

**NOTIFICATION FOR INTIMATION OF ONLINE TEST FOR THE POST OF  
PUBLIC RELATIONS OFFICER ADVERTISED VIDE ADVT. NO. 10/2016**

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Advertisement No.10/2016 was published on 07.12.2016 for filling in one post of Public Relations Officer.

2. In the said advertisement it was mentioned that the selection process comprises of Written Test. However, which selection process is to be adopted will be at the absolute discretion of the company.

3. Accordingly, now it is decided that selection will be done through written test and personal interview. The weightage for written test & Personal Interview shall be 75:25.

4. Now, the On-Line (Written) Test for the said post is scheduled on **16<sup>th</sup> January 2017**. The details are as under:-

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| <b><u>Venue:-</u></b>          | <i>ION Digital Zone, IDZ Powai,<br/>Aurum IT Park, Morarji Nagar,<br/>Near Hotel Ramada,<br/>Powai, Mumbai,<br/>Maharashtra - 400087</i> |
| <b><u>Reporting Time:-</u></b> | <i>9.15 AM</i>   |

**Note:-** Other details, Roll No, Category, Login ID, Password, Instructions, etc. are given on the on-line test call letters.

5. Candidates have been called for on-line test without verifying their personal details viz. age, qualification, experience etc. Hence, before appearing for the on-line test, candidates must ensure that they fulfill the eligibility criteria stipulated in advertisement by the Company in all respects.

6. Online Test Call letters are dispatched to candidates on e-mail ID given in their Application form. Applicants are requested to take the printout of the call letter from E-mail.

7. In case of non-receipt of the call letter, please write an e-mail to [calletter\\_helpdesk@mahatransco.in](mailto:calletter_helpdesk@mahatransco.in) The said e-mail ID will remain active till 14.01.2017 (up to 14.00 hours)

8. Candidates are hereby informed to download Information handout from below given link and read it carefully before coming to examination. Information handout contains general instructions, test structure and other instructions, etc. for the on-line (written) test.

9. Candidates are also informed to bring hard copy/print out of call letter alongwith **currently valid Photo identity proof (as mentioned below) in original and a photocopy** of the same ID proof, which is essential. The call-letter alongwith photocopy of photo identity proof duly stapled together is required to handover to the invigilator before starting of online test.

10. The currently valid photo identity proof may be **PAN Card/Passport/Driving Licence/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 recognised College/University/Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph.**

11. **IDENTITY VERIFICATION:** - In the examination hall, the call letter along with a photocopy of the candidate's photo identity (as mentioned at para 10 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 documents of ID proof submitted by him. If identity of the candidate is in doubt, the candidate will not be allowed to appear for on-line test.

12. **For Female candidates:-** Their names as appearing on the Call Letter (provided by them during the process of registration) should exactly match with the name as appearing on the Photo Identity Proof. **Female candidates who have changed 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 that female candidates will not be allowed to appear for on-line test.

13. The Candidates reporting late for whatsoever reason i.e. **after the reporting time specified on the call letter for on-line test, will not be permitted to appear for the on-line test.**

14. The Candidates will have to appear for on-line test at Examination Centre at their own risks and MAHATRANSCO will not be responsible for any injury or losses, etc of any nature.

15. **Candidates will be shortlisted for Personal Interview in the prescribed ratio taking into consideration their performance in online test as well as verification of their eligibility i.e. qualification, post qualification experience, other experience criteria, age, job responsibilities, etc as mentioned in the advertisement.**

- [ALFA ORDER LIST OF CANDIDATES CALLED FOR ONLINE TEST.](#)
- [INFORMATION HANDOUT.](#)

**Place:** Mumbai  
**Date:** 02.01.2017

S/d  
Chief General Manager (HR)

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