

Employment Advertisement No. 02/2017

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 work force of about 16,854 employees, operating around 44,715 CKT KM Transmission Lines, 652 EHV Sub-Stations having transformation capacity of 1,19,212 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the following post:

Post Name	Category-wise Vacancy									Total Vacancy	Reservation for Persons with Disability (PWD)
	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	Open		
Executive Engineer (Trans)	0	1	0	1	2	0	0	3 (1 WR)	8 (2 WR)	15 (3 WR)	3 HH

Note:-

- i. The number of vacancies and reservation for Backward Classes, Persons with Disability & Women are provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

ABBREVIATIONS :- **WR**-Woman Reservation, **PWD**-Persons With Disability, **HH**-Hearing Handicapped

2. PAY SCALES:

Post Name	Pay Scale (In Rs.)
Executive Engineer (Trans)	31725-1220-37825-1385-68295

- 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.

3. PRE-REQUISITES AS ON 15.11.2017:

Post Name	Educational Qualification	Experience
Executive Engineer (Trans)	Bachelors Degree in Electrical Engineering / Technology	9 years' experience in Power Sector. Out of which at least 5 years in the area of Power Transmission as Additional Executive Engineer and Deputy Executive Engineer OR 2 years as Additional Executive Engineer

Note:

- i. 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.
- ii. The experience means Post Qualification experience, i.e. experience acquired by the candidate after possessing the essential qualification prescribed for the post.
- iii. **Power Transmission Experience means:**
 - a. Power Transmission experience means experience of Operations and Maintenance of EHV / HVDC Substation and/or Lines / Construction of EHV /HVDC Line and/or EHV /HVDC Substations / Design Engineering of new EHV / HVDC Lines and/or Substations / Management of Load of EHV / HVDC Network/ Operation and maintenance of EHV Substation attached to Power Generation Plant.
"The term EHV Means 66 kv and above voltage level".

- b. The experience in area of power transmission means, the experience of a Company having paid up capital of Rs.100 Crores or more and having Power Transmission business as its core activity / Central, State Government Power Transmission Utilities / any company which has obtained Licensee from respective State Electricity Regulatory Commission as Private Power Transmission Licensee shall only be considered. The experience certificates issued by Private Contractors, proprietor, etc shall not be included as a Power Sector as well as Power Transmission Experience. *The experience certificate in respect of the company / organization other than Central, State Govt. Power Transmission Utilities submitted by candidate shall be self-explanatory i.e. in the experience certificate area / nature of work shall clearly be mentioned so as to enable to decide his eligibility and there shall not be any ambiguity for deciding their eligibility.*

- iv) Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn and job responsibilities.

4. Age Limit AS ON 15.11.2017 :

Name of the Post	Applied Against Open	Applied against Reserved Categories (i.e. including 5 years age relaxation)
Executive Engineer (Trans)	40	45

Note:-

- The upper age limit for departmental candidates (only MSETCL Employees) is 57 years.
- The upper age limit for Persons with Disability is relaxable up to **45 years**.
- Date of birth shall be as per SSC/School leaving certificate.

5. Reservation:

- Candidates claiming the benefit of reservation under backward class category **should submit a Caste Certificate** issued by Competent Authority of GoM alongwith **Caste Validity Certificate** issued by the Caste Scrutiny Committee if available with them. However, if candidate do not possess Caste Validity Certificate, on selection, an appointment order will be issued to him /her as per the provisions/directives prescribed in G.R. of Govt. of Maharashtra vide बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब दि. ०५.११.२००९ read with GR No बीसीसी - २०११ / प्र.क्र.१०६४/२०११/१६ ब दि. १२.१२.२०११.
- 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 Baudha Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D (d) Special Backward Class and (e) Other Backward Class.
- The Caste Certificate issued by appropriate Competent Authority of Maharashtra State only be considered as valid for availing the benefit of reservation including application fees.
- Once the caste is notified in application form, it cannot be changed at any stage later on. The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- 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 Government 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 have to submit **Non Creamy Layer Certificate valid for current year i.e. the year 2017-2018** at the time of document verification in the prescribed format issued by the appropriate Competent Authority of Government of Maharashtra. That means the candidate should have to submit Non Creamy Layer Certificate which is valid for the year April 2017 to March 2018, though Verification Process goes beyond March 2018. The Certificate valid for the year 2016-2017 or valid for the year 2018-2019 shall not be considered for deciding eligibility.

- vi. There shall be 30% horizontal reservation for women (**Only Maharashtra Domicile Candidates**) as per the provision of Government of Maharashtra Resolution No. 82/2001/MSA-2000 /PK 415/K-2 dated 25.05.2001. The women candidates who desire to avail the benefit of women reservation including Open category (except SC/ST) should have to submit **Non Creamy Layer Certificate valid for current year i.e. the year 2017-2018** at the time of document verification in the prescribed format issued by the appropriate Competent Authority of Government of Maharashtra. That means the candidate should have to submit Non Creamy Layer Certificate which is valid for the year April 2017 to March 2018, though Verification Process goes beyond March 2018. The Certificate valid for the year 2016-2017 or valid for the year 2018-2019 shall not be considered for deciding eligibility. All women candidates availing benefit of women reservation should also **require to submit Domicile certificate of Maharashtra State** alongwith Non Creamy Layer Certificate as mentioned above issued by the appropriate Authority of Govt. of Maharashtra.
- vii. 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 submit 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 read with Office Memorandum No. F.No15012111200 3-Estt.(D) dated 29.06.2015.
- viii. The reservation for Woman and Persons with Disabilities is against current reservation. The reservation for these categories i.e. Woman and Persons with Disabilities is Horizontal reservation. The candidates selected against the quota for Woman and Persons with Disabilities will be placed in appropriate category viz. SC, ST, VJ (A), NT (B), NT (C), NT (D), SBC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the Backward classes.
- ix. Those reserved category candidates who have applied against Open category & compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process. However, if any such departmental reserved category candidate who have 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 candidate should claim the benefit of reservation i.e. Social, Women, PWD etc. clearly and absolutely in application form itself. If not claimed, it shall not be considered at any stage later on.
- xi. It will be the responsibility of the candidates to submit all the required documents/certificates for proving his/her eligibility at the time of documents verification, if selected, Failure to produce the same may lead to disqualification.

6. Methodology of Selection:

- i. The selection process shall comprise of Online Test and Personal interview.
- ii. All the candidates who registered successfully will be called for On-line test without verifying their eligibility. The verification of their certificates/documents/eligibility shall be done before issuing appointment, if candidate found ineligible/not eligible during verification process, appointment order shall not be issued.
- iii. The On-line test will be of Objective Type.
- iv. The On-line will include test of Marathi Language.
- v. Taking into consideration the performance in the On-line Test and Personal Interview, the select list will be prepared.
- vi. While drawing select list, out of 150 marks obtained in Online Test will be converted into 95 marks and out of 50 marks obtained in Personal Interview will be converted into 05 marks. Thus, select list will be drawn out of 100 marks.

- vii. Normally, selection process will be followed as prescribed above. 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.
- viii. There will be penalty for wrong answers. For each question for which a wrong answer has been given by the candidate, 1/4th (i.e. 0.25%) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.
- ix. **For selection of Candidates under Horizontal Reservation:-**
While drawing select list, the selection of candidates applied under horizontal reservation like Women Reservation, Reservation for Person with Disability shall be as per provisions/directives prescribed in Circular No. एसआरव्ही १०१२/ प्र.क्र.१६/१२/१६-अ दि. १३.०८.२०१४ issued by the General Administration Department of Government of Maharashtra.
- x. The list of finally selected/ wait listed candidates will be displayed on the website.

7. Centers for Online Written Test:

The Centers for Online Written Test will be communicated separately.

8. Application Fee:

Name of the post	Application Fees (Through online Payment Only)		
	Applying against Open	Applying against Reserved Categories	For Persons With Disability
Executive Engineer (Trans)	700 /-	350 /-	Application Fee Shall not be applicable to PWD persons for whom the post is reserved.

- The examination fee shall have to be paid through Internet Banking/Credit Card/Debit Card (Rupay/Visa/MasterCard/Maestro)/IMPS/Mobile Wallets.
- Fees in any mode other than above will not be accepted.
- In case candidate pay less fees than applicable fee or pays fees by any mode other than above shall be held ineligible.
- The fees once paid will not be refunded for any reason.
- Bank transaction charges, if any, for online payment of application fees will have to be borne by the candidate.**

9. How to apply:-

Candidates are required to apply Online by clicking on the link **“CLICK HERE TO APPLY ONLINE”** given at the end of this Advertisement. Except online application, no other means/mode of application will be accepted.

A. APPLICATION REGISTRATION

i) BEFORE APPLYING ONLINE, CANDIDATES SHOULD

- Scan the photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in “Annexure-I” i.e. **Guidelines for Scanning and Upload of Photograph, Signature.**
- Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. The company will send intimation about call letters for On-line Test, Personal Interview, etc. to the candidates through the registered email ID. **Under no circumstances, the candidate should share/ mention email ID to/ or of any other person. The postal correspondence shall not be made by Company.**

ii) **APPLICATION PROCEDURE**

- a) Candidates are required to apply Online by clicking on the link **“CLICK HERE TO APPLY ONLINE”** given at the end of this Advertisement.
- b) To register application, choose the tab **"CLICK HERE FOR NEW REGISTRATION"** and enter Name, Contact details and Email-ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. The Email & SMS indicating the Provisional Registration number and Password will also be sent.
- c) In case the candidate is unable to complete the application form in one go, he/ she can save the data already entered by choosing **"SAVE AND NEXT"** tab. Prior to submission of the online application, candidates are advised to use the **"SAVE AND NEXT"** facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- d) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **FINAL SUBMIT BUTTON**.
- e) Candidates should upload the scanned image of passport size recent colour photograph, scanned signature in the online application. The online application will not be accepted / submitted unless candidate's photo, signature are uploaded.
- f) The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

For Female candidates:-

Their names as appearing on the Call Letter (provided by them during the process of registration) should exactly match with the name as appearing on the Photo Identity Proof. Female candidates who have changed first / middle / last name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter & Photo Identity Proof such female candidates will not be allowed to appear for online test.

Please note that all the particulars mentioned in the on-line application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, etc. will be considered as final and no change/modifications will be allowed after submission of the on-line application form. Candidates are hence requested to fill in the on-line application form with the utmost care, as no correspondence regarding change of details/documents will be entertained. Company will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- g) Validate your details and Save your application by clicking the **"VALIDATE YOUR DETAILS"** and **"SAVE & NEXT"** button.
- h) Candidates can proceed to fill other details of the Application Form.
- i) Click on the **“Preview”** Tab to preview and verify the entire application form before FINAL SUBMIT.
- j) Modify details, if required, and click on **"FINAL SUBMIT"** only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- k) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **“FINAL SUBMIT”** BUTTON.
- l) Click on **"PAYMENT"** Tab and proceed for payment.
- m) Click on **"SUBMIT"** button.

iii) PAYMENT OF FEES:-

1. Payment of application fee/ intimation charges has to be done after successful registration of the application else application will be treated as cancelled.
2. Candidates have to pay the requisite fees/intimation charges only through ON-LINE mode.
3. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
4. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
6. On successful completion of the transaction, an **e-Receipt** will be generated. **Candidates are required to take a printout of the e-receipt.**
7. Non-generation of 'e-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to **login** again using their Provisional Registration Number and Password and repeat the process of payment.
8. Candidates are required to take a print of online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.

Note:

- i. After completing the procedure of applying on-line including payment of fees the candidate should take a printout of the system generated on-line application form and payment receipt. One copy of on-line application form & payment receipt alongwith Registration Number and Password are to be retained with the applicant for future reference.
- ii. Online application which is incomplete in any respect such as without photograph, signature will not be considered as valid.
- iii. The departmental employees of the Company (MSETCL) applying against this advertisement should submit their applications online well in time.
- iv. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on the Company's website on account of heavy load on internet / website jam. MSETCL will not be responsible for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control.
- v. Candidates are required to download the call letters for online examination /interview from Company's website by entering their registration number and password which are generated by the system and are intimated to the candidates by E-mail/SMS. Call letters for Online Written Test and Interview will not be dispatched by post or courier etc.

Documents Submission and Verification:-

- i. Candidates are neither required to upload the documents/certificate etc nor submit any document/certificate etc, prior to Personal Interview. Company will take up verification of eligibility with reference to original documents of provisionally selected candidates prior to Personal Interview. It is responsibility of the candidates to produce print out of online application form, all the required documents/certificates for proving his/her eligibility at the time of documents verification.
- ii. Incomplete application, application without signature /photograph are liable to be summarily rejected. At the time of document verification, copies of certificates should be submitted duly attested from the Govt. Gazetted Officer / Principal of Colleges / Post Master. For self-attestation candidates should follow the procedure laid down as per Govt. of Maharashtra Resolution No. शासन निर्णय क्र.प्रसुधा १६१४ / ३४५/प्र.क्र.७१/१८-अ, दिनांक. ०९.०३.२०१५.
- iii. 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.

15. INSTRUCTIONS FOR APPEARING FOR ON LINE WRITTEN TEST.

Please note that candidates will not be permitted to appear for the Online Written Test without following documents:

- a) Valid Call Letter for the On-line Examination / Test.
- b) **Original Photo-Identity Proof** (Colour Copy/Xerox copy of Photo Identity Proof shall not be considered) along with the Photocopy of the said Photo-Identity Proof should be as :-

‘PAN Card/ Passport/ Permanent Driving License/ Voter’s Card/ Bank Passbook with photograph/ Photo Identity Proof issued by a Gazetted Officer on official letterhead/ Photo Identity Proof issued by a People’s Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/e-aadhar card / Employee ID/ Bar Council Identity card with photograph’

Ration card and Learner’s Driving License will not be considered as valid Identity proof.

- c) Candidates reporting late for whatsoever reason i.e. after the reporting time specified on the call letter for Examination / Test will not be permitted to take the examination / test.
- d) The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification, logging in, giving of instructions etc.
- e) **IDENTITY VERIFICATION:-** In the examination hall, the call letter along with a photocopy of the candidate’s photo identity (as mentioned in 10-b above) should be submitted to the invigilator for verification. The candidate’s identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- f) **For Female candidates:-** Their names as appearing on the Call Letter (provided by them during the process of registration) should exactly match with the name as appearing on the Photo Identity Proof. Female candidates who have changed first / middle / last name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter & Photo Identity Proof such female candidates will not be allowed to appear for online test.

16. Important Dates:

Website Link Open for Online Application and Online Payment	From 25.10.2017 to 15.11.2017
Tentative Date of On-line Test	December 2017 / January 2018

GENERAL CONDITIONS

- 1) The candidate must be an Indian Citizen.
- 2) 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.
- 3) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- 4) All the candidates registered successfully through online process will be called for online written test without verifying their details.
- 5) It is responsibility of the candidates to submit all required documents/certificates at the time documents verification for proving his/her eligibility. Failure to submit the same may lead to disqualification.
- 6) The Persons with Disability i.e. the candidate who are Visually Impaired (blind / low vision) or Orthopedically Handicap Candidates (whose writing speed is affected by cerebral palsy) may use services of a scribe of their choice during the written examination. He is required to claim for using service of scribe in Application Form. The candidate will have to arrange his/her own scribe at his own cost. For details, candidates should go through **Annexure - II** and Declaration Form appended with this Advertisement.
- 7) 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.
- 8) 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.
- 9) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 10) The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely. In that event, every effort will be made to resolve such issue/s, which may include the conduct of another examination if found necessary. However any decision of the Company in this regard shall be final. Candidates not willing to accept such change shall lose his /her candidature for this examination.
- 11) The lists of candidates called for personal interview will be made available on the website of the Company i.e. www.mahatransco.in
- 12) 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.
- 13) The candidates shall submit 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.

- 14) 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.
- 15) Employees working in Government / Semi Government Undertaking will have to produce No Objection Certificate at the time of interview.
- 16) Appointment order of the selected Departmental candidates 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.
- 17) Candidate will have to appear for examination at Examination Centre at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc of any nature.
- 18) The Company reserves the right to modify or to cancel the Advertisement/selection process fully or partly at any stage on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- 19) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 20) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 18.10.2017

Sd/-
Chief General Manager (HR)

Guidelines for Scanning and Upload of Photograph, Signature.

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(1) Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(2) Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

(3) Scanning the photograph, signature and documents / certificates:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/Document/Certificate, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo, signature and each document in .jpeg format not exceeding 50kb, 20kb and 500 kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph, signature and each document in any format can be saved in .jpg format by using Save As option in the File menu and size can be reduced below 50 kb (photograph), 20 kb(signature) and 500 kb (for each document) by using crop and then resize option (Please see the preceding paragraphs in this Annexure above for the pixel size) in the Image menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, respective documents/certificates.

(4) Procedure for Uploading the Photograph, Signature-

- There will be separate links for uploading Photograph, Signature.
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph & Signature has been saved.
- Select the file by clicking on it.
- Click the “Open/Upload” button.

Your Online Application will not be accepted /get submitted unless you upload your photograph, signature as specified.

Note:

- (1) In case, the face in the photograph or signature is unclear the candidate's application may be rejected.
- (2) Before uploading the photograph or signature, in the online application form, candidates should check that the images are clear and readable.
- (3) In case the photograph or signature is not prominently visible, the candidature of such candidate may be cancelled.
- (4) After submission online application, candidates are advised to take a printout of their system generated online application forms.
- (5) Candidate should also ensure that Photo is uploaded at the place of Photo and Signature at the place of signature. If Photo in place of photo and Signature in place of Signature is not uploaded properly, candidate will not be allowed to appear for the exam.

GUIDELINES REGARDING PERSONS WITH DISABILITIES
USING THE SERVICES OF SCRIBE

As per the guidelines prescribed by Government of India, the candidate who are Visually Impaired (blind / low vision) or Orthopedically Handicap (whose writing speed is adversely affected permanently by cerebral palsy with loco-motor impairment) Candidate may use services of a scribe at their own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The facility of scribe is meant for only those candidates as mentioned above who have disability of 40 % or more and who have physical limitations to write including that of speed.
- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/her own scribe at his own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition the scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that he fulfill all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the on-line test.
- Only Visually Impaired (blind / low vision) candidates shall be allowed compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not. Other candidates i.e. Orthopedically Handicap (whose writing speed is adversely affected permanently by cerebral palsy with loco-motor impairment) shall be allowed compensatory time of 20 minutes for every hour of the examination availing the facility of scribe.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system allocated, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- Visually Impaired candidates under Blind/Low Vision may skip the nonverbal questions in the test of reasoning, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.
- Candidates are required to submit **DECLARATION**, PWD certificate as a proof confirming that he/she is eligible for taking the services of a scribe / compensatory time alongwith the call-letter. In case candidate fails to produce **DECLARATION** and PWD certificate at the time of on-line test he /she shall not be held eligible for taking the services of a scribe / compensatory time.

Please fill up the **DECLARATION** and submit the same alongwith PWD certificate as a proof confirming that you are eligible for taking the services of a scribe / compensatory time alongwith the call-letter.

SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate for the On-line examination for recruitment of the post _____ to be held on _____ and Shri/Smt/Kum. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that :

- i. The scribe is identified by the candidate at own cost and as per own choice.
- ii. Qualification of the candidate and the scribe are as under:

Qualification (whether Graduate, Post graduate etc.)	
Candidate	Scribe

- iii. The candidate is visually impaired or affected by cerebral palsy with locomotor impairment, his/her writing speed is adversely affected permanently and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.
2. As per the rules, Only Visually Impaired (blind / low vision) candidates shall be allowed compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not. Other candidates i.e. Orthopedically Handicap (whose writing speed is adversely affected permanently by cerebral palsy with loco-motor impairment) shall be allowed compensatory time of 20 minutes for every hour of the examination availing the facility of scribe.
3. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy, if necessary, the Medical Officer of the MSETCL that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph 1, clause (iii) above.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

Given under our signature:-

Signature of the Scribe

Postal address:

STD Code:..... Phone No.....

Mobile No:-.....

Signature of the Candidate

Name of the Post:-_____

Roll No.:

Postal address:

STD Code:..... Phone No.....

Mobile No:-.....

Signature of Invigilator

**PHOTO
OF
THE
SCRIBE**