

**PERSONAL INTERVIEW OF SHORTLISTED CANDIDATES FOR THE POST OF
“ASSISTANT GENERAL MANAGER (F&A), SENIOR MANAGER (F&A) AND
MANAGER (F&A)”**

The employment advertisement for filling in various posts was published as under:-

Adv. No.	Name of the post	No. of posts advertised
19/2024	Assistant General Manager (F&A)	01
20/2024	Senior Manager (F&A)	01
21/2024	Manager (F&A)	06
	Total	08

2. The candidates are called for Personal Interview without verifying their detail. The verification of documents and subsequently deciding eligibility shall be done at the time of Personal Interview and thereafter Personal Interview will be conducted.

3. The list of candidates called for Personal Interview is enclosed with this Notification as **Annexure-“A”**.

4. **VENUE & DATE OF PERSONAL INTERVIEW:**

Name of the Post	Date of Personal Interview	Reporting Time	Venue
Assistant General Manager (F&A)	24.12.2025	8.30 AM	The Orchid Hotel Adjacent to Domestic Airport, Nehru Road, Vile Parle (East), Mumbai - 400099
Senior Manager (F&A)			
Manager (F&A)			

5. All the candidates are requested to remain present at venue well in advance.

6. The candidates have to appear for Personal Interview at their own cost. No reimbursement towards travelling or any other expenses shall be paid.

7. If the Interview process is not completed on the aforesaid date due to any reason, the same will be continued /held on the next day. Therefore, above candidates are requested to come duly prepared for the same at their own cost.

8. Further, the document verification from original documents of the shortlisted candidates will be done at the time of the Personal Interview. Hence, candidates shortlisted for Personal Interview should bring all original certificates as well as one set of attested Copies of following Certificates:

- Application Form
- Degree Certificate and Marksheets of Recognized University or Institute.
- S.S.C. Board Certificate or School leaving certificate for Date of Birth.
- Domicile Certificate (If applied against reservation)
- Caste Certificate (If applied against reserve category post)
- Caste Validity (If available - If applied against reserve category post)
- Valid Non-Creamy Layer Certificate. {If applied against reserve category post (Except SC & ST) }

- h) Medical / PWD Certificate (If applied against PWD reservation)
- i) Certificate regarding physical limitation in an examinee to write (if availed Compensatory Time in On-line Test)
- j) Economically Weaker Section Eligibility Certificate (If applied against EWS reservation)
- k) Socially and Economically Backward Class (SEBC) Certificate (If applied against SEBC reservation) (If applicable)
- l) Marathi Language Certificate (As mentioned in the advertisement)
- m) Change of Name certificate (If applicable)
- n) Detailed Experience Certificate clearly indicating time period, job role and responsibility.
- o) No Objection Certificate from the employer (If working in Government / Semi Government Undertaking)
- p) Monthly Salary Slip/Gross emoluments certificate (other than MSETCL employees) compared/ decided Equivalency (Salary slip should be from the month of the cut off date of application).

9. Before appearing for Personal Interview candidates should ensure that they fulfill all eligibility criteria as mentioned in the advertisement. Their admission to all the stages of the recruitment process is purely provisional.

10. If at the time of Document Verification at Interview Venue, it is observed that candidate does not full fill the requisite eligibility condition/criteria, he/she will not be allowed to appear for the Personal Interview.

11. It shall be sole responsibility of the candidate to prove his eligibility with respect to age, qualification, post qualification experience, reservation etc. as required for the post of Assistant General Manager (F&A), Senior Manager (F&A) and Manager (F&A). In case the applicant failed to do so, his 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.

12. Any request for change of time, date and/or venue of the Personal Interview will not be entertained under any circumstances.

13. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment for the above post shall be considered as DISQUALIFICATION.

14. If candidate remains absent for the Personal Interview then it will presumed that he/she is not interested and he/she will be held Ineligible for further selection process.

15. Please take note that, calling for Personal Interview does not confer any automatic right of possible employment with the Company.

- [List of - Assistant General Manager \(F&A\)](#)
- [List of - Senior Manager \(F&A\)](#)
- [List of - Manager \(F&A\)](#)

Place: Mumbai
Date: 04.12.2025

sd/-
General Manager (HR-NT&TE)
