

**NOTIFICATION FOR INTIMATION OF SELECTION PROCESS OF THE POST OF ASSISTANT GENERAL MANAGER (HR) ADVERTISED VIDE ADVT. NO. 02/2015**

Advertisements No. 02/2015 for filling in the post of Assistant General Manager (HR) was published in the month of May 2015.

2. Taking into consideration the pre-requisites mentioned in the advertisement, following candidates have been shortlisted and called for the selection process.

**ALFA ORDER LIST OF CANDIDATES**

<b>Roll No.</b>	<b>Name of Candidate</b>
1	Shri. Gawali Murlidhar Namdeo
2	Kum. Gedam Sheetal Chintaman
3	Smt. Thakur Surekha Chandrakant

3. Call letters for selection process are being dispatched to shortlisted candidates on e-mail ID given by them in their Application form. Candidates are requested to take the printout of the call letter from E-mail.

4. In case of non-receipt of the call letter by the shortlisted candidates, please write an e-mail to [srmgr7hr@mahatransco.in](mailto:srmgr7hr@mahatransco.in).

5. **Date, Venue & Time of Selection process.**

<p><b>Date :- 10<sup>th</sup> December 2015</b></p> <p><b>VENUE :</b>Office of the MSETCL, Prakashganga Building, 8th Floor, Conference Hall, Plot No, C-19, E-Block, Bandra-Kurla Complex, Bandra (East), Mumbai-400051.</p> <p><b>REPORTING TIME:</b> 9.30 AM</p>
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6. **SELECTION PROCESS:-**

- The selection process shall comprise of Written Test (Objective Type Questions) & Personal Interview.
- The Written Test structure will be as under:-

<b>Test</b>	<b>No of Questions</b>	<b>Total Marks</b>	<b>Time</b>
Written Test (Objective Type Questions)	50	100 (2Mark for each question)	Composite time of 60 Minutes <b>11 A.M. to 12.00 Noon</b>

- Written Test will be based on Professional Knowledge only.
- The written test will be Paper Pen Examination. Thus, candidates should bring a black ballpoint pen.
- Candidate can attempt any question from 1 to 50 at any point of time within these 60 minutes. Out of 4 options to a question, only one will be the correct answer. Candidates have to select the most appropriate answer.
- Candidates will have to appear for Personal Interview on same day i.e. 10.12.2015.
- The Selection Process (Written Test & Personal Interview) will be completed in one day i.e. on 10.12.2015 However, if selection process is not conducted / completed on the aforesaid date due to any reason; the same will be held/ continued on the next day or any other day.

- h. The weightage for Written Test & Personal Interview will be 95:05 i.e. out of 100 marks obtained in Written Test will be converted into 95 marks and out of 25 marks obtained in personal interview will be converted into 05 marks. Thus, merit list will be drawn from the converted 100 marks.

7. **GENERAL INSTRUCTIONS:**

- a. Before appearing for the Selection Process, candidates are advised to first ensure that they are eligible for this post as per criteria stipulated in the Advertisement.
- b. Candidates have to appear for selection process with Call Letter & photograph affixed thereon, otherwise candidate will **NOT** be allowed to appear for the selection process.
- c. Candidates should bring all **ORIGINAL CERTIFICATES** along with one set of attested copies of under mentioned documents/certificates for verification. He / She should show/produce these documents before written test.
- i. S. S. C. Certificate / School leaving certificate for confirming Date of Birth.
  - ii. All Semester Mark sheets of Degree, Post Graduate Degree.
  - iii. Degree Certificate, Post Graduation Degree Certificate (Apart from Marksheet)
  - iv. Computer Literacy Certificate, etc.
  - v. Caste Certificate, Caste Validity Certificate (If available), Maharashtra State Domicile Certificate.
  - vi. Experience certificate/s specifically indicating:-
    1. Post Held.
    2. Job responsibilities.
    3. **Date of joining and relief.**
    4. Area of experience.
  - vii. Latest Salary Slip/Any other Proof except appointing order (Indicating date of joining, for counting the experience with present employer)
  - viii. Proof of Change of Name (If candidate has changed his/her Name).
- d. It is the responsibility of the candidate to produce all required documents.
- e. If it is found that the information/documents/certificates furnished by candidate (knowingly or willfully) is/are incorrect or false or material information is suppressed, this may lead to disqualification 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.
- f. Any canvassing by or on behalf of the candidate or to bring political or other outside influence with regard to his/her selection/recruitment for the above post shall be considered as **DISQUALIFIED**.
- g. In case of change in date, time and / or venue, it will be informed to the candidates accordingly by telephonic message and E-mail.

**Place:** Mumbai  
**Date:** 26.11.2015

S/d  
Chief General Manager (HR)

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