

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD. HUMAN
RESOURCES DEPARTMENT (CIN No. U40109MH2005GC153646)**

Employment Advertisement No. 01/2018

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 44,715 Circuit KM of transmission lines and 652 EHV Substations with 1,19,212 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 of 26,965 MVA by 2021. MSETCL has turnover of Rs. 3195.36/- Crores for the year 2016-2017.

MSETCL invites applications from dynamic, talented and professional persons for the post of Executive Director (HR).

2. Vacancy, Age, Qualification & Experience etc. details

Name of Post	Executive Director (HR)
No. of Post	01
Caste Category	OPEN
Emoluments	<p>Pay Scale : Rs. 48890-2150-94040</p> <ul style="list-style-type: none">• The selected candidate will be drawing salary in the pay scale of Rs. 48890-2150-94040. The approximate monthly gross emoluments shall be Rs.1,45,172/- (without Company accommodation)• In addition to above, the selected candidate will be entitled for Medical Benefits, CPF etc. as per Company's rules. Candidate shall also be provided Office Quarter in lieu of HRA, if required, as per Company's Rules.• In addition, vehicle, telephone reimbursement, etc. will be provided for official use as per company's rules.

Method of filling in vacancies	By Direct Recruitment on contract basis for a period of three years or by obtaining deputations from Central/ State PSUs, Class I Service of GoI, GoM.
Qualification for direct recruitment	Degree of recognized University with Two years full time or three years part time Post Graduate Degree/Diploma in Business Administration (MBA)/Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management/ Development / Personnel Management.
Experience for Direct Recruitment	<p><u>Essential :</u></p> <p>Minimum 15 years of industry/administration post qualification experience, out of which minimum 5 years should be level of Head of the Department or one level below Head of the Department.</p> <p>Note: Head of Department is equivalent to the post reporting to the CMD/ Director (HR).</p> <p><u>Desirable :</u></p> <ul style="list-style-type: none"> • Experience of Head of the Department or one level below Head of the Department from the listed Company or organization having manpower (direct) minimum 2000 employees.
Age Limit	<ul style="list-style-type: none"> • Minimum 44 years and Upper age limit 55 years. • In case of departmental candidates, upper age limit shall be 57 years.
Criteria for Deputations	<ul style="list-style-type: none"> • In case of deputations, member of Class-I Service of Government of India/Government of Maharashtra/ Central/State PSUs with three year experience in HR/ Admin.
Other Conditions	<ul style="list-style-type: none"> • Deputation or direct recruitment from GoI/GoM or Central/State PSUs, pay shall be protected. • Tenure shall be three years and may be extended on the basis of performance for another term of three years up to the age of Superannuation. • In case of deserving candidate management can consider relaxation in experience criteria.

Note:

- a. 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.
- b. The *experience means Post Qualification experience*, i.e. experience acquired by the candidate after possessing the essential qualification prescribed for the post.
- c. The Qualification, Age Limit, Experience and other Eligibility Criteria shall be considered as on 21.02.2018.

3. Methodology of Selection:

- i. The selection shall be either by way of Competency Mapping Test comprise of In-Basket Exercises, Group Discussion, Case Discussion, Presentation Skill and Personal Interview or on the basis of performance in Personal Interview only, depending upon number of candidates. As such, which selection process is to be adopted will be at the absolute discretion of the Company. The decision of the Company in this regard shall be final.
- ii. All the candidates whose application received by 21.02.2018 will only be considered. Out of which 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 etc.
- iii. 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.
- iv. The list of candidates shortlisted for Personal Interview will be displayed on the Company's website. Call Letters to such shortlisted candidates will be forwarded through E-Mail ID's mentioned in their application forms. No formal call letters shall be sent to the candidates at their postal address.
- 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 selection shall be made.
- vi. The detail document verification of the candidates shall be done on or before the Personal Interview.

- vii. There will be cut off marks 50 (Out of total 100 marks) on overall marks (Competency Mapping Test and Personal Interview or Personal Interview only, as the case may be).
- viii. The candidate who will obtain marks below the cutoff marks shall not be considered for selection.
- ix. The list of finally selected candidates will also be displayed on the website.

4. Application Fee:

- i. Candidates shall furnish **Demand Draft (Having CTS Code)** towards application fee of **Rs. 800 /-** 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 Demand Draft 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 fee than applicable fees, he/she shall be held not eligible.
- v. The fees once paid will not be refunded for any reason.

5. 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 Executive Director (HR) – Advt. No. 01/2018.**”
- iii. The departmental employees of the MSETCL as well outsider candidates should submit their applications duly filled in & signed alongwith Original Demand Draft and attested copies of certificates in support of age, qualifications, post qualification experience specifically showing date of joining and relieve, posts held, Salary Slips, etc. 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 **21.02.2018.**

- iv. The candidates are advised to keep one set (photocopy) of all the documents (including copy of application form, DD) with them as a proof.
- v. 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.
- vi. Incomplete application, application without signature & without original Demand Draft are liable to be summarily rejected. Copies of certificates may 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 enclosing supporting documents later on will not be entertained.

6. Important Dates :

Last Date of Receipt of applications	21.02.2018
Tentative Date of Selection Process	March 2018

7. GENERAL CONDITIONS

- i) Candidate must be **Indian Citizen**
- ii) 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.

- iii) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process.
- iv) Call letters for calling candidates for selection process will be sent through e-mail only on the email id mentioned in the application form.
- v) 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.
- vi) It is responsibility of the candidate to submit all the required documents/certificates for proving his/her eligibility.
- vii) It shall be sole responsibility of the candidate to prove his/her eligibility with respect to qualification, experience, etc as required for the post applied. In case the applicant failed to do so, his / her candidature/ appointment will be liable to be cancelled at any stage of recruitment, if appointed, shall be liable for dismissal from the Company's service.
- viii) 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.
- ix) If any departmental reserved category candidate who has 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.
- x) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- xi) 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.

- xii) The candidate should have proficiency in Marathi language.
- xiii) The candidate 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.
- xiv) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.
- xv) Appointment order of the selected Departmental candidate 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.
- xvi) Company reserves the right to modify or 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.
- xvii) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- xviii) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 31.01.2018

Sd/-
Chief General Manager (HR)

9. Are you an employee of MSETCL? Yes No

10. If Yes, mention CPF No. :-

SAP No.:-

11. Nationality: - _____

12. Knowledge of Marathi: - Yes No

13. 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.

14. Educational Qualifications as on **21.02.2018** : (Attach attested certificates):

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

15. Total Post Qualification experience (Post-wise) as on **21.02.2018** : 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.

16. Full address of present Office / Department:

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17. Present Designation: _____

18. Present Scale of Pay:

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19. 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 excluding perquisites		Total (1+2+4)
		Name of Allowance	Amount	
(1)	(2)	(3)	(4)	(5)
		a)		
		b)		
		c)		
		d)		
		e)		

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

Name of the Body	Membership No.	Since When

21. 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: _____

22. <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) Mark sheets of Degree etc.	
c) Degree/Provisional Degree Certificate in support of educational Qualification	
d) Post Qualification Experience certificates indicating Post Held, job responsibilities, date of joining and relief (as mentioned in application form) issued by the Competent Authority.	
e) Salary Slip/s	
(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 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: _____