



Employment Notification No. 05/2017

The Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO) invites applications from the Officers on deputation basis from amongst departmental officers from feeder post having two years experience or officers from sister concerns who are holding either position at same level or position of feeder category post of at least for a period of two years for the post of the **Chief General Manager (F&A)** on deputation basis, for the maximum period of three years or till attaining age of 58 years whichever is earlier.

1. **NO. OF VACANCY:** - One (Unreserved)

2. **ELIGIBILITY CRITERIA AS ON: 28.11.2017**

Eligibility condition	Departmental officers from feeder post having two years experience or officers from sister concerns who are holding either position at same level or position of feeder category post of at least for a period of two years.
Method of filling the post	On deputation basis
Period of Deputation	The tenure/period of Deputation shall be maximum of 3 years, counted from the date of joining of deputationist or till attaining the age of 58 years whichever is earlier.

3. **Compensation:-**

- i. The selected candidate will be drawing salary in the pay scale of **Rs. 45900-1950-88800/-**
- ii. In addition to this, he/she would be entitled to Dearness Allowance as applicable on the Basic pay and revised from time to time and other allowances/perquisites applicable to the post.
- iii. The selected candidate would also be entitled for HRA, Medical benefit, CPF, etc. as per Company's Rules.
- iv. In addition, company's or hired Car, Mobile Phone, etc. will be provided for official use as per Company's Rules.

4. **Residential accommodation:**

Residential accommodation can be provided as per Company's Rules, if available.

5. **Date of Birth:**

Date of birth shall be considered from passing certificate of SSC or as per School leaving certificate or Service Book entry of the Officer maintained in that Organization/Company.

6. Methodology of Selection:

- i. The selection process shall on the basis of Personal Interviews. 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. The call letter for selection process will be forwarded through e-mail on the email ID as mentioned in the application form by the candidate.
- iii. The short listed candidates will have to appear for the selection process at their own cost. Traveling expenses will not be reimbursed.

7. Application Fee: Rs. 800/-

- i. Candidates shall furnish **Demand Draft (Having CTS Code)** towards application fee of **Rs.800/-** payable to the “**Maharashtra State Electricity Transmission Company Ltd.**” drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his / her Full Name & Post Applied on the backside of Demand Draft.
- ii. The Demand Draft submitted without CTS code will not be accepted and application may be rejected on the ground of non-submission of application fees in prescribed manner.
- iii. Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than Demand Draft will not be accepted.
- iv. In case candidate pays less fees than applicable fees, he/she shall be held not eligible.
- v. The fees once paid will not be refunded for any reason.

8. How to apply:

- i. Applicant should submit his application through his Controlling Officer.
- ii. Application must be submitted in the Proforma given with this notification in a same order preferably typewritten on fullsize paper. All items of the application should be filled properly.
- iii. The envelope containing application form and copies of testimonials should be superscribed as “Application for the post of **Chief General Manager (F&A) – Notification. No.05/2017**”
- iv. Application duly filled in & signed, original Demand Draft and attested copies of certificates in support of age, qualifications, experience specifically showing date of joining and relief, posts held, etc. should be sent / submitted well in advance to “**The Chief General Manager (HR), Maharashtra State Electricity Transmission Company Ltd, Prakashganga, E-Block, Plot No, C-19, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051**” so as to reach on or before 28.11.2017

- 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 shall be entertained.
- vii. Incomplete application, application without signature & without original Demand Draft and those not supported by attested copies of relevant certificates may liable to be summarily rejected. Copies of certificates should be duly attested.
- viii. While applying for the post, if required, candidates may attach a separate sheet duly signed in the same format as given in the application form showing the detailed experience such as name of Organization, designation/post held, nature of work, etc for various positions of working indicating specific period therein.

9. Important Dates:

Last Date of Receipt of applications	28.11.2017
Tentative Month of Selection Process	Dec-2017

GENERAL CONDITIONS

- 1) **Since the selection is on deputation basis, the terms and the conditions of the deputation will be decided later on.**
- 2) Before filling up the application form, candidates should first 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 & satisfying the prescribed eligibility criteria mentioned in this advertisement.
- 3) If the candidate knowingly or willfully furnishes incorrect or false particulars or certificates/documents 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.
- 4) It is responsibility of the candidates to submit all the required documents/certificates alongwith application form for proving his/her eligibility. Failure to produce the same may lead to disqualification.
- 5) The appointment on deputation through notification process in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 6) Employees working in sister concern will have to produce No Objection Certificate at the time of Interview/joining if selected.
- 7) Selection shall be subject to verification of following documents which shall not be adverse:
 - i) Disciplinary action report,
 - ii) Annual Performance Appraisal Reports of the last 5 years.

The selection shall be depend upon the above criteria and decision of the Company in this regards shall be final
- 8) The medium for the selection process will be **English**.
- 9) The Company reserves the right to modify or to cancel the Notification fully or partly on any grounds at any stage and such decision of the Company will not be notified or intimated to the candidates.
- 10) Any dispute pertaining to this notification process shall be within jurisdiction of the Mumbai Court.
- 11) The decision of the Company in all matters including selection process shall be final and no individual correspondence will be entertained.

Sd/-
Chief General Manager (HR)

Date: 08.11.2017

8. Educational Qualifications: (Attach attested certificates):

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

9. Experience as on **28.11.2017** :
(Start from present employer)

Sr. No	Name of the Organization/ Company etc.	Position Held	Period		Total Experience			Nature of Job (Responsibilities handled)
			From	To	Years	Months	Days	
			Total Exp.					

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

10. Name of Sister concern Company and Full address of present Office / Department:

11. a) Present Position: _____

b) Pay Scale: - _____

c) Present Basic:- _____

12. Details of affiliation with Professional Bodies/Institution/Society:

Name of the Body	Membership No.	Date of Enrollment

13. List of Publications / academic honours received:

DECLARATION

- i) 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.
- ii) I declare that, the documents/certificates submitted by me alongwith application form are authentic and if any document/certificate is found to be fake / forged at any stage, I shall be disqualified at any stage of recruitment process and if appointed shall be liable for dismissal from the Company's service.
- iii) I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Signature _____
Full Name _____

Place: _____

Date: _____

17. <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. passing certificate or School leaving certificate or copy of first page on Service Book for Date of Birth	
(b) Mark sheet of Degree/Post Graduate Degree etc.	
(c) Final or Provisional Certificate of passing of Degree and or Post Graduate Degree.	
(d) Post Qualification Experience certificates indicating Post Held, job responsibilities, date of joining and relief (as mentioned in application form) issued by the Competent Authority.	
(ii) Original D.D. (Having CTS Code) in favour of " Maharashtra State Electricity Transmission Co. Ltd. ", payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full name & post applied at the backside of Demand Draft is written	
(iv) Signed declaration (Shown as above).	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) A sheet showing details of experience if required	
(vii) No Objection Certificate (For Officers of sister concern)	

Signature: _____

Full Name: _____
