



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD

Employment Advertisement No. 02/2011

The Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO), 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, having transformation capacity of 73791.5 MVA and also having ambitious plan of network expansion and having workforce of 13,000 regular employees requires to fill in the position of Executive Director (HR) on Contract basis from Open category for a period of 3 years from amongst experienced, talented Human Resources professionals with impeccable credentials and observable leadership traits.

Candidates possessing the following pre-requisites **as on 21.04.2011** are eligible to apply.

Qualification & Age Limit	Experience
<p align="center"><u>Qualification</u> Should be an MBA in HR or Personnel Management or equivalent management qualification from recognized university or institute of repute.</p> <p align="center"><u>Age limit</u> Not below 45 years and above 55 years.</p>	<p>Minimum 20 years relevant experience. Out of which 5 years should be at senior management level handling change and human resources aspects.</p> <p><u>Key skills required</u></p> <ul style="list-style-type: none"> (a) Should have effective communication and analytical skill. (b) Deep knowledge of human resource management practices. (c) Able to frame and implement innovative and best HR policies. (d) A strong internal customer service orientation. (e) Ability to work independently on computer /laptop and presentation skills in power point. (f) Ability to conduct various studies like job evaluation, salary survey and development of salary scales, development of career path, management succession plan, manpower and skill inventory etc.
<p><u>Remarks</u></p>	<p>The tenure of appointment shall be on contract basis for a period of 3 years. The contract is renewable every year on the basis of performance appraisal.</p>

1. Compensation:

The selected candidate will be drawing salary in the pay scale of Rs. **39110-1720-75230 or Cost to Company**. In addition to this, he would be entitled to Dearness Allowance as applicable to the basic pay and revised from time to time and other allowances/perquisites applicable to the post. The gross emoluments shall be approximately Rs. 77,000/- per month.

In addition, the AC car, Mobile Phone, Landline Telephone and Laptop will be provided for official use.

2. Residential accommodation:

Residential accommodation can be provided. In case accommodation is not provided, HRA at the rate applicable to the Company employees shall be paid.

- 2.1 The selected candidates are entitled to DA, HRA, Medical benefit, Leave Encashment, CPF and Gratuity etc. as per Company's rules.
3. Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
4. Date of birth as per Secondary School Certificate (SSC) / School leaving certificate and **age as on 21.04.2011** should be mentioned in the application.
5. 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.

6. Methodology of Selection:

- 6.1 The candidates will be shortlisted for selection process taking into consideration the qualification, experience, etc.
- 6.2 Normally selection process will comprise of In-Basket Exercises, Group Discussion Exercises, Committee Exercises, Personal interview etc. 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.
- 6.3 The candidates will be shortlisted for personal interview taking into consideration their performance in the In-Basket Exercises, Group Discussion Exercises, & Committee Exercises etc.
- 6.4 The lists of candidates whose applications have been rejected and the candidates shortlisted for selection process will be made available on the

website of the Company. Similarly the list of finally selected candidates will also be displayed on the website.

- 6.5 The recruitment in MSETCL is done strictly as per merit in a systematic way giving appropriate weightage to various selection tools.
- 6.6 Canvassing in any form will disqualify a candidate.
- 6.7 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 6.8 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.
- 6.9 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 6.10 The selection of Departmental candidate will be subject to 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.
- 7. The last date of receiving application by ordinary post is 21.04.2011.** 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 application should be sent by ordinary post only** and not by Regd. Post Acknowledgement due or Speed post or by Courier.
- 8. Application Fee: Rs. 600/-**
 - 8.1 Candidates shall furnish **Demand Draft/Pay Order** towards application fee of the value of Rs. **600/-** 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 candidate should write his full 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.**
 - 8.2 In case selection process could not be conducted for any reason, the fees paid will not be refunded.

9. Procedure to apply:

- 9.1 Candidates applying for the post 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. The Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- 9.2 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.
- 9.3 Knowledge of "Marathi" is desirable. However, if selected, the candidates not possessing the knowledge of Marathi will have to pass Departmental Marathi Language Examination within stipulated period of three years from the date of joining the Company.
- 9.4 Employees working in Govt./Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- 9.5 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 must be filled in according to instructions given for filling the application form.
- 9.6 The departmental employees of the Company applying against this Advertisement should submit their applications well in advance directly to the **Post Box No.- 9058, Goregaon (East), Mumbai- 400063** by ordinary post. (They need not submit it through proper channel).
- 9.7 Application duly filled in with attested copies of certificates in support of age, qualifications, experience, caste etc. should be sent/submitted **well in advance** to the **Post Box No.- 9058, Goregaon (East), Mumbai-400063 only by ordinary post** so as to reach **on or before 21.04.2011. Applications received after due date (for whatsoever reason) shall not be entertained. The Company is not responsible for postal delay or non receipt of application within stipulated time. No correspondence in this regard will be entertained.**
- 9.8 Incomplete application, application without signature and those not supported by attested copies of certificates are liable to be summarily rejected. Copies of certificates should be duly attested by Govt. Gazetted Officer / Principal of Colleges / Post Master.
- 9.9 **While applying for the post, the candidates must attach a separate sheet showing the detailed experience such as name of Organization / Company with number of employees & annual turnover,**

designation/post held, nature of work, various places of working indicating specific period therein etc.

9.10 Any request for change of address and enclosing supporting documents later on will not be entertained.

10. **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) The envelope containing application and copies of testimonials should be superscribed as **“Application for the post of Executive Director (HR) – Advt. No. 2/2011”**

5. Date of birth:

DD	MM	YY

(as per SSC /School Leaving certificate)

6. Age as on :

Year	Month	Days

(21.04.2011)

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. Present Designation :

10. Full address of present Office / Department:

11. Present Scale of Pay:

12. Present Gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc. excluding perquisites):

Basic Pay	DA	Details of other allowances		Total (1+2+4)
		Allowance	Amount	
(1)	(2)	(3)	(4)	(5)

13. a) Experience: Details of posts held from time to time:

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

* Attach separate sheet if required.

b) Details of affiliation with Professional Bodies/Institution/Society :

Name of the Body	Membership No.	Since When

14. List of Publications / academic honours received:

DECLARATION

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 anywhere 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 _____

15. 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) 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 at the backside of Demand Draft/Pay order is written Y/N
- (iv) Signed the undertaking. Y/N
- (v) Pasted recent photograph at appropriate place. Y/N
- (vi) Whether a sheet showing details of experience is attached Y/N

Signature

Full Name: _____