



Employment Advertisement No. 02/2010

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD. the State Transmission utility of Maharashtra and one of the largest transmission utilities in the State operating about 36,000 CKT KM transmission lines 498 EHV Sub-Stations and having transformation capacity of 56564 MVA invites applications from dynamic, talented and result oriented professional persons for General Manager (HR)) from Open category.

PRE REQUISITES:

SR. NO.	POSITION	QUALIFICATION	EXPERIENCE
1.	General Manager (HR)	<u>Essential:</u> 1) Degree of recognized University. 2) MBA (HR) or its equivalent (approved by AICTE) or Master of Social Welfare from a recognized University or Institute of repute. 3) Computer proficiency.	At least 10 years experience in the area of Human Resources Management / Personnel Management in a reputed organization having workforce of at least 500 employees.

- 2.1 Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process. The candidates will be short-listed commensurate with the number of vacancies.

Age Limit : Upper age limit upto 45 years.

Note :

- 1) The qualification, experience and upper age limit should be as on **14.05.2010.**
- 2) The age is relaxable by 5 years in case of Backward Classes.
- 3) Upper age limit is not applicable to the Departmental Employees working in the Company (Only in MSETCL).

Scale of Pay:

SR.NO.	POSITION	SCALE OF PAY (Rs.)
1.	General Manager (HR)	32630-1430-66950

- 2.2 The selected candidates are entitled to DA, HRA, Medical benefit, Leave Encashment, CPF, and Gratuity etc. as per Company's rules.
- 2.3 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.
- 2.4 The various concessions in the advertisement, for the candidates of SC/ST/VJ-A/NT-B/NT-C/NT-D/Spl. BC/OBC shall be applicable only to those who are domiciled in the state of Maharashtra and belong to SC/ST/VJ-A/NT-B/NT-C/NT-D/Spl. BC/OBC notified as such by the Government of Maharashtra and to other backwards classes recognized by the Government of Maharashtra on production of valid caste certificate from appropriate authority. SC/ST/VJ-A/NT-B/NT-C/NT-D/Spl. BC/OBC candidates of other states will be considered as belonging to unreserved category.
- 2.5 Once the caste is notified in application form, it cannot be changed at any stage later on.

3. Methodology of Selection:

- 3.1 The candidates will be shortlisted for selection process taking into consideration the qualification, experience, etc,
- 3.2 The selection process will consist of Competency Mapping Test/ Personal Interview as may be decided by the Management.
- 3.3 The list of applicants shortlisted for selection process will be made available on the website of the Company i.e. www.mahatransco.in . Similarly the list of finally selected candidates will also be displayed on the same website.
- 3.4 The recruitment in MSETCL is done strictly as per merit in a systematic way giving appropriate weightage to various selection tools.
- 3.5 Canvassing in any form will disqualify a candidate.
- 3.6 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 3.7 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.

- 3.8 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 3.9 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.

4 Time Schedule:

- Last date of receipt of application : **14.05.2010**
- Selection Process at Mumbai : **During MAY / JUNE, 2010**

5. Application Fee:

- 5.1 Candidates belonging to Open category shall furnish Demand Draft/Pay Order of the value of Rs.600/- and candidates from backward class categories as per condition mentioned in 2.4 above, shall furnish Demand Draft/ Pay order of Rs. 300/- payable to the **“Maharashtra State Electricity Transmission Company Ltd., Mumbai”** drawn **on any Nationalized Bank payable at Mumbai.** The Demand Draft / Pay Order should have six months validity period.
- 5.2 The candidate should write his Full name, Caste & Post applied on the backside of Demand Draft/ Pay Order.
- 5.3 Fees in the form of Postal order/Money Order/ Cheque or any other form other than DD/ Pay Order will not be accepted.
- 5.4 In case selection process could not be conducted for any reason, the fees paid will not be refunded.

6 Procedure to apply:

- 6.1 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. The Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- 6.2 The candidates desirous of coming on deputation should send one advance copy of their application before due date and another copy should be sent through their organization.
- 6.3 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.

- 6.4 Knowledge of “Marathi” is desirable. However, if selected, the candidates not possessing the knowledge of Marathi will have to pass Departmental Marathi Language Examination within stipulated period of three years from the date of joining the Company.
- 6.5 Employees working in Govt./Semi.Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- 6.6 The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on fullsize paper. All items of the application must be filled in according to instructions given for filling the application form.
- 6.7 The departmental employees of the Company applying against this Advertisement should submit their applications well in advance directly to the **Sr. Manager (HR-RC), Plot no. C-19, Prakashganga, 7th floor, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051** by Regd. Post / Courier. (They need not submit it through proper channel).
- 6.8 Applications duly filled in with attested copies of certificates in support of age, qualifications & experience should be sent / submitted **well in advance to Sr. Manager (HR-RC), Plot no. C-19, Prakashganga, 7th floor, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051 only by Regd. Post / Courier** so as to reach **on or before 14.05.2010**. Post applied for must be written on the envelope clearly. **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.**
- 6.9 Incomplete applications 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.

5b. Marital Status:

Married		Un-married	
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6. Demand Draft details (drawn on Nationalised Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd.**” (MSETCL).

Name of Issuing Bank & Branch	Date of Issue	D.D.No. (6 digit)	MICR No. (9 digit)	Amount (In Rs.)

7. Educational Qualifications: (Attach attested certificates):

<u>Academic</u>	Degree / P.G. with name of the University / Institute	Year of passing	% of Marks
<u>Professional</u>			

8. Experience: Details of posts held from time to time (Attach separate sheet if necessary and also attach Attested required Exp. Certificates)

Sr. No.	Organisation with no. of employees and annual turn over	Position Held	Pay Scale & Gross Emoluments	Period		Total Experience		Nature of Job / Responsibilities
				From	To	Years	Months	

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 number 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 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

10. Check List :

(i) **Attested copies** of following attached.

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|-------|---|-----|
| (a) | S. S. C. / School leaving certificate for Date of Birth. | Y/N |
| (b) | Mark sheet of Degree/Post Graduate Exam. | Y/N |
| (c) | Degree/Provisional Degree Certificate in support of educational qualifications. | Y/N |
| (d) | 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 <u>valid for six months.</u> | Y/N |
| (iii) | Name, Caste and name of the post at the backside of Demand Draft 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