

Employment Advertisement No. 10/2016

Maharashtra State Electricity Transmission Company limited, a wholly owned corporate entity under the Maharashtra Government, was incorporated under the Companies 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 44,742 Circuit KM of transmission lines and 634 EHV Substations with 1,05,923 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. MSETCL has ambitious plan of its network expansion and invites applications for the following post :

Name of the Post	No of Posts	Category	Remarks
Public Relations Officer	01	Open	On contract basis

2. PERIOD OF CONTRACT:-

Appointment shall be on contract basis initially for a period of 3 years based on review of performance every year during the entire contract period.

3. PAY SCALE:

The selected candidate will get consolidated emoluments in the pay scale of Rs. 24010-975-28885-1060-54325 (at the minimum of pay scale). At present, the approximate gross emolument is **Rs. 63,016 /-** per month

4. PRE-REQUISITES AS ON 27.12.2016:

Educational Qualification	i) A Degree at least in II nd class of recognized University with Post Graduate Degree/Diploma in Journalism/ Mass Communication from a recognized University or Institute of repute. ii) Sound knowledge of English, Marathi & Hindi essential. iii) Must have Computer literacy. iv) Working knowledge of Film, Radio, Posters & other field publicity.
Experience	Minimum 3 years experience in public relations, journalism, newspapers, news agency, electronic media or a publicity organization of repute.

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 possessing the essential qualification prescribed for the post.

iii) The P.R.O. will be expected to handle all matters related to corporate communications independently including publications, advertisements, Mass Media Management, web-site content Management, Event Management, Annual Diary etc. Candidates who are familiar with the working of the corporate sector in general and the electricity sector in particular will be preferred.

5. Age Limit as on 27.12.2016:

Name of the Post	Upper Age limit
Public Relations Officer	35 years

Note:

- i. Upper age limit is not applicable to the departmental employees working in the Company (only in MSETCL).
- ii. Date of birth as per SSC/School leaving certificate and age as on **27.12.2016** should be mentioned.

6. Methodology of Selection:

- i. The selection process comprises of Written Test. However, which selection process 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.
- ii. Call letters for Written Test shall be forwarded through e-mail only, on the email ID mentioned in the application form.
- iii. The Written Test shall be held at Mumbai.
- iv. Taking into consideration the performance in the Written test the select list will be prepared.
- v. The list of finally selected candidates will also be displayed on the company's website.

7. Application Fee: -

- i. Candidates shall furnish **Demand Draft (Having CTS Code)** towards application fee of **600/-** payable to the "**Maharashtra State Electricity Transmission Company Limited,**" drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his / her Full Name & Post Applied on the backside of Demand Draft.
- ii. Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than Demand Draft will not be accepted.
- iii. 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.
- iv. In case candidate pays less fees than applicable fees, he/she shall be held not eligible.
- v. The fees once paid will not be refunded for any reason.

8. How to apply:

- i. Application must be submitted in the Proforma given at the end of this advertisement in same order preferably typewritten on fullsize paper. All items of the application should be filled in properly.
- ii. The envelope containing duly filled in and signed application, DD and copies of testimonials should be superscribed as "**Application for the post of Public Relations Officer as per Advertisement No. 10/2016**"

- iii. Application duly filled in & signed, Original Demand Draft and attested copies of certificates in support of age, qualifications, experience specifically showing dates and posts held, 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”** so as to reach on or before **27.12.2016**.
- iv. The departmental employees of the MSETCL, applying against this Advertisement should also send/submit their application alongwith DD and attested copies of all certificates including experience certificate specifically showing dates and posts held in MSETCL/MSEB 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”** so as to to reach on or before **27.12.2016**. (They need not 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 Government 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. Any request for change of address and enclosing supporting documents later on will not be entertained.

9. Penalty For Wrong Answers

The Written test will be of Objective Type. There is negative marking in written test. A penalty for each wrong answers would be one fourth (i.e. 0.25%) of the marks assigned to that question i.e. 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.

10 Instructions for appearing for Written Test.

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

- a) Valid Call Letter.
- b) Photo-Identity Proof **in original** along with the Photocopy of the said Photo-Identity Proof should be as :-

‘PAN Card/ Passport/ Driving License/ Voter’s Card/ Bank Passbook with photograph/ Photo Identity Proof issued by a Gazzetted 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/ Employee ID/ Bar Council Identity card with photograph’

- c) Candidates reporting late for whatsoever reason i.e. after the reporting time specified on the call letter for written test will not be permitted to appear for the test.
- d) 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 are 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.
- e) **IDENTITY VERIFICATION:-** In the examination hall, the call letter along with a photocopy of the candidate's photo identity (as mentioned in 10-b 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.
- f) **FOR FEMALE CANDIDATES:-** Their names as appearing on the Call Letter (provided by them in the application form) should exactly match with the name as appearing on the Photo Identity Proof. Female candidates who have change first / middle / last name post marriage must take special note of this. 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 written test.

11. Important Dates:

Last Date of Receipt of applications	<u>27.12.2016.</u>
Tentative Date of Written Test	Last week of January-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 & 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) The possibility for occurrences of some problem in the administration of the Written test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of re-examination if found necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall loose his /her candidature for this examination.

- 7) The lists of candidates called for Written test will be published on the website of the Company i.e. www.mahatransco.in
- 8) 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.
- 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) 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.
- 11) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.
- 12) 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.
- 13) The Written Test will include test of Marathi Language.
- 14) The Company reserves the right to modify or to cancel the Advertisement /selection process fully or partly at any stage on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- 15) **Candidates will have to appear for Written Test at their own cost.**
- 16) 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.
- 17) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 18) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 07.12.2016

Sd/-
Chief General Manager (HR)

9. Are you an employee of MSETCL? Yes No

10. If Yes, mention CPF No. :-

SAP No.:-

11. Nationality: - _____

12. Languages Known:

	Read	Write	Speak
Marathi			
Hindi			
English			

(Tick ✓ wherever applicable)

13. Demand Draft details (drawn on Nationalised Bank payable at Mumbai in favour of
“**Maharashtra State Electricity Transmission Company Limited, Mumbai**”

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

14. Educational Qualifications: (Attach attested certificates):

Name of the Exam. Passed (Degree and onwards)	Name of Institute/University	Year of passing	% of Marks	Division/Grade
Degree				
Post Graduate Degree in Journalism /Mass Communication				
Post Graduate Diploma in Journalism /Mass Communication				
Other				

15. Computer Literacy:- Yes No

16. Working Knowledge Film, Radio, Posters & Other Field Publicity:- Yes No

17. Total experience as on **27.12.2016**: 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 & 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.

18. Full address of present Office / Department:

19. Present Designation: _____
20. Present monthly 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)		

21. List of Publications / academic honours received:

DECLARATION

- i) I declare that all the above information and particulars are correct. However, if it is found that, any provided information is incorrect then:
 - a) I will stand disqualified at any stage.
 - b) My services shall be liable for dismissal from the Company if appointed.
- ii) I declare that I have _____ Number of living children as on today, out of which no. of children born after **28.03.2005** is _____. I am aware that if any total numbers of living children are more than two due to the children born after **28.03.2006**, I am liable to be disqualified for the post applied.
- 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 _____

22. <u>Check List :</u>	Write Yes or No (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 / Diploma etc.	
(c) Degree/Provisional Degree Certificate in support of educational Qualifications.	
(d) Certificate showing Computer Literacy	
(e) Certificate showing Knowledge of Film, Radio, Posters & Other Field Publicity.	
(f) Experience certificates indicating job responsibilities and date of joining and relief (As per experience mentioned in application form) issued by the Competent Authority.	
(ii) Original D.D./Pay Order in favour of “Maharashtra State Electricity Transmission Company Limited, Mumbai” , payable at Mumbai on any Nationalised Bank for appropriate amount.	
(iii) Full Name and 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: _____	
