



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
HUMAN RESOURCES DEPARTMENT
(CIN No. U40109MH2005GC153646)

Employment Advertisement No. 12/2022

1. COMPANY PROFILE:

Maharashtra State Electricity Transmission Company limited (MAHATRANSCO), 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 49,813 Circuit KM of transmission lines and 706 EHV Substations with 1,33,583 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 AND CASTE CATEGORY:

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

Post Code	Name of the Post	Vacancy	Caste Category
01.	Deputy Public Relations Officer	01	OPEN

3. PAY SCALE:

- 3.1 The selected candidate will be drawing salary in the pay scale of **Rs. 49210-2165-60035-2280-119315/-**
- 3.2 In addition to basic pay, the selected candidate will be entitled to DA, HRA, Medical Benefits, Mobile Reimbursement, CPF, Gratuity etc. as per Company's rules. Candidates shall 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 (without office accommodation) shall be Rs. 80,962/-
- 3.4 Residential accommodation can be provided as per Company's rules, if available. In that case House Rent Allowance (HRA) will not be entitled.

4. QUALIFICATION & EXPERIENCE:

4.1 The candidate should possess following educational qualification and experience:

Educational Qualification	1) A degree in Journalism/ Mass Communication from a recognized University or Institute of repute. 2) Sound knowledge of English, Marathi & Hindi essential. 3) Must have Computer literacy.
Experience	Minimum 01 year experience in Public Relations, Journalism, Newspapers, News Agency, Electronic Media or a publicity in an organization of repute.

4.2 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.

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

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

4.5 The Qualification, Experience and other Eligibility Criteria shall be considered as on **12.07.2022**.

5. AGE LIMIT:

5.1 The upper age limit for outsider candidate is 38 years.

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

5.3 As per सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्रमांक एसआरव्ही-२०२१/ प्र.क्र.६१/कार्या-१२ दि. १७.१२.२०२१, the candidate who has crossed the prescribed upper age limit during the covid pandemic i.e. from 01.03.2020 to 17.12.2021 shall be eligible to apply for the posts.”

5.4 Date of birth as per SSC/School leaving certificate should be mentioned in the Application Form. The age will be considered as on **12.07.2022** i.e. last date of submission of the application.

6. METHODOLOGY OF SELECTION:

6.1 The selection of the candidate will be on the basis of Personal Interview.

6.2 The application received by **12.07.2022** will only be considered. Out of which the eligible candidates shall be shortlisted for Personal Interview.

6.3 The call letters to shortlisted candidates will be forwarded through e-mail id mentioned in their application forms.

6.4 The list of candidate selected will be displayed on the Company's website.

7. APPLICATION FEE:

- 7.1 The candidates should pay application fee of **Rs. 700.**
- 7.2 The Backward Caste category candidate willing to apply for the post will also have to pay requisite application fees of Rs.700/-
- 7.3 Candidates shall furnish Demand Draft (Having CTS Code) towards application fee of the value as applicable to them, 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.
- 7.4 Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than Demand Draft will not be accepted.
- 7.5 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.
- 7.6 In case candidate pays less fees than applicable fees, he/she shall be held not eligible.
- 7.7 The fees once paid will not be refunded for any reason.

8. HOW TO APPLY:

- 8.1 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.
- 8.2 The envelope containing duly filled in and signed application, Demand Draft and copies of testimonials should be superscribed as “**Application for the post of Deputy Public Relations Officer as per Advertisement No. 12/2022**”
- 8.3 Application duly filled in & signed, Original Demand Draft and attested copies of certificates in support of age, qualifications, Domicile, Post Qualification experience specifically showing date of joining and relief, posts held, Salary Slips / proofs (for deciding specific experience), 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 **12.07.2022**. The departmental employees of the MSETCL, applying need not to submit the application through proper channel.
- 8.4 Candidates are advised to keep one set (photocopy) of all the documents (including copy of application form, DD) with them as a proof.
- 8.5 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.

- 8.6 Incomplete application, application without signature, photograph & without Original Demand Draft and those not supported by attested copies of relevant certificates are liable to be summarily rejected. The duly self-attested copies of certificates should be submitted.
- 8.7 The departmental candidates of MSETCL have to submit post wise experience certificate of MSEB/MSETCL duly signed by the authority of MSETCL not below the rank of Executive Engineer.
- 8.8 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.
- 8.9 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	12.07.2022
Tentative Date Written Test	August/September 2022

10. GENERAL CONDITIONS:-

- 10.1 Candidate must be **Domicile of Maharashtra State.**
- 10.2 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.
- 10.3 Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process.
- 10.4 Call letters for calling candidates for selection process will be forwarded through e-mail only on the email ID mentioned in the application form.
- 10.5 The short listed candidates will have to appear for the selection process at their own cost. Travelling expense will not be reimbursed.
- 10.6 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.
- 10.7 It is responsibility of the candidate to submit all the required documents/ certificates for proving his/her eligibility.
- 10.8 It shall be sole responsibility of the candidate to prove his/her eligibility with respect to qualification, total experience, Specific experience, etc. as required for the post applied. 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.

- 10.9 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.
- 10.10 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.
- 10.11 The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 10.12 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.
- 10.13 **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.
- 10.14 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.
- 10.15 Employees working in Government / Semi Government Undertaking will have to produce No Objection Certificate at the time of interview if selected. The Departmental candidates are not required to submit the same.
- 10.16 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.
- 10.17 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.
- 10.18 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.
- 10.19 Any dispute pertaining to this recruitment process shall be within jurisdiction of the High Court, Bench at Mumbai.
- 10.20 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Place: Mumbai
Date: 29.06.2022

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 Deputy Public Relations Officer
(Advt. No. 12/2022)

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)

2. **Address for Correspondence:**

P	I	N																																		

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. Gender: Male Female

6. Marital Status:- Married Unmarried

7. Candidate's Caste Category: _____

8. Date of birth:

DD	MM	YY

(as per SSC Certificate/School Leaving certificate)

9. Age as on :

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(12.07.2022) Years Months Days

10. Are you an employee of MSETCL? Yes No

11. If Yes, mention CPF No. :-

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SAP No.:-

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12. Nationality: - _____

13. Knowledge of Marathi: - Yes No

14. Demand Draft (**Having CTS Code**) details (drawn on Nationalized Bank payable at Mumbai in favour of “**Maharashtra State Electricity Transmission Co. Ltd.**”

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

15. Educational Qualifications as on **12.07.2022**: (Attach attested certificates):

Sr. No.	Name of the Exam. Passed (HSC onwards)	Name of Institute/University	Year of passing	% of Marks	Division/Grade

16. Total Post Qualification experience (Post-wise) as on **12.07.2022**: Details of posts held from time to time: (Start from present employer)

Sr. No.	Name of the Organization	Designation/ Position Held	Monthly Gross Emoluments (Excluding perquisites)	Period		Experience			Nature of Job (Responsibilities handled)
				From	To	Years	Months	Days	
Total Experience									

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

17. Full address alongwith Telephone Number and E-mail ID of present Office / Department:

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18. Present Designation: _____

19. Present Scale of Pay:

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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)		

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 of the Candidate: _____

Full Name of the Candidate _____

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 Degree etc.	
c) Degree/Provisional Degree Certificate in support of educational Qualification	
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.	
e) Salary Slip/s	
(ii) Original D.D. (Having CTS Code) in favour of “ Maharashtra State Electricity Transmission Co. Ltd. ”, payable at Mumbai on any Nationalized Bank for appropriate amount.	
(iii) Full Name, & 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 of the Candidate : _____

Full Name of the Candidate: _____