



(CIN: U40109MH2005SGC153645)

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD

Advertisement No. : 01/2022

Date: 09/05/2022

India's biggest Power Distribution Company having over 2.70 Crore's 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 as the **Public Relation Advisor to MSEDCL** on Contract Basis.

1. PRE-REQUISITES FOR THE PUBLIC RELATION ADVISOR TO MSEDCL :

- (i) **No. of Post** : 1 (One) [Based at Corporate Office, Mumbai]
- (ii) **Qualification** : Degree in Journalism/Bachelor of Mass Communication. Preference will be given to the candidates having higher education including Masters in Mass Communication and Journalism.
- (iii) **Experience** : Total 20 years of post-qualification experience in Public relation work of PSU especially in electrical sector out of which 5 years experience of the post of sectional head.
- (iv) **Upper age limit:** 65 years as on **23/05/2022**.
- Date of birth as per Secondary School Certificate (SSC) and age as on 23/05/2022 should be mentioned in the application.

Note (i): The Qualification required for the Public Relation Advisor to MSEDCL 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): Experience means post qualification experience i.e. experience acquired after possessing essential qualifications.

Note (iii): 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. REMUNERATION:** Rs.1,50,000/- per month during the period of contract. In addition vehicle, mobile bill etc. will be provided as per company's rule. The applicable deduction will be made as per statutory rules.

3. PERIOD OF CONTRACT:

The period of contract will be of 1 year from joining. However it will be extended subject to satisfactory performance and requirement of company.

4. TIME SCHEDULE:-

- Last date of receipt of application : **23/05/2022**

5. APPLICATION FEE:

5.1 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)

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

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

5.4 The candidate should write his/her full name on the backside of the Demand Draft.

6. HOW TO APPLY:

6.1 **Candidates are required to have a valid personal email ID.** It should be kept active during the recruitment process. The company will send intimation about selection process through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**

6.2 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.

6.3 Candidates should paste recent photograph & sign the application.

6.4 Incomplete applications and those not supported by self-attested copies of certificates are liable to be summarily rejected.

6.5 The name of the candidate or his / her father / husband name, etc. should be spelt correctly in the application as it is in the certificates/ mark sheets. Any unjustifiable change / alteration found may disqualify the candidature.

6.6 Candidates are required to retain a photocopy of application submitted by them. Candidates are advised to preserve these details for future use. **No Call letters will be dispatched by post or courier etc.**

6.7 Applications received after due date will not be entertained. The Company is not responsible for postal delay.

- 6.8 Send your application form along with attested copies of certificates in support of qualification, experience, age etc. to the office of the **General Manager (HR), Maharashtra State Electricity Distribution Company Limited, 4th Floor, Prakashgad, Bandra (East), Mumbai- 400 051,** so as to reach on or before **23/05/2022.** (The application format is attached)

Candidates are requested to mention the “APPLICATION FOR THE PUBLIC RELATION ADVISOR TO MSEDCL” 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.

7. SELECTION PROCESS AND GENERAL CONDITIONS:

- 7.1 Candidates applying for the PUBLIC RELATION ADVISOR TO MSEDCL 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.
- 7.2 The list of applicants short listed for interview will be made available on the website of the Company.
- 7.3 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.
- 7.4 The short listed candidates will have to appear for the Personal Interview at their own cost. Traveling expenses will not be reimbursed.
- 7.5 Canvassing in any form will disqualify a candidate.
- 7.6 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 7.7 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. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 7.8 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.
- 7.9 Any request for change of date of selection process/ address and enclosing supporting documents later on etc., will not be entertained.
- 7.10 Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.



MSEDCL ADVT. NO. 01/2022

“APPLICATION FORM FOR THE PUBLIC RELATION ADVISOR TO MSEDCL”

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

<p>Please Affix your recognizable recent Passport size photograph with sign across</p>

1. Name in full: (In Capital Letters)

Surname	First Name	Middle Name	

2. Full Address for Correspondence:

Mobile No.:	P I N
E-mail ID:	

3. a) Date of Birth:

D	D	M	M	Y	Y
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b) Age as on 23/05/2022: _____ 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. 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	
					Total Exp.				

* Attach separate sheet if required

6. 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

7. 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. 01/2022 is found to be incorrect at any stage and my services/contract 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. shall be furnished, wherever necessary.
