MSEB HOLDING COMPANY LTD

www.msebindia.com

MSEBHCL ADVERTISEMENT: 11 / 2026

Date: 25/11/2026

ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY

The MSEB Holding Company Ltd. requires to fill in position of **Company Secretary** amongst experienced, talented power sector professionals with impeccable performance history and observable leadership traits.

1. The pre-requisites for the post of **Company Secretary** are as under :-

Essential Qualification	Experience
The Candidate should have Graduate Degree from recognized University with Membership of the Institute of Company Secretaries of India with Computer Literacy. Degree in Law from recognized University / Institute Should be preferable.	Minimum 5 years post qualification experience as Company Secretary in a listed Company.

1.1 Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.

1.2 The experience wherever prescribed be considered as the post qualification experience i.e. experience acquired after possessing essential qualification.

1.3 The qualification and experience shall be considered on as on date of advertisement.

1.4 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.

1.5 The criteria may be relaxed for deserving candidates.

2. UPPER AGE LIMIT :

2.1 Not more than 45 years (As on date of Advertisement)

2.2 Date of Birth as per Secondary School Certificate (SSC) and age as on 25/11/2026. should be mentioned in the application.

3. PERIOD OF CONTRACT :

Shall be appointed on contractual /Deputation basis for a period of 3 years after joining in the Company. The tenure may be extended by further for one year as per performance and as per requirement of the Company.

4. PAY SCALE : Rs.140655-5980-272215

The selected candidates are entitled to DA, HRA, Medical Benefit, CPF etc. as per the Rules of the Company. The statutory deductions are as per the rules.

5. APPLICATION FEE :

5.1 **Candidates shall pay the requisite fee of Rs. 600- (Including CGST & SGST) by way of demand draft favoring "MSEB Holding Company Ltd."**

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

5.3 The candidates claiming the reservation under 'Persons with Disabilities' are exempted from fees.

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

5.5 In case selection process could not be conducted or advertisement is cancelled for any reason, the fees paid will not be refunded.

6. PROCEDURE TO APPLY:

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.

6.2 Applications received after due date will not be entertained. The Company is no responsible for postal delay. The candidates are advised to keep photo copy of the Application posted.

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

6.4 Employees wording in Govt. / Semi Govt. Undertaking will have to produce "No Objection Certificate" issued by the employer at the time of interview/verification of documents.

6.5 Applications received without documents and after due date (for whatsoever reason) shall not been entertained and will be summarily rejected.

6.6 The applications received after due date will not be considered. The company will not be responsible for postal delay / courier delay. The applications not in prescribed format, not supported with requisite copies of testimonials /documents in support of Educational Qualification and Experience will not be considered.

6.7 If you are the one who is looking for and interested in making a career in power sector in Maharashtra, then post your application in the prescribed format along with supporting documents for age, qualification and experience at the address given below so as to reach the office on or before 15/12/2026

Address for sending applications:

The Chief General Manager (HR)
4th Floor, Prakashgad Corporate Office, Bandra (E),
Mumbai-51

(Please write **"APPLICATION FOR THE POST OF COMPANY SECRETARY MSEBHCL"** on top of the envelope)

7. GENERAL CONDITIONS:

7.1 Candidates applying for the post advertised shall ensure that they fulfill all eligibility criteria. Their admission to all the stage 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 candidates called for selection process and selected for the post advertised will be intimated through email only.

7.3 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 for interview commensurate with the number of vacancies.

7.4 The preliminary scrutiny of the applications will be carried out and only shortlisted candidates with the benchmark to be decided by the Selection Committee will be called for the selection process. Mere possession of the qualification does not entitle to be considered for calling to the selection process.

7.5 The candidates should have adequate knowledge of **"**Marathi."

7.6 The candidate shall ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, experience etc. and particulars furnished in the application shall correct in all respects.

7.7 If any false/ incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature/appointment will not be considered.

7.8 If the candidate knowingly or will fully 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.

7.9 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

7.10 The short-listed candidates will have to appear for the Personal Interview at their own cost which will be conducted at Mumbai. Traveling expenses will not be reimbursed.

7.11 The recruitment is done strictly as per merit in a systematic way giving appropriate weight-age to each tools in the selection process.

7.12 Any request for change of date of selection process/ address and enclosing supporting documents later on etc., will not be entertained.

7.13 MSEBHCL reserves the right to seek information regarding service records and disciplinary action for the candidate from present or previous employees.

7.14 The contractual engagement may be terminated/ discontinued on either side after giving one-month prior notice to this effect without assigning any reason.

7.15 Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.

7.16 The Company reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.

7.17 The profile of Company, advertisement and Format of Application is available on the website i.e. www.mahagenco.in,www.mahadiscom.in,www.mahatransco.in and www.msebindia.com.

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MSEBHOLDING COMPANY LTD

MSEBHCL ADVERTISEMENT NO.: 11/2026

FORMAT OF APPLICATION FOR THE POST OF "COMPANY SECRETARY"

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

Please Affix your recognizable recent Passport size photograph with sign across

A) PERSONAL INFORMATION :

1.	Name in full	
2.	Whether currently working (✓)	YES ☐ NO ☐
3	Present Designation:	
4	Office /Department	
5	Scale of Pay	
6	Date of Birth	D D - M M - Y Y Y Y
7	Age as on date of advertisement i.e. as on 25/11/2026	____ Years ____ Months ____ Days
8	Nationality	
9	Full Address (Office)	
10	Tel No	
11	Mob No	
12	Email	
13	Residence	
14	Tel No	
15	Mob No	
16	Email	

B) QUALIFICATION :

Educational Qualification	Degree	University/Institute	Year of Passing	Class / % of Marks obtained
Academic				
Professional				
Details of affiliation with Professional Bodies/ Institution/Society	Name Membership No Since When			

C) EXPERIENCE:

Details of posts held from time to time: (From present assignment to previous one)

Sr No	Position held & Scale of Pay	Name of Company/ Organization	Period		Total Experience		Nature of job
			From	To	Years	Months	

D) TRAINING:

Details of training undergone in India and abroad:

Name of training program	Institute where training was received	Period of training	Nature of Training	Achievement

E) LIST OF PUBLICATION/ ACADEMIC HONORS RECEIVED :

G) 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:

H) If selected, minimum time required for joining the post :

I) 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 this advertisement No. 11/2026.

iv) 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.

iv) I undertake to abide by all the conditions and methodology of selection mentioned in the advertisement.

v) 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 of the Applicant**----------

Date _____ **Full Name**----------

Note: (i) Self attested copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

(ii) MSEBHCL reserves the right to seek information regarding service records and disciplinary action for the candidate from present or previous employees.