

Advertisement No.01/2024

**MAHARASHTRA STATE POWER GENERATION COMPANY LIMITED
INVITES APPLICATIONS FOR THE FOLLOWING POST**

Post Code	Post Name	OPEN	TOTAL
HR01	Assistant Information & Public Relations Officer	01	01

QUALIFICATION & EXPERIENCE AS ON 20/02/2024:

Post Code	Post Name	Qualification	Experience
HR01	Asstt. Information & Public Relations Officer Pay Group : II Payscale :- Rs. 45800-2165-56625-2280-115905	1) Degree of a recognised University and degree in I st class in Journalism or Mass Communication of recognised University. * OR Bachelors Degree with I st Class in Journalism or Mass Communication of recognised University. * 2) Knowledge of English, Marathi and Hindi is essential.	Post qualification Experience of :- 1) Experience of Film, Radio, Posters and other field publicity. 2) 3 years' experience as Public Relations Officer, Journalism, News Paper, News agency or a publicity organization, preferably that of Government.

* If scoring pattern in Degree is in CGPA format or in Grade – “A/B/C/D...” format or any other format then it is responsibility of candidate to provide Certificate from University stating that the educational qualification is as per Educational qualification mentioned in Advt & the same should be submitted along with application otherwise the application will not be considered.

Last date of Submission of application is 20/02/2024

AGE LIMIT: 38 years

Note :- Upper age limit for departmental employees working in MAHAGENCO is upto age of 57 yrs.

Note:

- Date of birth as per SSC/School leaving certificate and age as on **20/02/2024** should be mentioned.
- The Education and Experience as on **20/02/2024** will be considered.

Conditions applicable to Backward Class candidates

- Those reserved category candidates who have applied as Open category & compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment / selection process.

However, if any such departmental reserved category candidate who has entered in MSEB / MAHAGENCO service 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 as applicable.

- The candidates will have to bring all original documents/ certificates for reverification, if shortlisted / selected for Personal Interview, failure to produce the same may lead to become disqualified.

Fees Applicable: Rs. 944/- (Rs. 800 application fee + Rs. 144 GST)

Note:-

1. Applications without appropriate payment of fees as prescribed will be rejected.
2. In case candidate pays less fees than the applicable fees, he/she shall be held not eligible.
3. Candidates shall furnish Pay order / Demand Draft of the value of Rs.944/- in favour of **“MAHARASHTRA STATE POWER GENERATION COMPANY LIMITED”** drawn on any Nationalized Bank payable at **“Mumbai”**. The candidate should write his Full Name, Post code and Name of Post applied on the backside of the Demand Draft. Fees in the form of Postal Order/Money Order/Cash will **not** be accepted.
Fees once paid will not be refunded in any circumstance, nor will it be held in reserve for any further recruitment.

How to Apply

1. **Candidates are required to have a valid personal email ID / Mobile no.** It should be kept active during this recruitment process. **Under no circumstances, he/she should share/ mention email ID / Mobile no. of any other person.**

In case, candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

If message or email regarding Recruitment process is **NOT** received or candidate has not responded to the same due to any reason, MAHAGENCO is **NOT** responsible in such cases.

2. Application must be submitted in the Proforma given at the end of this advertisement, in same order preferably typewritten on full-scape paper. All items of the application should be filled in properly.
3. The name of the candidate, his / her father / husband name, caste, etc. should be spelt correctly in the application form as it appears in the certificates, mark sheets. Any change/ alteration found may disqualify the candidature.
4. Application duly filled in & signed, Original Demand Draft and attested copies of certificates in support of age, qualifications, Domicile, experience etc. should be sent / submitted well in advance to:-
“Dy General Manager (HR-RC), Maharashtra State Power Generation Co. Ltd., Estrella Batteries Expansion Compound, Ground Floor, Labour Camp, Dharavi Road, Matunga, Mumbai - 400 019 so as to reach on or before 20/02/2024”.

Post Code and Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.

Note:

1. Application which is incomplete in any respect such as without photograph and signature / unsuccessful fee payment will **not** be considered as valid.
2. Female candidates who have changed first / middle / last name post marriage must take special note of this. Kindly attach copy of marriage certificate and / or Gazette certificate of name changed.
3. If there is any change in first / middle / last name in any of the certificates / supporting documents submitted by the candidate, kindly attach copy of Gazette certificate of name change.

Important Conditions about Selection Process

1. As per MSPGCL Circular No 502 dtd 17.08.2022 the recruitment process will consist of Online exam (70% weightage) followed by Personal Interview (30% weightage). However, MSPGCL reserves the right to change recruitment process based on number of applications and other factors.
2. Candidate will have to appear for Online Exam/ Personal Interview at Examination Centre at his / her own cost & risk and MAHAGENCO will not be responsible for any injury or losses, etc. of any nature.
3. If the number of applicants are large; then a suitable criterion will be fixed to short list the applicants as per the decision of the company.
4. Select list will be prepared taking into consideration performance in the Online Exam & Personal Interview.
5. The Backward Category candidate must secure at least 20% marks of total marks & Open category candidates must secure at least 30% of marks of total marks to consider for selection process.
6. All the details related to the selection process will be published on the Company's website i.e. www.mahagenco.in from time to time.
7. The documents pertaining to the recruitment process will be held in records for 03 months after publishing the select list.
8. The recruitment in MAHAGENCO is done strictly as per merit in a systematic way giving weightage to Selection process / Personal Interview.
The Select list will be operative for 1 year after declaration of result.
10. Canvassing in any form will disqualify the candidate.

GENERAL CONDITIONS

1. The candidate should be Citizen of India.
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 conditions of eligibility.
3. For any terms & conditions not specifically mentioned in the Advertisement the selection process will be governed by MSPGCL Administrative Circulars/ Rules/ Regulations related to the matter issued from time to time.
4. Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Personal Interview. The candidate will be shortlisted commensurate with the number of post and prevailing regulations of the company.
5. Failing to submit necessary documents along with application form the candidate will be disqualified.
6. The candidates will have to bring all original documents / certificates for verification, if shortlisted / selected for personal interview, failure to produce the same may lead to become disqualified.
7. **The candidate must 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 Principal of the said College / Institute.

(Performa enclosed)

8. The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, experience, caste etc. & the particulars furnished in the application form are correct in all respect.
9. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will **not** be considered.
10. If the candidate knowingly or willfully furnishes 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. Any request for change of address and enclosing supporting documents later on will not be entertained.
12. Date of birth as per Secondary School Certificate (SSC/CBSC/ICSE) and age as on date **20/02/2024** should be mentioned.
13. If selected candidate is working in **Govt. / Semi-Govt. undertaking**, he will have to produce No Objection Certificate from his Employer before joining.
14. The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
15. Candidates should send duly filled application form with a recent passport size photograph affixed thereon along with self attested copies of certificates in support of Qualification, Experience, Age etc. & **Demand Draft to :-**
Dy. General Manager (HR-RC), Maharashtra State Power Generation Co. Ltd., Estrella Batteries Expansion Compound, Ground Floor, Labour Camp, Dharavi Road, Matunga, Mumbai - 400 019 so as to reach on or before 20/02/2024.
Post Code and Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.
16. Candidates are requested to retain a copy of dully filled application form & other testimonials with them.
17. Incomplete applications and those not supported by self attested copies of certificates, Demand Draft are liable to be summarily rejected.
18. Applications received after due date will not be entertained. The Company is not responsible for any postal delay.
19. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
20. The Company reserves the right to modify or cancel the Advertisement / Selection process fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
21. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection / recruitment shall be considered as **DISQUALIFIED**.

22. Any legal proceedings in respect of any matter (s) or claims or dispute arising out of this recruitment and or out of this advertisement can be instituted only at Mumbai and Courts/Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

Note: Copies of Testimonials in support of age, caste, qualifications, experience etc. may be furnished, wherever necessary.

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17 List of Publications/academic honors received:

18 Proven achievements:

19 Any other information:

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.

I declare that I have.....Number of living children as on today, out of which no.of children born after 28.03.2006 is

I am aware that if 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.

I here by declare that I am not facing any disciplinary action.

I declare that I am ready to serve in any where in the Company.

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

Place:

Date:

Signature

Note: Copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

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PROFORMA: Certificate for Knowledge of Marathi Language

This is to certify that Shri./Smt./Kum. _____ can read, write and speak Marathi Language fluently.

Place: _____ Name & Signature of Professor of Marathi Language
(College / Institute)

Date: _____ Name & Signature of Principle of (College / Institute).

Office Seal: _____ Full Office Address:

Contact No.(STD Code No.) :- _____

Telephone No.: _____

Check List:-

Self attested copies of following attached:

- | | | |
|-----|--|-----|
| (a) | Secondary School Certificate (SSC/CBSC/ICSE) for Date of Birth | Y/N |
| (b) | Degree in support of educational qualifications | Y/N |
| (c) | Post applied for is written on the envelope | Y/N |
| (e) | Pasted recent photograph at appropriate place | Y/N |
| (f) | Certificate of post qualification experience | Y/N |
| (j) | Domicile Certificate | Y/N |
| (k) | Marathi Proforma Certificate | Y/N |
| (l) | Demand Draft | Y/N |