

MSEBHCL ADVERTISEMENT NO.: 02/2025

Date: 03/03/2025

ADVERTISEMENT FOR THE POST OF DIRECTOR (HR), MSEDCL

The MSEB Holding Company Ltd. for its subsidiary company namely **Maharashtra State Electricity Distribution Company Ltd. (MSEDCL)** requires to fill in position of **Director (HR)** amongst experienced, talented power sector professionals with impeccable performance history and observable leadership traits.

This position is at the Board level and the incumbent shall report to the Chairman & Managing Director.

1. QUALIFICATION & EXPERIENCE :

Educational Qualification & Experience	
(i)	Post Graduate Degree / Diploma in Business Administration (PGDM) or (MBA) in any discipline or Management Studies in any discipline or Personnel Management (MPM) or Human Resource Management or Development Management from a University recognized by UGC or Institute approved by AICTE or any Institute of National / International repute.
(ii)	Must possess 15 (Fifteen) years of post-qualification experience in the post of pay- group I or equivalent category and working in the capacity of Head of Department or equivalent for minimum of 5 (Five) years.
(iii)	Preference will be given to the candidates possessing MBA or equivalent degree from a reputed Management School.

Note:-

- i. The qualifications and experience may be relaxed by Competent Selection Authority in deserving cases.
- ii. For Officers of the Indian Administrative Service (IAS), the prescribed qualifications and experience are not required.
- iii. A Candidate who has held the post of Functional/Whole – time Director in Maharashtra State Electricity Distribution Company Ltd (MSEDCL) for a maximum 2 (Two) terms (including the presently serving /remaining term) is not eligible to apply for the post of Director (Human Resources), MSEDCL.

2. AGE LIMIT:

Maximum Age - Not more than 60 years
(as on date of publication of Advertisement)

3. DEPUTATION:

The officers working in Central / State Government and in Central / State PSUs possessing desired qualification & experience can be considered for selection on deputation basis. They should submit their applications through proper channel as per Format “A” & “B”.

4. SKILLS:

Applicant should possess effective communication, analytical & problem solving skills, good employee management skills and effective leadership qualities with strong customer service orientations.

5. COMPENSATION:

The compensation for above post shall be largely comparable to that offered by similar sized PSUs. However, the same is negotiable. In case of candidates on deputation from Govt. / PSUs, the remuneration will be in accordance with the normal rules of deputation applicable in such cases.

6. DURATION:

The position is for contract / deputation of duration of 3 (Three) years with the condition of performance review at the end of each year linked with the review of contract.

7. RESIDENTIAL ACCOMMODATION:

Unfurnished accommodation can be provided by the Company at a concessional rent subject to availability. In case accommodation is not provided, HRA at the rate applicable to the company employees shall be paid.

8. PROCEDURE TO APPLY:

- 8.1 Candidates applying for the post advertised shall 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.
- 8.2 Applications received after due date will not be entertained. The Company is not responsible for postal delay. The candidates are advised to keep photocopy of the Application posted.
- 8.3 Incomplete applications and those not supported by self-attested copies of certificates are liable to be summarily rejected.
- 8.4 Applications received without documents and after due date (for whatsoever reason) shall not be entertained and will be summarily rejected.
- 8.5 The applications received after due date will not be considered. The company will not be responsible for postal delay / courier delay. The applications not in prescribed format, not supported with requisite copies of testimonials / documents in support of Educational Qualification and Experience will not be considered.
- 8.6 If you are the one who is looking for and interested in making a career in power sector in Maharashtra, then post your application in the prescribed format along with supporting documents for age, qualification and experience at the address given below so as to reach the office on or before 24/03/2025**

Address for sending applications:

The Chief General Manager (HR)
Maharashtra State Electricity Distribution Company Ltd,
4th Floor, Prakashgad, Bandra (East), Mumbai – 51

(Please write “MSEBHCL ADVT. NO. 02/2025: APPLICATION FOR THE POST OF DIRECTOR (HR), MSEDCL” on top of the envelope)

9. **GENERAL CONDITIONS:**

- 9.1 Candidates applying for the post advertised shall 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 the final selection process and prior to issuance of offer/appointment letter.
- 9.2 The list of candidates called for selection process and selected for the post advertised will be intimated through email only.
- 9.3 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. Candidates will have to appear for the interview at their own expense.
- 9.4 The pre-requisites i.e. qualification, experience, age etc. shall be considered on as date of Advertisement.
- 9.5 The preliminary scrutiny of the applications will be carried out and only shortlisted candidates with the benchmark to be decided by the Selection Committee will be called for the selection process. Mere possession of the qualification does not entitle to be considered for calling to the selection process.
- 9.6 The candidate shall ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, etc. and particulars furnished in the application form are correct in all respects.
- 9.7 If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature/appointment will not be considered.
- 9.8 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.
- 9.9 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 9.10 The recruitment is done strictly as per merit in a systematic way giving appropriate weightage to each tools in the selection process.
- 9.11 Any request for change of date of selection process/ address and enclosing supporting documents later on etc., will not be entertained.
- 9.12 Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 9.13 The Company reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.
- 9.14 The profile of Company, Advertisement and Format of Application is available on the website: www.mahagenco.in, www.mahadiscom.in, www.mahatransco.in and www.msebindia.com.

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FORMAT OF APPLICATION FOR THE POST OF DIRECTOR (HR), MSEDCL
 (Before filling the form, please read the instructions mentioned in the advertisement carefully)

Please Affix your
recognizable
recent Passport size
photograph with
sign across

PART- A

A) PERSONAL INFORMATION :

1.	Name in full																								
2.	Whether currently (✓)	Working												Retired											
3.	Present Designation: (In case of retired persons, post held at the time of retirement)																								
4.	Office /Department																								
5.	Scale of Pay																								
6.	Date of Birth	D	D	-	M	M	-	Y	Y	Y	Y														
7.	Age as on date of Publication of advertisement i.e. as on 03/03/2025	____ Years ____ Months ____ Days																							
8.	Nationality																								
9.	Whether belonging to Backward category (✓)	Yes												No											
10.	[SC/ST/VJ(A)/NT(B)/NT(C)/NT(D)/SBC/OBC/SEBC/EWS/OPEN]																								
11.	Full Address (Office)																								
	Tel No																								
	Mob No																								
	Email																								
	Residence																								
	Tel No																								
	Mob No																								
	Email																								
12.	Present Emoluments or last emoluments in case of retired person																								
	Basic Pay	Rs.																							
	Dearness Pay / allowance	Rs.																							
	Special Pay if any	Rs.																							
	H.R.A	Rs.																							
	Other Allowances	Rs.																							
	Total	Rs.																							

B) QUALIFICATION :

Educational Qualification	Degree	University/Institute	Year of Passing	Class / % of Marks obtained
Academic				
Professional				
Details of affiliation with Professional Bodies/ Institution/Society	Name Membership No Since When			

C) EXPERIENCE :

Details of posts held from time to time

Sr No	Post held & Scale of Pay	Office	Period		Total Experience		Nature of job
			From	To	Years	Months	

D) TRAINING :

Details of training undergone in India and abroad

Name of training program	Institute where training was received	Period of training	Nature of Training	Achievement

E) FOR PRIVATE SECTOR EXECUTIVES:

i)	Average & annual turnover of last three years of Company where working presently													
ii)	Details of position held Board level / Below Board Level													
iii)	Details of Stock Exchange listing													

F) LIST OF PUBLICATION/ ACADEMIC HONORS RECEIVED :

G) Whether facing any Charge sheet for the criminal offences/ other offences in any of the court or any FIR for criminal offence/ other offences is registered against you in any of the police station. :

YES / NO

If Yes, give details:

H) If selected, minimum time required for joining the post :

I) Any other information :

Declaration:

I hereby declare that all the above information and particulars are correct and that I will stand disqualified if any information in pursuance to Advt. No. 02/2025 is found to be incorrect at any stage and my services will be terminated in case of appointment.

I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated or unable to produce any certificate/documents as mentioned in any application and also in case of creating influence/undue pressure regarding recruitment shall tantamount to cancellation of my candidature.

Place _____

Signature _____

Date _____

Full Name _____

Note: (i) Self attested copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

(ii) MSEBHCL reserves the right to seek information regarding service records and disciplinary action for the candidate from present or previous employees.

PART – B

(In case of Deputation)

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Name of the Organization:

It is certified that:

1. The date of birth, qualification, experience and other details given by Shri....., in Part–A have been verified and found correct.
2. The integrity of Shri..... is beyond doubt.
3. No vigilance or disciplinary proceeding is pending or contemplated against the officer concerned.
4. The MSEB Holding Company will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer, after his / her application is forwarded.
5. Up-to-date ACR dossier of the concerned officer is enclosed herewith.
6. It is certified that Shri..... would be allowed to retain lien in his regular post of..... during the period of his appointment as Director (Operations) on deputation basis.

Organization Ref. No. & Date:

Signature of the Authorized Officer
(Name & Designation)
Seal of the Officer

Date :

Place :

Full address of the Authorized Officer
(With telephone)