



ADVERTISEMENT NO. MSEBHCL 04/2021

ADVERTISEMENT FOR THE POST OF GENERAL MANAGER (CORPORATE COMMUNICATION & MEDIA MANAGEMENT)

The MSEB Holding Company Ltd. requires to fill in position of **General Manager (Corporate Communication & Media Management)** amongst experienced, talented professionals with impeccable performance history and observable leadership traits.

The incumbent shall report to the Director (Finance), MSEB Holding Company Ltd.

Educational Qualification	Experience
Post Graduate Degree or Post Graduate Diploma in Communication / Advertising & Communication Management / Public Relations / Mass Communication / Journalism from a recognized University / Institution.	<p>i) The Candidates should have 15 (Fifteen) years of post-qualification experience in the relevant area in Government/PSU or Private Sector Company of repute.</p> <p>ii) Should have handled managing of public relations / corporate communications in a large and reputed organization, having staff strength of more than 1,000 employees.</p> <p>iii) Sufficient knowledge / exposure in advertising and media, audio-visual publicity and experience in working with advertising agencies and various media such as press, radio, internet, television, etc. Managing media during VVIP conference and visits, handling protocol functions are essential for the experience.</p> <p>iv) Exposure in media planning, press relations, conferences, writing articles / news items and features for radio, television, press and social media would be necessary.</p>

Upper Age Limit As On 29.06.2021:

Maximum 48 (Forty-eight) years (57 (Fifty-Seven) years for employees of Maharashtra State Electricity Distribution Company Limited, Maharashtra State Electricity Transmission Company Limited and Maharashtra State Power Generation Company Limited)

Duration

The appointment of the above post will be made on purely Contract Basis for a period of 2 (Two) years or till date of attaining age of 58 (Fifty-eight) years, whichever is earlier.

Deputation:

The officers working in Central / State Government and in Central / State PSUs possessing desired qualification & experience can be considered for selection on deputation basis. They should submit their applications through proper channel as per Format “A” & “B”.

Skills:

Applicant should possess effective communication, analytical & problem solving skills, good employee management skills and effective leadership qualities with strong customer service orientations.

Consolidated Remuneration:

Rs.1,00,000/- p.m. (all inclusive)

The Advertisement and Format of Application is available on the Company’s website: www.msebindia.com, www.mahatransco.in, www.mahadiscom.in and www.mahagenco.in.

The applications received after due date will not be considered. The company will not be responsible for postal delay / courier delay. The applications not in prescribed format, not supported with requisite copies of testimonials / documents in support of Educational Qualification and Experience will not be considered.

If you are the one who is looking for and interested in making a career in power sector in Maharashtra, then post your application in the prescribed format at the address given below or by sending email on msebhcl.recruitment@gmail.com on or before 20.07.2021.

Address for sending applications by physical means:

The Chief General Manager (HR)
MSEB Holding Company Ltd., 4th Floor, HSBC Bank Building,
M.G.Road, Fort, Mumbai-400 001
Phone No: 022-22608383

(Please write “APPLICATION FOR THE POST OF General Manager (Corporate Communication & Media Management), MSEBHCL” on top of the envelope)

Email address for sending applications online: msebhcl.recruitment@gmail.com

Please ensure to attach scanned copy of all the relevant documents while sending application by email. The candidate will have to show / provide original copy of the documents as and when the same will be required during the selection process.

Note:- The Company may amend / cancel the process of recruitment at any point of time. Candidates are requested to refer to above website for any subsequent modification, extension, cancellation etc. No separate advertisement will be issued for subsequent changes.

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FORMAT FOR THE POST OF GENERAL MANAGER (CORPORATE
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PART- A

A) PERSONAL INFORMATION

1.	Name in full													
2.	Whether currently(<input checked="" type="checkbox"/>)	Working		Retired										
3.	Present Designation / Last Job Designation													
4.	Office /Department													
5.	Scale of Pay													
6.	Date of Birth	D	D	-	M	M	-	Y	Y	Y	Y			
7.	Age as on the date of publication of Advertisement (29/06/2021)	_____Years _____Months _____Days												
8.	Nationality													
9.	Whether belonging to Backward category (<input checked="" type="checkbox"/>)	Y e s		N o										
10.	[SC/ST/VJ(A)/NT(B)/NT(C)/NT(D)/SBC/OBC]													
11.	Full Address (Office)													
	Tel No													
	Mob No													
	Email													
	Residence													
	Tel No													
	Mob No													
	Email													
12.	Present Emoluments or last emoluments													
	Basic Pay	Rs												
	Dearness Pay/allowance	Rs												
	Special Pay if any Rs													
	H.R.A	Rs												
	Other Allowances	Rs												
	Total	Rs												

B) QUALIFICATION

Educational Qualification	Degree	University/Institute	Year of Passing	Class / % of Marks obtained
Academic				
Professional				
Details of affiliation with Professional Bodies/ Institution/Society (Name)	Membership No.		Since When	

C) EXPERIENCE

Details of posts held from time to time

Sr No	Post held & Scale of Pay	Office	Period		Total Experience		Nature of job
			From	To	Years	Months	

D) TRAINING

Details of training undergone in India and abroad

Name of training program	Institute Where training was received	Period of training	Nature of training	Achievement

E) List of Publication/Academic honors received:

F) Proven Achievements

G) (1) Whether facing any Charge sheet for the criminal offences in any of the court or any FIR for criminal offence is registered against you in any of the police station. : YES/ NO

If Yes, please give details by attaching a separate sheet(s)..

(2) Whether any disciplinary action has been taken against you by your employer in the past or the same is pending or it is under contemplation: YES / NO

If Yes, please give details by attaching a separate sheet(s)..

H) If selected, minimum time required for joining the post:

I) Any other information: (Candidates can attach additional sheets for this)

I certify that the details furnished by me, wherever applicable, are true to the best of my knowledge and belief. In addition, it is certified that I meet the eligibility criteria as prescribed in the advertisement for this post.

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 2 (Two) due to the children born after 28.03.2006, I am liable to be disqualified for the post applied.

I undertake to abide by all the Conditions mentioned in the advertisement given by the Company.

I hereby agree that any legal proceedings in respect of the any matter(s) claims or dispute arising out of this application and or out or said advertisement can be instituted by me only at Mumbai and Court / Tribunals / Forums at Mumbai only shall have sole and exclusive jurisdictions to try any clause / dispute.

Date :

Place:

Signature

Note: (i) Copies of testimonials in support of age, qualifications, experience etc. may be furnished wherever necessary or where it is specifically mentioned.

(ii) MSEBHCL reserves the right to seek information regarding service record and disciplinary action for the candidate from present or previous employers.

PAR T - B
(In case of Deputation)

Name of the Organization:

It is certified that:

1. The date of birth, qualification, experience and other details given by Shri _____, in Part–A have been verified and found correct.
2. The integrity of Shri..... is beyond doubt.
3. No vigilance or disciplinary proceeding is pending or contemplated against the officer concerned.
4. The MSEB Holding Company will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer, after his/her application is forwarded.
5. Up-to-date ACR dossier of the concerned officer is enclosed herewith.
6. It is certified that Shri would be allowed to retain lien in his regular post of during the period of his appointment as Director on deputation basis.

Organization Ref.No.

Date:

Signature of the Authorized Officer
(Name & Designation)
Seal of the Officer

Date :

Place :

Full address of the Authorized Officer
(With telephone/ Fax No./Email ID)