

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**  
**HUMAN RESOURCES DEPARTMENT**  
**(CIN No. U40109MH2005SGC153646)**

**Employment Advertisement No. 05/2023**

**1. COMPANY PROFILE:**

Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO), a wholly owned corporate entity under the Maharashtra Government, was incorporated under the Company's Act, in June, 2005 after restructuring the erstwhile Maharashtra State Electricity Board to transmit electricity from its point of Generation to its point of Distribution. It owns and operates most of Maharashtra's Electric Power Transmission System. MSETCL operates a transmission network of 50,631 (CKT KM) of Transmission Lines and 728 EHV Substations with 1,36,698 (MVA) Transformation Capacity. This infrastructure constitutes most of the inter regional as well as intra-regional electric power transmission system in the State. Today, MSETCL is the largest State Transmission Utility in the country.

**2. POST, VACANCY & RESERVATION:**

2.1 MSETCL invites applications from dynamic, talented and professional persons for following posts :

Post Code	Post Name	Caste Category										Total	Orphan	Divyang (Code & Category as per GR of GoM)
		SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	EWS	OPEN			
1.	Additional Executive Engineer (Transmission)	20 (6 WR) (1 SP)	12 (4 WR) (1 SP)	3 (1 WR)	5 (2 WR)	7 (2 WR)	3 (1 WR)	2	29 (9 WR) (1 SP)	14 (4 WR) (1 SP)	42 (13 WR) (2 SP)	137	1	(b) D/HH = 2 (c) OA/OL/BL/ OAL//CP/LC/ Dw/AAV = 1 (d) SLD/MI = 1 (e) MD involving (b) to (d) above = 1

**ABBREVIATIONS:-** WR- Woman Reservation, SP – Sports Persons, D- Deaf, HH- Hard of Hearing, OA- One Arm, OL- One Leg, BL- Both Leg, OAL-One Arm and One Leg, CP –Cerebral Palsy, LC-Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victim, SLD –Specific Learning Disability, MI-Mental Illness, MD- Multi Disability

2.2 The number of vacancies and reservation is provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

**3. PAY SCALE :**

3.1 The selected candidate will draw salary in the pay scale of **Rs. 68780-2730-82430-2900-154930**.

3.2 In addition to basic pay, the selected candidate will be entitled to DA, HRA, Medical Benefits, CPF, Gratuity etc. as per Company's Rules. Candidates may also be provided Office Quarter as per Company's Rules, in lieu of HRA, if required by candidate and if available.

3.3 The approximate Monthly Gross Emoluments shall be **Rs. 1,16,970/-** (without office accommodation).

#### 4. QUALIFICATION & EXPERIENCE:

4.1 The candidate should possess following educational qualification and experience:

Post Code	Name of Post	Educational Qualification	Experience
1.	Additional Executive Engineer (Transmission)	Bachelor's Degree in Electrical Engineering/ Technology	Total 7 years' experience in Power Sector. Out of which at least 4 years in the area of Power Transmission as Deputy Executive Engineer & Assistant Engineer. <b>OR</b> 2 years as Deputy Executive Engineer.

4.2 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 Written Test (Online Test) consisting of syllabus of Electrical Engineering and compete along with other candidates.

4.3 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.

4.4 The **experience means Post Qualification experience**, i.e. experience acquired by the candidate after possessing the essential qualification prescribed for the post.

#### 4.5 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.

b) "The term EHV Means 66 kV and above voltage level".

c) 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.

d) *The experience certificate issued by Private Contractors, Proprietors, 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 / her eligibility and there shall not be any ambiguity for deciding their eligibility.*

4.6 Equivalency of outside candidates (other than MSETCL employees) will be compared / decided on the basis of gross emoluments drawn and job responsibilities.

4.7 The Qualification and Experience shall be considered as on **24.10.2023**.

## 5. AGE LIMIT:

- 5.1 The upper age limit for outsider candidate is 40 Years for OPEN Candidates.
- 5.2 The upper age limit for Reserved Category including EWS & Orphan candidates applying for reserved vacancy is relaxable upto 45 years.
- 5.3 The upper age limit for Persons with Disability (Divyang) is relaxable up to 45 years.
- 5.4 The upper age limit for candidates applying against Sports Quota is relaxable upto 43 years in any case.
- 5.5 As per सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्रमांक सनिव २०२३/ प्र.क्र.१४/ कार्या-१२ दि.०३.०३.२०२३, the relaxation of 02 years in the upper age limit is applicable.
- 5.6 The upper age limit for departmental candidates (only MSETCL Employees) is 57 years.
- 5.7 Date of Birth as per SSC/School leaving certificate should be mentioned in the Application Form. The age will be considered as on **24.10.2023** i.e. last date of submission of the application.

## 6. RESERVATION:

- 6.1 Candidates claiming the benefit of reservation under backward class will have to submit **Caste Certificate** and **Domicile Certificate** issued by Competent Authority of GoM valid on last date of application i.e. 24.10.2023 at the time of document verification. Further, on selection, they will have to submit copy of **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 them as per the provisions prescribed in सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब दि. ०५.११.२००९ सह वाचावे बीसीसी-२०११/ प्र.क्र.१०६४/२०११/१६-ब १ दि. १२.१२.२०११.
- 6.2 The Caste Certificate and Domicile Certificate issued by appropriate Competent Authority of Maharashtra State shall only be considered as valid for availing the benefit of reservation including application fees.
- 6.3 Backward Class candidates should be of the categories notified by the Maharashtra State viz, (a) Scheduled Caste (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.
- 6.4 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. Thus, it will be applicable to VJ (A), NT (B), NT (C), NT (D), SBC & OBC category. इतर मागास बहुजन कल्याण विभाग, महाराष्ट्र शासन, शासन शुद्धिपत्रक क्र. संकीर्ण -२०२३/प्र.क्र.७६/ मावक दि. ०९.०३.२०२३ मध्ये नमुद केल्याप्रमाणे, the Backward Class Category candidates except SC, ST will have to submit **Non-Creamy Layer Certificate** of Current Financial Year 2023-2024 issued by the Competent Authority of GoM at the time of document verification.

- 6.5 The reservation for **Economically Weaker Section (EWS)** of Maharashtra State has been indicated as per the provision prescribed in सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. राआधो-४०१९/प्र.क्र.३१/१६-अ दिनांक ३१.०५.२०२१. Candidates claiming the benefit of reservation under Economically Weaker Section category will have to submit **Economically Weaker Section Eligibility Certificate** valid for Financial Year 2023-2024 as prescribed in said Government Resolution at the time of document verification. Also, such candidate requires to submit the **Domicile Certificate** Maharashtra State issued by Competent Authority of GoM valid on last date of application i.e. 24.10.2023 at the time of document verification.
- 6.6 There is 30% horizontal reservation for women as per the provision prescribed in महिला व बाल विकास विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. ८२/२००१/मसंआ-२०००/ प्र.क्र.४१५/का-२ दिनांक २५.०५.२००१. As per महिला व बालविकास विभाग, महाराष्ट्र शासन यांनी शासन निर्णय क्र. महिआ २०२३/प्र.क्र.१२३/कार्या-०२ दिनांक ०४.०५.२०२३, the condition of submission of Non Creamy Layer Certificate who applied/selected against the posts reserved for Women reservation from Open Category is now cancelled. The women candidates who desire to avail the benefit of women reservation, except SC, ST & Open, will have to submit **Non Creamy Layer Certificate** of Financial Year 2023-2024 as per इतर मागास बहुजन कल्याण विभाग, महाराष्ट्र शासन, शासन शुद्धीपत्रक क्र. संकीर्ण -२०२३/प्र.क्र.७६/ मावक दि. ०१.०३.२०२३ at the time of document verification. Also, such candidate requires to submit the **Domicile Certificate** of Maharashtra State issued by the Competent Authority of GoM valid on last date of application i.e. 24.10.2023 at the time of document verification.
- 6.7 There is 5% horizontal reservation for Sports Persons of Maharashtra State as per the provision prescribed in शालेय शिक्षण व क्रिडा विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. राक्रीधो-२००२/प्र.क्र. ६८/क्रीयुसे-२ दिनांक ०१.०७.२०१६ read with शासन निर्णय क्र. राक्रीधो-२००२/प्र.क्र.६८/क्रीयुसे-२ दिनांक ११.०३.२०१९ read with शासन शुद्धीपत्रक क्र. राक्रीधो-२००२/ प्र.क्र.६८/ क्रीयुसे-२ दिनांक २४.१०.२०१९. The candidates who desire to avail benefit of reservation for Sports Person will have to submit appropriate **Sports Certificate** stating candidate is eligible for Pay Group-I Post at the time of document verification. Also, such candidate requires to submit the **Domicile Certificate** of Maharashtra State issued by the Competent Authority of GoM valid on last date of application i.e. 24.10.2023 at the time of document verification. Candidate must fill details of certificate in online application form.
- As per Government Resolution issued by School Education and Sports Department, GoM dated 11.03.2019, if candidate doesn't possess Sport Certificate in prescribed format at the time of online application, candidate should have mandatorily submit his certificates to Divisional Deputy Director, Sports and Youth in which candidate is residing for verification and obtaining Sports Certificate in prescribed format before last date of submission of online application. The candidate must fill the details of receipt of submission of certificate in online application form.
- 6.8 There is 4 % reservation as per Rights of Persons with Disabilities Act, 2016. The reservation policy for **Divyang** 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 Divyang. The candidates who desire to avail benefit of **Divyang** will have to submit **Medical Certificate** issued by the appropriate Medical Board in terms of Government of Maharashtra Resolution No. अप्रवि-२०१८/ प्र.क्र. ४६/ आरोग्य-६ दिनांक १४.०९.२०१८ read with शासन निर्णय क्र. दिव्यांग-२०१८/प्र.क्र.११४/१६-अ दिनांक २९.०५.२०१९ and other issued from time to time at the time of document verification. The Medical Certificate should be valid as on last date of application i.e 24.10.2023.

- 6.9 There shall be 1% horizontal reservation for Orphan as per the provision prescribed in महिला व बाल विकास विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. अमुजा-२०११/प्र.क्र.२१२/का-३ दिनांक ०२.०४.२०१८. The orphan candidates who desire to avail the benefit of Orphan reservation will have to submit **Orphan Certificate** (अनाथ प्रमाणपत्र) valid on last date of application i.e. 24.10.2023. Also, such candidate requires to submit the **Domicile Certificate** of Maharashtra State issued by the Competent Authority of GoM valid on last date of application i.e. 24.10.2023 at the time of document verification.
- 6.10 The desired candidates, should claim the benefit of reservation i.e. Social, Women, Sports Person and Divyang etc. clearly and absolutely in online application form itself. If not claimed, it shall not be considered at any stage later on.
- 6.11 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.
- 6.12 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.
- 6.13 It will be the responsibility of the shortlisted candidates to submit self-attested copies of all the required documents/certificates for proving his/her eligibility at the time of documents verification before Personal Interview. The Domicile Certificate, Caste Certificate, Non Creamy Layer Certificate, EWS Certificate, Sports Certificate and Divyang Certificate shall be obtained as mentioned above. The candidate will have to bring all these original documents/certificates for documents verification, if shortlisted for personal interview. Failure to produce the same may lead to disqualification and no representation whatsoever will be entertained.

## 7. METHODOLOGY OF SELECTION:

- 7.1 The selection process shall comprise of Written Test (Online Test) & Personal Interview.
- 7.2 All the candidates who registered successfully will be called for Written Test (Online Test) without verifying their eligibility. However, candidate should ensure that they fulfill all eligibility criteria before applying. The verification of certificates/documents/eligibility of shortlisted candidates shall be done before calling them for Personal Interview.
- 7.3 The weightage for Written Test & Personal Interview shall be 95:5
- 7.4 The Written Test (On-line test) will be of Objective Type and the Written test Structure shall be as under:-

Sr. No.	Subject (Sub Test)	No of Questions	Marks	Time
1.	Test of Professional Knowledge	50	110	Composite Time of 120 Minutes
2.	Test of General Aptitude i.e.			
	(A) Test of Reasoning	40	20	
	(B) Test of Quantitative Aptitude	20	10	
	(C) Test of Marathi Language	20	10	
	Sub Total	80	40	
	Total	130	150	

- 7.5 There will be penalty for wrong answers. For each question for which a wrong answer has been given by the candidate, one fourth (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.

- 7.6 The candidates have to attempt all above mentioned tests of Professional Knowledge, Reasoning, Quantitative Aptitude and Marathi Language and must not have Zero or less than Zero marks in any test (Sub Test of Written Test), otherwise candidate will not be considered for selection though he secured position in Merit/ Wait list of selection.
- 7.7 The candidates will be shortlisted for Personal Interview in the prescribed ratio taking into consideration their performance in the Written Test after verification of their eligibility as mentioned in the advertisement. If candidate found not eligible during documents verification process, he will not be allowed to participate in further selection process and his candidature shall stand cancelled.
- 7.8 The lists of candidates who have been shortlisted for Personal Interview 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.
- 7.9 While drawing select list, out of 150 marks obtained in Written Test marks will be converted into 95 marks and out of 50 marks obtained in Personal Interview marks will be converted into 05 marks. Thus, merit list will be drawn out of 100 marks. The minimum qualifying marks shall be 30 Marks out of 100 marks for selection under Open category and 20 Marks out of 100 marks for selection under Social and Horizontal reserved category as mentioned above. Candidates securing less than minimum qualifying marks will not be considered for selection.
- 7.10 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.
- 7.11 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 etc. shall be as per provisions/directives prescribed in Circular No. एसआरव्ही १०१२/प्र.क्र.१६/१२/१६-अ दि. १३.०८.२०१४ read with शासन शुध्दीपत्रक क्र. संकीर्ण-१११८/प्र.क्र.३९/१६-अ दि. १९.१२.२०१८ issued by the General Administration Department of Government of Maharashtra.
- 7.12 The list of finally selected candidates will be displayed on the Company's website only.

## **8. CENTERS FOR ONLINE WRITTEN TEST:**

- 8.1 The Center allotment to the candidate for Online Written Test will be communicated separately.
- 8.2 Company reserves rights to decide centers for Written Test. The decision of the Company in this regard shall be final.
- 8.3 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.

## **9. APPLICATION FEE:**

- 9.1 The candidate should pay application fee (including GST) as under :

Application Fees (Through online Payment Only)		
Open Caste Category	Reserved Caste & EWS Category	Divyang
700	350	Application Fee shall not be applicable to Divyang persons for whom the post is reserved.

- 9.2 The Backward Caste category candidate willing to apply for the post of Open category will have to pay requisite application fees of Rs. 700/-.
- 9.3 The examination fee shall have to be paid through Internet Banking/Credit Card/Debit Card (Rupay/Visa/MasterCard/Maestro)/IMPS/ Cash Card/Mobile Wallets.
- 9.4 Fees in any mode other than above will not be accepted.
- 9.5 In case candidate pay less fees than applicable fee or pays fees by any mode other than above shall be held ineligible.
- 9.6 The fees once paid will not be refunded for any reason.
- 9.7 Bank transaction charges, if any, for online payment of application fees will have to be borne by the candidate.

## **10. HOW TO APPLY:**

- 10.1 **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.**

### **10.1.1 APPLICATION REGISTRATION:**

- 10.1.1.1 Before applying online, candidates should Scan their 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 Uploading of photograph, signature, thumb impression and hand written declaration.**
- 10.1.1.2 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, etc. to the candidates through the registered email ID. **Under no circumstances, the candidate should share/ mention email ID of any other person. The postal correspondence shall not be made by Company.**

### **10.1.2 APPLICATION PROCEDURE:**

- 10.1.2.1 **Candidates are required to apply Online by clicking on the link “CLICK HERE TO APPLY ONLINE” given at the end of this Advertisement.**
- 10.1.2.2 **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. An Email & SMS indicating the Provisional Registration Number and Password will also be sent.**
- 10.1.2.3 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.

- 10.1.2.4 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 **COMPLETE REGISTRATION BUTTON**.
- 10.1.2.5 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/Identity proof etc. Any change/alteration found may disqualify the candidature.
- 10.1.2.6 **For Female candidates:**  
Female candidate who have changed first / middle / last name post marriage should indicate her name during the process of registration as appearing on the Photo Identity Proof. Their names shall appear on the Call Letter as provided by them during the process of registration. At examination center their name on call letter will be match with the name as appearing on the Photo Identity Proof. 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.
- 10.1.2.7 Validate your details and Save your application by clicking the **"VALIDATE YOUR DETAILS"** and **"SAVE & NEXT"** button.
- 10.1.2.8 Candidates can proceed to upload photograph and signature as per specification given.
- 10.1.2.9 Candidates can proceed to fill other details of the Application Form.
- 10.1.2.10 Click on the **"Preview"** Tab to preview and verify the entire application form before **COMPLETE REGISTRATION**.
- 10.1.2.11 Modify details, if required, and click on **"COMPLETE REGISTRATION"** after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- 10.1.2.12 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 **"COMPLETE REGISTRATION" BUTTON**.
- 10.1.2.13 Click on **"PAYMENT"** Tab and proceed for payment.
- 10.1.2.14 Click on **"SUBMIT"** button.
- 10.1.2.15 Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online 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.



### **10.1.3      PAYMENT OF FEES:**

- 10.1.3.1    The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- 10.1.3.2    The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- 10.1.3.3    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 CHARGES.
- 10.1.3.4    On successful completion of the transaction, an e-Receipt will be generated.
- 10.1.3.5    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.
- 10.1.3.6    Candidates are required to take a print out of **e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 10.1.3.7    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.
- 10.1.3.8    To ensure the security of your data, please close the browser window once your transaction is completed.
- 10.1.3.9    There is facility to print application form containing fee details after payment of fees.

### **10.1.4      DOCUMENTS SUBMISSION AND VERIFICATION:**

- 10.1.4.1    Candidates are not required to upload the documents/certificates etc. 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.
- 10.1.4.2    At the time of document verification, candidate should submit application form along with duly self-attested copies of certificates.

### **10.1.5      GENERAL INSTRUCTIONS:**

- 10.1.5.1    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.

- 10.1.5.2 Online application which is incomplete in any respect such as without photograph, signature will not be considered as valid.
- 10.1.5.3 The departmental employees of the Company (MSETCL) applying against this advertisement should submit their application online well in time.
- 10.1.5.4 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.

## **11. INSTRUCTIONS FOR APPEARING FOR ON LINE WRITTEN TEST:**

- 11.1 Candidates are required to download the call letter for online examination 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 will not be dispatched by post or courier etc.

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

### **11.2.1**

a)	Hard copy of Valid Call Letter for the On-line Examination
b)	Colour Passport Size Photo (Preferably the one uploaded in the application form)
c)	Original Photo ID Proof and Photocopy of the same ID Proof.

- 11.2.2 **Original Photo-Identity Proof** (Colour Copy/Xerox copy of Photo Identity Proof shall not be considered):

*'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'*

- 11.2.3 **Ration card and Learner's Driving License will not be considered.**

- 11.3 **IDENTITY VERIFICATION:-** In the examination hall, the call letter along with a photocopy of the candidate's photo identity (as mentioned in 11.1.2 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.

- 11.4 **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 will be allowed only if they produce original gazette notification/original marriage certificate/affidavit in original.**

- 11.5 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.
- 11.6 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.

## **12. IMPORTANT DATES :**

<b>Last Date of Receipt of applications</b>	<b>24.10.2023</b>
<b>Tentative Date of On-line Test</b>	<b>Dec -2023</b>

## **13. GENERAL CONDITIONS:**

- 13.1 Candidate must be an **Indian Citizen**.
- 13.2 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.
- 13.3 Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process.
- 13.4 Call letters for calling candidates for online test will be forwarded through e-mail only on the email ID mentioned in the application form.
- 13.5 The candidates will have to appear for the selection process at their own cost. Travelling expense will not be reimbursed.
- 13.6 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.
- 13.7 It is responsibility of the candidate to submit all the required documents/certificates for proving his/her eligibility. In case the applicant failed to do so, his / her 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.
- 13.8 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.
- 13.9 If any departmental reserved category candidate who has 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.

- 13.10 The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 13.11 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.
- 13.12 **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.
- 13.13 The Knowledge of Marathi is desirable. The candidates selected and not possessing the certification of Marathi (as mentioned in Para No. 13.12) will have to pass Departmental Marathi Language Examination within period of three years from the date of joining the Company.
- 13.14 Employees working in Government / Semi Government Undertaking will have to produce No Objection Certificate from the employer at the time of document verification if selected. The Departmental candidates are not required to submit the same.
- 13.15 Appointment order of the selected Departmental candidates will be issued by the concern 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.
- 13.16 Company reserves the right to modify or to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be notified on Company's website.
- 13.17 Candidate will have to appear for Selection Process at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc. of any nature.
- 13.18 There may be Government directives in respect of recruitment that may come during the process of recruitment those shall be made applicable to this advertisement. There may be some inadvertent or typographical error in this advertisement conditions, the administration reserves the right to correct it during the process of recruitment.
- 13.19 Any dispute pertaining to this recruitment process shall be within jurisdiction of the Hon'ble High Court, Mumbai.
- 13.20 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

**Place: Mumbai**  
**Date: 04.10.2023**

sd/-  
Chief General Manager (HR)

**[CLICK HERE TO APPLY ON-LINE](#)**

Or

**[CLICK HERE https://ibpsonline.ibps.in/msetclaug23](https://ibpsonline.ibps.in/msetclaug23) TO APPLY ON-LINE**

**Guidelines for Scanning and Uploading of Photograph, Signature, thumb impression and hand written declaration**

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

**1) Photograph Image(4.5cm x 3.5cm):**

- 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, Left Thumb Impression and Hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
  - 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
- The applicant has to put his left thumb impression on white paper with black or blue ink.
  - File Type : jpg/jpeg
  - Dimensions 240 x 240 pixels in 200 DPI (preferred for required quality) i.e 3cm x 3cm (Width x Height)
  - Size of file should be between 20kb – 50kb
- The applicant has to write the declaration in English clearly on white paper with black ink.
  - File Type : jpg/jpeg
  - Dimensions 800 x 400 pixels in 200 DPI (preferred for required quality) i.e 10cm x 5cm (Width x Height)
  - Size of file should be between 50kb – 100kb

- The signature, left thumb impression and hand written declaration should be of the applicant and not by any other person.
- If the applicant signature on the attendance sheet, call later, signed at the of the examination, doesn't match with the signature uploaded, the applicant will be disqualified.
- Signature/ Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

3) **Scanning the photograph, signature, thumb impression and hand written declaration :**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/ signature/ Document, 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/MS Office can easily obtain photo, signature and document in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned photograph, signature and document in any format can be saved in .jpg/.jpeg format by using Save As option in the File menu and size can be adjust by using crop and then resize option.

4) **Procedure for Uploading the Photograph, Signature, thumb impression and hand written declaration :**

- While filling in Online Application Form the candidate will be provided separate link for uploading photograph, signature, left thumb impression and hand written declaration.
- Click on the respective link "Upload Photograph / Signature/Left Thumb Impression/Hand Written Declaration"
- Browse and Select the location where the Scanned Photograph/ Signature/Left Thumb Impression/Hand Written Declaration has been saved.
- Select the file by clicking on it.
- Click the "Open/Upload" button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity/quality.

**Your Online Application will not be registered unless you upload your photograph, signature, Left Thumb Impression, Hand Written Declaration as specified.**

**Note:**

- 1) In case, the face in the photograph or signature or left thumb impression or hand written declaration is unclear/smudged, the candidate's application may be rejected.
- 2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- 3) 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.
- 4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- 5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- 6) Candidates should ensure that the signature uploaded is clearly visible
- 7) After registering online candidates are advised to take a printout of their system generated online application forms.

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**GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES  
(DIVYANG) USING THE SERVICES OF SCRIBE AND  
AVAILING BENEFIT OF COMPENSATORY TIME**

As per the guidelines prescribed by Government of India, any candidate with benchmark disability as defined under section 2 (r) of the Right of Persons with Disabilities Act, 2016 may use the services of a scribe and compensatory time. In such cases following rules will apply:

- PwBD candidates eligible for and desired to use the services of a Scribe and availing benefit of Compensatory Time in Written Test (Online Test) should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- The facility of scribe shall be provided to those candidates with benchmark disability who have disability of 40 % or more and who have physical limitations to write including that of speed.
- In case of candidate with benchmark disabilities in the category of Blindness, Locomotor Disability (Both Arms Affected – BA) and Cerebral Palsy the facility of scribe shall be provided on production of Divyang Certificate at the time of Written Test (Online Test).
- In case of candidate with benchmark disability of the category other than Blindness, Locomotor Disability (Both Arms Affected – BA) and Cerebral Palsy, the facility of scribe will be allowed on production of a certificate to that effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government Health Care Institution at the time of Written Test (Online Test).
- Please ensure that you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Benchmark 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.
- 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.



- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions
- 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.
- The PwBD candidates in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy are allowed Compensatory Time of 20 minutes per hour of the examination whether availing the facility of scribe or not. In case of other PwBD categories, this facility is provided on production of a certificate to the effect that the person concerned has physical limitation to write from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per the prescribed proforma.
- Only PwBD 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.
- Candidates are required to submit **DECLARATION**, Divyang Certificate/Certificate of Physical Limitation to Write 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 Divyang Certificate/ Certificate of Physical Limitation to Write at the time of Written Test (Online Test) he /she shall not be held eligible for taking the services of a scribe / compensatory time.
- 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 Written Test (Online Test).

## SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate for the On-line examination for recruitment of the post of \_\_\_\_\_ 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

- ii. 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.
  - iii. The scribe is not a candidate for this online recruitment exam.
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:

Mobile No:-.....

**PHOTO  
OF  
THE  
SCRIBE**

Signature of the Candidate

Name of the Post:-\_\_\_\_\_

Roll No.:

Postal address:

Mobile No:-.....

\_\_\_\_\_  
Signature of Invigilator

## **Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_  
(name of the candidate with disability), a person with \_\_\_\_\_ (nature  
and percentage of disability as mentioned in the certificate of disability), S/o/D/o  
\_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and  
to state that he/she has physical limitation which hampers his/her writing capabilities  
owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government health care institution  
Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place :

Date :

### **Note :**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment- Ophthalmologist, Locomotor disability- Prthopaedic specialist/PMR)