



**ADVERTISEMENT NO. MSEBHCL 08/2021**

**ADVERTISEMENT FOR THE POST OF COMPANY SECRETARY**

The MSEB Holding Company Ltd. requires to fill in position of **Company Secretary** amongst experienced, talented professionals with impeccable performance history and observable leadership traits.

The incumbent shall report to the Director (Finance), MSEB Holding Company Ltd.

The Pre-requisites for the post of **Company Secretary** is as under:-

<b>Essential Qualification</b>	<b>Experience</b>
The candidate should have Graduate Degree from recognized University with Membership of the Institute of Company Secretaries of India with Computer Literacy.  Degree in Law from recognized University / Institute Should be preferable.	Minimum 5 years post qualification experience as Company Secretary in a listed Company.

**Upper Age Limit As On 12/11/2021:**

Maximum 45 (Forty Five) years.

(Note:- Date of birth as per SSC/School Leaving Certificate age as on 12.11.2021 should be mentioned)

**Duration**

The appointment of the above post will be made on purely Contract Basis for a period of 3 (Three) years.

**Skills:**

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

**Pay Scale:**

Rs.1,18,195-5025-2,28,745/- and other allowances as per the Rules of the Company.

**Application Fee:**

The candidates shall furnish Demand Draft of the value of Rs.600/- payable to the **MSEB Holding Company Ltd.** on any Nationalised Bank **Payable at Mumbai.** The candidate should write his full name, position applied on the backside of Demand Draft. **Fees in the form of Postal Order / Money Order / Cash will not be accepted.** Applications without appropriate payment of fees as prescribed will be rejected. Fees once paid will not be refunded in any circumstance, nor will it be held in reserve for any further recruitment.

### **How to Apply**

1. Candidates are required to have a valid personal email ID / Mobile no. It should be kept active during this recruitment process. Under no circumstances, he/she should share/ mention email ID/ Mobile no. of any other person.  
In case, candidate does not have a valid personal email ID, he/she should create his / her new email ID before applying.  
If message or email regarding Recruitment process is **NOT** received by candidates due to any reason, MSEB Holding Company Ltd. is **NOT** responsible in such cases.
2. The name of the candidate, his / her father / husband name, caste, etc. should be spelt correctly in the application form as it appears in the certificates, mark sheets.
3. Candidates should send duly filled Application Form with a recent passport size photograph affixed thereon along with self attested copies of certificates in support of Qualification, Experience, Age etc. & Demand Draft by registered Post / Courier to:-  
**“The Chief General Manager (HR), MSEB Holding Co. Ltd., Hongkong Bank Building, 4<sup>th</sup> Floor, M.G.Road, Fort, Mumbai- 400001” so as to reach on or before 03.12.2021.**
4. Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.
5. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
6. The Company reserves the right to modify or cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.

### **Important Conditions about Selection Process**

1. The details regarding Selection process / Personal interview etc. for the post advertised will be communicated on e-mail and telephonically on the Mobile / Telephone No. mentioned by the candidates in their application form from time to time.
2. Candidate will have to appear for Selection process / Personal interview at the Venue at his / her own cost & risk and MSEB Holding Company Ltd. will not be responsible for any injury or losses, etc. of any nature.
3. If the number of applications are large, then suitable criteria will be fixed to shortlist the candidates for Selection process / Personal interview.

## **GENERAL CONDITIONS**

1. The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all stages of the recruitment process will be purely **Provisional** subject to satisfying the prescribed eligibility criteria mentioned in the advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for Personal Interview.
2. Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process. Considering the experience, the candidates will be shortlisted for selection process.
3. The Advertisement and Format of Application is available on the Company's website: [www.msebindia.com](http://www.msebindia.com), [www.mahatransco.in](http://www.mahatransco.in), [www.mahadiscom.in](http://www.mahadiscom.in) and [www.mahagenco.in](http://www.mahagenco.in).
4. Failing to submit necessary documents along with the Application Form, the candidate will be disqualified.
5. The candidates should have adequate knowledge of "**Marathi.**"
6. The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, experience, etc. & the particulars furnished in the application form are correct in all respect.
7. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will **not** be considered.
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. Any request for change of address and enclosing supporting documents later on will **not** be entertained.
10. Candidates working in Govt. / Semi-Govt. undertaking will have to produce **No Objection Certificate** from their Employer at the time of Personal Interview.
11. The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
12. For the above post, Candidates should send duly filled application form with a recent passport size photograph affixed thereon along with self attested copies of certificates in support of Qualification, Experience, Age etc. & Demand Draft by registered Post / Courier to :-  
**"The Chief General Manager (HR), MSEB Holding Co. Ltd., Hongkong Bank Building, 4th Floor, M.G.Road, Fort, Mumbai- 400001"** so as to reach on or before **03.12.2021**  
Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.

13. Candidates are requested to retain one copy of dully filled application form & other testimonials with them.
14. Incomplete applications and those not supported by self attested copies of certificates, Demand Draft are liable to be summarily rejected.
15. Applications received after due date will not be entertained. The Company is **not** responsible for any postal delay.
16. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
17. The Company reserves the right to modify or cancel the Advertisement / Selection process fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
18. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection / recruitment shall be considered as **DISQUALIFIED**.
19. Any legal proceedings in respect of any matter (s) or claims or dispute arising out of this recruitment and or out of this advertisement can be instituted only at Mumbai and Courts/Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

**Note:** Copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

#####





19 List of Publications/academic honors received:


20 Proven achievements


21 Any other information


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 here by declare that I am not facing any disciplinary action.

I undertake to abide by all the conditions and General conditions mentioned in the advertisement given by the Company.

I here by agree that any legal proceedings in respect of the any matter(s) claims or dispute arising out of this application and or out or said advertisement can be insituted by me only at Mumbai and Court / Tribunals / Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause / dispute.

Place:

Date:

Signature

**Note:** Copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

\*\* \*\* \* \* \* \* \* \* \* \* \* \*