

Employment Advertisement No. 05/2014

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 work force of about 16,000 employees, operating around 42578 CKT KM Transmission Lines, 608 EHV Sub-Stations having transformation capacity of 103602 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the following posts:

Post Code	Post Name	Category-wise Vacancy				Total Vacancies
		ST	VJ-A	SBC	Open	
1	2	3	4	5	6	7
01	Assistant General Manager (F&A)	01	-	01	01	03
02	Senior Manager (F&A)	01	01	-	-	02
03	Manager (F&A)	01	01	-	-	02
04	Deputy Chief Security Officer	-	-	-	01	01

- The number of vacancies and reservation for Backward Classes, is provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

2. PAY SCALES:

Post Code	Post Name	Pay Scale (In ₹)
01	Assistant General Manager (F&A)	26860-1105-32385-1235-59555
02	Senior Manager (F&A)	25380-975-30255-1105-54565
03	Manager (F&A)	19810-780-23710-845-43990
04	Deputy Chief Security Officer	25380-975-30255-1105-54565

- 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 15.07.2014:

Post Code	Post Name	Educational Qualification	Experience
01	Assistant General Manager (F&A)	CA / ICWA Final passed	8 years relevant experience in Finance / Accounts / Audit out of which 2 years should be in a post of responsibility i.e. Manager (F&A) equivalent and above. Note: - Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn and job responsibilities.
02	Senior Manager (F&A)	CA / ICWA Final passed	5 years relevant experience in Finance / Accounts / Audit out of which 2 years should be in a post of responsibility i.e. Deputy Manager (F&A) equivalent and above. Note: - Equivalency of outside candidates will be compared/decided on the basis of gross emoluments drawn and job responsibilities.

Post Code	Post Name	Educational Qualification	Experience
03	Manager (F&A)	CA / ICWA Final passed	1-year relevant experience in Finance / Accounts / Audit. Note :- Candidates possessing CA/ICWA qualification shall be recruited as Trainee Officers on consolidate salary equivalent to the post of Deputy Manager (F&A) for a period of one year and after completion of one year, they may be absorbed as Manager (F&A).
04	Deputy Chief Security Officer	1. Degree of a recognized University. 2. Degree in Law/ Engg. / 2 years Post graduate degree, Diploma in Management / Adm. from a recognized University / Institute (approved by the AICTE).	20 years experience in the services like CISF / Civil Defense / Fire Brigade / Jail Deptt. and such other organization equivalent to the rank of Dy. Supdt. of Police or Major or Commissioned Officer.

Note:

- A Degree should be from a University or Institute in India, established or incorporated under Central Act or a State Act or any other qualification recognized as equivalent thereto.
- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn and job responsibilities.

4. Age Limit as on 15.07.2014:-

Post Code	Name of the Post	Upper Age Limit
01	Assistant General Manager (F&A)	40 years
02	Senior Manager (F&A)	
03	Manager (F&A)	
04	Deputy Chief Security Officer	50 years

Note:-

- Upper age limit is relaxable by 5 years for the candidate belonging to backward classes (**Only Maharashtra Domicile Candidate**) and applying against post reserved for backward class.
- The upper age limit is not applicable for departmental candidate (only MSETCL Employees).
- Date of birth as per SSC/School leaving certificate and age as on **15.07.2014** should be mentioned.

5. Reservation:

- 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 29th, 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), NT (B), NT(C), NT(D), 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.
- Candidates claiming the benefit of reservation under backward class category 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 बीसीसी-२००९ / प्र.क्र.२९९/०९ / १६-ब दि. ०५.११.२००९ read with GR No. बीसीसी-२०११/प्र.क्र.१०६४/२०११/१६-ब दि. १२.१२.२०११.

- iii. The caste certificate issued by appropriate Competent Authority of **Maharashtra State only** be considered as valid for availing the benefit of reservation including application fees.
- iv. The candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State.
- v. If any 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.
- vi. Once the caste is notified in application form, it cannot be changed at any stage later on.
- vii. 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. Methodology of Selection:

- i. Normally selection process comprises of Online Written Test & Personal Interview. However, which 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.
- ii. Call letters for Online Test /Personal Interview shall be forwarded through e-mail only, on the email ID mentioned in the application form.
- iii. The candidates will be short listed for Personal Interviews on the basis of performance in the online written test.
- iv. The Online Test & Personal Interviews of the shortlisted candidates shall be held at Mumbai.
- v. Taking into consideration the performance in the written test and Personal Interview the select list will be prepared.
- vi. The list of finally selected candidates will be displayed on the company's website.

7. Application Fee:-

Post Code	Name of the post	Application Fees	
		Applying against Open	Applying against Reserved Categories
01	Assistant General Manager (F&A)	₹ 600/-	₹ 300/-
02, 03 & 04	Senior Manager (F&A) / Manager (F&A) / Deputy Chief Security Officer	₹ 500/-	₹ 250/-

- i. Candidates shall furnish **Demand Draft/Pay Order** towards application fee of the value as applicable to them, 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 Code & 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 lesser fees than applicable fees, he/she shall be held not eligible.
- 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 at the end of this advertisement, in same order preferably typewritten on fullsize paper. All items of the application should be filled in properly.
- ii. The envelope containing duly filled in and signed application, DD/Pay Order and copies of testimonials should be superscribed as “**Application for the post of _____(Post Name) – Advt. No. 05/2014**”
- iii. Application duly filled in & signed, Original Demand Draft/Pay Order and attested copies of certificates in support of age, qualifications, experience specifically showing date of joining & relief , post held, etc. should be sent/submitted well in advance to “**The Chief General Manager (HR), Plot No, C-19, Prakashganga, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051**” so as to reach on or before **15.07.2014**.
- iv. The departmental employees of the MSETCL, applying against this Advertisement should also send/submit their application alongwith DD/Pay order and attested copies of all certificates including experience certificate specifically showing dates and posts held in MSETCL/MSEB well in advance to “**The Chief General Manager (HR), Plot No, C-19, Prakashganga, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051**” so as to reach on or before **15.07.2014** (They need not submit it through proper channel).
- v. Candidates are advised to keep one set (photocopy) of all the documents (including copy of application form, DD) with them as a proof.
- vi. 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.
- vii. 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 from the Govt. Gazetted Officer / Principal of Colleges / Post Master. Self attestation shall not be entertained.
- viii. The departmental candidates of MSETCL may submit the copies of certificates duly attested from the officer not below of the rank of Superintending Engineer of MSETCL. Self attestation shall not be entertained.

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

9. Penalty For Wrong Answers

The test will be of Objective Type and there will be penalty for wrong answers. For each question for which a wrong answer has been given by the candidate one fourth (i.e. 0.25%) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

10 Instructions for appearing for On Line Written Test.

Please note that candidates will not be permitted to appear for the Online Written Test without the following documents:

- a) Valid Call Letter for the respective date, post and session of Examination / Test.
- b) Photo-Identity Proof **in original** along with the Photocopy of the said Photo-Identity Proof should be as :-

‘PAN Card/ Passport/ Driving License/ Voter’s Card/ Bank Passbook with photograph/ Photo Identity Proof issued by a Gazetted Officer on official letterhead/ Photo Identity Proof issued by a People’s Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph’

- c) Candidates reporting late for whatsoever reason i.e. after the reporting time specified on the call letter for Examination / Test will not be permitted to take the examination / test.
- d) The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification, logging in, giving of instructions etc.
- e) **IDENTITY VERIFICATION:-** In the examination hall, the call letter along with a photocopy of the candidate’s photo identity (as mentioned in 10-b above) should be submitted to the invigilator for verification. The candidate’s identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- f) **FOR FEMALE CANDIDATES:-** Their names as appearing on the Call Letter (provided by them in the application form) should exactly match with the name as appearing on the Photo Identity Proof. Female candidates who have change first / middle / last name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter & Photo Identity Proof such female candidates will not be allowed to appear for online test.

11. Important Dates:

Last Date of Receipt of applications	15.07.2014
Tentative Date of Online Test	Last Week of July–2014 <u>OR</u> August-2014

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 and satisfying the prescribed eligibility criteria as 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 recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 6) The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if found necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall lose his /her candidature for this examination.
- 7) The lists of candidates called for online written test & personal interview will be made available on the website of the Company i.e. www.mahatransco.in
- 8) 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) The candidates shall produce following certificate showing knowledge of Marathi:-
Certificate of Secondary School Certificate Examination Board or recognized University showing passing of Secondary/School Certificate Examination or Matric or Higher Examination of University with Marathi Language.
OR
Certificate stating the candidate can read, write and speak Marathi Language fluently issued by Professor of Marathi Language of College/Institute affiliated to recognized University and countersigned by the Principal of the said College / Institute.
- 10) Knowledge of Marathi is desirable. 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.
- 11) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.
- 12) Appointment order of the selected Departmental candidates will be issued by the concern establishment section after 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.
- 13) The online Written Test will include test of Marathi Language.

- 14) The Company reserves the right to modify or to cancel the Advertisement/selection process fully or partly at any stage on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- 15) **The candidates will have to appear for Online Test at their own cost.**
- 16) Candidate will have to appear for examination at Examination Centre at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc of any nature.
- 17) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 18) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 25.06.2014

Sd/-
Chief General Manager (HR)

11. Possessing valid Caste Validity Certificate from Competent Authority of Maharashtra State. Yes No
12. Possessing valid Domicile Certificate from Competent Authority of Maharashtra State. Yes No
13. Possessing Non-Creamy Layer Certificate from Competent Authority of Maharashtra State. (For other than ST Category Candidates) Yes No

14. Date of Birth:

DD	MM	YY

(As per SSC Certificate / School Leaving Certificate)

15. Age as on :

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(15.07.2014) Years Months Days

16. Are you an employee of MSETCL? Yes No

a) If Yes, CPF No. :-

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b) SAP No.:-

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17. Nationality: - _____

18. Knowledge of Marathi: - Yes No

19. Demand Draft /Pay Order details (drawn on Nationalised Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd., Mumbai**”

Name of Issuing Bank & Branch, City	Date of Issue	D.D./Pay Order No. (6 digit)	MICR No. (9 digit)	Amount Rs.

20. Educational Qualifications as on **15.07.2014**: (Attach attested certificates):

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

***21. (a) Total experience as on 15.07.2014: Details of posts held from time to time:
(Start from present employer)**

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

Note:- If required, you may attach separate sheet of the above format. The sheet must be signed by the candidate.

(b) Specific work experience (Out of above total experience):-

Candidates are required to mention the specific work experience

- Experience in the post of Manager (F&A) & its equivalent and above post in case of application for the post of **AGM (F&A)**

OR

- Experience in the post of Dy. Manager (F&A) & its equivalent and above post in case of application for the post of **Senior Manager (F&A)**

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

Note:- If required, you may attach separate sheet of the above format. The sheet must be signed by the candidate.

22. Full address of present Office / Department:

23. Present Designation: _____

24. Present Scale of Pay:

25. Present monthly gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc. excluding perquisites) **(Applicable for other than Departmental Employees:**

Basic Pay	DA	Details of other allowances		Total (1+2+4)
		Allowance	Amount	
(1)	(2)	(3)	(4)	(5)
		a)		
		b)		
		c)		
		d)		
		e)		
		f)		
		g)		

26. List of Publications / academic honours received:

DECLARATION

- i) I declare that all the above information and particulars are correct. However, if it is found that, any provided information is incorrect then:
 - a) I will stand disqualified at any stage.
 - b) My services shall be liable for dismissal from the Company if appointed.
- ii) I declare that I have _____ Number of living children as on today, out of which number 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.
- iii) I declare that I am ready to serve anywhere in the Company.
- iv) I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Place: _____

Date: _____

Signature:
Full Name _____

27. <u>Check List :</u>	Write <u>Yes or No</u> (whichever is applicable)
(i) Whether attested copies of following documents are attached:	
(a) S. S. C. Certificate / School leaving certificate for Date of Birth	
(b) Mark sheet of Degree/Post Graduate Degree etc.	
(c) Degree/Provisional Degree Certificate in support of educational Qualifications.	
(d) Experience certificates indicating Post Held, job responsibilities, date of joining and relief (As per experience mentioned in application form) issued by the Competent Authority.	
(e) Caste Certificate	
(f) Caste Validity Certificate	
(g) Latest No-Creamy Layer Certificate.	
(h) Domicile Certificate	
(ii) Original D.D./Pay Order in favour of “Maharashtra State Electricity Transmission Co. Ltd., Mumbai” , payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name, Post Code, Category Code & Post Applied at the backside of Demand Draft/Pay order is written	
(iv) Signed declaration below application form.	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) Whether duly signed sheet showing details of experience is attached	
(vii) Proof of Knowledge of Marathi.	
Signature:_____	
Full Name:_____	
