



(CIN: U40109MH2005SGC153645)

## MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD

**Advertisement No.: 02/2021**

**Date : 18/10/2021**

India's biggest Power Distribution Company having over 2.8 Crore consumers and dedicated pool of over 77,000 employees with Annual Revenue of over Rupees 80,000 Crore, is looking for Talented, Dynamic and Result oriented Professionals with proven track record to join on post of **Officer on Special Duty to the Chairman & Managing Director (OSD to CMD)**

### 1. PRE-REQUISITES FOR THE POST - OFFICER ON SPECIAL DUTY TO THE CHAIRMAN & MANAGING DIRECTOR (OSD TO CMD):

- (i) **No. of Post** : 1 (One) Open
- (ii) **Qualification** : Bachelor's Degree in Electrical Engineering/ Technology.
- (iii) **Experience** :
  - (a) Minimum 15 (Fifteen) years' experience in the Power distribution sector out of which minimum 3 (Three) years experience should be at the level of Superintending Engineer or equivalent.
  - (b) Preference will be given to the candidate having the secretarial work experience involving specific job profiles such as providing technical assistance to the top level management, monitoring the policy roll outs, preparation of relevant technical presentations, having good employee management skills and effective leadership qualities with strong customer service orientations etc.
  - (c) Preference will be given to the candidates possessing MBA or equivalent degree from a reputed Management School.
- (iv) **Upper age limit** : 45 years
  - Relaxable by 5 years for the candidates belonging to backward Classes
  - Upper age limit for employees working in MSEDCL is 50 years (Capping age limit)
  - Date of birth as per Secondary School Certificate (SSC) and age as on **09/11/2021** should be mentioned in the application.

Note (i): The Qualification required for the above mentioned post 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.

- Note(ii): The experience wherever prescribed be considered as the post qualification experience i.e. experience acquired after possessing essential qualification.
- Note(iii): The departmental candidate possessing Degree in Engineering/Technology in any other discipline and who fulfill the condition of required experience shall be considered under direct recruitment provided that they will have to appear for Selection Process and compete along with other candidates.
- Note (iv): Equivalency of outside candidates will be compared/decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.
- Note (v): Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. The candidates will be shortlisted commensurate with the number of vacancies.

2. **PAY SCALE:** Rs.1,18,195-5025-2,28,745/-

(The selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per the Rules of the Company. In addition to this, facilities like vehicle, telephone, mobile facility etc. as per Company Rules will be provided.)

3. **TIME SCHEDULE:**

- Last date of receipt of application : 09/11/2021
- Personal Interview at Mumbai : Tentatively in month of November, 2021

4. **APPLICATION FEE:**

4.1 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.**

4.2 Fees in the form of the Postal Order/Money Order/Cash will not be accepted.

4.3 In case the selection process could not be conducted for any reason, the fees paid will not be refunded.

4.4 The candidate should write his full name on the backside of the Demand Draft.

5. **HOW TO APPLY:**

5.1 **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 selection process through the registered email ID. **Under no circumstances, he/she should share/mention email ID of any other person.**

5.2 In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before submitting application form.

- 5.3 Candidates should paste recent photograph & sign the application.
- 5.4 Incomplete applications and those not supported by self-attested copies of certificates are liable to be summarily rejected.
- 5.5 The name of the candidate or his/her father/husband name etc. should be spelt correctly in the application as it in the certificates/mark sheets. Any unjustifiable change/alteration found may disqualify the candidature.
- 5.6 Candidates are required to retain a photocopy of application submitted by them. Candidates are advised to preserve these details for future use.
- 5.7 Applications received after due date will not be entertained. The Company is not responsible for postal delay.
- 5.8 Send your Personal profile/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 **09/11/2021**.

Candidates are requested to mention the “APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY TO THE CHAIRMAN & MANAGING DIRECTOR (OSD TO CMD)” on top of the envelope while sending the application form. Applications received without documents and after due date (for whatsoever reason) shall not be entertained and will be summarily rejected.

## **6. SELECTION PROCESS AND GENERAL CONDITIONS:**

- 6.1 Candidates applying for the post advertised shall 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 original documents only after the candidate has qualified the final selection process and prior to issuance of offer/appointment letter.
- 6.2 Prescribed qualifications 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 number of vacancies.
- 6.3 The details of interview schedule will be communicated to the short listed candidates by e-mail only. **No Call letters will be dispatched by post or courier etc.**
- 6.4 The list of applicants short listed for selection process will be made available on the website of the Company.
- 6.5 The short listed candidates will have to appear for the Personal Interview at their own cost. Traveling expenses will not be reimbursed.

- 6.6 The candidates will be short listed for selection process based on the educational qualification and experience.
- 6.7 The selection process will consist of Personal Interview by the Competent Selection Committee.
- 6.8 **Those candidates who are claiming the benefit of age relaxation under Backward Class category, should produce a Caste Certificate issued by appropriate authority.**
- 6.9 The selected candidate shall be posted in the office of the CMD and will be placed in the seniority of Chief Engineer for promotional avenue if any.
- 6.10 The selected candidate will have to serve on the post for minimum 2 years, after which he/she will be liable to post in other office of MSEDCL as per the requirement, in the equivalent capacity of Chief Engineer (Dist.).
- 6.11 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.
- 6.12 Employees working in Govt./Semi. Govt. Undertaking will have to produce 'No Objection Certificate' from present employer, at the time of interview.
- 6.13 Canvassing in any form will disqualify a candidate.
- 6.14 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 6.15 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.
- 6.16 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 6.17 The candidate shall ensure that he/she fulfills the eligibility criteria regarding educational qualification, age etc. and particulars furnished in the application for are correct in all respects.
- 6.18 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.
- 6.19 Any request for change of date of selection process/address and enclosing supporting documents later on etc., will not be entertained.
- 6.20 Any disputes pertaining to this recruitment process shall be within jurisdiction of the Hon'ble Mumbai Court.

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

Name of the Body	Membership No	Since When

6. i) Are you employee of MSEDCL? Yes  No

ii) If Yes Mention CPF NO:

iii) Current Designation:

\_\_\_\_\_

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

**7. 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

8. 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
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

9. List of Publications/academic honors received:

\_\_\_\_\_

\_\_\_\_\_

**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.

(ii) 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. 02/2021 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, qualifications, experience etc. may be furnished, wherever necessary.

**Note:** Send your 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 **09/11/2021**.