

Employment Advertisement No. 03/2012

(Post-Executive Director (HR))

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 40365 CKT KM Transmission Lines, 559 EHV Sub-Stations, having transformation capacity of 92436 MVA and also having ambitious plan of network expansion and having workforce above 16,000 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 16.11.2012** are eligible to apply.

Qualification	Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/Development/Personnel Management or equivalent Management qualification in HR/Personnel Management from a University recognized by UGC or Institute approved by AICTE.
Experience	<ul style="list-style-type: none"> • Should have minimum 15 years experience in Human Resources Development / Personnel Management out of which 5 years should be at the senior management level i.e. Deputy General Manager (HR), equivalent and above level, out of which 1 year in the post of General Manager (HR) and above. • In case of deputationist, he / she shall be member of Class I service of Govt. of India / Govt. of Maharashtra with 15 years experience in HR / Administration. • In case of army personnel, he/she should be serving or retired colonel, equivalent and above.
Age limit	<ul style="list-style-type: none"> • Upper age limit 55 years. • In case of departmental candidates, upper age limit shall be 57 years.

1. **No. of Vacancies:-** One

2. **Period of Contract:**

The appointment shall be on contract basis for a period of 3 years or till attaining the age of 58 years whichever is earlier. The contract is renewable every year on the basis of performance of the individual.

3. **Compensation:**

- i. The selected candidate will be drawing salary in the pay scale of **Rs. 39110-1720-75230**.

- 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, Leave Encashment, CPF and Gratuity, etc. as per Company's rules.
- iv. The gross emoluments shall be **approximately Rs. 84,650/-** per month (including non taxable allowances in the form of reimbursement).
- v. In addition, the AC car, Mobile Phone, Landline Telephone and Laptop will be provided for official use.

4. Residential accommodation:

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

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 candidates will be shortlisted for selection process taking into consideration the qualification, experience, Age, etc. as mentioned above.
- ii. Normally Competency Mapping Test will be conducted for selection process which will comprise of In-Basket Exercises, Group Discussion, Case Discussion, Presentation Skill, Personal interview, etc. The candidates will be shortlisted for presentation skill & personal interview taking into consideration their performance in the In-Basket Exercises, Group Discussion, & Case Discussion, etc.
- iii. 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.

7. Application Fee:

Application fee is to be paid in cash through payment challan at any branch of State Bank of India. The format of fee payment challan is provided at the end of this document. The amount of fees to be paid is indicated below:

Application Fee	Service Charges to SBI	Total Amount to be paid	Amount to be paid in any branch of State Bank of India in Account No.	In favour of
1	2	3= Col(1+2)	4	5
Rs.600/-	Rs. 50/-	Rs. 650/-	31698939603	Maharashtra State Electricity Transmission Company Ltd., Mumbai.

- i. The fees paid by candidate by any other mode except SBI challan as mentioned above 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.
- ii. In case candidate pay lesser fees than applicable fee; shall be held not eligible.
- iii. The fees once paid will not be refunded for any reason.

8. **How to apply:**

- i. Candidates are required to apply Online through Company's website i.e. www.mahatransco.in. No other mean/mode of application will be accepted.
- ii. Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. Under no circumstances, he/she should share/mention email ID to/ or of any other person.
- iii. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online.
- iv. Take a print of the entire employment advertisement, including the 'FEES PAYMENT CHALLAN'.
- v. Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- vi. The Fee Payment Challan duly filled in should be paid in Cash in the **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 are indicated at Sr. No. 7 (Application Fees).
- vii. Obtain the counterfoil (Applicant's & MSETCL's Copy) of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Branch Code Number (b) Transaction ID/Journal No (c) Date of Deposit & Amount** filled by the Branch Official.
- viii. 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.
- ix. **Original counterfoil (MSETCL's copy) of the fee payment challan and print out of on-line application form duly signed by the candidate alongwith the attested copies of all certificates in support of Age, Qualification, Experience, etc. whichever is applicable** should be sent to **Post Box No 7693, Kandivali (W), Mumbai-400 067** by an **ordinary post only** so as to reach on or before **26.11.2012**.
- x. 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) may be rejected.
- xi. The name of the candidate or his / her father / husband name etc should be spelt correctly in the application form as it appears in the certificates/ mark sheets. Any change / alteration found may disqualify the candidature.
- xii. Eligible candidates are required to download the call letters for Competency Mapping Test from company's website by entering their registration number & password which are generated by the system after successfully submitting the online application. Candidates are advised to preserve registration number and password for future use. **Call letters will not be dispatched by post or courier etc.**

Important Dates:

Website Link Open	From 25.10.2012 To 16.11.2012
Tentative Date of Selection Process through Competency Mapping Tests	December 2012
Payment of fees at SBI Branches	From 25.10.2012 To 16.11.2012

GENERAL CONDITIONS

- 1) Before filling up the application form, candidates should 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) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- 3) 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. Such candidates will require downloading the call letters from the Company's website www.mahatransco.in.
- 4) The list of finally selected candidates will also be displayed on the website.
- 5) The candidates will be short listed for Presentation Skill and Personal Interviews on the basis of performance reflected in the In-Basket Exercises, Group Discussion, & Case Discussion etc. And taking into consideration of the overall performance reflected in these tests, the select list will be prepared.
- 6) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 7) 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.
- 8) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 9) The departmental employees of the Company applying against this Advertisement should submit their applications online well in time.
- 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.

- 11) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 12) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 13) 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.
- 14) The candidate should have adequate knowledge of **Marathi**.
- 15) **Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of Competency Mapping Test/joining if selected.**
- 16) The medium for the selection process will be **English**.
- 17) 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.

[CLICK HERE TO APPLY ONLINE](#)

Date: 25.10.2012

Chief General Manager (HR)

CHALLAN FOR APPLICATION FEE FOR
THE POST OF **Executive Director (HR)**

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"/> Open category	Application Fee Rs. 600/- + Rs. 50/- as service charges to SBI Total Fee Rs. 650/-
Amount in Figures:	Rs. 650/-
(in words) Rupees: - Six hundred and fifty only.	
Signature of Bank's Official with seal	Signature of Candidate/Depositor

CHALLAN FOR APPLICATION FEE FOR
THE POST OF **Executive Director (HR)**

#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"/> Open category	Application Fee Rs. 600/- + Rs. 50/- as service charges to SBI Total Fee Rs. 650/-
Amount in Figures:	Rs. 650/-
(in words) Rupees: - Six hundred and fifty only.	
Signature of Bank's Official with seal	Signature of Candidate/Depositor

CHALLAN FOR APPLICATION FEE FOR
THE POST OF **Executive Director (HR)**

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"/> Open category	Application Fee Rs. 600/- + Rs. 50/- as service charges to SBI Total Fee Rs. 650/-
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