

Employment Advertisement No. 04/2013

Post :- Public Relations Officer

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 workforce of about 16,000 employees, operating around 42112 CKT KM Transmission Lines, 590 EHV Sub-Stations having transformation capacity of 100316 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the post of:

Post Name	No of Posts	Category	Remarks
Public Relations Officer	01	Open	On contract basis

2. PERIOD OF CONTRACT:-

Appointed shall be on contract basis initially for a period of 3 years extendable by further 3 years on the basis of review of performance every year during the entire contract period.

3. PAY SCALE:

Consolidated approximate emolument of **Rs. 41,736/-** per month in the pay scale of Rs. 19205-780-23105-845-43385 (at the minimum of pay scale)

4. PRE-REQUISITES AS ON 31.10.2013:

Educational Qualification	Experience
i) A Degree at least in II nd class of recognized University with Post- Graduate Degree/Diploma in Journalism/ Mass Communication from a recognized University or Institute of repute.	Minimum 3 years experience in public relations, journalism, newspapers, news agency, electronic media or a publicity organization of repute.
ii) Sound knowledge of English, Marathi & Hindi essential.	
iii) Must have Computer literacy.	
iv) Working knowledge of Film, Radio, Posters & other field publicity.	

Note:-

The P.R.O. will be expected to handle all matters related to corporate communications independently including publications, advertisements, Mass Media Management, web-site content Management, Event Management etc. Candidates who are familiar with the working of the corporate sector in general and the electricity sector in particular will be preferred.

4. **Age Limit as on 31.10.2013:-**

Name of the Post	Minimum Age limit	Maximum age limit
Public Relations Officer	25 years	45 years

Note:

- Upper age limit is not applicable to the departmental employees working in the Company (only in MSETCL).
- Date of birth as per SSC/School leaving certificate and age as on **31.10.2013** should be mentioned.

5. **Methodology of Selection:**

- Normally selection process will comprise of Written Test and /or Interview. However which selection procedure 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.
- Call letters of the shortlisted candidates may be forwarded through e-mail only on the email ID mentioned in the application form.
- In case of selection through Written Test and Personal interview, the candidates 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.
- The list of finally selected candidates will also be displayed on the website.

6. **Application Fee:- Rs.500/-**

- Candidates shall furnish **Demand Draft/Pay Order** towards application fee of Rs.500/- payable to the “**Maharashtra State Electricity Transmission Company Ltd., Mumbai**” drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his / her Full Name, Post Code & Post Applied 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.**
- In case candidate pay lesser fees than applicable fee; shall be held not eligible.
- The fees once paid will not be refunded for any reason.

7. **How to apply:**

- Application must be submitted in the Proforma given below of this advertisement in same order preferably typewritten on fullsize paper. All items of the application should be filled in properly.
- The envelope containing duly filled in and signed application, DD/Pay Order and copies of testimonials should be superscribed as “**Application for the post of Public Relations Officer as per Advertisement No. 04/2013**”
- Application duly filled in & signed, Original Demand Draft/Pay Order and attested copies of certificates in support of age, qualifications, experience specifically showing dates and posts held, etc. should be sent/submitted well in advance to “**The Chief General Manager (HR), Plot No, C-19, Prakashganga, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051**” so as to reach on or before **31.10.2013**.

- iv. The departmental employees of the MSETCL, applying against this Advertisement should also send/submit their application alongwith DD/Pay order and attested copies of all certificates including experience certificate specifically showing dates and posts held in MSETCL/MSEB well in advance to **“The Chief General Manager (HR), Plot No, C-19, Prakashganga, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051”** so as to reach on or before **31.10.2013** (They need not submit it through proper channel).
- v. Candidates are advised to keep one set (photo copy) 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 will be entertained.
- vii. Incomplete application, application without signature & without Original Demand Draft/Pay Order and those not supported by attested copies of relevant certificates are liable to be summarily rejected. Copies of certificates should be duly attested from the Govt. Gazetted Officer / Principal of Colleges / Post Master.
- viii. 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. However, self attestation shall not be entertained.
- ix. 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 (Column No 13) showing the detailed experience such as name of Organization / Company, number of employees, annual turnover, designation/position/post held, nature of work, etc for various places of working indicating specific period therein.

8. Last Date of Receipt of applications: - 31.10.2013

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 & satisfying the prescribed eligibility criteria as 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 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) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.

- 6) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 7) 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.
- 8) 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.
- 9) **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.
- 10) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.
- 11) **The candidates will have to appear for Written Test and / or Interview at their own cost.**
- 12) The selection of Departmental candidate will be subject to 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.
- 13) The 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.
- 14) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 09.10.2013

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 Public Relations Officer

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. Gender: Male ☐ Female ☐

5. Date of birth:

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

6. Age as on :

Years	Months	Days

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

8. If Yes, mention CPF No. :- _____

9. Nationality: - _____

10. Knowledge of Marathi: - Yes ☐ No ☐

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

Name of Issuing Bank & Branch, City	Date of Issue	D.D./Pay Order No. (6 digit)	MICR No. (9 digit)	Amount Rs.

12. Educational Qualifications: (Attach attested certificates):

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

13. Total experience as on **31.10.2013**: Details of posts held from time to time:
(Start from present employer)

Sr. No.	Name of the Organization with No. of employees & Annual Turnover	Designation/ Position Held	Scale of Pay & 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.

14. Full address of present Office / Department:

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

Name of the Body	Membership No.	Since When

16. List of Publications / academic honours received:

DECLARATION

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 anywhere in the Company.

I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Place: _____

Date: _____

Signature:
Full Name _____

17. <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. Certificate / School leaving certificate for Date of Birth	
(b) Mark sheet of Degree/Post Graduate Degree etc.	
(c) Degree/Provisional Degree Certificate in support of educational Qualifications.	
(d) Experience certificates indicating job responsibilities and date of joining and relief (As per experience mentioned in application form) issued by the Competent Authority.	
(ii) Original D.D./Pay Order in favour of “Maharashtra State Electricity Transmission Co. Ltd., Mumbai” , payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name and Post Applied at the backside of Demand Draft/Pay order 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 Knowledge of Marathi.	
Signature:_____	
Full Name:_____	
