

## Employment Advertisement No. 01/2017

The Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO) is the State Transmission Utility of Maharashtra and one of the largest transmission utilities in India, having work force of about 16,854 employees, operating around 44,715 CKT KM Transmission Lines, 652 EHV Sub-Stations having transformation capacity of 1,19,212 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the following posts:

Post Code	Post Name	Category-wise Vacancy									Total Vacancy	Reservation for Persons with Disability (PWD)
		SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	Open		
01	Deputy General Manager (IT)	1	0	0	0	0	0	0	0	0	01	-
02	Deputy Chief Security Officer	0	0	0	0	0	0	0	0	1	01	
03	Assistant Chief Vigilance Officer / Assistant Chief Security Officer	1	0	0	0	0	0	0	0	0	01	
04	Junior Security Officer / Junior Vigilance Officer	1	1	0	0	0	0	0	0	1	03	
05	Programmer	0	1	0	0	0	0	0	0	1	02	
06	Assistant Programmer	1	1	0	0	0	0	0	0	2	04	01 VH
07	Deputy Executive Engineer (Civil)	1	1	0	1	0	0	0	1	3 (1 WR)	07 (1WR)	01 HH

**Note:-**

- i. The number of vacancies and reservation for Backward Classes, Persons with Disability and Women are provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

**ABBREVIATIONS:-** WR- Woman Reservation, PWD- Persons With Disability, HH- Hearing Handicapped, VH- Visually Handicapped

**2. PAY SCALES:**

Post Code	Post Name	Pay Scale (In ₹)
01	Deputy General Manager (IT)	₹ 35875-1545-43600-1710-79510
02	Deputy Chief Security Officer	₹ 31725-1220-37825-1385-68295
03	Assistant Chief Vigilance Officer / Assistant Chief Security Officer	₹ 26465-1060-31765-1125-59890
04	Junior Security Officer / Junior Vigilance Officer	₹ 11965-410-14015-450-18515-490-34195
05	Programmer	₹ 24765-975-29840-1060-55080
06	Assistant Programmer	₹ 19110-840-23310-885-46320
07	Deputy Executive Engineer (Civil)	₹ 24010-975-28885-1060-54325

- 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.

**3. PRE-REQUISITES AS ON 06.06.2017:**

Post Code	Post Name	Educational Qualification	Experience
01	Deputy General Manager (IT)	B.E. in (Computer Engineering) / (Information Technology) / (Computer) / (Computer Science & Engineering) or B. Tech. (Computer / IT) / or MBA with specialization in Finance/ Operational research/ IT/ Project Management Professional (PMP) Certification from Project Management Institute or 3 years Post Graduation degree in Master of Computer Applications (MCA)	Minimum 16 years' experience in Computer Programming, System Analysis, design, developing software, application and database administration in a large Organization / Public Undertaking is essential. Out of which 07 years as System Analyst or its equivalent and 03 years should have been in a large scale ERP implementation. SAP-ERP implementation Project for multi-location and Project Management Experience is preferred.
02	Deputy Chief Security Officer	(i) Degree from a recognised University or equivalent  (ii) Degree in Engineering and /or Law and / or Post Graduate Degree / Diploma in Personal Management/ Administration from recognised University / Institute approved by the AICTE will be preferred.	Not below the rank of Captain/Flight Lieutenant/ Lieutenant from the Army / Air Force / Navy respectively with total 10 years of experience, out of which minimum 05 years of commissioned service  <b>OR</b> Total 10 years of experience in the services like Police/BSF/CISF/ITBP/Fire Department / Jail Department and such other Government Organisation, not below the rank of Assistant SP in Police Department / Assistant Commandant in BSF / Assistant Commandant in CISF / Assistant Commandant in ITBP / equivalent rank in Fire Department and other Government Organisation.
03	Assistant Chief Vigilance Officer / Assistant Chief Security Officer	(i) Degree of a recognised University.  (ii) Degree in Law / Post Graduate Degree in Management from recognised University / Institute will be preferable. (approved by UGC/AICTE)	1) Ex-Serviceman with 15 years of colour service retired/relieved in the rank of Senior Non Commissioned Officer (X & Y Group) & above. (equivalent in Army/Navy/Air Force)  2) Police/BSF/CISF/ITBP/Jail Department Officer with 15 years of service of the rank not less than Police Sub Inspector & equivalent, out of which 03years should be in specialized branches like Crime/Intelligence/Anti-Corruption Bureau/Central Bureau of Investigation with good record.
04	Junior Security Officer / Junior Vigilance Officer	Degree of a recognized university	Must be either a serving or Ex-Police Officer of the minimum rank of Head Constable with good record to his credit.  <b>OR</b> Must be a serving or ex-noncommissioned officer from Army/Navy or Air force or of equivalent rank.  Brigade/Jail Department and such other organizations having sufficient experience of Crime Intelligence, Vigilance, Security Work or possessing similar qualification & experience.
05	Programmer	B.E. in (Computer Engineering) / (Information Technology) / (Computer) / (Computer Science & Engineering) or B. Tech. (Computer / IT) / or MBA with specialization in Finance/ Operational research/ IT/ Project Management Professional (PMP) Certification from Project Management Institute or 3 years Post Graduation degree in Master of Computer Applications (MCA).	Minimum 04 years' experience in Computer Programming, System Analysis and Design in an Organization / Public Undertaking is essential. SAP-ERP implementation Project for multi-location and Project Management Experience is preferred.

Post Code	Post Name	Educational Qualification	Experience
06	Assistant Programmer	B.E. in (Computer Engineering) / (Information Technology) / (Computer) / Computer Science & Engineering) or B. Tech. (Computer / IT) / or MBA with specialization in Finance/ Operational research/ IT/ Project Management Professional (PMP) Certification from Project Management Institute or 3 years Post Graduation degree in Master of Computer Applications (MCA).	Minimum 01 years' experience in Computer Programming in an Organization / Public Undertaking is essential. Experience in ERP enabled office environment preferred.
07	Deputy Executive Engineer (Civil)	Bachelor's Degree in Civil Engineering / Technology.	3 years experience in the field of civil works related to Power Sector.

**Note:**

- Educational qualification should be from a University or Institute in India, established or incorporated under Central Act or a State Act or any other qualification recognized as equivalent thereto.
- The experience means Post Qualification experience, i.e. experience acquired by the candidate after the essential qualification prescribed for the post.
- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn and job responsibilities.

**4. Age Limit as on 06.06.2017:-**

Post Code	Name of the Post	Applied Against Open	Applied against Reserved Categories (i.e. including 5 years age relaxation)
01	Deputy General Manager (IT)	-	50
02	Deputy Chief Security Officer	40	-
03	Assistant Chief Vigilance Officer / Assistant Chief Security Officer	-	45
04	Junior Security Officer / Junior Vigilance Officer	38	43
05	Programmer	40	45
06	Assistant Programmer	38	43
07	Deputy Executive Engineer (Civil)		

**Note:-**

- The upper age limit for departmental candidates (only MSETCL Employees) is **57 years**.
- The upper age limit for Persons with Disability & Ex-Servicemen shall be as per rules.
- The upper age limit for the post of Junior Security Officer / Junior Vigilance Officer (Post Code No. 04) in case of candidate with Army or Police service shall be 45 years.
- Date of birth shall be as per SSC/School leaving certificate.

**5. Reservation:**

- Candidates claiming the benefit of reservation under backward class category **should submit a Caste Certificate** issued by Competent Authority of GoM alongwith **Caste Validity Certificate** issued by the Caste Scrutiny Committee if available with them on the last date of submission of application. However, if candidate do not possess Caste Validity Certificate, on selection, an appointment order will be issued to him /her as per the provisions/directives prescribed in G.R. of Govt. of Maharashtra vide बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब दि. ०५.११.२००९ read with GR No बीसीसी - २०११ / प्र.क्र.१०६४/२०११/ १६ ब दि. १२.१२.२०११.

- ii. Maharashtra State Public Services (Reservation for Schedule 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 29<sup>th</sup>, January, 2004. As per the provisions under Sub-section 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 have **valid Current Year Non Creamy Layer Certificate** at the time of document verification in the prescribed format issued by the appropriate Competent Authority of Govt. of Maharashtra.
- iii. There shall be 30% horizontal reservation for women (**Only Maharashtra Domicile Candidates**) as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dated 25.05.2001. The women candidates who desire to avail benefit of women reservation including Open category (except SC/ST) should have **valid Current Year Non Creamy Layer Certificate** at the time of document verification in the prescribed format issued by the appropriate Competent Authority of Govt. of Maharashtra. All women candidates availing benefit of women reservation should also **require to submit Domicile certificate of Maharashtra State** alongwith Non Creamy Layer Certificate as mentioned above issued by the appropriate Authority of Govt. of Maharashtra.
- iv. 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 submit 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 read with Office Memorandum No. F.No15012111200 3-Estt.(D) dated 29.06.2015.
- v. The reservation for woman and Persons With Disabilities is against current reservation. The reservation for these categories i.e. Woman and Persons With Disabilities is Horizontal reservation. The candidates selected against the quota for Woman and Persons With Disabilities will be placed in appropriate category viz. SC, ST, VJ (A), NT (B), NT (C), NT (D), SBC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the Backward classes.
- vi. Those reserved category candidates who have applied as Open category & compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process. However, if any such departmental reserved category candidate who have entered in MSEB / MSETCL by taking the benefit of reservation earlier, he/she will have to submit the caste certificate & caste validity certificate from Competent Authority before appointment, if selected even though he/she may be applying under Open category against this advertisement.
- vii. Backward class candidates **should be domicile of Maharashtra State** and should be of the categories notified by the Maharashtra State viz (a) Scheduled Castes (including SC category person who has adopted Baudha Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D (d) Special Backward Class and (e) Other Backward Class.
- viii. The Caste Certificate issued by appropriate Competent Authority of Maharashtra State only be considered as valid for availing the benefit of reservation including application fees.
- ix. Once the caste is notified in application form, it cannot be changed at any stage later on. The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- x. The candidate should claim clearly and absolutely the benefit of reservation in application form itself. If not claimed, it shall not be considered at any stage later on.

**6. Methodology of Selection:**

**6.1 For post code No. 01**

- i. The selection process shall comprises of the Competency Mapping Test.
- ii. The Competency Mapping Test will be conducted for selection process which will comprise of In-Basket Exercises, Group Discussion, Case Discussion, Presentation Skill and Personal Interview. 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.
- iii. The application received by **06.06.2017** will only be considered. Out of which the candidates who are apparently eligible as per age and educational criteria shall be called for first four tools of Competency Mapping Test viz. In-Basket Exercise, Group Discussion, Case Discussion and Presentation Skill without verifying their other eligibility criteria's i.e. experience, caste certificate, caste validity, Maharashtra Domicile etc.
- iv. The candidates will be shortlisted for Personal Interview in the prescribed ratio taking into consideration their performance in the In-Basket Exercises, Group Discussion, Case Discussion and Presentation Skill as well as verification of their eligibility as mentioned in the advertisement.
- v. Taking into consideration, overall performance reflected in all five tools of Competency Mapping Test viz; In-Basket Exercises, Group Discussion, Case Discussion, Presentation Skill & Personal Interview the final select list shall be prepared.
- vi. There will be cut off marks on overall marks (Competency Mapping Test and Personal Interview) as under:-

<b>Category</b>	<b>Cut-off marks</b>
SC	45 (Out of total 100 marks)

- vii. The candidates who will obtain marks equal or above the cutoff marks shall only be considered for selection.

**6.2 For post code No. 02, 03 & 05**

- i. The selection process shall comprises of Online Test and Personal interview.
- ii. All the candidates whose applications received on or before last date of application i.e. 06.06.2017 will be called for online test without verifying their eligibility.
- iii. The candidates will be short listed for Personal Interviews on the basis of performance reflected in the Online Test.
- iv. The weightage for Online Test & Personal Interview shall be 95:05.
- v. The Personal Interviews of the shortlisted candidates shall be held at Mumbai.
- vi. Taking into consideration the performance in the Online Test and Personal Interview the select list will be prepared.
- vii. While drawing select list, out of 150 marks obtained in Online Test will be converted into 95 marks and out of 50 marks obtained in Personal Interview will be converted into 05 marks. Thus, merit list will be drawn out of 100 marks.

**6.3 For posts code No. 04, 06 & 07**

- i. The selection process shall comprise of Online Test only.
- ii. All the candidates whose applications received on or before last date of application i.e. 06.06.2017 will be called for online test without verifying their eligibility.

- iii. Taking into consideration the performance in Online Test, select list will be prepared.
- iv. While drawing select list, out of 150 marks obtained in Online Test will be converted into 100 marks. Thus, merit list will be drawn out of 100 marks.
- 7 Normally, selection process for various post will be followed as prescribed above. However, which selection procedure 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.
- 8 The list of finally selected candidates will be displayed on the website.
- 9 The online test will be of Objective Type.
- 10 There will be penalty for wrong answers. For each question for which a wrong answer has been given by the candidate one fourth (i.e. 0.25%) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.
- 11 For selection of Candidates under Horizontal Reservation:-
- While drawing select list, the selection of candidates applied under horizontal reservation like Women Reservation, Reservation for Person with Disability shall be as per provisions/directives prescribed in Circular No.एसआरव्ही १०१२/ प्र.क्र.१६/१२/१६-अ दि. १३.०८.२०१४ issued by the General Administration Department of Government of Maharashtra.
- 12 **Centers for Competency Mapping & Online Test :**
- i. The center for the Competency Mapping Test shall be at Mumbai & the centers for Online Test will be communicated separately.
  - ii. The Candidate will have to appear for examination at Examination Centre at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc of any nature.
13. **Application Fee:**

Post Code	Name of the post	Application Fees (Through online Payment Only)		
		Applying against Open	Applying against Reserved Categories	For Persons With Disability
01	Deputy General Manager (IT)	-	₹ 350/-	-
02	Deputy Chief Security Officer	₹ 600/-	-	
03	Assistant Chief Vigilance Officer / Assistant Chief Security Officer	-	₹ 300/-	
04	Junior Security Officer / Junior Vigilance Officer	₹ 600/-	₹ 300/-	
05	Programmer			
06	Assistant Programmer			
07	Deputy Executive Engineer (Civil)			
				Application Fee not applicable to PWD persons for whom the post is reserved.

- i. Candidates shall furnish Demand Draft (Having CTS Code) towards application fee of the value as applicable to them, 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. Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than DD will not be accepted.
- iii. 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.
- 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.

**14. How to apply:-**

- i. Application must be submitted in the Proforma given at the end of this advertisement, in same order preferably typewritten on fullsize paper. All items of the application should be filled in properly.
- ii. The envelope containing duly filled in and signed application, DD and copies of testimonials should be superscribed as “**Application for the post of \_\_\_\_\_ (Post Name) – Advt. No. 01/2017**”
- iii. Application duly filled in & signed, Original Demand Draft and attested copies of certificates in support of age, Caste Certificate / Caste Validity Certificate (If available), Maharashtra Domicile Certificate, Non Creamy Layer Certificate (For Women Reservation), Medical Certificate (For PWD Candidates), Qualifications, Post Qualification experience specifically showing date of joining and relief, posts held, etc. (as applicable) 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**” to reach on or before **06.06.2017**.
- iv. The departmental employees of the MSETCL, applying against this Advertisement should also send / submit their applications along with the required documents as mentioned above well in advance directly 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**” to reach on or before **06.06.2017** (They need not to submit it through proper channel).
- 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. Copies of certificates should be duly attested from the Govt. Gazetted Officer / Principal of Colleges / Post Master.
- vii. The departmental candidates of MSETCL may submit the copies of certificates duly attested from the officer not below of the rank of Superintending Engineer of MSETCL. They have to submit post wise experience certificate of MSEB/MSETCL duly signed by the concern authority of MSETCL.
- 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 places of working indicating specific period therein.
- ix. Any request for change of address and enclosing supporting documents later on will not be entertained.

15. **Important Dates:**

<b>Last Date of Receipt of applications</b>	<b>06.06.2017</b>
<b>Tentative Date of Competency Mapping Test</b>	<b>July 2017</b>
<b>Tentative Date of Online Test</b>	<b>July 2017</b>

**GENERAL CONDITIONS**

- 1) Before filling up the application form candidates should 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 and satisfying the prescribed eligibility criteria as mentioned in this advertisement.
- 2) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- 3) Incomplete application, application without signature & without Original Demand Draft and those not supported by attested copies of relevant certificates are liable to be summarily rejected.
- 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) 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 will be entertained.
- 6) Candidate must be an **Indian Citizen**.
- 7) For the post of Junior Security Officer / Junior Vigilance Officer, the candidate should be **domicile of Maharashtra State**.
- 8) The Persons with Disability i.e. the candidate who are blind / low vision or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use services of a scribe of their choice during the written examination. He is required to claim for scribe in Application Form. For details, candidates should go through Annexure - I and Declaration Form appended with this Advertisement.
- 9) 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.
- 10) If departmental candidate knowingly or willfully furnishes incorrect or false particulars or certificates/documents or suppresses material information, he / she will be disqualified from the recruitment process and disciplinary action will be initiated as per the rules of the company. Also, if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 11) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 12) The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely. In that event, every effort will be made to resolve such issue/s, which may include the conduct of another examination if found necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall loose his /her candidature for this examination.
- 13) The selected candidate/s (other than MSETCL Employees) for the post of Deputy Executive Engineer (Civil) will have to execute a surety bond of value of ₹ 1,00,000/- on Stamp Paper of ₹ 200/- for serving in the MSETCL for minimum period of 5 years.

- 14) 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.
- 15) The candidates shall produce following certificate showing knowledge of Marathi:-  
Certificate of Secondary School Certificate Examination Board or recognized University showing passing of Secondary/School Certificate Examination or Matric or Higher Examination of University with Marathi Language.  
OR  
Certificate stating the candidate can read, write and speak Marathi Language fluently issued by Professor of Marathi Language of College/Institute affiliated to recognized University and countersigned by the Principal of the said College / Institute.
- 16) Knowledge of Marathi is desirable. 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.
- 17) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- 18) Appointment order of the selected Departmental candidates will be issued by the concern establishment section after verification of disciplinary actions and vigilance enquiries in process / contemplated and other service records. The decision of the Company in this regard shall be final and no individual representation will be entertained.
- 19) Candidate will have to appear for examination at Examination Centre at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc of any nature.
- 20) The Written Test will include test of Marathi Language.
- 21) The Company reserves the right to modify or to cancel the Advertisement/selection process fully or partly at any stage on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- 22) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 23) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 17.05.2017

Sd/-  
Chief General Manager (HR)

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- 7g. Possessing valid Non Creamy Layer Certificate issued by Competent Authority of Maharashtra State. Yes  No
- 8a. Availing reservation benefit for **Physically Handicapped Persons**:- Yes  No
- 8b. Availing reservation benefit of: - Hearing Handicap  Visually Handicap
- 8c. Want to avail Scribe at own cost:- Yes  No
- 8d. Possessing valid Medical Certificate issued by the Appropriate Medical Board showing more than 40% disability:- Yes  No

9. Date of birth: 

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DD MM YY  
(as per SSC Certificate/School Leaving certificate)

10. Age as on : 

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(06.06.2017) Years Months Days

11. Are you an employee of MSETCL? Yes  No

12. If Yes, mention CPF No. :- 

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SAP No. :- 

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13. Nationality: - \_\_\_\_\_

14. Knowledge of Marathi: - Yes  No

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

Name of Issuing Bank & Branch, City	Date of Issue	D.D. No. (6 digit)	MICR No. (9 digit)	Amount Rs.

16. Educational & Professional Qualification Details (Attach Attested Certificates):

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

17. (a) **Post Qualification** experience as on **06.06.2017** (as applicable, please refer experience criteria): Details of posts held from time to time: (Start from present employer)

Sr. No.	Name of the Organization	Designation/ Position Held	Monthly Gross Emoluments (Excluding perquisites)	Period		Total Experience			Nature of Job (Responsibilities handled)
				From	To	Years	Months	Days	
<b>Total Exp.</b>									

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

17 (b) **Specific work experience (Out of above post qualification experience):-** Candidates are required to mention the specific work experience.

- As per the experience prescribed clause 3 of the advertisement for the post of **Deputy General Manager (IT)**.

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

Sr. No	Name of the Organization	Designation / Position Held	Monthly Gross Emoluments (Excluding perquisites)	Period		Total Experience			Nature of Job (Responsibilities handled)
				From	To	Years	Months	Days	
<b>Total Exp.</b>									

**18. For the post of Deputy Chief Security Officer –**

**(A)**

i) Candidate possessing experience from:-

- Army
- Air force
- Navy

ii) Whether possessing 10 years of experience not below the rank of Captain (Army)/ Flight Lieutenant (Air Force) / Lieutenant (Navy)

Yes

No

iii) From the above experience, whether possessing minimum 05 years experience of commissioned services.

Yes

No

**OR**

**(B)**

i) Candidate possessing experience from:-

Police

BSF

CISF

ITBP

Fire Department

Jail Department

Other Government Organisation.

**Please Specify name of the Govt. Organisation\_\_\_\_\_**

ii) Whether possessing 10 years of experience not below the rank of Assistant SP in Police Department / Assistant Commandant in BSF / Assistant Commandant in CISF / Assistant Commandant in ITBP / equivalent rank in Fire Department and other Government Organisation.

Yes  No

**19. For the post of Assistant Chief Vigilance Officer/ Assistant Chief Security Officer –**

**(A)**

i) Candidate possessing experience from:-

Army

Air force

Navy

ii) Whether possessing 15 years of experience of colour service retired / relieved in the rank of Senior Non Commissioned Officer (**X&Y Group**) and above. (equivalent in Army/Navy/ Airforce)

Yes  No

**OR**

**(B)**

i) Candidate possessing experience from:-

Police

BSF

CISF

ITBP

Jail Department

ii) Whether possessing 15 years of experience of services of the rank not less than Police Sub Inspector & equivalent, out of which 3 years in a specialized branches like Crime/ Intelligence/ Anti Corruption Bureau / Central Bureau of Investigation

Yes  No

**20. For the post of Junior Security Officer /Junior Vigilance Officer:-**

- i) Are you serving or Ex-Police Officer of the minimum rank of Head Constable with good record to your credit.  
Yes  No
- ii) Are you serving or ex-non commissioned officer from Army/Navy/Air force or of equivalent rank?  
Yes  No
- iii) Do you have experience of brigade/jail department and such other organizations having sufficient experience in crime intelligence, vigilance, security work or possessing similar qualification and experience?  
Yes  No
- iv) **Applying under:-**  
a) Deputation:-   
b) Direct Recruitment:-

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

21. Full address of present Office / Department:

21 a. Present Designations: \_\_\_\_\_

21 b. Present Scale of Pay:

21 c. Present Gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc. excluding perquisites) **(Applicable for other than departmental employees):**

Basic Pay	DA	Details of other allowances		Total (1+2+4)
		Allowance	Amount	
(1)	(2)	(3)	(4)	(5)
		a)		
		b)		
		c)		
		d)		
		e)		
		f)		
		g)		
		h)		

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

Name of the Body	Membership No.	Since When

23. List of Publications / academic honours received:

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**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 declare that I have \_\_\_\_\_ Number of living children as on today, out of which number of children born after **28.03.2005** is \_\_\_\_\_. I am aware that if any total numbers 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.
- iv) I declare that I am ready to serve anywhere in the Company.
- v) I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Signature: \_\_\_\_\_

Full Name \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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<b>24. <u>Check List :</u></b>	<b>Write <u>Yes</u> or <u>No</u> (whichever is applicable)</b>
(i) Whether attested copies of following documents are attached:	
(a) S. S. C. Certificate / School leaving certificate for Date of Birth	
(b) Caste Certificate.	
(c) Caste Validity Certificate.	
(d) Maharashtra State Domicile Certificate.	
(e) Medical Certificate issued by the Appropriate Medical Board <b>(Only for Candidates applying against PWD reservation)</b>	
(f) Mark sheets in supports of Degree/Post Graduate Degree etc.	
(g) Degree/Provisional Degree Certificate in support of Degree/Post Graduate Degree etc.	
(h) Post Qualification Experience certificates indicating Post Held, job responsibilities, date of joining and relief (as mentioned in application form) issued by the Competent Authority.	
(i) Non Creamy Layer Certificate.	
(ii) Original D.D. (Having CTS Code) in favour of <b>"Maharashtra State Electricity Transmission Co. Ltd."</b> , payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name, Post Code & Post Applied at the backside of Demand Draft is written.	
(iv) Signed declaration below application form.	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) Whether duly signed sheet showing details of experience is attached	
(vii) Proof of Change of Name (if required).	
(viii) Proof of Knowledge of Marathi.	

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

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**GUIDELINES FOR VISUALLY IMPAIRED OR ORTHOPEADICALLY CHALLENGED CANDIDATES USING SCRIBE**

Those candidates who are blind / low vision or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use services of a scribe of their choice during the written examination. In all such cases where a scribe is used, the following rules will apply:

- \* Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Physically Challenged.
- \* The candidate will have to arrange his/her own scribe at his own cost
- \* The scribe can be from any academic discipline.
- \* Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- \* Such candidate who uses a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- \* If any candidate approaches with a certificate that he/she is having locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), he/she may be given an extra time of 20 minutes for every hour of examination even if he/she is not taking the services of a scribe.
- \* Visually Impaired candidates under Blind/Low Vision may skip the nonverbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.

Please fill up the **DECLARATION** and submit alongwith the call-letter.

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**DECLARATION**

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate for the written examination for recruitment of ----- written examination to be held on----- and Shri/Smt/Kum. \_\_\_\_\_ eligible writer (scribe) for the eligible candidate, do hereby declare that: -

- i. The scribe is identified by the candidate at own cost and as per own choice
- ii. Qualification of the candidate and the scribe are as under:

Qualification (whether Graduate, Post graduate etc.)	
Candidate	Scribe

- iii. The candidate is visually impaired or affected by cerebral palsy with locomotor impairment and his/her writing speed is affected and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.
2. (a) As per the rules, the candidate availing services of a scribe is eligible for extra time of 20 minutes for every hour of the written examination Visually Impaired candidates under Blind/Low Vision may skip the nonverbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.
3. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Concerned Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph 1, clause (iii) above.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

**Given under our signature:-**

Signature of the Scribe

Signature of the Candidate

Postal address:

Roll No.:

STD Code:..... Phone No.....

Postal address:

STD Code:..... Phone No.....

\_\_\_\_\_  
Signature of Invigilator

<b>PHOTO OF THE SCRIBE</b>
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