

Employment Advertisement No. 4/2011

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 from Open Category for the post of “Public Relation Officer” (P.R.O.) **on Contract basis.**

The P.R.O. will be expected to handle all matters related to corporate communications independently including publications, advertisements, Mass Media Management, web-site content Management, Event Management etc. Candidates who are familiar with the working of the corporate sector in general and the electricity sector in particular will be preferred.

1. Candidates possessing the following pre-requisites **as on 27.05.2011** are eligible to apply.

| | |
|---|---|
| Qualification | <p>i) A Degree at least in II class of recognized University with Post- Graduate Degree/Diploma in Journalism/ Mass Communication from a recognized University or Institute of repute.</p> <p>ii) Sound knowledge of English, Marathi & Hindi essential.</p> <p>iii) Must have Computer literacy.</p> <p>iv) Working knowledge of Film, Radio, Posters & other field publicity.</p> |
| Experience | Minimum 3 years experience in public relations, journalism, newspapers, news agency, electronic media or a publicity organization of repute. |
| Age limit (as on 27.05.2011) | Not below 25 yrs & above 45 yrs. |

Note:

- (a) The incumbent appointed to the post of Public Relation Officer (PRO) shall be on contract basis initially for a period of 3 years extendable by further 3 years on the basis of review of performance every year during the entire contract period.
- (b) Candidates who have earlier applied for PRO post against Advt. No. 1/2011 need not apply again and their application will be considered against this advertisement provided they send consent letter to Post Box Number 8459, Mandpeshwar, Borivali (West), Mumbai – 400103, accepting revised terms of employment i.e. willing to work on contract basis. In case the consent letter is not received by 27.05.2011, it will be presumed that candidate is not willing to accept revised term of employment and his candidature will be cancelled. Format of Consent letter is given on last page.

2. **PAY SCALES:** Consolidated approximate emolument of Rs. 35329/- per month in the pay scale of Rs. 19205-780-23105-845-43385 (at the minimum of pay scale)

3. **Application Fee:** Rs. 500/-

3.1 Candidates shall furnish **Demand Draft/Pay Order** towards application fee of the value of Rs.500/- 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.** Candidate should write his full name & Post name 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.**

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

4. **Procedure to apply:**

4.1 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.

4.2 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.

4.3 Employees working in Govt. / Semi.Govt. Undertaking will have to produce **‘No Objection Certificate’** at the time of interview.

4.4 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.

4.5 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 Number 8459, Mandpeshwar, Borivali (West), Mumbai – 400103 only by ordinary post** so as to reach **on or before 27.05.2011**. Applications received after due date (for whatsoever reason) shall not be entertained.

4.6 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) 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.

- 2) 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.
- 3) **While applying for the post, the candidates must attach a separate sheet duly signed by the candidate 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.**
- 4) **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.**
- 5) If it is decided to conduct the Written Test then 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.
- 6) The candidates will have to appear for Written Test either at Mumbai or at other centre/place as decided by the Company.
- 7) The candidates 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.
- 8) 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.
- 9) 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.
- 10) The candidate should ensure that he/she should fulfill the eligibility criteria regarding educational qualification, age, experience, etc. and particulars furnished in the application form are correct in all respect
- 11) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 12) 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.
- 13) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

- 14) The departmental employees of the Company applying against this Advertisement should submit their applications well in advance directly to **Post Box Number 8459, Mandpeshwar, Borivali (West), Mumbai – 400103** by ordinary post. (They need not submit it through proper channel).
- 15) **The last date of receiving application by ordinary post is 27.05.2011.** 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.
- 16) 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.
- 17) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 18) 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.

7. Educational Qualifications: (Attach attested certificates):

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

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

| Name of Organisation with Annual Turnover | Workforce of the Organisation | From | To | Duration | | | Designation /Post held | Pay scale | Last Emol- uments p.m. (excluding perquisites) | Nature of duties/ Responsi- bilities |
|---|-------------------------------|------|----|----------|--------|------|------------------------|-----------|---|---|
| | | | | Years | Months | Days | | | | |
| | | | | | | | | | | |

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 number 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 in anywhere in the Company.

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

Place: _____

Date: _____

Full Name (Signature)

9. Check List :

- (i) 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) | Experience Certificates | Y/N |
| (e) | A sheet of details of experience duly signed by candidate. (As per Sr. No. 8 of the application form) | 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.
- (iii) Full Name and name of the post written at the backside of Demand Draft/Pay order is written. Y/N
- (iv) Post Name is written on the envelope. Y/N
- (v) Signed the undertaking. Y/N
- (vi) Pasted recent photograph at appropriate place. Y/N

Full Name(Signature)

CONSENT LETTER

I, undersigned Shri/Smt/Ku. _____, have applied for the post of Public Relation Officer (PRO) in MSETCL against Advt. No. 1/2011. I hereby give my consent to consider my application for the post of PRO re-advertised vide Advt. No. 4/2011 of MSETCL and I am willing to work on contract basis on modified terms of employment & pay scale as mentioned in Advt. No. 4/2011.

Place:

Signature _____

Date:

Full Name _____