

**NOTIFICATION FOR INTIMATION OF SELECTION PROCESS OF THE POST OF
COMPANY SECRETARY ADVERTISED VIDE ADVT. NO. 01/2015**

Advertisements No. 01/2015 for filling in the post of Company Secretary was published in the month of February 2015.

2. Taking into consideration the pre-requisites mentioned in the advertisement the candidates have been shortlisted and called for the selection process. The list of such candidates called for selection process is attached.

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.

5. Date, Venue & Time of Selection process.

Date :- 27th April 2015

VENUE :Office of the MSETCL, Prakashganga Building,
8th Floor, Conference Hall, Plot No, C-19, E-Block,
Bandra-Kurla Complex, Bandra (East), Mumbai-
400051.

REPORTING TIME: 9.00 AM

6. SELECTION PROCESS:-

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

Test	No of Questions	Total Marks	Time
Written Test (Objective Type Questions)	100	100 (1Mark for each Question)	Composite time of 90 Minutes

- c. Written Test will be based on Professional Knowledge.
- d. The written test will be Paper Pen Examination. Thus, candidates should bring a black ballpoint pen.
- e. Candidate can attempt any question from 1 to 100 at any point of time within these 90 minutes. Out of 4 options to a question only one will be the correct answer. You have to select the most appropriate answer.
- f. One candidate for Select List & one candidate for waiting List (Total 2 candidates are to be selected). Hence, based on the performance reflected in the written test in the ratio of 1:3 that means 6 candidates shall be short-listed for Personal Interview variable to the extent of equal marks obtained by the last candidate. Personal Interview shall be held on same day i.e. on 27.04.2015.
- g. The Selection Process (Written Test & Personal Interview) will be completed in one day i.e. on 27.04.2015. 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. Therefore, candidates are requested to come duly prepared for the same at their own cost.
- h. The weightage for Written Test & Personal Interview will be 75:25 i.e. out of 100 marks obtained in Written Test will be converted into 75 marks and out of 100 marks obtained in personal interview will be converted into 25 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 your Date of Birth.
 - ii. Mark sheets of Degree/Diploma/Post Graduate Degree/Professional Qualification, etc.
 - iii. Degree Certificate/Diploma Certificate /Provisional Degree Certificate / Post Graduation Degree Certificate (Apart from Marksheet)

or

Certificate of Associate Membership of the Institute of the Secretaries of India (ACS).
 - iv. Certificate of Computer Literacy.
 - v. Certificate of Degree in Law.
 - 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.
- h. Candidates shall confirm their arrival by e-mail on srmgr7hr@mahatransco.in latest by 23.04.2015.

**[CLICK HERE FOR ALFA ORDER LIST OF CANDIDATES
CALLED FOR SELECTION PROCESS FOR THE POST OF
COMPANY SECRETARY.](#)**

Place: Mumbai
Date: 10.04.2015

S/d
Chief General Manager (HR)
