



**Advt. No. 07/2024
(Internal Notification)**

**MAHARASHTRA STATE POWER GENERATION COMPANY LTD.
INVITES APPLICATIONS FROM EXISTING EMPLOYEES FOR THE
FOLLOWING POST**

Post Code	Post Name	OPEN	TOTAL
HR01	Manager (Secretarial)	01	01

Last date for Submission of application is : 12/07/2024

Required Qualification and Experience as on: 12/07/2024:

Important Terms & Conditions:

Post & Pay Scale	Qualification	Experience
Manager (Secretarial) Pay Scale :- 63770-251-76345 2730-141865	1) Graduate from Recognized University. 2) Must be C.S. Final/ Inter passed. 3) Only currently employed MSPGCL regular employees having experience of Head Clerk/ Asst. Accountant equivalent & above post will be eligible to apply.	Nil

Important Terms & Conditions: The said appointment will be made on contract basis for a period of 05 years with Annual review.

Upper Age Limit: Maximum 57 years.

Note: The Age, Education and Experience as on 12 /07/2024 will be considered.

Last date of Submission of application is : 12/07/2024

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/DC), 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 12/07/2024”.

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. The Recruitment process will be tentatively conducted in within 02 months from the date of Advt.
2. Selection process will consist of Personal Interview.
3. Candidate will have to appear for 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.
4. Taking into consideration the performance in the Personal Interview, the select list will be prepared.

5. The communication regarding recruitment process will be published on the Company's website i.e. www.mahagenco.in from time to time.
6. If the number of applicants are large, then suitable criteria may be applied.
7. The recruitment in MAHAGENCO is done strictly as per merit in a systematic way giving weightage to Selection process.
8. The Select list will be operative for 1 year after declaration of result.
9. Canvassing in any form will disqualify the candidate.

GENERAL CONDITIONS

1. 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.
2. 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 posts and prevailing regulations of the company.
3. Failing to submit necessary documents along with application form, the candidate will be disqualified.
4. The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age, experience etc. & the particulars furnished in the application form are correct in all respect.
5. It is responsibility of the candidate to submit all the required documents/ certificates for proving his/her eligibility.
6. 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 will be liable to be cancelled at any stage of recruitment.
7. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will **not** be considered.
8. Any request for change of address and enclosing supporting documents later on will not be entertained.
9. Date of birth as per Secondary School Certificate (SSC/CBSC/ICSE) and age as on date 12/07/2024 should be mentioned.
10. The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
11. 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 :-**

The Dy. General Manager (HR-RC/DC), 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 12 /07/2024.

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

12. Candidates are requested to retain a copy of dully filled application form & other testimonials with them.
13. Incomplete applications and those not supported by self-attested copies of certificates, Demand Draft are liable to be summarily rejected.
14. Applications received after due date will not be entertained. The Company is not responsible for any postal delay.
15. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
16. 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.
17. 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**.
18. 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, qualifications, experience etc. may be furnished, wherever necessary.

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Check List:-

Attested copies of following attached:

- | | | |
|-----|--|------------|
| (a) | Secondary School Certificate (SSC/CBSC/ICSE) for Date of Birth | Y/N |
| (b) | Certificates in support of educational qualifications | Y/N |
| (c) | Certificate of experience | Y/N |

18 List of Publications/academic honors received:

19 Proven achievements:

20 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 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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