

Employment Advertisement No. 06/2016

Maharashtra State Electricity Transmission Company limited, a wholly owned corporate entity under the Maharashtra Government, was incorporated under the Companies Act, in June, 2005 after restructuring the erstwhile Maharashtra State Electricity Board to transmit electricity from its point of Generation to its point of Distribution. It owns and operates most of Maharashtra's Electric Power Transmission System. MSETCL operates a transmission network of 44742 Circuit KM of transmission lines and 634 EHV Substations with 105923 MVA transformation capacity. This infrastructure constitutes most of the inter regional as well as intra-regional electric power transmission system in the State. Today, MSETCL is the largest state transmission utility in the country. MSETCL has ambitious plan of its network expansion and invites applications for the following posts:

Post Code	Post Name	Category	Total Vacancy
01	Chief Legal Advisor	Open	01
02	Assistant Law Officer		01

2. PRE-REQUISITES AS ON 16.08.2016

Chief Legal Advisor:-

Qualification	<p><u>Essential:</u> Degree in Law of recognized University with minimum 50% Marks.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • First Class in Degree of Law. • Masters Degree in Business Law or Business related equivalent.
Experience	<p><u>Essential:</u> Minimum 07 years' experience as an Advocate. Out of total, 07 years' experience, minimum 03 years' experience of actual practice / litigation in High Court as an Advocate Or a serving/ retired District Judge and its equivalent.</p> <p><u>Desirable in order of preference:</u></p> <ol style="list-style-type: none"> 1. Experience in Transmission Sector 2. Experience in Power Sector 3. Experience of PSU or Central Government
Skill Set	<ul style="list-style-type: none"> • Must possess experience of independent handling & management of legal matters. • Proficiency in drafting legal documents including agreements and deeds. • Dealing with laws relating to Electricity, Company, Arbitration, Contract, Income Tax, Sale of Goods, etc. • Proficiency in Computer (Documents/Spreadsheets)
Method of filling the post	On contract or deputation basis.
Upper age limit	65 years
Period of Contract	The tenure/period of Deputation or contract as the case may be shall be for a period of 3 years from the date of joining or till attaining the age of 68 years, whichever is earlier.

Assistant Law Officer:-

Qualification	Degree in Law of recognized University
Experience	Minimum 02 to 03 years experience of actual practice/litigation in Court as an advocate. Desirable in order of preference:- 1. Experience in Power Sector 2. Experience of PSU or Central Government.
Skill Set	<ul style="list-style-type: none">• Must possess experience of handling & management of legal matters.• Proficiency in drafting legal documents including agreements and deeds.• Dealing with laws relating to Electricity, Company, Arbitration, Contract, Income Tax, Sale of Goods, etc.• Proficiency in Computer (Documents/Spreadsheets)
Method of filling the post	On contract
Upper age limit	30 years
Period of Contract	The tenure/period of contract as the case may be shall be for a period of 2 years from the date of joining, which may be extended further considering the suitability of the candidate by the Competent Authority.

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.
- For the post of Chief Legal Advisor (Post Code No. 1):-**
Candidates who had submitted their applications in pursuance of earlier Advertisement No. 05/2016 need not to apply again.

2. PAY SCALES:

Post Code	Post Name	Pay Scale (In ₹)
01	Chief Legal Advisor	35875-1545-43600-1710-79510
03	Assistant Law Officer	24765-975-29640-1060-55080

- 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.
- The selected candidate would also be entitled for HRA, Medical benefit, CPF, etc. as per Company's Rules.
- For the post of Chief Legal Advisor:-**
 - The approximate monthly gross emoluments shall be **₹1,00,679/-** (without office accommodation)

- In addition, hired vehicle, telephone reimbursement, etc. will be provided for official use as per company's rules.

iv. For the post of Assistant Law Officer:-

- The approximate monthly gross emoluments for the post of Chief Legal Advisor shall be **₹63,525/-** (without office accommodation)

3. Residential accommodation:

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

4. Date of Birth:

Date of birth as per SSC/School leaving certificate should be mentioned in the application.

5. Methodology of Selection:

- 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.
- 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.
- The list of candidates short listed for selection process will be made available on the website of the Company. Similarly, the list of selected candidates will also be displayed on the company's website.
- The short listed candidates will have to appear for the selection process at their own cost. Traveling expenses will not be reimbursed.

6. Application Fee:

Post Code	Name of the post	Application Fees
01	Chief Legal Advisor	₹ 700/-
02	Assistant Law Officer	₹ 600/-

- 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.
- 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.
- Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than Demand Draft will not be accepted.
- In case candidate pays less fees than applicable fees, he/she shall be held not eligible.
- The fees once paid will not be refunded for any reason.

10. How to apply:

- Application must be submitted in the Proforma given in this advertisement in a same order preferably typewritten on fullscape paper. All items of the application should be filled properly.

- ii. The envelope containing application and copies of testimonials should be superscribed as “Application for the post of _____ (Post Name) – Advt. No. 06/2016”
- iii. 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 **16.08.2016**.
- iv. As regards to following experience conditions candidates must submit experience certificate /documentary proof indicating specific details for proving his/her eligibility.

Chief Legal Advisor:-

“07 years’ experience as an Advocate. Out of total, 07 years’ experience, minimum 03 years’ experience of actual practice / litigation in High Court as an Advocate”

Assistant Law Officer:-

“Minimum 02 to 03 years experience of actual practice/litigation in Court as an advocate”.

- 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 be 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 Court of Law, designation/post held, etc for various positions of working indicating specific period therein.**
- ix. Any request for change of address and enclosing supporting documents later on will not be entertained.

11. Last Date of Receipt of applications:- 16.08.2016

GENERAL CONDITIONS

- 1) 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.
- 2) Candidate must be an **Indian Citizen**.
- 3) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- 4) 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.
- 5) 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.
- 6) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 7) The candidate should have adequate knowledge of **Marathi**.
- 8) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of Interview/joining if selected.
- 9) The medium for the selection process will be **English**.
- 10) The Company reserves the right to modify or to cancel the Advertisement fully or partly on any grounds at any stage and such decision of the Company will not be notified or intimated to the candidates.
- 11) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 12) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 27.07.2016

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 _____

(Advt. No. 06/2016)

Please affix your
recognizable
recent Passport
size photograph
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. Gender: Male ☐ Female ☐

5. Date of birth:

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

6. Age as on :

Year	Month	Days

7. 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: _____

8. Nationality: - _____

9. Whether having Adequate Knowledge of Marathi? Yes ☐ No ☐

10. 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.

11. Educational Qualifications: (Attach attested certificates):

Name of the Exam. Passed	Name of Institute/University	Year of passing	% of Marks	Division/Grade
Degree in Law				
Masters Degree in Business Law				

12. For the post of Chief Legal Advisor:-

a) **Post Qualification Experience as on 16.08.2016**

- i) Serving District Judge/equivalent :- Yes ☐ No ☐
- ii) Retired District Judge/equivalent :- Yes ☐ No ☐

Sr. No	Name of the Court of Law	Position Held	Period		Total Experience			Type of Litigations handled
			From	To	Years	Months	Days	
			Total Exp.					

b) **High Court Advocate:** - Yes ☐ No ☐

i) **Total Actual Experience as an Advocate:-**

Sr. No	Name of the Court of Law	Position Held	Period		Total Experience			Type of Litigations handled
			From	To	Years	Months	Days	
			Total Exp.					

ii) **Specific experience of actual practice /litigation in High Court (Out of above total experience):-**

Sr. No	Name of the Court of Law	Position Held	Period		Total Experience			Type of Litigation handled
			From	To	Years	Months	Days	
			Total Exp.					

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

c) Having skill set of:-

- a) Experience of independent handling & management of Legal Matters Yes ☐ No ☐
- b) Proficiency in drafting legal documents including agreements and deeds Yes ☐ No ☐
- c) Dealing with laws relating to Electricity, Company, Arbitration, Contract, Income Tax, Sale of Goods, etc Yes ☐ No ☐
- d) Proficiency in Computer (Documents/Spreadsheets) Yes ☐ No ☐

d) Applying under Deputation:

- a) Yes :- ☐
- b) No :- ☐

e)

Possessing Desirable Experience	Yes	No
Experience in Transmission Sector		
Experience in Power Sector		
Experience of PSU or Central Government		

13. For the post of Assistant Law Officer:-

a) Practicing Advocate: - Yes ☐ No ☐

b) Experience of actual practice / litigation in Court as an Advocate:-

Sr. No	Name of the Court of Law	Position Held	Period		Total Experience			Type of Litigations handled
			From	To	Years	Months	Days	
			Total Exp.					

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

c) Having skill set of:-

- a) Experience of handling & Managing Legal Matters Yes ☐ No ☐
- b) Proficiency in drafting legal documents including agreements and deeds Yes ☐ No ☐
- c) Dealing with laws relating to Electricity, Company, Arbitration, Contract, Income Tax, Sale of Goods, etc Yes ☐ No ☐
- d) Proficiency in Computer (Documents/Spreadsheets) Yes ☐ No ☐

d)

Possessing Desirable Experience	Yes	No
Experience in Power Sector		
Experience of PSU or Central Government		

14. Full address of present Office / Department, if any:

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15. a) Present Position: _____

b) Pay Scale: - _____

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

Name of the Body	Membership No.	Date of Enrollment

17. 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: _____

19. <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. / School leaving certificate for Date of Birth	
(b) Mark sheet of Degree/Post Graduate Degree etc.	
(c) Degree/Provisional Degree Certificate of Post Graduate Degree.	
(d) Post Qualification Experience certificates indicating Post Held, date of joining and relief (as mentioned in application form) issued by the Competent Authority.	
(e) For the post of CLA:-	
i) Certificate indicating actual period of Practice / Litigation as an advocate in Court as mentioned in the experience criteria.	
ii) Certificate indicating actual period of Practice / Litigation as an advocate in High Court as mentioned in the experience criteria.	
iii) Certificate indicating position held as District Judge and its equivalent.	
(f) For the post of ALO:-	
Certificate indicating period of actual practice/litigation in court as an advocate.	
(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 (Given in the advertisement).	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) Whether a sheet showing details of experience is attached	
(vii) Proof of Change of Name (If applicable)	
(viii) Proof of Knowledge of Marathi.	

Signature:_____

Full Name:_____
