

## Employment Advertisement No. 02/2013

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 workforce of about 16,000 employees, operating around 40710 CKT KM Transmission Lines, 569 EHV Sub-Stations having transformation capacity of 93386 MVA and ambitious plan of network expansion; invites applications for the post of **Chief Legal Adviser on Contract** Basis for the period of three years.

Candidates possessing the following pre-requisites **as on 12.02.2013** are eligible to apply.

<b>Qualification</b>	Degree in Law - of recognized University
<b>Experience</b>	Minimum 10 years actual practice in Court of Law preferably in Mumbai or Nagpur or 10 years legal experience including at least 8 years experience of independent handling & management of legal matters in a large Solicitor's firm, proficiency in drafting legal documents including agreements and deeds with experience of similar work in a reputed Industrial Organisation is essential.  Preference to candidates with special knowledge of Commercial Law & Labour Law.
<b>Upper age limit</b>	65 years
<b>Method of filling the post</b>	<b>By deputation or by Direct Recruitment on contract basis and shall be from the cadre of District Judge or Retired District Judge.</b>
<b>Period of Contract</b>	The tenure/period of Deputation or Contract shall be for 3 years, counted from the date joining or till attaining the age of 68 years whichever is earlier.

1. **No. of Vacancies:-** One
2. **Category:-** Open
3. **Compensation:-**
  - i. The selected candidate will be drawing salary in the pay scale of **Rs. 28700-1235-34875-1365-63540.**
  - ii. In addition to this, he/she would be entitled to Dearness Allowance as applicable on the Basic pay and revised from time to time and other allowances/perquisites applicable to the post.
  - iii. The selected candidate would also be entitled for HRA, Medical benefit, CPF, etc. as per Company's Rules.
  - iv. The approximate gross emoluments shall be **Rs. 65,000/-** per month (without accommodation)
  - v. In addition, company's Car, Mobile Phone, etc. will be provided for official use.

4. **Residential accommodation:**

Residential accommodation can be provided as per Company's Rules, if available.

5. **Date of Birth:**

Date of birth as per SSC/School leaving certificate should be mentioned in the application.

6. **Methodology of Selection:**

- i. The details of selection process will be communicated to the short listed candidates by e-mail and /or by SMS. The call letter for selection process will be forwarded through e-mail on the email ID mentioned in the application form.
- ii. 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.
- iii. The list of applicants short listed for selection process will be made available on the website of the Company. Similarly, the list of selected candidates will also be displayed on the company's website.
- iv. The short listed candidates will have to appear for the selection process at their own cost. Traveling expenses will not be reimbursed.

7. **Application Fee: Rs. 600/-**

- i. Candidates shall furnish **Demand Draft/Pay Order** towards application payable to the "**Maharashtra State Electricity Transmission Company Ltd., Mumbai**" drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his Full Name & Post Applied 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.**
- ii. In case candidate pays less fee, his/her candidature shall not be considered.
- iii. The fees once paid will not be refunded for any reason.

8. **How to apply:**

- i. Application must be submitted in the Proforma given in this advertisement in a same order preferably typewritten on fullsize 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 Chief Legal Advisor – Advt. No. 02/2013**"
- iii. Application duly filled in & signed, Original Demand Draft/Pay Order and attested copies of certificates in support of age, qualifications, experience, etc. should be sent/submitted well in advance to "**The General Manager (HR-NT), Plot No, C-19, Prakashganga, 7<sup>th</sup> floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051**" so as to reach on or before **12.02.2013**.

- iv. If departmental employees of the MSETCL applying against this Advertisement should also send/submit their applications well in advance to **“The General Manager (HR-NT), Plot No, C-19, Prakashganga, 7<sup>th</sup> floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051”** so as to reach on or before **12.02.2013** (They need not submit it through proper channel).
- i. Candidates are advised to keep one set (photo copy) of all the documents (including copy of application form, DD) with them as a proof.
  - ii. 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 shall be entertained.
  - iii. Incomplete application, application without signature & without Original Demand Draft/Pay Order and those not supported by attested copies of relevant certificates are liable to be summarily rejected. Copies of certificates should be duly attested.
  - iv. 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 / Company, number of employees, annual turnover, designation/post held, nature of work, etc for various positions of working indicating specific period therein.
  - v. 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>12.02.2013</b>
<b>Tentative Date of Selection Process</b>	<b>March - 2013</b>

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## GENERAL CONDITIONS

- 1) Before filling up the application form, candidates should first 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 & satisfying the prescribed eligibility criteria mentioned in this advertisement.
- 2) Candidate must be an **Indian Citizen**.
- 3) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- 4) 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.
- 5) The selection of Departmental candidates 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.
- 6) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 7) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 8) The candidate should have adequate knowledge of Marathi.
- 9) **Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of Competency Mapping Test or Reliving Order at the time of Joining, if selected.**
- 10) The medium for the selection process will be **English**.
- 11) The Company reserves the right to cancel the Advertisement fully or partly on any grounds at any stage and such decision of the Company will not be notified or intimated to the candidates.
- 12) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Chief General Manager (HR)

Date: 22.01.2013

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10. Educational Qualifications: (Attach attested certificates):

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

\*11. a) Experience as on 12.02.2013: Details of posts held from time to time:  
(Start from present employer)

Sr. No	Name of the Court of Law/Solicitor's Firm etc.	Position Held	Period		Total Experience			*Nature of Job (Responsibilities handled)
			From	To	Years	Months	Days	
			Total Exp.					

\* b) Knowledge of Commercial Law & Labour Law: Yes  No   
If yes, mention below the name of Law:

Sr. No.	Commercial Law	Labour Law
1		
2		
3		
4		
5		
6		
7		

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

12. Full address of present Office / Department, if any:

13. a) Present Position: \_\_\_\_\_

b) Pay Scale: - \_\_\_\_\_

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

Name of the Body	Membership No.	Date of Enrollment

15. List of Publications / academic honours received:

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**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 undertake to abide by all the conditions & methodology for selection to be adopted by the company as mentioned in the advertisement.

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

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

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

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<b>15. <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. / School leaving certificate for Date of Birth	
(b) Mark sheet of Degree/Post Graduate Degree etc.	
(c) Experience certificates (As per experience mentioned in application form)	
(ii) Original D.D./Pay Order in favour of <b>“Maharashtra State Electricity Transmission Co. Ltd., Mumbai”</b> , payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name & Post Applied at the backside of Demand Draft/Pay order is written	
(iv) Signed declaration (Given in the advertisement).	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) Whether a sheet showing details of experience is attached	
Signature: _____	
Full Name: _____	

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