MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

(CIN: U40109MH2005SGC153645)

www.mahadiscom.in

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD

Advertisement No.: 02 / 2026

Date: 14/11/2026

The largest power distribution utility in India among state-owned power distribution companies in terms of revenue and units of power supplied having approx. 2.808 crore consumers as on June 30, 2026, and around 70,000 employees with annual revenue from operations more than ₹ 1,20,000 crore, is looking for talented, dynamic and result oriented professionals with a proven track record to join in MSEDCL at the Board level Secretarial Role.

1. NO. OF POSTS:

S.N.	NAME OF THE POST	TOTAL
1	COMPANY SECRETARY	01
2	JOINT COMPANY SECRETARY	01

Note: The number of vacancy/Advertised posts is provisional and likely to change.

2. PRE-REQUISITES:

S. N.	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING
1	Company Secretary	The candidate should have Graduate Degree with Associate Membership of Institute of Company Secretaries of India (ACS). **Preferable:** Degree in Law from Recognized University/Institute	Must possess minimum 15 years post qualification experience out of which atleast 02 (Two) years on the level of General Manager in Listed Companies having paid up capital of ₹ 100 crore or more in Central or State Government / Public / Private Secor Company.	The initial probationary period shall be up to 12 months, following which the tenure will extend for five years (excluding the probationary period), subject to a performance review. Candidates may be absorbed into regular pay scale of the post of Chief Engineer or equivalent in pay scale of Rs. 140655-5980-272215 based on performance evaluation.
2	Joint Company Secretary	The candidate should have Graduate Degree with Associate Membership of Institute of Company Secretaries of India (ACS) **Preferable:** Degree in Law from Recognized University/Institute	Must possess minimum 12 years post qualification experience out of which atleast 02 (Two) years of on the level of General Manager in Listed Companies having paid up capital of ₹ 100 crore or more in Central or State Government / Public / Private Company.	Initially on contract basis for the period of three years and may be extended yearly upto 05 years after reviewing of the performance and requirement of the Company.

Note:

i. The Qualification required for the 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.

ii. Experience means post qualification experience i.e. experience acquired after possessing essential qualifications. Experience shall be considered as on date of advertisement. Result Declaration date shall be treated as the date of ICSI Membership Certificate.

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

iv. Training/Teaching/Internship/Apprenticeship period will not be counted as experience.

v. Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process/Interview. The candidates will be shortlisted commensurate with the number of vacancies.

vi. Candidates shall have experience of Secretarial Compliances in in Listed Companies having paid up capital of ₹ 100 crore or more in Central or State Government / Public / Private Company.

vii. **Area of Experience:** The incumbent should possess thorough knowledge of matters pertaining to Institutional, Finance, Company Law, Corporate and Secretarial functions. The candidate should be well versed with the provisions and regulations of Companies Act, RBI, DPE and SEBI rules & regulations. The candidate should have experience of handling Board matters such as organizing Board Meetings, presentation of Board memoranda/agendas, preparations of AGMs SGMs issues related with shareholders and should have handled these matters independently. The candidate should have a good administrative and liaisoning skills. The candidate should be able to cope up with all responsibilities of a Company Secretary in a large Company including statutory compliance under the Companies Act, RBI, DPE, SEBI and other relevant Corporate Laws.

3. UPPER AGE LIMIT:

3.1 Upper age limit is 50 years. (As on date of Advertisement)

3.2 Date of birth as per Secondary School Certificate (SSC) and age as on 14/11//2026 should be mentioned in the application.

3.3 The upper age will be considered as on date of advertisement.

4. PAY SCALE / REMUNIRATION:

S.N.	NAME OF THE POST	REMUNIRATION/PAY SCALE
1	Company Secretary	Remuneration to be paid in between 4 to 6 Lacks per month (CTC) during Fixed tenure. Upon satisfactory review of his/her performance on completion of the fixed tenure, he/she may be considered for absorption into the regular pay scale applicable to the post of Chief Engineer and equivalent i.e. Pay Scale of Rs. 140655-5980-272215
2	Joint Company Secretary	Fixed remuneration to be paid in between 3.5 to 5 Lacks (CTC) per Month.

4.1 Remuneration mentioned in the above is suggestive. The additional pay will be granted to the exceptional candidate having higher and relevant experience, qualification etc. Annual pay rise will be granted after review of performance every year.

4.2 The selected candidates are entitled to hired vehicle, Company's accommodation, mobile reimbursement, Companies Group Insurance, leave etc. as per the Rules of the Company. There will be statutory deductions as per the rules.

5. METHODOLOGY OF SELECTION:

5.1 The candidates will be shortlisted for selection process taking into consideration the qualification, experience, age, job responsibility etc.

5.2 The applicants shortlisted for selection process /Interview will be intimated through email only. Attendance at the interview is required in person. In exceptional cases candidate may participate in selection process/interview through VC with prior approval.

5.3 The recruitment in MSEDCL is done strictly as per merit in a systematic way giving appropriate weightage to various selection tools. The Selection Committee, taking into consideration domain knowledge, leadership qualities, aptitude & suitability for the post and the performance in the interview etc. will recommend the suitable candidate/s for selection.

5.4 Candidates may apply for either post. However, based on their performance in the selection process, MSEDCL reserves the right to offer either of the advertised posts.

5.5 If any false/incorrect information is furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered and if detected afterwards, the appointment shall be cancelled.

5.6 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. Canvassing in any form will disqualify a candidate.

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

5.8 Not more than one application for same post should be submitted by any candidate. In case of multiple applications received for the same post, only the latest application will be retained/considered.

5.9 The selection will be subject to verification of disciplinary actions 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. TENTATIVE TIME SCHEDULE:

6.1 Last date of receipt of application: **20/11/2026 (through email)**

6.2 Selection Process/Interview will be held at Mumbai tentatively on 23rd November, 2026.

7. PROCEDURE TO APPLY:

7.1 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.

7.2 Employees working in Govt. Department / Public Sector Undertaking / Semi. Govt. Undertaking will have to produce 'No Objection Certificate' at the time of interview.

7.3 **The candidates must submit last drawn pay slip. The candidate is also required to provide his/her hierarchy in the organization along with the organizational structure.**

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

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7.5 Applications received without documents, received in other than the prescribed format and after due date (for whatsoever reason) shall not be entertained and will be summarily rejected.

7.6 **Please submit the duly completed application form along with self-attested scanned copies of testimonials supporting SSC certificate, qualifications and experience certificates issued by the relevant organization/company via email to managerrc@mahadiscom.in. The deadline for submission is 17:30 hours on 20th November 2026.**

7.7 Applications form received through any other mode /courier or by hand will not be considered. Original application form along with photocopy of educational, professional qualification, etc. will have to be submitted at the time of interview.

8. HOW TO APPLY:

8.1 Candidates are required to use their 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.

8.2 Candidates should paste photograph & sign the application.

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

8.4 Candidates must state their expected monthly remuneration in their application.

8.5 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.

8.6 No Call letters will be dispatched by post or courier etc.

9. GENERAL CONDITIONS:

9.1 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.

9.2 The candidates called for selection process/interview and selected for the post advertised will be intimated through email only.

9.3 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. Candidates will have to appear for the interview at their own expense.

9.4 The preliminary scrutiny of the applications received shall be carried out, and only those candidates who are shortlisted on the basis of the benchmark/criteria prescribed in the advertisement shall be called for the selection process/Interview. Mere possession of the prescribed educational qualifications, experience or fulfilment of the eligibility criteria shall not confer any right upon a candidate to be called for the selection process. MSEDCL reserves the right to prescribe/adopt appropriate criteria for shortlisting candidates, depending upon the number and quantity of applications received and other relevant factors.

9.5 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.**

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9.6 The engagement of the above post of Joint Company secretary shall be purely on contract basis and will not entitle anyone to claim for any regular employment in MSEDCL or any relaxation in case of any requirement for regular post in MSEDCL.

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

9.8 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 / liable for cancellation.

9.9 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.

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

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

9.12 The candidates selected and appointed in MSEDCL shall be governed by and shall abide by the rules/regulations, service conditions, policies and other orders/instructions of MSEDCL, as amended from time to time.

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

9.14 The selected candidates will be posted at Mumbai.

9.15 Engagement of selected candidate will be subject to their medical fitness as per the Company's prescribed standard.

9.16 Any disputes arising out of this advertisement and this recruitment process shall be subject to the jurisdiction of the Hon,ble Bombay High Court only.

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

9.18 All further announcements/ details pertaining to this recruitment will only be published/ provided on website i.e. www.mahadiscom.in,

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MSEDCL ADVERTISEMENT NO.: 02/2026
DATE: 14/11/2026

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

Please Affix your recognizable recent Passport size photograph with sign across

(Application for the post of : ----------)

A) PERSONAL INFORMATION :

1.	Name in full	
2.	Whether currently employed (✓)	YES ☐ NO ☐
3	Present Designation:	
4	Office /Department/	
5	Current Scale of Pay/Remuneration	
6	Date of Birth	D D - M M - Y Y Y Y
7	Age as on date of Publication of advertisement i.e. as on-14/11/2026	____ Years ____ Months ____ Days
8	Nationality	
9	Address (Office)	
	Tel No	
	Mob No	
	Email	
10	Address Residence	
	Tel No	
	Mob No	
	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	Name of the Organization	Position Held	Pay-Scale & Gross emoluments	Other perks if any	Period		Experience		Nature of Duties in Detail
					From	To	Year	Months	
					Total Exp.				

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 :

F) 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:----------

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

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H) If selected, expectation of Remuneration per month :----------

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. 02/2026.

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.

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

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