

Employment Advertisement No. 6/2009

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD. the State Transmission utility of Maharashtra and one of the largest transmission utilities in the State operating about 36,000 CKT KM transmission lines 500 EHV Sub-Stations and having transformation capacity of 56164 MVA invites applications from young, dynamic, talented and professional persons for the following posts.

Sr. No	Post Code	Post	Category											
			SC	ST	VJ-A	NT-B	NT-C	NT-D	Spl BC	OB C	Open	Total	PH	
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
		<u>HR & V&S Cadre</u>												
1	01	Asstt.General Manager (HR)		1	1						1	3	} 1 LV/PS 2 HH/ PD	
2.	02	Sr.Manager (HR)	1	2	1		1			2	7			
3	03	Manager (HR)		1			1			5 (2 WR)	7 (2 WR)			
4.	04	Dy.Manager (HR)-Trainee	3 (1 WR)	4 (1 WR)	1	3 (1 WR)	1		1	14 (3 WR)	27 (6 WR)	1 LV/PS		
5.	05	Dy. Chief Security Officer								1	1			
6.	06	Dy. Chief Vigilance Officer								1	1			
7.	07	Asstt.Chief Security Officer/Asstt. Chief Vigilance Officer	1	1						3 (1 WR)	5 (1 WR)			
Total			5	9	3	3	2	1	1	27	51	4 PH		

(Post reserved for Physically Handicapped Person: 4 (HH/PD: Partially deaf – 2, LV/PS: Partially sighted - 2)

(Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation for physically handicapped person)

Note: The number of vacancies and reservation for Backward Classes indicated for different categories is provisional and likely to change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

PAY SCALES:

Sr. No.	Post Code	Name of the Post	Pay scale
1.	01	Asstt.General Manager (HR)	Rs. 26860-1105-32385-1235-59555
2.	02	Sr.Manager (HR)	Rs. 21170-845-25395-900-47895
3.	03	Manager (HR)	Rs. 19810-780-23710-845-43990
4.	04	Dy.Manager (HR)-Trainee	Rs. 14225-670-17575-705-35905
5.	05	Dy. Chief Security Officer	Rs. 25380-975-30255-1105-54565
6.	06	Dy. Chief Vigilance Officer	Rs. 25380-975-30255-1105-54565
7.	07	Asstt. Chief Security Officer/ Asstt.Chief Vigilance Officer	Rs. 21365-845-25590-900-48090

NOTE: (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).

PRE-REQUISITES AS ON 07.10.2009

Sr. No	Post Code	Name of the Post	Educational Qualification	Experience
1	2	3	4	4
1.	01	Asstt. General Manager (HR)	(1) Degree of a recognized University AND (2) Two years full time OR three years part time Post Graduate degree in Business Administration / Management with Specialization in Human Resource Development / Personnel Management from a recognized University or Institute, (3) Computer Proficiency. Desirable :- Degree in Law.	At least 7 years experience in the area of Human Resources Development / Personnel Management in a large reputed organization having workforce of at least 1000 employees.
2.	02	Sr.Manager (HR)	(1) Degree of a recognized University AND (2) Two years full time Post Graduate degree in Business Administration / Management with Specialization in Human Resource Development / Personnel Management from a recognized University or Institute, (3) Minimum Computer Literacy : Must be proficient in M.S. Office.	At least 5 years post qualification experience in the area of Human Resource Development / Personnel Management.
3.	03	Manager (HR)	(1) Degree of a recognized University AND (2) Two years full time Post Graduate degree in Business Administration / Management with Specialization in Human Resource Development / Personnel Management	3 years post qualification experience in Personnel Management / Human Resource Development.

Sr. No	Post Code	Name of the Post	Educational Qualification	Experience
1	2	3	4	4
			from a recognized University or Institute, (3) Minimum Computer Literacy : Must be proficient in M.S. Office.	
4.	04	Dy. Manager (HR) Trainee	(1) Degree of a recognized University AND (2) Two years full time Post Graduate degree in Business Administration / Management with Specialization in Human Resource Development / Personnel Management from a recognized University or Institute OR Two years full time Post Graduate Diploma in Business Management with specialization in HR / Personnel Management from a recognized University or Institute (3) Minimum Computer Literacy : Must be proficient in M.S. Office.	No experience is necessary. Candidates will be inducted as “Trainee” for a period of one year on consolidated salary and after completion of training, absorbed in the post.
5	05	Dy.Chief Security/ Officer	1) Degree of a recognized University 2) Degree in Law/Engg./2 yrs. 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 Defence/ Fire Brigade/Jail Deptt. and such other organization equivalent to the rank of Dy. Supdt. of Police or Major/or Commissioned Officer.
6	06	Dy.Chief Vigilance Officer	1) Degree of a recognized University 2) Degree in Law/Engg./2 yrs. Post graduate degree/ Diploma in Management/ Adm. from a recognized University/Institute (approved by the AICTE)	20 years experience in Army/Police/Navy/Air force. Out of which 5 years should be in specialised branches like crime/intelligence/anti corruption Bureau/Central Bureau of investigation with good record.
7	07	Asstt.Chief Security Officer/Asstt .Chief Vigilance Officer	Degree of a recognized University.	15 years experience in Army /Police/Industrial Security.

AGE LIMIT AS ON 07.10.2009 :

Post code	Upper age limit
01,02,03,05,06,07	40 years
04	35 years

Note:

- (i) Upper age limit is relaxable by 5 years for the candidate belonging to backward classes.
- (ii) Upper age limit for persons with disabilities (PHP) shall be relaxable by 10 years (15 years for backward classes).
- (iii) Upper age limit is not applicable to the departmental employees working in the Company (only in MSETCL).
- (iv) Date of birth as per SSC/School leaving certificate and age as on 07.10.2009 should be mentioned

2. Reservation :

- 2.1 There shall be 30% horizontal reservation for women as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dt. 25.05.2001. The Open category women candidates who wish to avail benefit of women reservation should submit certificate from the appropriate Competent Authority showing that they do not belong to “Creamy Layer” category.
- 2.2 The reservation policy for persons with Disability shall apply as per State Government directives Persons suffering from not less than 40% of disability shall only be eligible for the benefit of reservation for Persons with Disability. The candidate should attach copy of Medical certificate issued by the appropriate Medical Board in terms of Govt. of India, Office Memorandum No. 36035/3/2004-Estt(Res.) dated 29.12.2005.
- 2.3 The reservation for Persons with Disabilities and Women is against current reservation. The reservation for these categories i.e. PWD and Women is Horizontal reservation and candidates selected against the quota for Women will be placed in appropriate category viz. SC, ST, DT, NT,SBC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the Backward classes.

- 2.4 Maharashtra State Public Services (Reservation for Scheduled 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-station 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 a caste certificate from appropriate authority as prescribed by the Govt. of Maharashtra vide Circular No. CBC-10/2006/PK15/BCR5 dated 5/6/2006, showing that they are not covered under the concept of “Creamy Layer”.
- 2.5 The candidates belonging to ST category applying without validity certificate of caste claim, if selected, will be appointed only after submission of caste validity certificate issued by appropriate authorities as per G.R.No.STC-12099/F No.14/K-10 dated 16/8/2000 and as per Energy Department Govt. of Maharashtra letter No.ESTT-2007/P.K.21/NRG-2 dated 16/8/2007.
- 2.6 As per Government Resolution No.CBC-10/2003/PK91/BCR-5 dt. 8.12.2003, the candidates claiming the benefit of reservation under SC, ST, VJA, NTB, NTC, NTD, Spl.BC & OBC categories, should produce a caste certificate alongwith **caste validity certificate** issued by Caste Scrutiny Committee. However, as per Govt. Resolution No.CBC-10/2003/PK91/BCR-5 dt. 28.01.2004 read with Govt. Resolution CBC-10/2003/PK91/BCR-5 dt. 04.02.2004 the candidates applying without validity certificate will be given appointment (except ST Candidates) subject to production of Caste Validity Certificate within the period of 6 months.
- 2.7 For claiming the benefit of caste reservation, candidates should attach attested copy of caste certificate issued by the appropriate Authority of Govt. of Maharashtra alongwith application.
- 2.8 Those reserved category candidates who compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process.
- 2.9 The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation.
- 2.10 The standards for the reserved category will be relaxed as per the Company’s rules, if the required numbers of candidates are not available in any of the categories while short listing the candidates for personal interview and preparing the select list.
- 2.11 Applications are invited for the reserved vacancies from the candidates who are fulfilling the following conditions:-

- 2.12 (i) If sufficient number of persons with disabilities is not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for the post.
- (ii) Candidate should be domicile of Maharashtra State.
- (iii) Candidate should be of categories notified for the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Buddha Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D (d) Special Backward Class and (e) Other Backward Class.
- 2.13 Once the caste is notified in application form, it cannot be changed at any stage later on.
- 2.14 The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- 3 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.

4. Application Fee:

- i) Application fee for A.G.M. (HR) for Open category is Rs. 600/- and for BC categories Rs. 300/-
- ii) Application fee for other posts is for Open category is Rs.500/- and for BC categories Rs.250/-
- 4.1 Candidates belonging to **Open category** shall furnish **Demand Draft/Pay Order** of the value of **Rs.600/- & Rs. 500/-** (as the case may be) and candidates from Backward Class categories i.e. SC,ST and the candidates belonging to VJ(A), NT(B), NT(C), NT(D), SBC & OBC who are coming under the concept of “**Non Creamy Layer**” shall furnish **Demand Draft/Pay Order of Rs.300/- & Rs. 250/-** (as the case may be) payable to the “**Maharashtra State Electricity Transmission Company, Ltd. Mumbai**” (MSETCL) drawn on any **Nationalized Bank payable at Mumbai. The demand draft/pay order should have 6 months validity period.** The candidates not submitting the caste certificate / caste validity certificate issued by the appropriate Competent Authority of Maharashtra State or “Non Creamy Layer” certificate along with application in case of VJA, NT (B), NT(C), NT (D), SBC and OBC will have to submit Demand draft of Rs. 600/- & Rs. 500/- and they will be treated as Open category candidates for all purposes where there is no BC reservation for any specific category / community. In such case candidates shall have to submit demand draft of Rs. 600/- & Rs. 500/- and they will also be treated as open category candidates for all purposes. The candidate should write his full name, caste, post code No. 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 will not be accepted.**

- 4.2 The Persons with Disabilities (PWD) (who have not less than 40% disability) shall be exempted from payment of Application fee who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for the post (including any concession specifically extended to the disabled Persons) and who enclosed with application form the necessary certificate from the Competent Authority in support of their claim of Disability.
- 4.3 In case selection process could not be conducted for any reason, the fees paid will not be refunded.
- 5. Procedure to apply:**
- 5.1 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.
- 5.2 Knowledge of Marathi is desirable. However, 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.
- 5.3 Employees working in Govt./Semi.Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- 5.4 The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on fullscape paper. All items of the application must be filled in according to instructions given for filling the application form.
- 5.5 Applications duly filled in with attested copies of certificates in support of age qualifications & caste should be submitted well in advance to the **Post Box No. 27675 Malad (E), Mumbai – 400 097** only by ordinary post so as to reach on or before **07.10.2009**. Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.
- 5.6 Separate application in a separate envelope is required to be submitted for each post applied. 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) are liable to be summarily rejected.

GENERAL CONDITIONS

- 1) Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview.

- 2) **While applying for the post wherein experience is essential, the candidates must attach a separate sheet showing the detailed experience such as name of Organization / Company, designation/post held, nature of work, various places of working indicating specific period therein etc.**
- 3) All candidates who pay the requisite Application Fees will be issued call letters. No detailed scrutiny of application will be carried out at the time of giving call letters for written test. The call letters will be sent by post at the correspondence address given by the candidate in their application form. Those candidates who do not receive call letter can contact our Recruitment Cell, HR Department, Corporate Office, Prakashganga, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051
- 4) The candidates will have to appear for Written Test at Mumbai.
- 5) The candidates for the posts advertised will be short listed for Personal Interviews on the basis of performance in the written test. Taking into consideration the performance in the written test and Personal Interview the select list will be prepared.
- 6) The list of candidates called for written test, personal interview and selected / unselected to the posts advertised will be published on the Company's website- **www.mahatransco.in** from time to time.
- 7) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed commensurate with the number of vacancies.
- 8) The candidate should ensure that he/she should fulfill the eligibility criteria regarding educational qualification, age, experience, caste etc. and particulars furnished in the application form are correct in all respect
- 9) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 10) 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.
- 11) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 12) The departmental employees of the Company applying against this Advertisement should submit their applications well in advance directly to **Post Box No. 27675 Malad (E), Mumbai – 400 097** by ordinary post. (They need not submit it through proper channel).

- 13) **The last date of receiving application by ordinary post is 07.10.2009.** Applications received after due date will not be entertained. The Company is not responsible for postal delay or non-receipt of application within stipulated time. **The applications should be sent by ordinary post only** and not by Regd. Post Acknowledgement due or Speed post or by Courier.
- 14) The recruitment in MSETCL is done strictly as per merit in a systematic way giving weightage to written test. Canvassing in any form will disqualify a candidate.
- 15) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 16) Once the caste is notified in the application form, it cannot be changed at any stage later on.
- 17) The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- 18) 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.
- 19) **The Caste certificate and caste validity certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.**
- 20) The unemployed reserved category candidates such SC, ST, VJ(A), NT(B), NT(C), NT(D) & Spl. BC will be given reimbursement of traveling expenses equal to the ordinary second class rail fare (without reservation charges) or ordinary S.T. bus fare from the place of their residence to nearest centre of Written Test and back (limited to journey performed within the State of Maharashtra) on production of original/Photo copy of the Rail/S.T. bus fare tickets & Caste Certificate/Caste Validity Certificate /Non-Creamy Layer Certificate as per Govt. rules as amended from time to time.
- 21) The medium of the Written Test will be **English**.

How to apply:

- (i) Application must be submitted in the Proforma given in the advertisement and on company's web site www.mahatransco.in in same order preferably typewritten on fullscale paper. All items of the application should be filled properly.
- (ii) Instructions for filling up application form:-
Item No. 5 of application form : Category Code:- 1 – Schedule Caste, 2 – Scheduled Tribes, 3-VJA, 4-NT(B), 5-NT(C), 6-NT(D), 7-SPI.BC, 8-OBC, 9-Open

7a. Availing reservation for persons with disability

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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7b. If availing reservation for **Persons with Disability**

PS	PD	OA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate whether Partially Sighted (PS),
Partially Deaf (PD) OR One Arm affected (OA)
attach Medical Certificate Issued by the appropriate
Competent Authority :-

7c. Whether taking the help of scribe

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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8a. Date of birth:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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DD MM YY

(as per SSC /School Leaving
Certificate)

8b. Age as on :

<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Month	Days
<input type="text"/>	<input type="text"/>	<input type="text"/>

(07/10/2009)

9. Demand Draft details (drawn on Nationalised Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd.**” (MSETCL).

Name of Issuing Bank & Branch	Date of Issue	D.D.No. (6 digit)	MICR No. (9 digit)	Amount Rs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Educational Qualifications: (Attach attested certificates):

Exam. Passed (Degree and onwards)	Institute/University	Year of passing	% of Marks	Division/Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Details of Experience (Attach separate sheet, if necessary):

Organisation	From	To	Duration	Designation	Pay scale	Last Emol- uments	Nature of duties/ Responsibi- - lities

I declare that all the above information and particulars are correct and that I will stand disqualified if any information is found to be incorrect at any stage.

I declare that I have _____ Number of living children as on today, out of which no. of children born after **28.03.2005** is _____. I am aware that if any total number 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.

I declare that I am ready to serve in any where in the Company.

I undertake to abide by all the conditions & General conditions mentioned in the advertisement given by the Company.

Place: _____

Date: _____

Signature

11. **Check List :**

- (i) Attested copies of following attached.
- | | | |
|-----|---|-----|
| (a) | S. S. C. / School leaving certificate for Date of Birth. | Y/N |
| (b) | Mark sheet of Degree/Post Graduate Exam. | Y/N |
| (c) | Degree/Provisional Degree Certificate in support of educational Qualifications. | Y/N |
| (d) | Caste certificate issued by competent authority | Y/N |
| (e) | Caste validity certificate issued by competent authority | Y/N |
| (f) | Non-Creamy layer certificate (for VJA,NTB,NTC,NTD, SBC,OBC / Women Reservation) | Y/N |
| (g) | A sheet of details of experience | Y/N |
- (ii) D.D./Pay Order in favour of **“Maharashtra State Electricity Transmission Co. Ltd.” (MSETCL)** payable at Mumbai on any Nationalised Bank for appropriate amount and valid for six months. Y/N
- (iii) Name, Caste and name of the post at the backside of Demand Draft is written. Y/N
- (iv) Post Code and Post applied for is written on the envelope. Y/N
- (v) Signed the undertaking. Y/N
- (vi) Pasted recent photograph at appropriate place. Y/N
- (vii) Inserted application for only one post with D.D./Pay Order in the envelope. Y/N