

Employment Advertisement No. 06/2015

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 44988 CKT KM Transmission Lines, 614 EHV Sub-Stations having transformation capacity of 106488 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the post of General Manager (F&A)

1. **NO. OF VACANCY** :- One
2. **CATEGORY** :- Open
3. **PRE-REQUISITES AS ON 19.01.2016.**

Educational Qualification	CA/ICWA Final Passed
Experience	10 years relevant experience in Finance/Accounts/Audit out of which 3 years should be in a post of responsibility i.e. Senior Manager (F&A) equivalent and above. Note:- Equivalency of outsider candidates will be compared/decided on the basis of gross emoluments drawn and job responsibilities.

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

4. PAY SCALES:

- i) The selected candidate will be drawing salary in the pay scale of **₹ 40790-1790-83750**
- ii) In addition to basic pay, the selected candidate will entitle to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per Company's rules.
- iii) In addition, company's Car, Mobile Phone, etc. will be provided for official use as per company's rules.
- iv) The approximate monthly gross emoluments shall be **₹ 1,10,660/-** (without providing accommodation)
- v) Residential accommodation can be provided as per Company's Rules, if available.

5. Upper Age Limit as on 19.01.2016 - 48 years.

Note:-

- The upper age limit for departmental candidates (only MSETCL Employees) **is 57 years.**

- Date of birth as per SSC/School leaving certificate and age as on **19.01.2016** should be mentioned.

6. Methodology of Selection:

- The candidates will be shortlisted for selection process taking into consideration the qualification, post qualification experience, Age, Job Responsibilities, etc. as mentioned above.
- Normally Competency Mapping Test will be conducted for selection process which will comprise of In-Basket Exercises, Group Discussion, Case Discussion, Presentation Skill and Personal Interview. The candidates will be shortlisted for Personal Interview taking into consideration their performance in the In-Basket Exercises, Group Discussion, Case Discussion and Presentation Skill.
- 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.
- 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.
- Candidates will be short listed for Personal Interviews on the basis of performance reflected in the In-Basket Exercise, Group Discussion, Case Discussion and Presentation Skill. Taking into consideration of the overall performance reflected in all these assessments, the final select list will be prepared.
- The list of finally selected candidates will also be displayed on the website.

7. Application Fee: ₹ 600/-

- Candidates shall furnish **Demand Draft (Having CTS Code)** towards application fee of **₹ 600/-** payable to the “**Maharashtra State Electricity Transmission Company Ltd.,**” drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his / her Full Name & Post Applied on the backside of Demand Draft.
- Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than Demand Draft will not be accepted.
- The Demand Draft submitted without CTS code will not be accepted and application may be rejected on the ground of non submission of application fees in prescribed manner.
- In case candidate pays less fees than applicable fees, he/she shall be held not eligible.
- The fees once paid will not be refunded for any reason.

8. How to apply:

- Application must be submitted in the Proforma given at the end of this advertisement, in same order preferably typewritten on fullscape paper. All items of the application should be filled in properly.
- The envelope containing duly filled in and signed application, DD and copies of testimonials should be superscribed as “**Application for the post of General Manager (F&A) – Advt. No. 06/2015**”

- iii. Application duly filled in & signed, Original Demand Draft and attested copies of certificates in support of age, qualifications, Post Qualification experience specifically showing date of joining and relief, posts held, etc. should be sent / submitted well in advance to **“The Chief General Manager (HR), Maharashtra State Electricity Transmission Company Ltd, Prakashganga, E-Block, Plot No, C-19, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051”** to reach on or before **19.01.2016**.
- iv. The departmental employees of the MSETCL, applying against this Advertisement should also send / submit their applications along with the required documents as mentioned above well in advance directly to **“The Chief General Manager (HR), Maharashtra State Electricity Transmission Company Ltd, Prakashganga, E-Block, Plot No, C-19, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051”** to reach on or before **19.01.2016** (They need not to submit it through proper channel).
- v. Candidates are advised to keep one set (photocopy) 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 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. They have to submit post wise experience certificate of MSEB/MSETCL duly signed by the concern authority 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, 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.

9. Important Dates:

Last Date of Receipt of applications	19.01.2016
Tentative Date of Selection Process through Competency Mapping Tests	2nd week of February 2016

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 **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 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.
- 5) It is responsibility of the candidates to submit all the required documents/certificates alongwith application form for proving his/her eligibility. Failure to produce the same will lead to disqualification.
- 6) 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.
- 7) 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.
- 8) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 9) 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.
- 10) **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.
- 11) 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.
- 12) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.

- 13) 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.
- 14) 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.
- 15) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 16) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 30.12.2015

Sd/-
Chief General Manager (HR)

(b) Post-wise Specific work experience (Out of above Post Qualification experience):-

Candidates are required to mention the specific work experience

- As **Senior Manager (F&A)** equivalent and above level post only:-

Sr. No	Name of the Organization	Designation / Position Held	Monthly 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.

17. Full address of present Office / Department:

18. Present Designation: _____

19. Present Scale of Pay:

20. 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 excluding perquisites		Total (1+2+4)
		Name of Allowance	Amount	
(1)	(2)	(3)	(4)	(5)
		a)		
		b)		
		c)		
		d)		
		e)		
		f)		
		g)		

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

Name of the Body	Membership No.	Since When

22. 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, the documents/certificates submitted by me alongwith application form are authentic and if any document/certificate is found to be fake / forged at any stage, I shall be disqualified at any stage of recruitment process and if appointed shall be liable for dismissal from the Company's service.
- iii) 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.
- iv) I declare that I am ready to serve anywhere in the Company.
- v) I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Signature: _____
Full Name _____

Place: _____

Date: _____

23. <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 sheets of CA/ICWA/Degree/Post Graduate Degree etc.	
(c) Degree/Provisional Degree Certificate in support of CA/ICWA/Degree/Post Graduate Degree etc.	
(d) Post Qualification Experience certificates indicating Post Held, job responsibilities, date of joining and relief (as mentioned in application form) issued by the Competent Authority.	
(ii) Original D.D. (Having CTS Code) in favour of " Maharashtra State Electricity Transmission Co. Ltd. ", payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name, Post Code & Post Applied at the backside of Demand Draft 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 Change of Name (If required)	
(viii) Proof of Knowledge of Marathi.	

Signature: _____

Full Name: _____
