

Employment Advertisement No. 03/2014

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 16,000 employees, operating around 42578 CKT KM Transmission Lines, 608 EHV Sub-Stations having transformation capacity of 103602 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the following posts:

Post Code	Post Name	Category-wise Vacancy				Total Vacancy	Reservation for Persons with Disability (PWD)
		ST	NT-C	OBC	Open		
01	Superintending Engineer (Trans)	-	01	01	01	03	} 1 – PD
02	Superintending Engineer (Civil)	01	-	-	01	02	

- The number of vacancies and reservation for Backward Classes is provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.
- Person suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation for physically handicapped person.

ABBREVIATIONS:- PWD- Person With Disability, PD- Partial Deaf.

2. PAY SCALES:

Post Code	Post Name	Pay Scale
01	Superintending Engineer (Trans)	Rs. 28700-1235-34875-1365-63540
02	Superintending Engineer (Civil)	

- 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 30.06.2014:

Post Code	Post Name	Educational Qualification	Experience
01	Superintending Engineer (Trans)	Bachelors Degree in Electrical Engineering / Technology.	12 years experience in Power Sector. Out of which at least 5 years in the area of power Transmission as Executive Engineer & Dy. Executive Engineer Or 2 years as Executive Engineer.
02	Superintending Engineer (Civil)	Bachelors Degree in Civil Engineering / Technology and its equivalent.	12 years experience in the field of civil works related to Power Sector. Out of which at least 5 years as Executive Engineer & Dy. Executive Engineer Or 2 years as 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. Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn and job responsibilities.
- iii. **For the post of Superintending Engineer (Trans):-**

The departmental candidates of MSETCL possessing Degree in Engineering/Technology in any other discipline and who fulfill the condition of required experience will be considered provided that they will have to appear for In-basket exercise, Group Discussion, Personal Interview, etc. consisting of syllabus of Electrical Engineering and compete along with other candidates.

4. Age Limit as on 30.06.2014:-

Post Code	Name of the Post	Age limit
01	Superintending Engineer (Trans)	45 years
02	Superintending Engineer (Civil)	

Note:-

- The upper age limit for departmental candidates (only MSETCL Employees) **is 57 years.**
- Upper age limit is relaxable by 5 years for the candidate belonging to backward classes (**Only Maharashtra Domicile Candidate**) and applying against post reserved for backward class.
- The upper age limit for Persons with Disability is relaxable as per rules.
- Date of birth as per SSC/School leaving certificate and age as on **30.06.2014** should be mentioned.

5. Reservation:-

- i. 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 copy of 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.
- ii. 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 Govt. 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 produce **latest/current years Non-Creamy Layer Certificate** in the prescribed form issued by appropriate authority as per Govt. of Maharashtra Circular No. CBC-10/2006/PK15/BCR-5 dated 5/6/2006.
- iii. Candidates claiming the benefit of reservation under backward class category should produce a caste certificate alongwith application. They will also enclose an attested copy of **caste validity certificate** issued by the Caste Scrutiny Committee if available with them. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him as per the provisions/directives prescribed in G.R. of Govt. of Maharashtra vide **बीसीसी-२००९ / प्र.क्र.२९९/०९ / १६-ब दि. ०५.११.२००९** read with GR No. **बीसीसी-२०११/प्र.क्र.१०६४/२०११/१६-ब दि. १२.१२.२०११.**

- iv. 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.
- v. The candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State
- vi. If any 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.
- vii. Once the caste is notified in application form, it cannot be changed at any stage later on.

7. Methodology of Selection:

- i. The candidates will be shortlisted for selection process taking into consideration the qualification, experience, Age, Job Responsibilities, etc. as mentioned above.
- ii. Normally Competency Mapping Test will be conducted for selection process which will comprise of In-Basket Exercises, Group Discussion, Case Discussion, Presentation Skill, Personal Interview, etc. The candidates will be shortlisted for presentation skill & personal interview taking into consideration their performance in the In-Basket Exercises, Group Discussion, & Case Discussion, etc.
- iii. 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.
- iv. The lists of candidates whose applications have been shortlisted for selection process will be made available on the website of the Company. Call letters of such shortlisted candidates will be forwarded through e-mail only on the email ID mentioned in the application form.
- v. Candidates will be short listed for Presentation Skill and Personal Interviews on the basis of performance reflected in the In-Basket Exercise, Group Discussion & Case Discussion, etc. and taking into consideration of the overall performance reflected in all these assessments, the final select list will be prepared.
- vi. The list of finally selected candidates will also be displayed on the website.

8. Application Fee:-

Post Code	Name of the post	Application Fees		
		Applying against Open	Applying against Reserved Categories	For Persons with Disability
01	Superintending Engineer (Trans)	₹ 600/-	₹ 300/-	Application Fee not applicable to the Persons with Disability
02	Superintending Engineer (Civil)			

- i. Candidates shall furnish **Demand Draft/Pay Order** towards application fee of the value as applicable to them, payable to the “**Maharashtra State Electricity Transmission Company Ltd., Mumbai**” drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his Full Name, Post Code & Post Applied on the backside of

Demand Draft/Pay Order. **Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than DD /Pay Order will not be accepted.**

- ii. In case candidate pays lesser fees than applicable fees, he/she shall be held not eligible.
- iii. The fees once paid will not be refunded for any reason.

9. How to apply:

- i. Application must be submitted in the Proforma given at the end of this advertisement, in same order preferably typewritten on fullscale paper. All items of the application should be filled in properly.
- ii. The envelope containing duly filled in and signed application, DD/Pay Order and copies of testimonials should be superscribed as **“Application for the post of _____(Post Name) – Advt. No. 03/2014”**
- iii. Application duly filled in & signed, Original Demand Draft/Pay Order and attested copies of certificates in support of age, qualifications, experience, etc. should be sent/submitted well in advance to **“The Chief General Manager (HR), Plot No, C-19, Prakashganga, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051”** to reach on or before **30.06.2014**.
- iv. The departmental employees of the MSETCL, applying against this Advertisement should also send/submit their applications well in advance to **“The Chief General Manager (HR), Plot No, C-19, Prakashganga, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051”** to reach on or before **30.06.2014** (They need not submit it through proper channel).
- v. Candidates are advised to keep one set (photo copy) of all the documents (including copy of application form, DD) with them as a proof.
- vi. 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.
- vii. Incomplete application, application without signature & without Original Demand Draft/Pay Order and those not supported by attested copies of relevant certificates are liable to be summarily rejected. Copies of certificates should be duly attested from the Govt. Gazetted Officer / Principal of Colleges / Post Master.
- viii. 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.
- ix. While applying for the post, if required, candidates may attach a separate sheet duly signed in the same format as given in the application form showing the detailed experience such as name of Organization / Company, number of employees, annual turnover, designation/post held, nature of work, etc for various places of working indicating specific period therein.
- x. Any request for change of address and enclosing supporting documents later on will not be entertained.

10. Important Dates:

Last Date of Receipt of applications	30.06.2014
Tentative Date of Selection Process through Competency Mapping Tests	First week of August-2014

GENERAL CONDITIONS

- 1) 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.
- 2) Candidate must be an **Indian Citizen**.
- 3) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- 4) If the candidate knowingly or willfully furnishes incorrect or false particulars 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.
- 5) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 6) Any request for change of address and enclosing supporting documents later on will not be entertained.
- 7) 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.
- 8) 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.
- 9) **The candidates shall produce 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.
- 10) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.
- 11) 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.

- 12) Company reserves the right to modify or 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.
- 13) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 10.06.2014

Sd/-
Chief General Manager (HR)

APPLICATION FORM

(Before filling the form, please read the instructions mentioned in advertisement carefully)

(Tick ✓ wherever applicable)

APPLICATION FOR THE POST OF _____

Please affix your
recognizable
recent Passport
size photograph
here and sign
across in full

1. **Name in full** (Surname first) (IN CAPITAL LETTERS)
(Leave one square blank between any two parts of the name)

[illegible]

2. **Address for Correspondence:**

[illegible]

3. email Id: _____

Office Ph. No: _____ Residential Ph. _____ Mobile No. _____
(With STD Code) (With STD Code)

4. Has candidate changed his/her Name: Yes ☐ No ☐
(If yes, do you possess Authentic Certificate Showing Change of Name?) - Yes ☐ No ☐

If Yes:

Old Name: _____

New Name: _____

5. Post applied for: _____ Post Code:

6. Gender: Male ☐ Female ☐

7. Marital Status:- Married ☐ Unmarried ☐ Divorcee ☐

8. Caste Category applied for:

ST ☐ NT-C ☐ OBC ☐ Open ☐

- 9b. Availing Caste reservation benefit Yes ☐ No ☐

- 9c. Possessing valid Caste Certificate from Competent Authority of Maharashtra State Yes ☐ No ☐

- 9d. Possessing valid Caste Validity Certificate from Competent Authority of Maharashtra State. Yes ☐ No ☐

- 9e. Possessing valid Domicile Certificate from Competent Authority of Maharashtra State. Yes ☐ No ☐
- 9f. Possessing Non-Creamy Layer Certificate from Competent Authority of Maharashtra State. (For other than SC & ST Category Candidates) Yes ☐ No ☐
- 9a. Availing reservation benefit for **Persons With Disability (PWD-PD)**:- Yes ☐ No ☐
- 9c. Possessing valid Medical Certificate issued by the Appropriate Medical Board showing more than 40% disability:- Yes ☐ No ☐

10. Date of birth:

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DD MM YY
(as per SSC Certificate/School Leaving certificate)

11. Age as on :

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(30.06.2014) Years Months Days

12. Are you an employee of MSETCL? Yes ☐ No ☐

13. If Yes, mention CPF No. :-

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SAP No.:-

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14. Nationality: - _____

15. Knowledge of Marathi: - Yes ☐ No ☐

16. Demand Draft /Pay Order details (drawn on Nationalised Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd., Mumbai**”

Name of Issuing Bank & Branch, City	Date of Issue	D.D./Pay Order No. (6 digit)	MICR No. (9 digit)	Amount Rs.

17. Educational Qualifications: (Attach attested certificates):

Name of the Exam. Passed (Degree and onwards)	Name of Institute/University	Year of passing	% of Marks	Division/Grade

- *18. (a)** Total experience as on **30.06.2014**: Details of posts held from time to time:
(Start from present employer)

Sr. No.	Name of the Organization with No. of employees & Annual Turnover	Designation/ Position Held	Scale of Pay & Gross Emoluments (Excluding perquisites)	Period		Total Experience			Nature of Job (Responsibilities handled)
				From	To	Years	Months	Days	
				Total Exp.					

Note:- If required, you may attach separate sheet of the above format. The sheet must be signed by the candidate.

(b) Specific work experience (Out of above total experience):-

Candidates are required to mention the specific work experience

- In the area of Power Transmission as Dy. Executive Engineer and above in case of application for the post of **SE (Trans)**

OR

- In the area of Power Sector as Dy. Executive Engineer and above in case of application for the post of **SE (Civil)**.

Sr. No	Name of the Organization with No. of employees & Annual Turnover	Designation / Position Held	Scale of Pay & Gross Emoluments (Excluding perquisites)	Period		Total Experience			Nature of Job (Responsibilities handled)
				From	To	Years	Months	Days	
				Total Exp.					

Note:- If required, you may attach separate sheet of the above format. The sheet must be signed by the candidate.

19. Full address of present Office / Department:

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20. Present Designation: _____

21. Present Scale of Pay:

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22. Present Gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc. excluding perquisites) **(Applicable for other than Departmental Employees:**

Basic Pay	DA	Details of other allowances		Total (1+2+4)
		Allowance	Amount	
(1)	(2)	(3)	(4)	(5)
		a) b) c) d) e) f) g)		

23. Details of affiliation with Professional Bodies/Institution/Society:

Name of the Body	Membership No.	Since When

24. List of Publications / academic honours received:

DECLARATION

- i) 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.
- ii) I declare that I have _____ Number of living children as on today, out of which number 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.
- iii) I declare that I am ready to serve anywhere in the Company.
- iv) I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Place: _____

Date: _____

Signature:
Full Name _____

25. <u>Check List :</u>	Write <u>Yes or No</u> (whichever is applicable)
(i) Whether attested copies of following documents are attached:	
(a) S. S. C. Certificate / School leaving certificate for Date of Birth	
(b) Mark sheet of Degree/Post Graduate Degree etc.	
(c) Degree/Provisional Degree Certificate in support of educational Qualifications.	
(d) Experience certificates indicating Post Held, job responsibilities, date of joining and relief (As per experience mentioned in application form) issued by the Competent Authority.	
(e) Caste Certificate	
(f) Caste Validity Certificate	
(g) Latest No-Creamy Layer Certificate.	
(f) Medical Certificate issued by the Appropriate Medical Board (Only for Candidates applying against PWD reservation)	
(ii) Original D.D./Pay Order in favour of “Maharashtra State Electricity Transmission Co. Ltd., Mumbai” , payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name, Post Code, Category Code & Post Applied at the backside of Demand Draft/Pay order is written	
(iv) Signed declaration below application form.	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) Whether duly signed sheet showing details of experience is attached	
(vii) Proof of Knowledge of Marathi.	
Signature:_____	
Full Name:_____	
