



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

Employment Advertisement No.11/09

We at MAHATRANSCO, one of the largest Transmission Utilities in the State operating about 36,000 CKT KM transmission lines and 498 EHV Sub-stations and having transformation capacity of 56564 MVA invites applications from dynamic, talented and result oriented professional persons for the post of *Company Secretary* on Contract Basis.

1. **Pre-requisites and other conditions :**

Qualifications:

- Essential** - Graduate with Associate Membership of the Institute of the Secretaries of India (ACS).
- Computer Literacy
- Preferable** - Degree in Law from a recognized university.

Experience: Candidate should have minimum 5 years post qualification experience as Company Secretary/Asstt. Company Secretary.

Upper age limit: Should not be more than 53 years of age.

Period of Contract: The period of contract will be initially for a period of five years and will be considered for extension based on performance.

Pay scale and Perquisites: The selected candidate will get emoluments in the pay scale of Rs.36720-1560-71040. At present, the gross emoluments is Rs.65,650/- p.m. (*without accommodation*). Besides, the candidate would be entitled to other facilities like Car and Cell phone etc. for official use. The accommodation can be provided, if available. In case accommodation is provided, H.R.A. would not be paid and license fee as per rules will be deducted.

2. **No.of vacancies: 1 (one)**
This vacancy is at Corporate Office, Mumbai.
3. **Last date of receipt of application: 15.12.2009**

4. **Application Fee:**

Candidates shall furnish Demand Draft of the value of RS. 600/- payable to the 'MAHATRASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED' drawn on any Nationalised Bank payable at Mumbai. The candidate should write his Full Name on the backside of the Demand Draft. Fees in the form of Postal Order/Money Order/Cash will not be accepted.

5. **Selection Process:**

- 5.1 The details of interview schedule will be communicated to the short listed candidates by e-mail/telephonically. The call letter for personal interview will not be sent.
- 5.2 The list of applicants short listed for selection process will be made available on the website of the Company. Similarly, the list of finally selected candidates will also be displayed on the website.
- 5.3 The short listed candidates will have to appear for the Personal Interview at their own cost. Traveling expenses will not be reimbursed.
- 5.4 The recruitment in MSETCL is done strictly as per merit in a systematic way.
- 5.5 Canvassing in any form will disqualify a candidate.
- 5.6 If any false/incorrect information furnished by the candidate is detected at any state of recruitment process; his/hr candidate will not be considered.
- 5.7 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.
- 5.8 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

6. **Procedure of making application:**

If you are interested one and looking for making career in Power Sector, then send your resume/bio-data with recent passport size photograph affixed thereon along with attested copies of certificates in support of Qualification, Experience, Age etc. and Demand Draft of Rs.600/- drawn in favour of MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED on any Nationalized Bank payable at Mumbai to Sr.Manager (HR-Recruitment Cell), Maharashtra State Electricity Transmission Co. Ltd., 'Prakashganga', Plot No. C-19, E-Block, 7th floor, Bandra-Kurla-Complex, Bandra (East), Mumbai – 400 051 so as to reach on or before 15.12.2009. The envelope should be superscribed as **“Application for the post of Company Secretary”**.
