: (In Capital Letters)**

Surname	First Name	Middle Name
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**2. Full Address for Correspondence:**

<b>Mobile No.:</b>	P I N
<b>E-mail ID:</b>	

**3. a) Date of Birth:**

D	D	M	M	Y	Y
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**b) Age as on 21/11/2019:** \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days  
 (As per S.S.C. Certificate)

**4. Qualification Details:**

**a) Educational / Professional Qualification:**

(Attach separate sheet if required)

Degree / P.G. with name of the University / Institution	Year of Passing	Percentage of Marks & Class

**5. i) Are you employee of MSEDCL? Yes  No**

**ii) If Yes Mention CPF NO:**

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**iii) Current Designation:** \_\_\_\_\_

**iv) Date since working on the current post:** \_\_\_\_\_

**6. Experience: Details of posts held from time to time:**

(From present assignment to previous one)

Sr. No	Name of the Organization	Position Held	Pay-Scale & Gross emoluments	Other perks if any	Period		Experience		Nature of Duties in Detail
					From	To	YY	MTH	
					<b>Total Exp.</b>				

\* Attach separate sheet if required

**7. Demand Draft Details: (Drawn in favour of MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD., payable at Mumbai)**

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

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

**9. List of Publications/academic honors received:**

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**Declaration:**

(i) 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 hereby declare that all the above information and particulars are correct and that I will stand disqualified if any information in pursuance to Advt. No. 07 /2019 is found to be incorrect at any stage and my services will be terminated in case of appointment.

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.

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

If Yes, give details:

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

**Note: Self attested copies of Testimonials in support of age, category, qualifications, experience etc. shall be furnished, wherever necessary.**

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## Appendix - A

### CHARTER OF DUTIES OF THE PRINCIPAL

- I. Will be responsible for overall conduct of training and administration of the Centre with assistance from the other contractual faculties and the regular company training staff posted to the Centre.
- II. Will oversee development of appropriate training curriculum, training literature and training aids for various training programs conducted in the Centre and their continuous revision and modernization.
- III. Will develop state of the art training and allied facilities in the Centre so as to make it attractive for the middle and senior level executives of other power sector companies.
- IV. Will develop and implement the strategy to build brand EKLAHARE and make it revenue earning model in due course of time i.e. after one year of appointment.
- V. Will be responsible for smooth conduct of training for trainee's batches including coordinating their administrative requirement from time of arrival in the city till the time to departure.
- VI. Will be responsible to empanel guest faculties for various specialized subject / topic relevant to the training programs being conducted and their yearly review. And extension of empanel term.
- VII. Will ensure yearly revision of content in curriculum keeping in mind the training need of the company.
- VIII. Will propose and implement industry visit for participants of all course.
- IX. Will introduce the best teaching practices, pedagogy and training aids.
- X. Will take forward the development of center as proposed by KPMG and Shakti foundation.
- XI. Will be responsible to hand out training /course /batch assignment to executives of the company posted to the center on training assignment as per the requirement of the training programs and their continuous up skilling/ upgrading.
- XII. Will take 360 degree feedback of faculty from trainees on daily basis and incorporate necessary changes.
- XIII. Conduct workshop and VC training for field offices and staff.
- XIV. The principle will be responsible for achievement of man-days training programs as per target by company.
- XV. Will report to the Director (HR) every month with a monthly feedback of the training conducted.



## **Appendix - B**

### **CHARTER OF DUTIES OF FACULTY ENGINEERING.**

- I. Conduct induction level class-room training programme as per approved syllabus and in accordance with CEA regulation-2010.
- II. Conduct orientation refresher level training programme of all cadres as per approved syllabus and instructions.
- III. Conduct practical training as per the training policy of the company.
- IV. Conduct training of Electrical Safety for reduction of accidents.
- V. Carry out work as assigned by the Principal from time to time.

## **Appendix - C**

### **CHARTER OF DUTIES OF FACULTY HR**

- I. To impart Training in HR subjects including soft skill to the trainees and cultivate corporate culture.
- II. To develop training modules for various HR subjects. Conduct practical training as per the training policy of the company.
- III. Conduct workshops and VC training for field offices and staff.
- IV. Carry out work as assigned by the Principal from time to time.

## **Appendix - D**

### **CHARTER OF DUTIES OF FACULTY FINANCE**

- I. To impart Training in Finance, Account and Audit subjects to the trainees and cultivate corporate culture.
- II. To develop training modules for various Finance, Account & Audit subjects. Conduct practical training as per the training policy of the company.
- III. Conduct workshops and VC training for field offices and staff.
- IV. Carry out work as assigned by the Principal from time to time.

## **Appendix - E**

### **CHARTER OF DUTIES OF FACULTY IT**

- I. To impart Training in IT & software related subjects to the trainees and cultivate Corporate Culture.
- II. To develop various Training Modules for various IT, Software related Training. Conduct Practical training as per the Training Policy of the company.
- III. Conduct Workshops and VC Training for Field offices and staff.
- IV. Carry out work as assigned by the Principal from time to time.

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