

The **Revised** Detailed Advertisement:
Employment Advertisement No. 3/2010

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD. the State Transmission utility of Maharashtra and one of the largest transmission utilities in the State operating about 37093 CKT KM transmission lines 517 EHV Sub-Stations and having transformation capacity of 66583 MVA invites applications from dynamic, talented and professional persons for the following posts.

S. N.	Post Code	Post	Category										PH	
			SC	ST	VJ-A	NT-B	NT-C	NT-D	Spl BC	OBC	Open	Total		
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		(11)
1	01	Asstt.General Manager (HR)		1	1							2	4	**1 LV/PS/Blind 2 PD
2	02	Sr.Manager (HR)		1			1						2	
3	03	Manager (HR)		2						2	2		6	
4	04	Dy.Manager (HR)-Trainee								1			1	
5	05	Dy. Chief Industrial Relations Officer									1		1	
6	06	Industrial Relations/Welfare Officer	1	1	1						4 (1WR)		7	
7	07	Dy.Chief Vigilance Officer									1		1	
8	08	Dy. Chief Security Officer									1		1	
9	09	Asstt.Chief Security Officer/Asstt.Chief Vigilance Officer	1	1									2	
10	10	Jr. Security Officer	1		1						1		3	

**Combinedly 3 posts are reserved for Physically Handicapped Persons (for Post Code No.01, 02 & 03 only) out of which 1 post is reserved for LV/PS/Blind (Low Vision/ Partially Sighted/ Blind) & 2 posts are served for PD (Partially Deaf).

(Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation for physically handicapped person).

Note: The number of vacancies and reservation for Backward Classes indicated for different categories is provisional and likely to change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

PAY SCALES:

Sr. No	Post Code	Name of the Post	Pay scale
1	01	Asstt.General Manager (HR)	Rs. 26860-1105-32385-1235-59555
2	02	Sr.Manager (HR)	Rs. 21170-845-25395-900-47895
3	03	Manager (HR)	Rs. 19810-780-23710-845-43990
4	04	Dy.Manager (HR)-Trainee	Rs. 14225-670-17575-705-35905
5	05	Dy. Chief Industrial Relations Officer	Rs. 25380-975-30255-1105-54565
6	06	Industrial Relations/Welfare Officer	Rs. 21170-845-25395-900-47895
7	07	Dy. Chief Vigilance Officer	Rs. 25380-975-30255-1105-54565
8	08	Dy. Chief Security Officer	Rs. 25380-975-30255-1105-54565
9	09	Asstt.Chief Security Officer/ Asstt.Chief Vigilance Officer	Rs. 21170-845-25395-900-47895
10	10	Junior Security Officer	Rs.9570-325-11195-360-14795-390-27275

NOTE: (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).

PRE-REQUISITES AS ON 11.09.2010.

Sr. No	Post Code	Name of the Post	Educational Qualification	Experience
1	2	3	4	5
1	01	Asstt. General Manager (HR)	(1) Degree of a recognized University. (2) MBA (HR)/ (Personnel Management) or its equivalent from a recognized University or Institute of repute approved by AICTE. (3) Computer Proficiency. <u>Desirable :-</u> Degree in Law.	At least 7 years experience in the area of Human Resources Development / Personnel Management in a reputed organization having workforce of at least 250 employees. At the time of application candidate should hold position not below the rank of Manager (HR) or equivalent for minimum 3 years.
2	02	Sr.Manager (HR)	(1) Degree of a recognized University And (2) Two years full time Post Graduate degree in Business Administration / Management with Specialization in Human Resource Development / Personnel Management from a recognized University or Institute,	At least 3 years post qualification experience in the area of Human Resource Development/ Personnel Management.

S r. N o .	Pos t C o d e	Name of the Post	Educational Qualification	Experience
1	2	3	4	5
			(3) Minimum Computer Literacy : Must be proficient in M.S. Office.	
3	03	Manager (HR)	(1) Degree of a recognized University And (2) Two years full time degree in Business Administration / Management with Specialization in Human Resource Development / Personnel Management from a recognized University or Institute, (3) Minimum Computer Literacy : Must be proficient in M.S. Office.	3 years post qualification experience in Personnel Management / Human Resource Development.
4	04	Dy. Manager (HR) Trainee	(1) Degree of a recognized University And (2) Two years full time Post Graduate degree in Administration / Management with Specialization in Human Resource Development / Personnel Management from a recognized University or Institute or Two years full time Post Graduate Diploma in Business Management with specialization in HR / Personnel Management from a recognized University or Institute. (3) Minimum Computer Literacy: Must be proficient in M.S. Office.	No experience is necessary. Candidates will be inducted as “Trainee” for a period of one year on consolidated salary and after completion of training, absorbed in the post.
5	05	Dy. Chief Industrial Relations Officer	1) Master of Social Work or Master of Labour Studies or Master of Personnel Management and Industrial Relations or M. A. (Personnel Management & Industrial Relations) from a recognised University or Institute of repute. 2) A person having Degree in Law shall be preferred.	Should have 10 years experience of industrial disputes. Out of which at least 3 years should be in the position of Industrial Relation Officer and Welfare Officer and equivalent.

S r. N o .	Pos t Co de	Name of the Post	Educational Qualification	Experience
1	2	3	4	5
			3) Should have adequate knowledge of Marathi.	
6	06	Industrial Relations/ Welfare Officer	1) Master of Social Work or Master of Labour Studies or Master of Personnel Management and Industrial Relations or M. A. (Personnel Management & Industrial Relations) from a recognized University or Institute of repute. 2) Should have adequate knowledge of Marathi.	Should have 7 years experience of handling industrial relations and welfare matters. Out of which 3 years should be in the position of Labour Officer or Assistant Welfare Officer equivalent and above.
7	07	Dy. Chief Vigilance Officer	1) Degree of recognized university. 2) Degree in law/Engg./2yrs. postgraduate degree, Diploma in Management / Adm. from a recognised University/Institute (approved by AICTE)	20 years experience in Army / Police / Navy/Air Force. Out of which 5 years should be in specialised branches like Crime / Intelligence / Anti Corruption bureau / Central Bureau of Investigation with good record.
8	08	Dy. Chief Security Officer	1) Degree of recognized university. 2) Degree in law/Engg./2yrs. postgraduate degree, Diploma in Management / Adm. from a recognised University/Institute (approved by AICTE).	20 years experience in the services like CISF/Civil Defence / Fire Brigade/ Jail Department and such other organisation equivalent to the rank of Dy. Suptd. of Police or Major or Commissioned Officer.
9	09	Asstt.Chief Security Officer/Asstt.Chief Vigilance Officer	Degree of a recognized University.	15 years experience in Army /Police/Industrial Security.

S r. N o .	Pos t Co de	Name of the Post	Educational Qualification	Experience
1	2	3	4	5
10	10	Junior Security Officer	Degree of recognized University	Must be either a serving or Ex-Police Officer of the minimum rank of Head Constable with good record to his credit. or Must be a serving or Ex-Non-Commissioned Officer from Army/Navy or Air Force or of equivalent rank.

1. AGE LIMIT AS ON 11.09.2010:

Post code	Upper age limit
10	33 years
04	35 years
01,02,03,05,06 & 09	40 years
07,08	50 years

Note:

- (i) Upper age limit is relaxable by 5 years for the candidate belonging to backward classes.
- (ii) Upper age limit for persons with disabilities (PWD) shall be relaxed **upto 45 years for all categories** as per G. R. No. SRV-1098/PK/39/98/16-A dtd 16.06.2001.
- (iii) Upper age limit shall be relaxable to the ex-servicemen as per rule.
- (iv) Upper age limit for the post of Junior Security Officer (Post code No. 10) in case of the candidate with Police service shall be 45 years.
- (v) Upper age limit is not applicable to the departmental employees working in the Company (only in MSETCL).
- (vi) Date of birth as per SSC/School leaving certificate and age as on 11.09.2010 should be mentioned.

2. Reservation :

- 2.1 There shall be 30% horizontal reservation for women as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dt. 25.05.2001. The women candidates who desire to avail benefit of women reservation including Open category (except SC/ST) should submit certificate from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to “Creamy Layer” category.
- 2.2 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 attach copy of 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.
- 2.3 The reservation for Persons with Disabilities and Women is against current reservation. The reservation for these categories i.e. PWD and Women is Horizontal reservation and candidates selected against the quota for PWD and Women will be placed in appropriate category viz. SC, ST, DT, NT, SBC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the Backward classes.
- 2.4 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 produce **current years Non-Creamy Layer Certificate** in the prescribed form issued by appropriate authority as per the circular of Govt. of Maharashtra vide No. CBC-10/2006/PK15/BCR-5 dated 5/6/2006, alongwith application.
- 2.5 The candidates belonging to ST category, who are applying against the posts reserved for ST category without Caste validity certificate, if selected, will be appointed only after submission of caste validity certificate issued by appropriate authorities as per G.R.No.STC-12099/F No.14/K-10 dated 16/8/2000 and as per letter No.ESTT-2007/P.K.21/NRG-2 dated 16/8/2007 of Energy Department of Govt. of Maharashtra.
- 2.6 As per Govt. Circular **BCC-2009/PK-291/09/16-B dated 05.11.2009**, the candidates claiming the benefit of reservation under SC, ST, VJA, NTB, NTC, NTD, Spl.BC & OBC categories, should produce a caste certificate alongwith **caste validity certificate** issued by Competent Caste Scrutiny Committee **prior to issue of appointment order if selected.**

- 2.7 For claiming the benefit of caste reservation, candidates should attach attested copy of caste certificate and **Certificate of Domicile of Govt. of Maharashtra** issued by the appropriate Authority of Govt. of Maharashtra alongwith application.
- 2.8 Those reserved category candidates who compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process.
- 2.9 The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation.
- 2.10 The standards for the reserved category will be relaxed as per the Company's rules, if the required numbers of candidates are not available in any of the categories while short listing the candidates for personal interview and preparing the select list.
- 2.11 Applications are invited for the reserved vacancies from the candidates who are fulfilling the following conditions:-
- 2.12 (i) If sufficient number of persons with disabilities is not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for the post.
- (ii) 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 Buddha Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D (d) Special Backward Class and (e) Other Backward Class.
- 2.13 Once the caste is notified in application form, it cannot be changed at any stage later on.
- 2.14 The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
3. The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
4. **Application Fee:**
- i) Application fee for the post of A.G.M. (HR) (Code No. 1) for Open category is Rs. 600/- and for BC categories Rs. 300/-.
- ii) Application fee for other posts for Open category is Rs.500/- and for BC categories Rs.250/-.

- 4.1 Candidates belonging to **Open category** shall furnish **Demand Draft/Pay Order** towards application fee of the value of **Rs.600/- & Rs. 500/-** (as the case may be) and candidates from Backward Class categories i.e. SC,ST and the candidates belonging to VJ(A), NT(B), NT(C), NT(D), SBC & OBC who are coming under the concept of **“Non Creamy Layer”** shall furnish **Demand Draft/Pay Order of Rs.300/- & Rs. 250/-** (as the case may be) payable to the **“Maharashtra State Electricity Transmission Company, Ltd. Mumbai”** (MSETCL) drawn on any **Nationalized Bank payable at Mumbai. The demand draft/pay order should have 6 months validity period.** The candidates not submitting the caste certificate & Domicile Certificate issued by the appropriate Competent Authority of Maharashtra State and /or **“Non Creamy Layer”** certificate of current year along with application in case of VJA, NT (B), NT(C), NT (D), SBC and OBC will have to submit Demand draft of Rs. 600/- & Rs. 500/-(as the case may be) and they will be treated as Open category candidates for all purposes.

Where there is no reservation for any specific category / community of backward classes, in such case BC candidates shall have to submit demand draft of Rs. 600/- or Rs. 500/-(as the case may be) and they will also be treated as open category candidates for all purposes. The candidate should write his full name, caste, post code No. on the backside of Demand Draft/Pay Order. **Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than DD /Pay Order will not be accepted.**

- 4.2 The Persons with Disabilities (PWD) (**having relevant disability not less than 40%**) shall be exempted from payment of Application fee who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for the post (including any concession specifically extended to the disabled Persons) and who enclose with application form the necessary certificate from the Competent Authority in support of their claim of Disability.
- 4.3 In case selection process could not be conducted for any reason, the fees paid will not be refunded.

5. Procedure to apply:

- 5.1 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.
- 5.2 Knowledge of Marathi is desirable. However, 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.
- 5.3 Employees working in Govt./Semi.Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- 5.4 The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on fullscape paper. All items of the application form must be filled in according to instructions given for filling the application form.

- 5.5 Applications duly filled in with attested copies of certificates in support of age qualifications, experience, caste etc should be submitted well in advance to the **Post Box No. 7452, Jogeshwari (East), Mumbai – 400060** only by ordinary post so as to reach on or before **11.09.2010**. Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.
- 5.6 Separate application in a separate envelope is required to be submitted for each post applied. Incomplete applications, application without signature and those not supported by attested copies of certificates (duly attested by Govt. Gazetted Officer/Principal of Colleges/Post Master) are liable to be summarily rejected.

GENERAL CONDITIONS

- 1) Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview.
- 2) **While applying for the post wherein experience is essential, the candidates must attach a separate sheet showing the detailed experience such as name of Organization / Company, designation/post held, nature of work, various places of working indicating specific period therein etc.**
- 3) **Selection Process will comprise of Written Examination & Interview.**
- 4) All candidates who pay the requisite Application Fees will be issued call letters. No detailed scrutiny of application will be carried out at the time of giving call letters for written test. The call letters will be sent by post at the correspondence address given by the candidate in their application form.
- 5) The candidates will have to appear for Written Test either at Mumbai or at other centre/place as decided by the Company.
- 6) The candidates for the posts advertised will be short listed for Personal Interviews on the basis of performance in the written test. Taking into consideration the performance in the written test and Personal Interview the select list will be prepared.
- 7) The list of candidates called for written test, personal interview and selected to the posts advertised will be published on the Company's website- **www.mahatransco.in** from time to time.
- 8) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed for interview commensurate with the number of vacancies.

- 9) The candidate should ensure that he/she should fulfill the eligibility criteria regarding educational qualification, age, experience, caste etc. and particulars furnished in the application form are correct in all respect
- 10) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 11) 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.
- 12) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 13) The departmental employees of the Company applying against this Advertisement should submit their applications well in advance directly to **Post Box No.7452,Jogeshwari(East) , Mumbai – 400060** by ordinary post. (They need not submit it through proper channel).
- 14) **The last date of receiving application by ordinary post is 11.09.2010.** Applications received after due date will not be entertained. The Company is not responsible for postal delay or non-receipt of application within stipulated time. **The applications should be sent by ordinary post only** and not by Regd. Post Acknowledgement due or Speed post or by Courier.
- 15) The recruitment in MSETCL is done strictly as per merit in a systematic way giving appropriate weightage to written test & interview. Canvassing in any form will disqualify a candidate.
- 16) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 17) **The Caste certificate and caste validity certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.**
- 18) The unemployed reserved category candidates such SC, ST, VJ(A), NT(B), NT(C), NT(D) & Spl. BC will be given reimbursement of traveling expenses equal to the ordinary second class rail fare (without reservation charges) or ordinary S.T. bus fare from the place of their residence to nearest centre of Written Test and back (limited to journey performed within the State of Maharashtra) on production of original/Photo copy of the Rail/S.T. bus fare tickets & Caste Certificate/Caste Validity Certificate /Non-Creamy Layer Certificate as per Govt. rules as amended from time to time.
- 19) The medium of the Written Test will be **English**.

How to apply:

(i) Application must be submitted in the Proforma given in the advertisement and on company's web site i.e. www.mahatransco.in in same order preferably typewritten on fullscape paper. All items of the application should be filled properly.

(ii) Instructions for filling up application form:-

Item No. 4 of application form : Category Code:- 1 – Schedule Caste, 2 – Scheduled Tribes, 3-VJA, 4-NT (B), 5-NT(C), 6-NT(D), 7-SPL.BC, 8-OBC, 9-Open.

- 6a. Availing reservation for **WOMEN** Yes No
- 6b. If availing reservation for women, attached latest Non-creamy Layer Certificate (except SC/ST) issued by Competent Authority Yes No
- 7a. Availing reservation for persons with disability Yes No
- 7b. If availing reservation for **Persons with Disability** Indicate whether Partially Sighted (PS) or Low Vision (LV) or Blind (B), Partially Deaf (PD) (Attach Medical Certificate Issued by the appropriate Competent Authority)
- | PS | LV | B | PD |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 7c. Whether taking the help of scribe Yes No
- 8a. Date of birth:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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DD MM YY
(as per SSC /School Leaving certificate)
- 8b. Age as on :

<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Month	Days

(11.09.2010)
- 8c. Gender: Male Female
- 8d. Whether Married: Yes No

9. Demand Draft /Pay Order details (drawn on Nationalised Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd.**” (MSETCL).

Name of Issuing Bank & Branch, City	Date of Issue	D.D./Pay Order No. (6 digit)	MICR No. (9 digit)	Amount Rs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Educational Qualifications: (Attach attested certificates):

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

11. Details of Experience (Attach separate sheet, if necessary):

Name of Organisation with Annual Turnover	Workforce of the Organisation	From	To	Duration			Designation /Post held	Pay scale	Last Emoluments p.m. (excluding perquisites)	Nature of duties/ Responsibilities
				YY	MM	DD				

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.

I declare that I have _____ Number of living children as on today, out of which no. 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.

I declare that I am ready to serve in any where in the Company.

I undertake to abide by all the conditions & General conditions mentioned in the advertisement given by the Company.

Place: _____

Date: _____

Signature

Full Name ()

12. **Check List :**

- (i) Attested copies of following attached.
- (a) S. S. C. / School leaving certificate for Date of Birth. Y/N
- (b) Mark sheet of Degree/Post Graduate Exam. etc. Y/N
- (c) Degree/Provisional Degree Certificate in support of educational Qualifications. Y/N
- (d) Caste certificate issued by competent authority Y/N
- (e) Caste validity certificate issued by competent authority Y/N
- (f) Non-Creamy layer certificate (for VJA,NTB,NTC,NTD, SBC,OBC / Women Reservation) Y/N
- (g) **A sheet of details of experience** Y/N
- (ii) D.D./Pay Order in favour of **“Maharashtra State Electricity Transmission Co. Ltd.” (MSETCL)** payable at Mumbai on any Nationalised Bank for appropriate amount and valid for six months. Y/N
- (iii) Full Name, Caste and name of the post applied at the backside of Demand Draft/Pay order is written. Y/N
- (iv) Post Code and Post applied for is written on the envelope. Y/N
- (v) Signed the undertaking. Y/N
- (vi) Pasted recent photograph at appropriate place. Y/N
- (vii) Inserted application for only one post with D.D./Pay Order in the envelope. Y/N

Signature

Full Name ()