



Employment Advertisement No. 4/2010

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD. the State Transmission utility of Maharashtra and one of the largest transmission utilities in the State operating about 37133 CKT KM transmission lines 520 EHV Sub-Stations and having transformation capacity of 73791.5 MVA invites applications from dynamic, talented and professional persons for the following posts.

Sr No.	Post Code	Post	Category			
			SC	ST	Open	Total
			(1)	(2)	(3)	(4)
1	01	Dy. Chief Industrial Relations Officer	-	-	1	1
2	02	Dy. Chief Vigilance Officer	-	-	1	1
3	03	Dy. Chief Security Officer	-	-	1	1
4	04	Asstt. Chief Security Officer / Asstt. Chief Vigilance Officer	1	1	-	2

Note: i) Candidates, who have earlier applied against Advt. No. 3/2010, need not apply again as application of eligible candidates will be considered alongwith response of this advertisement.

ii) The number of vacancies and reservation for Backward Classes indicated as above is provisional and likely to change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

PAY SCALES:

Sr. No	Post Code	Name of the Post	Pay scale
1	01	Dy. Chief Industrial Relations Officer	Rs. 25380-975-30255-1105-54565
2	02	Dy. Chief Vigilance Officer	Rs. 25380-975-30255-1105-54565
3	03	Dy. Chief Security Officer	Rs. 25380-975-30255-1105-54565
4	04	Asstt. Chief Security Officer / Asstt. Chief Vigilance Officer	Rs. 21170-845-25395-900-47895

NOTE: (In addition to basic pay, the selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per Company's rules).

PRE-REQUISITES AS ON 31.12.2010.

Sr. No.	Post Code	Name of the Post	Educational Qualification	Experience
1	2	3	4	5
1	01	Dy. Chief Industrial Relations Officer	<p>1) Master of Social Work or Master of Labour Studies or Master of Personnel Management and Industrial Relations Or M. A. (Personnel Management & Industrial Relations) from a recognised University or Institute of repute.</p> <p>2) A person having Degree in Law shall be preferred.</p> <p>3) Should have adequate knowledge of Marathi.</p>	Should have 10 years experience of industrial disputes. Out of which at least 3 years should be in the position of Industrial Relation Officer and Welfare Officer and equivalent.
2	02	Dy. Chief Vigilance Officer	<p>1) Degree of recognised university.</p> <p>2) Degree in Law /Engg. / 2yrs. postgraduate degree, Diploma in Management / Adm. from a recognised University/Institute (approved by AICTE)</p>	20 years experience in Army / Police / Navy/Air Force. Out of which 5 years should be in specialised branches like Crime / Intelligence / Anti Corruption bureau / Central Bureau of Investigation with good record.
3	03	Dy. Chief Security Officer	<p>1) Degree of recognised university.</p> <p>2) Degree in Law/Engg./2yrs. postgraduate degree, Diploma in Management / Adm. from a recognised University/Institute. (approved by AICTE).</p>	20 years experience in the services like CISF/Civil Defence / Fire Brigade/ Jail Department and such other organisation equivalent to the rank of Dy. Suptd. of Police or Major or Commissioned Officer.
4	04	Asstt. Chief Security Officer / Asstt. Chief Vigilance Officer	Degree of a recognized University.	15 years experience in Army /Police/Industrial Security.

1. AGE LIMIT AS ON:

Post code	Upper age limit
01 & 04	40 years
02 & 03	50 years

Note:

- (i) Upper age limit is relaxable by 5 years for the candidates belonging to backward classes for whom the post is reserved and who are applying against that reserved post.
- (ii) Upper age limit is not applicable to the departmental employees working in the Company (only in MSETCL).
- (iii) Upper age limit shall be relaxable to the ex-servicemen as per rule.
- (iv) Date of birth as per SSC/School leaving certificate and age as on 31.12.2010 should be mentioned.

2. Reservation:

- 2.1 One post of ACSO/ACVO is reserved for SC & ST each. Thus as per Govt. Circular **BCC-2009/PK-291/09/16-B dated 05.11.2009**, the candidates claiming the benefit of reservation under SC & ST categories, should produce a caste certificate alongwith **caste validity certificate** issued by Competent Caste Scrutiny Committee **prior to issue of appointment order if selected**.
- 2.2 Further it is compulsory for claiming the benefit of caste reservation, candidates should attach attested copy of **Certificate of Domicile of Govt. of Maharashtra** issued by the appropriate Authority of Govt. of Maharashtra alongwith application.
- 2.3 BC candidates, other than SC & ST category, who compete with the Open category candidates will be treated as Open category candidate for all purposes of recruitment/selection process like age, DD amount, etc.
- 2.4 The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation.
- 2.5 The standards of selection for the reserved category will be relaxed as per the Company's rules, if the required numbers of candidates are not available in any of the categories while short listing the candidates for personal interview and preparing the select list.

- 2.6 Once the caste is notified in application form, it cannot be changed at any stage later on.
- 2.7 The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- 3 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.

4. **Application Fee:**

Application fee for posts for Open category is Rs.500/- and for BC categories Rs.250/-.

- 4.1 Candidates belonging to **Open category** shall furnish **Demand Draft/Pay Order** towards application fee of the value of Rs. **500/-** and candidates from Backward Class categories i.e. SC & ST shall furnish **Demand Draft/Pay Order of Rs. 250/-** payable to the “**Maharashtra State Electricity Transmission Company Ltd., Mumbai**” (MSETCL) drawn on any **Nationalized Bank payable at Mumbai. The demand draft/pay order should have 6 months validity period.** The candidates not submitting the caste certificate / caste validity certificate issued by the appropriate Competent Authority of Maharashtra State alongwith an application will have to submit Demand draft of Rs. 500/- and they will be treated as Open category candidates for all purposes. **Where there is no BC reservation for any specific category / community, in such case, BC candidates shall have to submit demand draft of Rs. 500/- and they will also be treated as open category candidates for all purposes.** The candidate should write his full name, caste, post code No. on the backside of Demand Draft/Pay Order. **Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than DD /Pay Order will not be accepted.**

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

5. **Procedure to apply:**

- 5.1 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.
- 5.2 Knowledge of Marathi is desirable. However, 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.
- 5.3 Employees working in Govt./Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
 - 5.4 The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on fullsize paper. All items of the application form must be filled in according to instructions given for filling the application form.
 - 5.5 Applications duly filled in with attested copies of certificates in support of age qualifications, experience, caste etc should be submitted well in advance to the **Post Box No. 9006, Goregaon (East), Mumbai – 400063** only by ordinary post so as to reach on or before **31.12.2010**. Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.
 - 5.6 Separate application in a separate envelope is required to be submitted for each post applied. Incomplete applications, application without signature and those not supported by attested copies of certificates (duly attested by Govt. Gazetted Officer/Principal of Colleges/Post Master) are liable to be summarily rejected.

GENERAL CONDITIONS

- 1) Candidates applying for the posts advertised should 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 for interview.
- 2) **While applying for the post, the candidates must attach a separate sheet showing the detailed experience such as name of Organization / Company, designation/post held, nature of work, various places of working indicating specific period therein etc.**
- 3) **Normally selection process will comprise of Written Test and /or Interview. However which selection procedure 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.**
- 4) If it is decided to conduct the Written Test all candidates who pay the requisite Application Fees will be issued call letters. No detailed scrutiny of application will

- be carried out at the time of giving call letters for written test. The call letters will be sent by post at the correspondence address given by the candidate in their application form.
- 5) The candidates will have to appear for Written Test either at Mumbai or at other centre/place as decided by the Company.
 - 6) The candidates for the posts advertised will be short listed for Personal Interviews on the basis of performance in the written test. Taking into consideration the performance in the written test and Personal Interview the select list will be prepared.
 - 7) The list of candidates whose applications have been rejected and the list of candidates who are called for written test, personal interview and selected to the posts advertised will be published on the Company's website- **www.mahatransco.in** from time to time.
 - 8) 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.
 - 9) The candidate should ensure that he/she should fulfill the eligibility criteria regarding educational qualification, age, experience, caste etc. and particulars furnished in the application form are correct in all respect
 - 10) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
 - 11) 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.
 - 12) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
 - 13) The departmental employees of the Company applying against this Advertisement should submit their applications well in advance directly to **Post Box No. 9006, Goregaon (East), Mumbai – 400063** by ordinary post. (They need not submit it through proper channel).
 - 14) **The last date of receiving application by ordinary post is 31.12.2010.** Applications received after due date will not be entertained. The Company is not responsible for postal delay or non-receipt of application within stipulated time. **The applications should be sent by ordinary post only** and not by Regd. Post Acknowledgement due or Speed post or by Courier.

- 15) The recruitment in MSETCL is done strictly as per merit in a systematic way giving appropriate weightage to written test & interview. Canvassing in any form will disqualify a candidate.
- 16) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 17) **The Caste certificate and caste validity certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.**
- 18) The unemployed reserved category candidates such as SC & ST will be given reimbursement of traveling expenses equal to the ordinary second class rail fare (without reservation charges) or ordinary S.T. bus fare from the place of their residence to nearest centre of Written Test and back (limited to journey performed within the State of Maharashtra) on production of original/Photo copy of the Rail/S.T. bus fare tickets & Caste Certificate/Caste Validity Certificate as per Govt. rules as amended from time to time.
- 19) The medium of the Written Test will be **English**.

How to apply:

- (i) Application must be submitted in the Proforma given in the advertisement and on company's web site i.e. www.mahatransco.in in same order preferably typewritten on fullscape paper. All items of the application should be filled properly.
- (ii) Instructions for filling up application form:-
Item No. 4 of application form:

Category	Category Code
SC	1
ST	2
Open (including BC candidates other than SC & ST)	9

5b. Valid Caste Certificate from Competent authority of Maharashtra State attached Yes No

5c. Valid Caste validity Certificate from Competent authority of Maharashtra State attached Yes No

6a. Date of birth:

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

6b. Age as on :

Year	Month	Days

(31.12.2010)

7. Demand Draft /Pay Order details (drawn on Nationalised Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd.**” (MSETCL).

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

8. Educational Qualifications: (Attach attested certificates):

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

9. Details of Experience (Attach separate sheet, if necessary):

Name of Organisation	Workforce of company & annual turnover	From	To	Duration			Designation / Post held	Pay scale	Last Emoluments (excluding perquisites) p.m.	Nature of duties/ Responsibilities
				YY	MM	DD				

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.

I declare that I have _____ Number of living children as on today, out of which no. 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.

I declare that I am ready to serve any where in the Company.

I undertake to abide by all the conditions & General conditions mentioned in the advertisement given by the Company.

Place: _____

Date: _____

Signature
Full Name _____

10. **Check List :**

- (i) Whether attested copies of following documents are attached:
- (a) S. S. C. / School leaving certificate for Date of Birth. Y/N
 - (b) Mark sheet of Degree/Post Graduate Exam. etc. Y/N
 - (c) Degree/Provisional Degree Certificate in support of educational Qualifications. Y/N
 - (d) Caste certificate issued by competent authority Y/N
 - (e) Caste validity certificate issued by competent authority Y/N
 - (f) Experience certificates Y/N
- (ii) D.D./Pay Order in favour of “**Maharashtra State Electricity Transmission Co. Ltd.**” (MSETCL) payable at Mumbai on any Nationalised Bank for appropriate amount and valid for six months is attached. Y/N
- (iii) Full Name, Caste and name of the post applied at the backside of Demand Draft/Pay order is written. Y/N
- (iv) Post Code and Post applied for is written on the envelope. Y/N
- (v) Signed the undertaking. Y/N
- (vi) Pasted recent photograph at appropriate place. Y/N
- (vii) Inserted application for only one post with D.D./Pay Order in the envelope. Y/N
- (viii) Whether a sheet showing details of experience is attached Y/N

Signature
Full Name ()