

**Employment Advertisement No. 02/2015**  
**(Post: - Assistant General Manager (HR))**

The Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO) is the State Transmission Utility of Maharashtra and one of the largest transmission utilities in India, having work force of about 16,000 employees, operating around 43942 CKT KM Transmission Lines, 627 EHV Sub-Stations having transformation capacity of 105527 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the following post:

Post Name	Category	Total Vacancy
	ST	
Assistant General Manager (HR)	01	01

- The number of vacancy is provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

**2. PAY SCALES:**

Post Name	Pay Scale (In ₹)
Assistant General Manager (HR)	33575-1385-40500-1545-74490

- In addition to basic pay, the selected candidate is entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per Company's rules.

**3. PRE-REQUISITES AS ON 17.06.2015:**

Post Name	Educational Qualification	Experience
Assistant General Manager (HR)	Degree of a recognized University with two years full time or three years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS) / Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or equivalent Management qualification in HR / Personnel Management from a University recognized by UGC or Institute approved by AICTE.  <b>Minimum Computer Literacy :</b> Must be proficient in M.S. Office.	At least 9 years experience in Human Resources Development / Personnel Management out of which 2 years should be in a position of responsibility i.e. Manager (HR) equivalent and above.  <b>Note:</b> - Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.

**Note:**

- i. A Degree 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. **Minimum qualifications / experience may be relaxed at the discretion of the Competent Authority.**

4. **Upper Age Limit as on 17.06.2015**:- Not more than 40 years.

**Note:-**

- Upper age limit is relaxable by 5 years. (**Only for Maharashtra Domicile Candidate**).
- The upper age limit is not applicable for departmental candidate (MSETCL Employees) only.
- The upper age limit for Persons with Disability is relaxable by 10 years.
- Date of birth as per SSC/School leaving certificate and age as on **17.06.2015** should be mentioned.

5. **Reservation:**

- i. Candidate claiming the benefit of reservation under ST category should produce a caste certificate alongwith application form. He/she will also have to **produce** attested copy of **caste validity certificate** issued by the Caste Scrutiny Committee **if available with him/her**. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued as per the provisions / directives prescribed in G.R. of Govt. of Maharashtra vide **बीसीसी-२००९/प्र.क्र.२९९/०९/१६-ब दि. ०५.११.२००९** read with GR No. **बीसीसी-२०११/प्र.क्र.१०६४/२०११/१६-ब दि. १२.१२.२०११**.
- ii. For claiming the benefit of caste reservation, candidate should submit attested copy of Caste Certificate, Caste Validity (If available) and Certificate of Domicile of Govt. of Maharashtra issued by the appropriate Authority of Govt. of Maharashtra alongwith application form.
- iii. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fee.
- iv. Once the caste is notified in application form, it cannot be changed at any stage later on.

6. **Methodology of Selection:**

- i. Eligibility of the candidates shall be decided before written test and only eligible candidates shall be called for selection process.
- ii. Normally selection process comprises of Written Test (may be on-line or off line) & Personal Interview. However, which selection process is to be adopted will be at the absolute discretion of the Company and the decision of the Company in this regard shall be final.
- iii. The weightage for written test & Personal Interview shall be 95:05.
- iv. The written test shall be Objective type questions; based on professional knowledge only.
- v. The candidates will be short listed for Personal Interviews on the basis of performance in the written test.
- vi. The written test and Personal Interviews of the shortlisted candidates shall be held at Mumbai.

- vii. Taking into consideration the performance in the written test and personal interview the select list will be prepared.
- viii. The list of finally selected candidates will be displayed on the website.

**7. Application Fee:-**

Post Code	Name of the post	Application Fees (Through Demand Draft)	Remarks
01	Assistant General Manager (HR)	₹ 300/-	Application Fee not applicable for Persons With Disability. (Attach copy of Medical certificate issued by the Appropriate Medical Board showing more than 40% disability)

- i. Candidates shall furnish **Demand Draft (Having CTS Code)** towards application fees payable to the “**Maharashtra State Electricity Transmission Company Ltd.**” drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his / her Full Name & Post Applied on the backside of Demand Draft.
- ii. Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than DD will not be accepted.
- iii. The Demand Draft submitted without CTS code will not be considered.
- iv. The fees once paid will not be refunded for any reason.

**8. How to apply:-**

- i. Application must be submitted in the Proforma given at the end of this advertisement, in same order preferably typewritten on fullsize paper. All items of the application should be filled in properly.
- ii. The envelope containing duly filled in and signed application, DD and copies of testimonials should be superscribed as “**Application for the post of Assistant General Manager (HR) – Advt. No. 02/2015**”
- iii. Application duly filled in & signed, Original Demand Draft and attested copies of certificates in support of age, qualifications, experience specifically showing date of joining and relief, posts held, etc. should be sent/submitted well in advance to “**The Chief General Manager (HR), Maharashtra State Electricity Transmission Company Ltd, Prakashganga, E-Block, Plot No, C-19, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051**” to reach on or before **17.06.2015**.
- iv. The departmental employees of the MSETCL, applying against this Advertisement should also send/submit their applications well in advance to “**The Chief General Manager (HR), Maharashtra State Electricity Transmission Company Ltd, Prakashganga, E-Block, Plot No, C-19, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051**” to reach on or before **17.06.2015** (They need not submit it through proper channel).
- v. Candidates are advised to keep one set (photocopy) of all the documents (including copy of application form, DD) with them as a proof.

- vi. While applying for the post, if required, candidates may attach a separate sheet duly signed in the same format as given in the application form showing the detailed experience such as name of Organization, designation/post held, nature of work, etc. for various places of working indicating specific period therein.
- vii. Any request for change of address and enclosing supporting documents later on will not be entertained.

**9. Important Dates:**

<b>Last Date of Receipt of applications</b>	<b>17.06.2015</b>
<b>Tentative Date of Selection Process</b>	<b>2<sup>nd</sup> week of July 2015</b>

**GENERAL CONDITIONS**

- 1) Before filling up the application form candidates should ensure that they fulfill all eligibility criteria as mentioned in the advertisement. Their admission to all the stages of the recruitment process will be purely provisional subject to verification and satisfying the prescribed eligibility criteria as mentioned in this advertisement.
- 2) Candidate must be **Domicile of Maharashtra State**.
- 3) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified at any stage of recruitment process and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 4) If departmental candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he / she will be disqualified from the recruitment process and disciplinary action will be initiated as per the rules of the company. Also, if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 5) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 6) The lists of candidates called for written test & personal interview will be made available on the website of the Company i.e. [www.mahatransco.in](http://www.mahatransco.in).
- 7) 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 condition.
- 8) The candidates shall produce following certificate showing knowledge of Marathi:-  
 Certificate of Secondary School Certificate Examination Board or recognized University showing passing of Secondary/School Certificate Examination or Matric or Higher Examination of University with Marathi Language.  
 OR  
 Certificate stating the candidate can read, write and speak Marathi Language fluently issued by Professor of Marathi Language of College/Institute affiliated to recognized University and countersigned by the Principal of the said College / Institute.

- 9) Knowledge of Marathi is desirable. The candidates selected and not possessing the knowledge of Marathi will have to pass Departmental Marathi Language Examination within period of three years from the date of joining the Company.
- 10) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.
- 11) Appointment order of the selected Departmental candidates will be issued by the concern establishment section after verification of disciplinary actions and vigilance enquiries in process/contemplated and other service records. The decision of the Company in this regard shall be final and no individual representation will be entertained.
- 12) The Company reserves the right to modify or to cancel the Advertisement/selection process fully or partly at any stage on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- 13) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 14) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 27.05.2015

Sd/-  
Chief General Manager (HR)

\*\*\*\*\*

**APPLICATION FORM**

(Before filling the form, please read the instructions mentioned in advertisement carefully)  
(Tick ✓ wherever applicable)

APPLICATION FOR THE POST OF **ASSISTANT GENERAL MANAGER (HR)**

Please affix your recognizable recent Passport size photograph here and sign across in full

1. **Name in full** (Surname first) (IN CAPITAL LETTERS)  
(Leave one square blank between any two parts of the name)


2. **Address for Correspondence:**

P	I	N																				

3. Email ID:

Office Ph. No: \_\_\_\_\_ Residential Ph. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
(With STD Code) (With STD Code)

4. Has candidate changed his/her Name: Yes  No

(If yes, do you possess Authentic Certificate Showing Change of Name?) - Yes  No

**If Yes:**

Old Name: \_\_\_\_\_

New Name: \_\_\_\_\_

5. Gender: Male  Female

6. Marital Status:- Married  Unmarried  Divorcee

7. Caste Category applied for: ST

8a. Possessing valid Caste Certificate from Competent Authority of Maharashtra State Yes  No

8b. Possessing valid Caste Validity Certificate from Competent Authority of Maharashtra State. Yes  No

8c. Possessing valid Domicile Certificate from Competent Authority of Maharashtra State. Yes  No

9. Date of birth: 

--	--	--

  
DD MM YY  
(as per SSC Certificate/School Leaving certificate)

10. Age as on : 

--	--	--

  
(17.06.2015) Years Months Days

11. Are you an employee of MSETCL? Yes  No

12. If Yes, mention CPF No. :- 

--	--	--	--	--	--	--	--

SAP No.:- 

--	--	--	--	--	--	--	--

13. Nationality: - \_\_\_\_\_

14. Knowledge of Marathi: - Yes  No

15. Demand Draft (**Having CTS Code**) details (drawn on Nationalised Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd.**”

Name of Issuing Bank & Branch, City	Date of Issue	D.D. No. (6 digit)	MICR No. (9 digit)	Amount Rs.

16. Educational Qualifications: (Attach attested certificates):

Name of the Exam. Passed (Degree and onwards)	Name of Institute/University	Year of passing	% of Marks	Division/Grade

\*17. (a) Total experience as on 17.06.2015: Details of posts held from time to time: (Start from present employer)

Sr. No.	Name of the Organization with No. of employees & Annual Turnover	Designation/ Position Held	Monthly Gross Emoluments (Excluding perquisites)	Period		Total Experience			Nature of Job (Responsibilities handled)
				From	To	Years	Months	Days	
				Total Exp.					

**Note:-** If required, you may attach separate sheet of the above format. The sheet must be signed by the candidate.

**(b) Specific work experience (Out of above total experience):-**

Candidates are required to mention the specific work experience.

- As Manager (HR) equivalent and above post.

Sr. No	Name of the Organization with No. of employees & Annual Turnover	Designation / Position Held	Scale of Pay & Gross Emoluments (Excluding perquisites)	Period		Total Experience			Nature of Job (Responsibilities handled)
				From	To	Years	Months	Days	
<b>Total Exp.</b>									

**Note:-** If required, you may attach separate sheet of the above format. The sheet must be signed by the candidate.

18. Full address of present Office / Department:

19. Present Designation: \_\_\_\_\_

20. Present Scale of Pay:

21. Present Gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc. excluding perquisites) **(Applicable for other than Departmental Employees):**

Basic Pay	DA	Details of other allowances excluding perquisites		Total (1+2+4)
		Allowance	Amount	
(1)	(2)	(3)	(4)	(5)
		a)		
		b)		
		c)		
		d)		
		e)		
		f)		
		g)		



22. Details of affiliation with Professional Bodies/Institution/Society:

Name of the Body	Membership No.	Since When

23. List of Publications / academic honours received:

---

---

---

**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, the documents/certificate submitted by me alongwith application form are authentic and if any document/certificate is found to be fake/forged at any stage, I shall be disqualified at any stage of recruitment process and if appointed shall be liable for dismissal from the Company's service.
- iii) 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.
- iv) I declare that I am ready to serve anywhere in the Company.
- v) I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:  
Full Name \_\_\_\_\_

24. <b><u>Check List :</u></b>	<b>Write <u>Yes or No</u> (whichever is applicable)</b>
(i) Whether attested copies of following documents are attached:	
(a) S. S. C. Certificate / School leaving certificate for Date of Birth	
(b) All Mark sheets of Degree & Post Graduate Degree etc.	
(c) Degree/Provisional Degree Certificate in support of educational Qualifications.	
(d) Experience certificates indicating Post Held, job responsibilities, date of joining and relief (As per experience mentioned in application form) issued by the Competent Authority.	
(e) Caste Certificate	
(f) Caste Validity Certificate .	
(g) Maharashtra State Domicile Certificate.	
(h) Medical Certificate issued by the Appropriate Medical Board <b>(Only for PWD Candidates)</b>	
(ii) Original D.D. (Having CTS Code) in favour of <b>“Maharashtra State Electricity Transmission Co. Ltd.”</b> , payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name, Category & Post Applied at the backside of Demand Draft is written.	
(iv) Signed declaration below application form.	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) Whether duly signed sheet showing details of experience is attached	
(vii) Proof of Knowledge of Marathi.	
Signature: _____	
Full Name: _____	

\*\*\*\*\*