

Employment Advertisement No. 5/2007

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD., the State Transmission utility of Maharashtra and one of the largest transmission utilities in the State operating about 35,108 CKT KM transmission lines 475 EHV Sub-Stations and having transformation capacity of 56164 MVA invites applications from the dynamic, talented and professional persons for the following posts.

Sr. No.	Post Code	Post	Category									
			SC	ST	VJ A	NT B	NT C	NT D	Spl BC	OBC	Open	Total
1.	01	Jr.Engr.(Trans.) Trainee	0	23	3	4	4	0	0	9	110	153 #(1PS, 2PD, 3OA)
2.	02	Sr.Manager (F&A)	1	0	0	0	0	0	0	0	0	1
3.	03	Manager (F&A)	1	1	1	0	0	0	0	1	1	5
4.	04	Dy.Manager (F&A)	2	1	1	1	1	0	1	3	5	15
5.	05	Sr. Manager (HR)	1	0	1	0	0	0	0	0	0	2
6.	06	Manager (HR)	0	1	0	0	0	0	0	0	0	1
7.	07	Dy.Manager (HR).	0	2	1	0	0	0	0	1	0	4
		Total	5	28	7	5	5	0	1	14	116	181

[Physically Handicapped persons : PS :Partially Sighted PD: Partially Deaf , OA: One Arm Affected]

Note

1. There shall be 30 % horizontal reservation for women as per the provisions of Govt of Maharashtra Resolution No.82/2001/MSA/415 /KA-2 dt 25.05.2001. The open category women candidates who wish to avail benefit of the women reservation should submit certificate from the appropriate Competent Authorities showing that they do not belong to the Creamy Layer category .
2. The reservation for the categories PHP and Women is horizontal reservation and candidates selected against the quota for persons with disabilities (PHP) and Women will be placed in appropriate category viz. SC, ST, VJA, NTB, NTC, NTD, Spl. BC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the backward classes.
3. **Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation for physically handicapped persons.**

PAY SCALES:

Sr. No.	Post Code	Name of the Post	Pay scale	Gross Emoluments approx.
1.	01	Jr.Engr.(Trans.)Trainee	7075-310-8625-325-17075	15613/-
2.	02	Sr.Manager(F&A)	11750-450-14000-510-25220	27470/-
3.	03	Manager (F&A)	9170-360-10970-390-20330	19917/-
4.	04	Dy.Manager (F&A)	6585-310-8135-325-16585	14613/-
5.	05	Sr.Manager (HR)	9800-390-11750-415-22125	21202/-
6.	06	Manager (HR)	9170-360-10970-390-20330	19917/-
7.	07	Dy.Manager (HR)	6585-310-8135-325-16585	14613/-

QUALIFICATION AS ON 20/11/2007:

Sr. No.	Post Code	Name of the Post	Educational Qualification
1	2	3	4
1.	01	Jr.Engr.(Trans.) Trainee	Degree in Electrical/Electrical & Power Engg./ Technology of a University or Institute.
2.	02	Senior Manager (F&A)	Chartered Accountant OR Institute of Costs & Works Accountants of India (ICWA) OR Chartered Financial Analyst (CFA) from ICFAI OR Full time M.B.A. (Finance) from Recognised University / Institution after graduation in Commerce or Engineering. Working knowledge of computer is essential.
3.	03	Manager (F&A)	Chartered Accountant OR Institute of Costs & Works Accountants of India (ICWA) OR Chartered Financial Analyst (CFA) from ICFAI OR Full time M.B.A. (Finance) from recognized University / Institution with background of Commerce or Engineering graduation OR Intermediate CA, ICWA, CFA with background of graduate in Commerce or Engineering. Working knowledge of computer is essential.
4.	04	Dy. Manager(F&A)	Degree of a recognized University in Commerce or Economics and Intermediate of the Institute of Chartered Accountant. OR Intermediate of Institute of Costs & Works Accountant of India (ICWA) OR Intermediate Chartered Financial Analyst (CFA) from ICFAI OR Full / 3 yrs. Part time M.B.A. (Finance) from recognized University / Institution after graduation in Commerce or Engineering OR M.COM. Working knowledge of computer is essential.
5.	05	Senior Manager (HR)	(1) Degree of a recognized University AND (2) Two years full time Post Graduate degree in Business Administration/ Management with Specialization in Human Resource Development/Personnel Management from a recognized University or Institute (3) Minimum

Sr. No.	Post Code	Name of the Post	Educational Qualification
			Computer Literacy: Must be proficient in M.S. Office.
6.	06	Manager (HR)	(1) Degree of a recognised University AND (2) Two years full time post graduate degree in Business Administration / Management with Specialization in Human Resource Development/Personnel Management from a recognized University or Institute (3) Minimum Computer Literacy: Must be proficient in M.S.Office.
7.	07	Deputy Manager (HR)	(1) Degree of a recognised University AND (2) Two years full time Post Graduate degree in Administration/ Management with Specialization in Human Resource Development/ Personnel Management from a recognized University or Institute OR Two years full time Post Graduate Diploma in Business Management with specialization in HR/Personnel Management/ from a recognised University or Institute (3) Minimum Computer Literacy: Must be proficient in M.S.Office.

Note:

A Degree & Diploma 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.

EXPERIENCE AS ON 20/11/2007:

Sr. No.	Post Code	Name of the Post	Experience
1.	01	Jr.Engr.(Trans.) Trainee	No experience is necessary
2.	02	Sr.Manager (F&A)	In case of CA/ICWA/CFA 3 years post qualification experience in Finance & Accounts. In case of MBA (Finance) 6 years of post qualification experience in Finance & Accounts.
3.	03	Manager (F&A)	No experience for CA/ICWA/CFA. In case of MBA (Finance), 5 years experience in Finance & Accounts. 3 years experience in Finance & Accounts for Inter CA/ICWA/CFA.
4.	04	Dy.Manager(F&A)	No experience required for Inter-CA/ICWA/CFA. In case of MBA (Finance) not less than 3 years experience in Audit and Accounts. In case of M.Com. 6 years experience in a commercial Organization or a Govt. Office or PSU in a position of responsibility. Experience in connection with Audit and Accounts of Electric Supply undertaking preferred.
5.	05	Senior Manager (HR)	At least 3 years post qualification experience in the area of Human Resource Development/Personnel Management.

Sr. No.	Post Code	Name of the Post	Experience
6.	06	Manager (HR)	3 years post qualification experience in Personnel Management/Human Resource Development.
7.	07	Dy.Manager(HR)	No experience is necessary. Candidates will be inducted as “Trainee” for a period of one year on consolidated salary and after completion of Training, absorbed in the post.

AGE LIMIT AS ON 20 /11/2007:

Post code	Upper age limit
02,03,05,06	40 years
01,04,07	35 years

Note:

- (i.) Upper age limit is relaxable by 5 years for the candidate belonging to Backward classes.
- (ii.) Upper age limit for persons with disabilities (PHP) shall be relaxable by 10 years (15 years for backward classes).
- (iii) Upper age limit is not applicable to the departmental employees working in the Company.

CONDITIONS

- 1) All vacancies notified as above are not to be filled in immediately. The select list is being prepared against the vacancies occurring during the year **2007** and **2008**.
- 2) The number of vacancies and reservation for Backward classes and other reservation indicated for different categories is provisional and likely to change. Such change will not be notified either in Newspaper or intimated to the candidates.
- 3) 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. Company will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview.
- 4) While applying the post wherein experience essential, the candidates must attach a separate sheet showing the detailed experience such as name of Organisation/Company, designation/post held, nature of work, various places of working indicating specific period therein etc.**

- 5) All candidates who pay the requisite Application Fees will be issued call letters. No detailed scrutiny of application will be carried out at the time of giving call letters for written test. The call letters will be sent by post at the correspondence address given by the candidate in their application form. Those candidates who do not receive call letter can download the copy of the call letter from Company's website (www.mahatransco.in) and comply with the instructions given therein. Such candidates should also contact in charge of the Examination Centre one day before the date of Examination to get duplicate call letter.
- 6) Maharashtra State Public Services [Reservation for Scheduled Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward category and Other Backward Classes] Act, 2001 has been enforced by the Govt. of Maharashtra from 29th January, 2004. As per 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 Scheduled Castes and Scheduled Tribes i.e. VJ(A), NT(B), NT(C), NT(D), SBC & OBC category. The candidates should produce a caste certificate from appropriate authority as prescribed by the Govt. of Maharashtra vide circular No CBC-10/200/PK 15/BCR15 dt 5/6/2006 showing that they are not covered under the concept of 'Creamy Layer'.
- 7) As per Government Resolution No.CBC-10/2003/PK91/BCR-5 dt. 8.12.2003, the candidates for claiming the benefit of reservation under SC, ST, VJA, NTB, NTC, NTD, Spl.BC & OBC categories, they should produce a caste certificate alongwith **caste validity certificate** issued by Caste Scrutiny Committee. The candidates applying without validity certificate of caste claim, if selected, will not be appointed unless their validity certificates are received within the validity period of select list i.e. within one year from the date of display of the Select list.
- 8) Those reserved category candidates who compete with the Open category candidates will be treated as Open category candidates for the purpose of recruitment/selection process.
- 9) The standards for the reserved category will be relaxed as per the Company's rules, if the required number of candidates are not available in any of the categories while short listing the candidates for personal interview and preparing the select list.
- 10) If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for the post.

- 11) 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.
- 12)(i) The candidates will have to appear for Written Test. For the posts of Junior Engineer- Trainee (Post Code 01). Written Test will be conducted tentatively during the month of January **2008** at five centres viz.(1) Aurangabad (2) Mumbai (3) Nagpur (4) Nashik & (5) Pune. However, if the number of candidates desiring to appear for the Written Test at a particular place is not adequate, these candidates will be asked to appear for test at other center.
- (ii) The Written Test for all other posts will also be conducted tentatively during the month of January **2008** at Mumbai.
- 13) The selected candidates for the post of Junior Engineer (Trans.)- Trainee (Post Code 01) will be appointed as Junior Engineer (Trans.)- Trainee. They will have to undergo the training for six months. During the training period the stipend will be paid at the rate of emoluments payable to the Jr.Engineer at the minimum of scale of pay of Rs.7075-310-8625-325-17075. On satisfactory completion of training the candidates will be appointed in the aforesaid pay scale.
- 14) The candidates will be short listed for Personal Interviews and group discussion tentatively to be held during the month of February/March **2008** on the basis of performance in the Written Test. Taking into consideration the performance in the written test & Personal Interview and group discussion, the select list will be prepared and the selected candidates will have to serve any where in Maharashtra in our Company.
- 15) The list of candidates called for written test, personal interview and group discussion and selected / unselected to the posts advertised will be published on the Company's website- www.mahatransco.in from time to time.

GENERAL CONDITIONS

- (a) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed commensurate with the number of vacancies.
- (b) Knowledge of Marathi is essential.
- (c) 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.

- (d) The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, experience, caste etc. and the particulars furnished in the application form are correct in all respect.
- (e) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- (f) 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.
- (g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- (h) Applications received after due date will not be entertained. The Company is not responsible for postal delay. **The applications should be sent only by ordinary post and not by Regd.Post Acknowledgement due or Speed post or by Courier.**
- (i) The departmental employees of the Company applying against this Advertisement should also submit their applications **directly to the appropriate Post Box No. by ordinary post. (They need not submit it through proper channel.)**
- (j) The recruitment in MSETCL is done strictly as per merit in a systematic way giving weightage to written test. Canvassing in any form will disqualify a candidate.
- (k) Any request for change of address and enclosing supporting documents later on will not be entertained.
- (l) Once the caste is notified in the application form, it cannot be changed at any stage later on.
- (m) The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- (n) The Company reserves the right 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.
- (o) The Caste certificate and caste validity certificate issued by appropriate **Competent Authority of Maharashtra State only** will be considered as valid for availing the benefit of reservation including application fees.

- (p) Applications are invited for the reserved vacancies from the candidates who are fulfilling the following conditions:-
- Candidates should be domicile of Maharashtra State
 - Candidate should be of categories notified for the Maharashtra State viz (a) Scheduled Caste (including SC category person who has adopted Buddha Religion), (b) Scheduled Tribes, (c)VJ(A), NT(B), NT(C) & NT(D), (d) Special Backward Class and (e) Other Backward Class.
- (q) Employees working in Govt./Semi-Govt. Undertaking will have to produce No Objection Certificate at the time of interview.
- (r) The unemployed reserved category candidates such as SC, ST, VJ(A), NT(B), NT(C), NT(D) & Spl.BC will be given reimbursement of traveling expenses equal to the ordinary second class rail fare or S.T. bus fare from the place of their residence to the place of Written Test and back (limited to journey performed within the State of Maharashtra) on production of original/Photo copy of the Rail/S.T. bus fare tickets & Caste Certificate/Non-Creamy Layer Certificate as per Govt. rules as amended from time to time.
- (s) The medium of the Written Test will be **English**.
- (t) The application must be submitted in the Proforma given in the advertisement in the same order preferably typewritten on full scape paper. All items of the application must be filled in according to instructions given for filling the application form.
- (u) Date of birth as per Secondary School Certificate (SSC)/School Leaving Certificate and age as on **20/11/2007** should be mentioned.
- (v) Candidates belonging to **Open category** shall furnish **Demand Draft/Pay Order** of the value of **Rs.350/-** and candidates from Backward Class categories i.e. SC,ST and the candidates belonging to VJ(A), NT(B), NT(C), NT(D), SBC & OBC who are coming under the concept of "Non Creamy Layer" shall furnish **Demand Draft/Pay Order of Rs. 175/-** 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 6 months validity period.** The candidates not submitting the caste certificate issued by the appropriate Competent Authority of Maharashtra State or "Non Creamy Layer" certificate along with application in case of VJA, NT(B), NT(C), NT(D),SBC and OBC will have to submit Demand draft of Rs. 350/-and they will be treated as Open category candidates for all purposes. The candidate should write his full name, caste,

post code No. on the backside of Demand Draft. **Fees in the form of Postal Order/Money order/Cash will not be accepted.**

- (w) The persons with disabilities (PHP) shall be exempted from payment of examination fee who would other-wise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for the post (including any concession specifically extended to the disabled persons) and who enclosed with application form necessary certificate from the Competent Authority in support of their claim of disability.
- (x) Applications duly filled in with attested copies of certificates in support of age, qualifications & caste should be submitted to the **Post Box No. 18205, Dahisar (East), Mumbai-400 068 only by ordinary post** so as to reach on or before **20.11.2007**. Applications received after due date (for whatsoever reason) shall not be entertained.
- (y) Separate application and Demand Draft in a separate envelope is required to be submitted for each post applied. Post Code and Post applied for must be written on the envelope clearly. Incomplete applications and those not supported by attested copies of certificates (duly attested by Govt. Gazetted Officer/Principal of Colleges/Post Master) and Demand Drafts (Having 6 months validity) which are not of appropriate value are liable to be summarily rejected.

How to apply:

- (i) Application must be submitted in the Proforma given on company's web site **www.mahatransco.in** the advertisement preferably typewritten on full scape paper. All items of the application should be filled.
- (ii) Instructions for filling up application form:-

ITEM 4 : **Written Test Centre Code:** 1-Aurangabad, 2-Mumbai, 3-Nagpur, 4-Nashik, 5- Pune

ITEM 5: **Category Code:** 1-Scheduled Caste, 2-Scheduled Tribe, 3-VJ(A), 4-NT(B), 5-NT(C), 6-NT(D), 7- Special BC, 8-OBC, 9-OPEN



**“E” Block, 7th floor, Bandra-Kurla Complex,
Bandra (East) , MUMBAI- 400 051.**

Affix your
recognizable
recent
Passport size
photograph

- [illegible]

- | | | | | | | | | | | | | | | |
|-----|--|------|--|--|--|--|--|--|--|--|--|--|--|--|
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| | | | | | | | | | | | | | | |
| Pin | | Code | | | | | | | | | | | | |

- Yes No

competent authority of Maharashtra State attached

<input type="checkbox"/>	<input type="checkbox"/>
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6aAvailing reservation for **WOMEN**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

6b If availing reservation for women, attach Non-creamy Layer

certificate issued by the appropriate Competent Authority

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

7a. Availing reservation for **PERSONS WITH DISABILITY**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

7b If availing reservation for **Persons with Disability**, indicate whether Partially Sighted (PS), Partially Deaf (PD), OR- One Arm affected (OA) attach Medical Certificate issued by the appropriate Competent Authority: _____

PS	PD	OA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7c Whether taking the help of scribe:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

8a. Date of birth:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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DD MM YY

(as per SSC /School Leaving Certificate)

8b. Age as on :

<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Month	Days

(20/11/2007)

9. Demand Draft details (drawn on Nationalised Bank payable at Mumbai in favour of Maharashtra State Electricity Transmission Co. Ltd.):

Name of Issuing Bank & Branch	Date of Issue	D.D.No. (6 digit)	MICR No. (9 digit)	Amount Rs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Educational Qualifications: (Attach attested certificates):

Exam. Passed (Degree and onwards)	College/Institute/ University	Year of passing	% of Marks	Division/Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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11. Details of Experience (Attach separate sheet, if necessary):

Organisation	From	To	Duration	Designation	Pay scale	Last Emol- uments	Nature of duties/ Responsibilities

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 in 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

12. Check List :

- | | |
|---|----------------|
| (i) Attested copies of following attached | |
| (a) S. S. C. / School leaving certificate for Date of Birth | Y/N |
| (b) Caste Certificate and caste validity certificate from Competent Authority of Govt. of Maharashtra | Y/N |
| (c) Non-Creamy Layer Certificate for VJ(A)/NT(B)/NT(C)/NT(D)/SBC/OBC/Women | Y/N |
| (d) Degree/Provisional Degree in support of educational qualifications | Y/N |
| (e) Disability certificate from Competent Authority of Medical Board duly constituted by Govt. of Maharashtra | Y/N |
|
(ii) D.D.in favour of Maharashtra State Electricity Transmission Co. Ltd. payable at Mumbai on any Nationalised Bank for appropriate amount and valid for six months |
Y/N |
|
(iii) Name, Caste & Post Code 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. in the envelope |
Y/N |
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