

## Employment Advertisement No. 02/2012

**THE MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.,**  
State Transmission utility of Maharashtra and one of the largest transmission utilities in the State operating about 39763 CKT KM transmission lines, 560 EHV Sub-Stations and having transformation capacity of 91444 MVA invites applications from dynamic, talented and professional persons for the following posts:

Post Code	Post Name	Category-wise Vacancy									Total Vacancy	Physically Handicapped Reservation.
		SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	Open		
01	Lower Division Clerk (A/c)	01	01	01	-	-	-	-	01	05 (2 WR)	<b>9</b> <b>(2 WR)</b>	*1
02	Steno-Typist (English)	02	01	01	-	-	-	01	01	01	<b>07</b>	
03	Secretary-Cum-Steno	01	01	-	-	-	-	-	-	-	<b>02</b>	

\* One post is to be filled in either from category of Partially Sighted from LDC (A/c) post or from category of Partially Sighted or Blind from Steno-Typist (English) post.

**Note:** The number of vacancies and reservation for Backward Classes indicated for different categories and Physically Handicapped Persons is provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

### Full form:-

**WR-** Woman Reservation, **PH-**Physically Handicap.

Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation for physically handicapped person.

### 2. PAY SCALES:

Post Code	Post Name	Pay Scale
01	Lower Division Clerk (A/c)	Rs. 9020-220-10120-295-13070-325-22495
02	Steno Typist (English)	Rs. 9570-325-11195-360-14795-390-27275
03	Secretary-Cum-Steno	Rs. 10555-390-12505-510-17605-540-31105

- 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.

### 3. PRE-REQUISITES AS ON 18.07.2012 :

Post Code	Post Name	Educational Qualification	Experience
01	Lower Division Clerk (A/c)	B.Com, MS-CIT exam passed.	-
02	Steno Typist (English)	1) S.S.C. or its equivalent. Graduate preferred. A minimum speed of 80 w.p.m. in Shorthand and 40 w.p.m. in Typing. 2) Must have passed MS-CIT from an Institute recognized by the Government of Maharashtra or equivalent / higher examination from recognized Institute.	No experience is necessary for those possessing Govt. Commercial Certificates. Minimum 2 years experience for other possessing certificates from other recognized Institutions.
03	Secretary-Cum-Steno	1) Degree of a recognized University or its equivalent 2) Minimum Speed of 100 W.P.M. in English Shorthand and 50 W.P.M. in English typing <b>OR</b> Minimum Speed of 100 W.P.M. in Marathi Shorthand and 30 W.P.M. in Marathi typing 3) Must have passed MS-CIT from an Institute recognized by the Government of Maharashtra or equivalent / higher examination from recognized Institute.	Minimum 5 years experience of working as Steno-typist or Secretary / Personnel Assistant.

### 4. Age Limit:

4.1

Age limit as on <u>18.07.2012</u>	Minimum Age limit	Maximum age limit	Remarks
For Post Code No. 01 to 03	18 years	33 years	If post is reserved for persons with disabilities (PWD) the upper age limit shall be relaxed <b>upto 45 years for that particular category of PH person for whom the post is reserved.</b>

4.2 Upper age limit is relaxable by 5 years for the candidate belonging to backward classes (**Only Maharashtra Domicile Candidate**) wherever the post is reserved for that category of backward class.

4.3 The condition of upper age limit is not applicable to the departmental employees working in the Company (only in MSETCL).

4.4 Date of birth as per SSC/School leaving certificate and age as on 18.07.2012 should be mentioned.

## 5. Reservation:

- 5.1 There shall be 30% horizontal reservation for women (**Only Maharashtra Domicile Candidates and who do not belong to Creamy Layer category**) as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dt. 25.05.2001. The women candidates who desire to avail benefit of women reservation including Open category (except SC/ST) should submit **latest/current year Non Creamy Layer Certificate** from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to “Creamy Layer” category. All woman candidates availing benefit of women reservation should submit **Domicile certificate of Maharashtra State** issued by the appropriate Authority of Govt. of Maharashtra.
- 5.2 The reservation policy for persons with Disability shall apply as per State Government directives. Persons suffering from not less than 40% of disability shall only be eligible for the benefit of reservation for Persons with Disability. The candidate should submit copy of Medical certificate issued by the appropriate Medical Board in terms of Govt. of India, Office Memorandum No. 36035/3/2004- Estt (Res.) dated 29.12.2005.
- 5.3 The reservation for woman and persons with disabilities is against current reservation. The reservation for these categories i.e. woman and persons with disabilities is Horizontal reservation and candidates selected against the quota for woman and persons with disabilities will be placed in appropriate category viz. SC, ST, VJ (A), NT (B), NT (C), NT (D), SBC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the Backward classes.
- 5.4 Maharashtra State Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act.2001 has been enforced by the Govt. of Maharashtra from 29<sup>th</sup>, January, 2004. As per the provisions under Sub-section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories except Schedule Castes and Scheduled Tribes i.e. VJ(A), SBC & OBC category. The candidates should produce **latest/current years Non-Creamy Layer Certificate** in the prescribed form issued by appropriate authority as per Govt. of Maharashtra Circular No. CBC-10/2006/PK15/BCR-5 dated 5/6/2006.
- 5.5 Candidates claiming the benefit of reservation under SC, ST, VJA, Spl. BC & OBC categories, should produce a caste certificate alongwith application. They will also enclose an attested copy of **caste validity certificate** issued by the Caste Scrutiny Committee if available with them. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him as per the provisions / directives prescribed in G.R. of Govt. of Maharashtra vide No. **बीसीसी-२०११/प्र.क्र.१०६४/२०११/१६-ब दि. १२.१२.२०११.**
- 5.6 For claiming the benefit of caste reservation, candidates 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.
- 5.7 Those reserved category candidates who have applied as Open category & compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process. However, if any such departmental reserved category candidate who have entered in MSEB / MSETCL by taking the benefit of reservation earlier, he/she will have to submit the caste certificate & caste validity certificate from Competent Authority before appointment, if selected even though he/she may be applying under Open category against this advertisement.

- 5.8 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 fees.
- 5.9 The standards 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.
- 5.10 If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for the post.
- 5.11 Backward class candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Baudha Religion) (b) Scheduled Tribes (c) VJ-A (d) Special Backward Class and (e) Other Backward Class.
- 5.12 Once the caste is notified in application form, it cannot be changed at any stage later on.
- 5.13 The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.

6. **Application Fee:**

Go to the nearest branch of State Bank of India with the Fee Payment Challan duly filled in and pay in cash the appropriate Application fee in **Account No. 31698939603** with any branch of SBI in favour of "**Maharashtra State Electricity Transmission Company Ltd., Mumbai**". Copy of Fee payment Challan is given at end of this document. The amount of fees to be paid is indicated below:

Post Code	Application Fees		
	For Open category Candidates	For BC candidates (Only if post is reserved for BC Category)	For Physically Handicap Persons
For Post Code No. 01, 02 & 03	*Rs. 400/-	*Rs. 200/-	Application Fee not applicable to the particular category of PH person for whom the post is reserved.

\* **Apart from above-mentioned fee, candidates will have to pay Rs. 50/- as service charges to SBI. However Service Charges of Rs. 50/- are not applicable to particular category of PH person for whom the post is reserved.**

6.1 **The fees paid by candidate by any other mode except SBI challan will not be accepted in any circumstances. The candidate paying fee by any other mode except SBI challan shall be considered not eligible at any stage of the recruitment process.**

6.2 **In case candidate pay lesser fees than applicable fee; shall be held not eligible.**

6.3 The candidates belonging to VJ (A), SBC and OBC categories and belonging to Creamy Layer or those backward class candidates who are not possessing the caste certificate & Domicile Certificate issued by the appropriate Competent Authority of Maharashtra State will be treated as Open category candidates for all purposes & they shall pay the application fees applicable to Open category candidates.

- 6.4 Where there is no reservation for any specific category / community of backward classes, in such case BC candidates of that category/community shall be treated as open category candidates for all purposes & they will have to pay the application fees as applicable to **Open category** candidates.
- 6.5 The fees once paid will not be refunded for any reason.

7 **How to Apply:**

- 7.1 **Candidates are required to apply Online through website [www.mahatransco.in](http://www.mahatransco.in) No other means/mode of application will be accepted.**
- 7.2 **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment. The company may send call letters for written test, interview etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
- 7.3 In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
- 7.4 Take a print of the entire employment advertisement, including the 'FEES PAYMENT CHALLAN'.
- 7.5 Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- 7.6 Go to the nearest Branch of State Bank of India with the Fee Payment Challan duly filled in and pay in Cash the appropriate Application Fee in **Account No 31698939603 with any Branch of SBI in favour of Maharashtra State Electricity Transmission Company Ltd., Mumbai** The amount of fee to be paid and the conditions for paying application fee is indicated at Sr. No. 6 (Application Fees).
- 7.7 Obtain the counterfoil (Applicant's & MSETCL's Copy) of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Code Number (b) Transaction ID/Journal No (c) Date of Deposit & Amount** filled by the Branch Official.
- 7.8 Candidates are now ready to apply Online by clicking on below given link:

**[CLICK HERE TO APPLY ONLINE](#)**

- i. Carefully fill in the necessary details from the Fee Payment Challan in the Online Application Form at the appropriate places and submit the same Online.
- ii. **Original counterfoil (MSETCL's copy) of the fee payment challan and print out of on-line application alongwith the attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non Creamy Layer, Domicile & Sports, Medical Certificate, etc. whichever is applicable should be sent to **Post Box No. 8218, Dahisar (East) Post Office, Mumbai-400 068** by an ordinary post only so as to reach on or before **02.08.2012**.**

- iii. 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.
- iv. **The name of the candidate or his / her father / husband name etc should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change / alteration found may disqualify the candidature.**
- v. Candidates are required to download the call letters for written examination/ interview from company's website by entering their registration number & password which are generated by the system on submitting the online application & are intimated to the candidates by e-mail/SMS. Candidates are advised to preserve these details for future use. **Call letters will not be dispatched by post or courier etc.**

**Important Dates:**

<b>Website Link Open</b>	<b>From 28.06.2012 To 18.07.2012</b>
<b>Tentative Date of Written Test</b>	<b>19.08.2012</b>
<b>Payment of fees at SBI Branches</b>	<b>From 28.06.2012 To 18.07.2012</b>

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## **GENERAL CONDITIONS**

- 1) Before filling up the application form candidates should ensure that they fulfill all eligibility criteria as mentioned in the advertisement. Company will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview. 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.
- 2) All candidates who have registered online and have paid the requisite Application Fees will be allowed to download on-line call letters for written test. No detail scrutiny of application will be carried out at the time of issuing call letters on-line. The call letters can be downloaded from the Company's website [www.mahatransco.in](http://www.mahatransco.in)
- 3) Normally selection process comprises of Written Test & Personal Interview or only Written Test. However which short-list / 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. The candidates will have to appear for Written Test either at Mumbai or Nagpur or at any other centre/place as decided by the Company.
- 4) 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.
- 5) The list of candidates called for written test, personal interview and selected for the posts advertised will be published on the Company's website- [www.mahatransco.in](http://www.mahatransco.in) from time to time.
- 6) 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.
- 7) The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, experience, caste, etc. and particulars furnished in the application form are correct in all respect
- 8) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 9) 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.
- 10) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 11) The departmental employees of the Company applying against this Advertisement should submit their applications online well in time.

- 12) 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.
- 13) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 14) The unemployed reserved category candidates such SC, ST, VJ(A), NT(B), NT(C), NT(D) & Spl. BC 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 /Non-Creamy Layer Certificate as per Govt. rules as amended from time to time.
- 15) 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.
- 16) 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.
- 17) **Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.**
- 18) The medium of the Written Test will be **English**.
- 19) 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.

**[TO APPLY ONLINE CLICK HERE](#)**

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Date: 27.06.2012

Chief General Manager (HR)



CHALLAN FOR APPLICATION FEE FOR THE POST OF _____
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Bank's Copy	
Transaction ID/Journal No. (to be entered by SBI branch)	
MSETCL Fee Challan for the post of _____ _____	
Name of Banker:	State Bank of India
Amount may be deposited in any branch of SBI	
A/c. No. 31698939603	Branch Code:
Date of Receipt (To be filled in by the Bank):	
Applicant's Full Name*: (To be filled in capital letters)	
Application Fee (Tick whichever is applicable)	
<input type="checkbox"/> SC/ ST & VJ(A), NT(B), NT(C), NT(D), SBC, OBC coming under the concept of " Non Creamy layer"	Application Fee Rs. ____ + Rs. 50/- as service charges to SBI Total Fee Rs. ____
<input type="checkbox"/> Open category	Application Fee Rs. ____ + Rs. 50/- as service charges to SBI Total Fee Rs. ____
Amount in Figures:	
(in words) Rupees	
Signature of Bank's Official with seal	Signature of Candidate/Depositor

CHALLAN FOR APPLICATION FEE FOR THE POST OF _____
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#MSETCL'S Copy	
Transaction ID/Journal No. (to be entered by SBI branch)	
MSETCL Fee collection for the post of _____ _____	
Name of Banker:	State Bank of India
Amount may be deposited in any branch of SBI	
A/c. No. 31698939603	Branch Code:
Date of Receipt (To be filled in by the Bank):	
Applicant's Full Name*: (To be filled in capital letters)	
Application Fee (Tick whichever is applicable)	
<input type="checkbox"/> SC/ ST & VJ(A), NT(B), NT(C), NT(D), SBC, OBC coming under the concept of " Non Creamy layer"	Application Fee Rs. ____ + Rs. 50/- as service charges to SBI Total Fee Rs. ____
<input type="checkbox"/> Open category	Application Fee Rs. ____ + Rs. 50/- as service charges to SBI Total Fee Rs. ____
Amount in Figures:	
(in words) Rupees	
Signature of Bank's Official with seal	Signature of Candidate/Depositor

CHALLAN FOR APPLICATION FEE FOR THE POST OF _____
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Candidate's Copy	
Transaction ID/Journal No. (to be entered by SBI branch)	
MSETCL Fee collection for the post of _____ _____	
Name of Banker:	State Bank of India
Amount may be deposited in any branch of SBI	
A/c. No. 31698939603	Branch Code:
Date of Receipt (To be filled in by the Bank):	
Applicant's Full Name*: (To be filled in capital letters)	
Application Fee (Tick whichever is applicable)	
<input type="checkbox"/> SC/ ST & VJ(A), NT(B), NT(C), NT(D), SBC, OBC coming under the concept of " Non Creamy layer"	Application Fee Rs. ____ + Rs. 50/- as service charges to SBI Total Fee Rs. ____
<input type="checkbox"/> Open category	Application Fee Rs. ____ + Rs. 50/- as service charges to SBI Total Fee Rs. ____
Amount in Figures:	
(in words) Rupees	
Signature of Bank's Official with seal	Signature of Candidate/Depositor

