



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD

Advertisement No.MSEDCL- 3 /2016

SPACE TO GROW, OPPORTUNITIES TO EXCEL – YOUR OPPORTUNITY TO WORK FOR THE BIGGEST POWER DISTRIBUTION COMPANY IN INDIA	India's biggest Power Distribution Company having Over 2.17 Crores consumers and dedicated pool of over 77,000 employees with Annual Revenue of over Rupees 34,000 Crore is looking for Talented, Dynamic and Result oriented Professionals with proven track record to join MSEDCL in the following positions.
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Sr.No. & NAME OF THE POST	SC	ST	VJA	NTB	NTC	NTD	SBC	OBC	OPEN	TOTAL
1. Executive Engineer (Dist)	1	3	-	-	1	-	-	1	5	11
2. Addl. Executive Engineer (Dist)	1	1	1	-	-	-	-	-	16	19
3. Dy. Executive Engineer (Dist)	4	11	1	-	-	2	-	6	13	37
4. Senior Manager (HR)	-	-	-	-	-	-	-	1	1	2
5. Manager (HR)	2	-	-	-	-	-	-	1	4	7
6. Dy. Chief Industrial Relation Officer	-	1	1					1	3	6
7. Senior Manager (F&A)	2	1	-	-	-	-	-	-	1	4
8. Deputy Manager (F&A)	6	4	1	1	2	1	2	9	15	41
9. Public Relations Officer	-	-	-	-	1	-	-	-	2	3

1.1 The number of vacancies and reservation for backward classes indicated for various Categories are provisional and likely to change. Such change will not be notified either in News Paper, on website or to the candidates.

2. **Pre-requisites** (As on 12.04.2016) :-

Sr. NO.	NAME OF POST	QUALIFICATION	EXPERIENCE
1	Executive Engineer (Dist)	Bachelors Degree in Electrical Engineering/Technology.	9 years post qualification experience in power sector out of which at-least 5 years in the area of power distribution as Additional Executive Engineer and Deputy Executive Engineer or 2 years as Additional Executive Engineer.
2	Addl. Executive Engineer (Dist)	Bachelors Degree in Electrical Engineering/Technology.	7 years post qualification in power distribution.
3	Dy. Executive Engineer (Dist)	Bachelors Degree in Electrical Engineering/Technology.	3 years post qualification in power distribution.

4	Senior Manager (HR)	1) Degree of a recognized University with Two years full time or three years part time Post Graduate Degree in Business Administration (MBA)/ Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification in HR/Personnel Management from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S. Office.	At least 5 years post qualification experience in Human Resources Development / Personnel Management out of which 2 years should be in a position of responsibility i.e. Deputy Manager (HR) equivalent and above .
5	Manager (HR)	1) Degree of a recognized University with Two years full time or three years part time Post Graduate Degree in Business Administration (MBA)/ Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development / Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification in HR/Personnel Management from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S.Office.	At least 3 years post qualification experience in Human Resources Development / Personnel Management.
6	Dy. Chief Industrial Relation Officer	1) Should have a Degree or Diploma with Industrial Relations as one of the subjects recognized by the Govt. of Maharashtra under rule 3 of the Maharashtra Welfare Officers (duties, qualifications & conditions of service) Rule, 1966 vide Govt. notification No.WOR/1567/ 111449 Lab-III dtd. 14.4.1974. 2) Holder of Law Degree will be preferred. 3) Must have adequate knowledge of Marathi and Hindi.	Not less than 9 years of post qualification experience Industrial Relations in a large Industrial Undertaking, out of which at least 5 years must be in a responsible post. Must be fully conversant with various labour laws in the State of Maharashtra. Must be able to handle industrial disputes & cases before Labour Court & other authorities if & when required.
7	Senior Manager (F&A)	CA/ICWA Final Passed.	5 years relevant post qualification experience in Finance / Accounts / Audit out of which 2 years should be in a position of responsibility i.e. Deputy Manager (F&A) equivalent and above.

8	Deputy Manager (F&A)	Inter CA/ICWA OR MBA (Finance)/ M.Com	For Inter CA / ICWA – 1 year relevant experience in Finance / Accounts / Audit. For MBA (Finance) / M.Com. – 3 years relevant experience in Finance / Accounts / Audit.
9	Public Relations Officer	1) Post Graduate Degree in Journalism or Degree in Journalism or Mass Media Communication. 2) Minimum Computer literacy. Must be proficient in M.S. Office.	3 years post qualification experience in Public Relations, Journalism, Newspaper, News Agency or Electronic Media or a Publicity Organisation of a Government or a Industry

Note : i) A Degree & Diploma 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 by the Competent Authority.

ii) For Sr.No.1, 2 and 3, the departmental candidate (i.e., employees of MSEDCL only) possessing degree in Engineering / Technology in any other discipline and who fulfill the condition of required post qualification work experience shall be considered under direct recruitment provided that they will have to appear for written/ online examination and interview etc. consisting of syllabus of Electrical Engineering and compete along with other candidates.

iii) When any departmental employee holding Diploma in Engineering acquired AMIE qualification and / or acquires recognized degree in engineering, after undergoing part-time degree course, he should be treated on par with a degree holder in engineering for the purpose of direct recruitment of any post under the company requiring that qualification. In such cases it shall be considered equivalent irrespective of the class / grade or percentage of the marks secured in these examination, even if specified for outsiders.

3. **Age Limit as on 12/04/2016** :

Post	Age Limit
Executive Engineer (Dist)/ Addl. Executive Engineer (Dist)/ Senior Manager (HR)/ Manager (HR)/ Senior Manager (F&A)/ Deputy Chief Industrial Relations Officer	40 years
Deputy Executive Engineer (Dist)/ Public Relations Officer/ Deputy Manager (F&A)	35 years

- 3.1 Upper age limit is relaxable by 5 years for the candidates belonging to backward classes.
- 3.2 Those reserved category candidates who apply against Open Category will be treated as Open Category Candidate for the purpose of selection /recruitment process and they will not get the benefit of age and fee relaxation.
- 3.3 Upper age limit for departmental candidate is 57 years. Departmental candidate means employees of MSEDCL only.
- 3.4 Date of birth as per Secondary School Certificate (SSC) and age as on 12.04.2016 should be mentioned in the application.
- 3.5 The Upper age limit for persons with Disability who have applied for the post is relax able up to 40 years.

4.(a) **Scale of Pay :-**

Posts	Scale of Pay
1. Executive Engineer (Dist)	Rs.31725-1220-37825-1385-68295
2. Addl. Executive Engineer (Dist)	Rs.26710-1060-32010-1125-60135
3. Dy. Executive Engineer (Dist)	Rs.24010-975-28885-1060-54325
4. Senior Manager (HR)	Rs.26465-1060-31765-1125-59890
5. Manager (HR)	Rs.24765-975-29640-1060-55080
6. Dy. Chief Industrial Relation Officer	Rs.31725-1220-37825-1385-68295
7. Senior Manager (F&A)	Rs.31725-1220-37825-1385-68295
8. Deputy Manager (F&A)	Rs.17785-840-21985-885-44995
9. Public Relations Officer	Rs.17785-840-21985-885-44995

Note:-The selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc., as per the Rules of the Company amended from time to time.

5. Reservation

a) There shall be 30 % horizontal reservation for women as per the provision of Govt. of Maharashtra Resolution No.82/2001/MSA-2000/PK 415/K-2 dt.25.05.2001. The women candidates who desire to avail benefit of women reservation including Open category (except SC/ST) should submit certificate from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to “Creamy Layer” category.

b) The reservation policy for Persons with Disability shall apply as per Government directives. Persons suffering from not less than 40% of disability shall only be eligible for the benefit of reservation for persons with disability. The candidate should submit copy of Medical Certificate issued by the appropriate Medical Board in terms of Govt. of India Office Memorandum No. 36035/3/2004-Estt (Res.) dated 29.12.2005, along with application. The details of the reservation for the post along with category and number of posts reserved are as below:

Posts	Persons with Disability Category	Reserved
Additional Executive Engineer (Dist)	OL, HH	1
Dy. Executive Engineer (Dist)	OL, HH	1
Dy. Manager (F&A)	OA, OL, BL, HH	1

c) The reservation for Persons with Disability, Women and Meritorious Sportspersons is against current vacancy. The reservation for this category i.e., PWD, Women and Meritorious Sportspersons is horizontal reservation and candidates selected against the quota for PWD, Women and Meritorious Sportspersons will be placed in appropriate category viz. SC, ST, VJ(A), NT(B), NT(C), NT(D) & SBC categories depending upon the category to which they belong in the roster meant for reservation of the backward classes.

d) For the post of Deputy Executive Engineer (Dist) and Deputy Manager (F&A) there shall be a horizontal reservation 5 % for the Meritorious Sportsperson as per Govt. Resolutions as amended from time to time.

e) 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 Govt. 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 i.e. VJ(A), NT(B), NT(C), NT(D) & SBC category. The candidates should produce current years Non-Creamy Layer Certificate in the prescribed form issued by appropriate authority as per Govt.of Maharashtra Circular No.CBC-10/2006/PK15/BCR-5 dated 5.6.2006 along with System Generated Application Form at the time of interview.

f) For claiming the benefit of reservation under Backward Class category, the candidates should produce a caste validity certificate issued by the Competent Caste Scrutiny Committee. The candidates applying without caste validity certificate of caste claim, if selected, will be appointed provisionally only after submission of proof of submission of necessary documents to appropriate Caste Scrutiny Committee for caste validity as per G.R.No.BCC-2009/P.No.291/09/16-B dated 05/11/2009 & G.R.No.BCC-2011/P.No.1064/2011/16%B dated 12.12.2011.

g) The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including benefit in the application fees. Caste notified in other state as reserved will be treated as Open for all the purposes.

h) The candidates should be domicile of Maharashtra State and should belong to the categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Buddh Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D and (d) Special Backward Class.

i) Once the Caste/ Tribe is notified in online application form, it cannot be changed at any stage later on.

6. Methodology of Selection:

6.1 The candidates will have to appear for the online test and interview at his/ her own cost. The candidates will be short-listed for personal interview taking into consideration their performance in the online test in the ratio of 1:3.

6.2 The list of applicants called for the online test, short-listed for interview will be made available on the website of the Company only. Similarly the list of finally selected candidates will also be displayed on the website.

6.3 The recruitment in MSEDCL is done strictly as per merit in a systematic way giving appropriate weight age to various selection tools.

6.4 Canvassing in any form will disqualify candidate.

6.5 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.

6.6 If the candidate knowingly or willfully furnished incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.

6.7 The decision of the Company in all matters relating to recruitment/interpretation shall be final and no individual correspondence will be entertained.

6.8 The selection of Departmental candidate will be subject to verification of disciplinary actions and vigilance enquiries in process/completed and other service records. The decision of the Company in this regard shall be final and no individual representations will be entertained.

6.9 The select list will be drawn by giving 90% weightage to the performance in the online written test and 10% weightage to the interview.

6.10 On completion of Orientation Training Program, considering the vacancies and backlog position, the candidates will be allocated to the zonal offices for detailed posting considering the preferences given in the application. In case the vacancy is not available at the preferred zone, the candidate will be allocated preferably as to nearest zone. The names of the zone and its jurisdiction are as below:

Name of the Zone	Districts also under Zonal Jurisdiction
Akola	Buldhana, Washim
Amravati	Yavatmal
Aurangabad	Jalna
Baramati	Satara, Solapur, Pune (some region from Daund, Indapur, Shirur & Purandar Taluka)
Bhandup	Thane (some region)
Chandrapur	Gadchiroli
Corporate Office	Mumbai City
Gondia	Bhandara
Jalgaon	Dhule, Nandurbar
Kalyan	Raigad, Palghar, Thane (some region)
Kolhapur	Sangli
Konkan	Ratnagiri, Sindhudurg
Latur	Beed, Osmanabad
Nagpur	Wardha
Nanded	Hingoli, Parbhani
Nashik	Ahmadnagar
Pune	Excluding Baramati, Daund, Indapur, Shirur & Purandar Taluka

6.11 The candidates after completion of training on initial appointment will have to serve in the zonal jurisdiction at-least for a period of 15 years or till promoted/ appointed to next higher post, whichever is earlier.

6.12 Those selected candidates after allocation and detailed posting, will have to serve at that place/ headquarter as per the provisions of MSEDCL Transfer Policy as amended from time to time in force at that time.

7. **Time Schedule:**

- 7.1 Opening of submission of online applications : 21st March, 2016
- 7.2 Last date of submission of online application : 12th April, 2016
- 7.3 Candidates to download call letters for online test : Last week of April, 2016
- 7.4 Online Examination at Test Centre : April/ May, 2016

8. **Application Fee:**

8.1 Candidates shall pay the requisite fee in any branch of Bank of Maharashtra in the enclosed challan form of the appropriate value as below:

Open Category / Applied Against Open Category : Rs.500/- + Transaction charges

Reserved Category : Rs.250/- + Transaction charges

Note: (i) The candidates claiming the reservation mentioned in PWD as in 5(b) is exempted from fees.

(ii) Fees once paid are non-refundable under any circumstances.

8.2 The candidates not submitting the caste certificate issued by the appropriate Competent Authority of Maharashtra State or 'Non-Creamy Layer' certificate along with application will have to pay the application fee as applicable for Open Category and they will be treated as Open category candidates for all purposes.

- 8.3 Fees in the form of Postal Order/Money Order/Cash will not be accepted.
- 8.4 In case selection process is not/ could not be completed for any reason, the fees paid will not be refunded.

9. **Procedure to apply**

- 9.1 Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.
- 9.2 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.
- 9.3 The candidates will have to produce Certificate issued by the 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 affiliate to recognized University and countersigned by Principal of the said College / Institute at the time of interview.
- 9.4 Employees working in Govt. / Semi Govt. Undertaking will have to produce 'No Objection Certificate' at the time of interview.
- 9.5 On-line Test Centre:
- a) The examination will be conducted online in venues given in the respective call letters.
 - b) No request for change of centre/venue / date/ session for examination shall be entertained.
 - c) MSEDCL however reserves the right to cancel any of the examination centres and / or add some other centre at its discretion, depending upon the response, administrative feasibility etc.
 - d) MSEDCL also reserves the right to allot the candidate to any other centre other than the one he/she opted for.
 - e) Candidate will have to appear for the examination at an examination centre at his/her own risks and expenses and MSEDCL will not be responsible for any injury or losses etc., of whatsoever nature.
 - f) Choice of centre once exercised by the candidate will be final.
 - g) If sufficient number of candidates does not opt for a particular centre for "Online" examination, MSEDCL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, MSEDCL reserves the right to allot any other centre to the candidates.

10. **How to Apply:** Candidates are required to apply Online through website www.mahadiscom.in . No other means / mode of application will be accepted.

- (i) Candidates are required to have a valid personal email ID. It should be kept active during the currency of the entire recruitment process. The Company will send intimation about call letters for online Test, Interview etc. through the registered email ID. Under no circumstances, he/she should share/mention email ID to/or of any other person. In case, a candidate does not have a valid personal email ID, he / she should create his/her new email ID before applying Online.

- a) Candidates to go to the MSEDCL website www.mahadiscom.in click on the option “APPLY ONLINE” which will open a new screen.
 - b) 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.
 - c) 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.
 - d) 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 FINAL SUBMIT BUTTON.
 - e) The Name of the candidate or his / her Father / Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change / alteration found may disqualify the candidature.
 - f) Validate your details and Save your application by clicking the ‘Validate your details’ and ‘Save & Next’ button.
 - g) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point “C”.
 - h) Candidates can proceed to fill other details of the Application Form.
 - i) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
 - j) Modify details, if required, and click on ‘FINAL SUBMIT’ ONLY after verifying and ensuring that the photograph, signature upload and other details filled by you are correct.
 - k) Click on ‘Payment’ Tab and proceed for payment.
 - l) Click on ‘Submit’ button.
- (ii) Candidates should upload the scanned image of photograph and signature in the online application. The candidate should have a scanned (digital) image of his/her photograph and signature as per the specification given below in JPEG format not exceeding 50 KB and 20 KB respectively and upload the photograph and signature. The online application will not be registered unless the candidate’s photo and signature is uploaded after completion of the entry in online mode.
 - (iii) In case, a candidate does not have a valid personal email ID, he / she should create his/her new email ID before applying Online.
 - (iv) The name of the candidate or his / her father / husband name, caste etc. should be spelt correctly in the application as it appears in the certificates /identity proof / mark sheets. Any change / alteration found in photo Identity Card may disqualify the candidate for appearing the online test.
 - (v) Candidates are required to download the call letters for online examination / interview from Company’s website by entering their registration number and password which are generated by the system on submitting the online application and are intimated to the candidates by e-mail/SMS. Candidates are advised to preserve these details for future use. Call letters for Online Written Test and Interview will not be dispatched by post or courier etc.

- (vi) After applying online and uploading the photograph and signature, the candidates are advised to take two printouts of the system generated online application form. Recent photograph of the candidates duly signed across is to be pasted on the system generated online application. The system generated application form along with e-receipt and other documents is to be submitted by the candidate at the time of verification of documents.
- (vii) The candidates are advised to take utmost care in filling up the required columns in the online mode, payment of fees etc. and ensure that the details entered in the appropriate columns are correct before submission, since there is no provision to modify the application after submission.
- (viii) The registration number and Password generated after applying online must be carefully retained by the candidate for his her record.
- (ix) 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 Bank's website on account of heavy load on internet / website jam.

Mode of Payment

(1) Payment of fees/ intimation charges via the ONLINE MODE

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully. In the event of the candidates not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should not down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant should submit the data by pressing the submit button appearing on the application.
- (ii) Once the application is filled in completely, candidate may click on the "SUBMIT" button at the end of the On-Line Application format.
- (iii) Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. No change/edit will be allowed after submission.
- (iv) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
 - (a) The payment can be made by using only Debit Cards (RuPay/Visa/ Master Card / Maestro) or Credit cards or Internet banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
 - (b) In case candidates wish to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

- (c) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (d) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- (e) On successful completion of the transaction, an e-receipt will be generated.
- (f) Candidates are required to take a printout of the e-receipt. There is a facility to print application form containing fee details after payment of fees.

Note : 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 charge.

- (i) Once fee has been paid, the registration process is completed. Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees/intimation charges.
- (ii) Please ensure to furnish correct Mobile / email address to receive the registration confirmation.

Note : There is also a provision to reprint the submitted application containing fee details, three days after fee payment.

Important Dates:

Website Link Open	From 21.03.2016 to 12.04.2016 (23.59 Hrs.)
Tentative Date of On-line Test	April/ May 2016

GENERAL CONDITIONS

- (1) Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria. Their candidature to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified interview and prior to issuance of offer letter. Mere submission / acceptance of online application do not ensure eligibility.
- (2) Once the application is submitted, no information can be corrected. Candidates should be careful in filling the online application and should cross-check and are responsible for correctness of information in continuation.
- (3) All candidates who have registered online and have paid the requisite Application fees may be allowed to download online call letters for online Test. No detail scrutiny of application will be carried out at the time of issuing call letters online examination. The call letters can be downloaded from the Company's website www.mahadiscom.in.

CANDIDATES REPORTING LATE i.e. after reporting time specified on the call letter for Examination will not be permitted to take the examination. 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 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, receiving the instructions.

IDENTITY VERIFICATION: In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on official letter head/ 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 should be submitted to the invigilator for verification. The candidate's identity will be verified with respect of 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. In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/ their Original Marriage Certificate/ Affidavit in Original.

E-Aadhar Card and Ration Card are **not** valid id proofs for this purpose, as the photo identity proof is required.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

- (4) Normally selection process comprises of online Written Test and Personal Interview. However which shortlist / selection process is to be adopted will be **decided and the decision of the Company in this regard shall be final**. The candidates will have to appear for online Written Test at the allotted Test Centre **at their own cost**.
- (5) The candidates will be shortlisted for Personal Interviews on the basis of performance in the Written Test. Taking into consideration the performance in the Written Test and Personal Interview the select list will be prepared.
- (6) The list of candidates called for online Written Test, Personal Interview and selected for the posts advertised will be published on the Company's website www.mahadiscom.in from time to time.
- (7) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed for interview commensurate with the number of vacancies.
- (8) The candidate should ensure that he / she fulfills the eligibility criteria regarding educational qualification, age, caste etc. and particulars furnished in the application form are correct in all respect.

- (9) If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his / her candidature will not be considered.
- (10) If the candidate knowingly or willfully furnished incorrect or false particulars or suppresses material information, he / she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- (11) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- (12) The departmental employees of the Company applying against this Advertisement should submit their applications online well in time.
- (13) The recruitment in MSEDCL is done strictly as per merit in a systematic way giving appropriate weight-age to online Test and Interview. Canvassing in any form will disqualify a candidate.
- (14) Any request for change of address or any other information provided in online application will not be entertained.
- (15) For attending the interview, the unemployed reserved category candidates will be given reimbursement of traveling expenses equal to the ordinary second class rail fare (without reservation charges) or ordinary S.T. bus fare from the place of their residence to place of interview and back (limited to journey performed within the State of Maharashtra) on production of original / Photo copy of the Rail / S.T. Bus fare tickets and Caste Certificate / Caste Validity Certificate / Non-Creamy layer Certificate as per Govt. rules as amended from time to time.
- (16) The Online Test will be in English except test of Marathi language.
- (17) The selected candidate4s will have to execute a surety bond of appropriate value on Non Judicial Stamp Paper of Rs.200/- for serving in the MSEDCL for a period of 3 years.
