

Employment Advertisement No. 01/2016

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 16,000 employees, operating around 44988 CKT KM Transmission Lines, 614 EHV Sub-Stations having transformation capacity of 106488 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
		SC	ST	VJ-A	
01	Assistant General Manager (F&A)	-	01	-	01
02	Senior Manager (F&A)	01	01	-	02
03	Manager (F&A)	01	01	01	03

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

2. PAY SCALES:

Post Code	Post Name	Pay Scale (In ₹)
01	Assistant General Manager (F&A)	33575-1385-40500-1545-74490
02	Senior Manager (F&A)	31725-1220-37825-1385-68295
03	Manager (F&A)	24765-975-29640-1060-55080

- 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 02.02.2016:

Post Code	Post Name	Educational Qualification	Experience
01	Assistant General Manager (F&A)	CA / ICWA Final passed	8 years relevant experience in Finance / Accounts / Audit out of which 2 years should be in a post of responsibility i.e. Manager (F&A) equivalent and above.
02	Senior Manager (F&A)	CA / ICWA Final passed	5 years relevant experience in Finance / Accounts / Audit out of which 2 years should be in a post of responsibility i.e. Deputy Manager (F&A) equivalent and above.
03	Manager (F&A)	CA / ICWA Final passed	1-year relevant experience in Finance / Accounts / Audit. Note :- Candidates possessing CA/ICWA qualification shall be recruited as Trainee Officers on consolidate salary equivalent to the post of Deputy Manager (F&A) for a period of one year and after completion of one year, they may be absorbed as Manager (F&A).

Note:

- A Degree 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.
- If sufficient number of eligible candidates will not be available, then minimum qualifications / experience may be relaxed at the discretion of the Competent Authority.

4. Age Limit as on 02.02.2016:-

Post Code	Name of the Post	Age Limit (Including 5 years age relaxation)
01	Assistant General Manager (F&A)	45
02	Senior Manager (F&A)	
03	Manager (F&A)	

Note:-

- The upper age limit for departmental candidates (only MSETCL Employees) **is 57 years.**
- Date of birth as per SSC/School leaving certificate and **age as on 02.02.2016** should be mentioned.

5. Reservation:

- 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 29th, 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 submit Non Creamy Layer Certificate in the prescribed format issued by the appropriate Competent Authority of Govt. of Maharashtra valid on the last date of submission of application form **i.e. 02.02.2016** alongwith application form.
- Candidates claiming the benefit of reservation under **backward class category** should produce a caste certificate alongwith application. They will also have to enclose an attested copy of **caste validity certificate** issued by the Caste Scrutiny Committee if available with them. However, the candidate who applied without submitting Caste Validity Certificate, if selected, 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.**
- For claiming the benefit of caste reservation, candidates should produce/submit attested copy of Caste Certificate, Caste Validity (if available) and Certificate of Domicile of Govt. of Maharashtra issued by the appropriate Authority of Govt. of Maharashtra alongwith application form.
- The candidates availing the benefit of reservation must be **domicile of Maharashtra State** and should be of the **categories notified** by the Maharashtra State.
- 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.
- Once the caste is notified in application form, it cannot be changed at any stage later on.

6. Methodology of Selection:

- i. Eligibility of candidates shall be decided before written test and only eligible candidates shall be called for selection process.
- ii. The lists of candidates whose applications have been shortlisted for selection process will be made available on the website of the Company. Call letters of such shortlisted candidates will be forwarded through e-mail only on the email ID mentioned in the application form.
- iii. Normally selection process comprises of Written Test (may be on-line or off line) & 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.
- iv. The test will be of Objective Type.
- v. The weightage for written test & Personal Interview shall be 95:05.
- vi. 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.
- vii. The candidates will be short listed for Personal Interviews on the basis of performance in the written test.
- viii. The Personal Interviews of the shortlisted candidates shall be held at Mumbai.
- ix. Taking into consideration the performance in the Written Test and Personal Interview the select list will be prepared.
- x. While drawing select list, out of 150 marks obtained in Written 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.
- xi. The list of finally selected candidates will be displayed on the website.

7. Application Fee:-

Post Code	Name of the post	Application Fees
01	Assistant General Manager (F&A)	₹ 300/-
02	Senior Manager (F&A)	₹ 250/-
03	Manager (F&A)	

- 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.

8. 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. 01/2016**”
- 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 (as applicable), 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 **02.02.2016**.
- 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 **02.02.2016** (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.

9. Important Dates:

Last Date of Receipt of applications	02.02.2016
Tentative Date of Written Test	Last Week of February 2016

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 will 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 **Maharashtra Domicile**.
- 7) 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.
- 8) 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.
- 9) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 10) 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.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.

- 15) 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.
- 16) 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.
- 17) The Written Test will include test of Marathi Language.
- 18) 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.
- 19) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 20) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 13.01.2016

Sd/-
Chief General Manager (HR)

APPLICATION FORM

(Before filling the form, please read the instructions mentioned in advertisement carefully)

(Tick ✓ wherever applicable)

APPLICATION FOR THE POST OF

Post Code:

Please affix your
recognizable
recent Passport
size photograph
here and sign
across in full

1. **Name in full** (Surname first) (IN CAPITAL LETTERS)
(Leave one square blank between any two parts of the name)

[illegible]

- 2. Address for Correspondence:**

[illegible]

3. email Id:

Office Ph. No: _____ Residential Ph. _____ Mobile No. _____
(With STD Code) (With STD Code)

4. Has candidate changed his/her Name: Yes ☐ No ☐

(If yes, do you possess Authentic Certificate Showing Change of Name?) - Yes ☐ No ☐

If Yes:

Old Name: _____

New Name: _____

5. Gender: Male ☐ Female ☐

6. Marital Status:- Married ☐ Unmarried ☐ Divorcee ☐

- 7a. Caste Category applied for:

SC ☐ ST ☐ VJ-A ☐

- 7b. Possessing valid Caste Certificate issued by Competent Authority of Maharashtra State Yes ☐ No ☐

- 7c. Possessing valid Caste Validity Certificate issued by Competent Authority of Maharashtra State. Yes ☐ No ☐

7d. Possessing valid Non Creamy Layer Certificate issued by Competent Authority of Maharashtra State valid as on **02.02.2016** Yes ☐ No ☐

7e. Possessing valid Domicile Certificate issued by Competent Authority of Maharashtra State. Yes ☐ No ☐

8. Date of birth:

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

9. Age as on :

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(**02.02.2016**) Years Months Days

10. Are you an employee of MSETCL? Yes ☐ No ☐

11. If Yes, mention CPF No. :-

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SAP No. :-

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12. Nationality: - _____

13. Knowledge of Marathi: - Yes ☐ No ☐

14. 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.

15. 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

16. (a) **Post Qualification** experience as on **02.02.2016** (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	
				Total Exp.					

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

(b) Specific work experience (Out of above total experience):-

Candidates are required to mention the specific work experience

- Experience in the post of Manager (F&A) & its equivalent and above post in case of application for the post of **Assistant General Manager (F&A)**
- OR**
- Experience in the post of Deputy Manager (F&A) & its equivalent and above post in case of application for the post of **Senior Manager (F&A)**

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	
				Total Exp.					

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

17. Full address of present Office / Department:

18 a. Present Designations: _____

18 b. Present Scale of Pay:

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18 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)		

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

Name of the Body	Membership No.	Since When

20. 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 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: _____

21. <u>Check List :</u>	Write <u>Yes</u> or <u>No</u> (whichever is applicable)
(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) Non Creamy Layer Certificate	
(f) Mark sheets in supports of Degree/Post Graduate Degree / CA / ICWA, etc.	
(g) CA/ICWA Final Passed Certificate	
(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.	
(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 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:_____
