

Advertisement No. 10/ 2024

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

Post Code	Post Name	OPEN	TOTAL
HR01	Chief Business Analyst	01	01
HR02	Business Analyst	01	01

QUALIFICATION & EXPERIENCE as on 22.08.2024:

Post Code	Post Name	Qualification	Experience
HR01	Chief Business Analyst Pay Group : I Payscale :- Rs. 86460-3570-104310-3980-191870 (Pre-revised)	MBA/MMS/PGDBM/CFA/CA/ICWA	Total 08 years' post qualification experience in finance /Accounts/Audit. Note: Equivalency of Outside candidates will be compared / decided on the basis of gross emoluments drawn and Job responsibilities.
HR02	Business Analyst Pay Group : I Payscale :- Rs. 45800-2165-56625-2280-115905 (Pre-revised)	BBA/BMS/CA-Inter/ICWA-Inter	NA

- Candidates having self practice should produce Certificate of practice for the period of Experience claimed.

Last date of Submission of application is 22.08.2024

UPPER AGE LIMIT AS ON 22.08.2024:

AGE LIMIT: Upper age limit is 40 years for the above posts.

Note:

- Date of birth as per SSC/School leaving certificate and age as on 22.08.2024 should be mentioned.
- The Age, Education and Experience as on 22.08.2024 will be considered.

Fees Applicable

Post Code	Name of Post	Amount for Open Category candidates/Applying against Open Category Candidate
HR01	Chief Business Analyst	Rs. 944 (Rs.800 fee+144 GST)
HR03	Business Analyst	Rs. 944 (Rs.800 fee+144 GST)

Note:-

Candidates shall submit the Application along with prescribed fee as mentioned above. 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 by candidates 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, Caste, Caste Validity (If available), 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:-
“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 22.08.2024” The departmental employees of the MSPGCL, applying need not to submit the application through proper channel.
Post Code and Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.
5. The departmental candidates of MSPGCL have to submit post wise experience certificate of MSEB/MSPGCL duly signed by the authority of MSPGCL not below the rank of Executive Engineer.

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.

Conditions applicable to Backward Class candidates

1. Candidate belonging to Schedule Caste are exempted from submission of Non-Creamy Layer Certificate as applicable.
2. Candidate's claiming Reservation benefit has to submit Caste Certificate & Caste Validity Certificate issued by the Competent Authority of Govt. of Maharashtra along with Application form. Candidate unable to produce Caste Validity Certificate issued by the Competent Authority of Govt. of Maharashtra along with Application Form, if selected, will be appointed temporarily. (Refer G.R.No. BCC/2011/ PR.1064/16-B dated 12/12/2011).

3. The Reserved category candidate has to produce valid Domicile Certificate issued by the Competent Authority of Govt. of Maharashtra along with Application form.
4. Candidates belonging to reserve category have to submit Caste Validity Certificate at the time of Appointment. However, the candidates who does not have caste validity certificate, has to submit all necessary documents required for caste scrutiny committee for verification of caste claim before joining the duty as applicable.
5. Once the caste is notified in the application form, it cannot be changed at any stage later on.
6. The Reserved category candidates who apply against open category will not be permitted to change the option once exercised at any stage later on.
7. 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.

Important Conditions about Selection Process

1. The Online Exam / Assessment Centre Test will be tentatively conducted in the month of SEpt, 2024.
2. For Post Code **HR01** the candidates will have to appear for Assessment Centre Test followed by Personal Interview.
3. For Post Code **HR02** the candidates will have to appear for Online test and Personal Interview.
4. Candidate will have to appear for recruitment process at his / her own cost & risk and MAHAGENCO will not be responsible for any injury or losses, etc. of any nature.
5. If the number of applicants are large; then a suitable criteria will be fixed to short list the applicants as per the decision of the company.
6. Select list will be prepared taking into consideration the performance in the recruitment process and as per MSPGCL Circulars pertaining to scoring pattern.
7. Online test may be conducted as per Exam center list depending upon the number of candidates at each location. However, in case candidates appearing for the online test at a particular place are not adequate, such candidates may be asked to appear for the test at other center. The management reserves right to increase or decrease the location for test.
8. The Open category candidates must secure at least 30% marks out of total marks to consider for selection process.
9. The information regarding Recruitment Process will be published on the Company's website i.e. www.mahagenco.in from time to time.
10. The documents pertaining to the recruitment process will be held in records for 03 months after publishing the select list.

11. 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.
12. 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. The candidate must be citizen of India and should be holding Domicile Certificate of Maharashtra State.
3. 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.
4. Failing to submit necessary documents along with application form, the candidate will be disqualified.
5. **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 as one of subject.

OR

Certificate stating that 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)

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.

6. 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.
7. It is responsibility of the candidate to submit all the required documents/ certificates for proving his/her eligibility.
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.
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. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will **not** be considered.
11. 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.
12. Any request for change of address and enclosing supporting documents later on will not be entertained.
13. Date of birth as per Secondary School Certificate (SSC/CBSC/ICSE) and age as on date 22.08.2024 should be mentioned.
14. If selected candidates is working in **Govt. / Semi-Govt. undertaking**, he will have to produce No Objection Certificate from his Employer before joining.
15. The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
16. Candidates are requested to retain a copy of duly 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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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 Principal of (College / Institute).

Office Seal: _____ Full Office Address:

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

Telephone No.: _____

12 Are you a Working employee of MAHAGENCO?: Yes No

If, Yes, CPF Number :
(Maximum 10 characters)

Current /Last Job Location:

13 Present / Last Gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc):

14 Qualification Details: As on **22.08.2024**:
a) Educational / Professional Qualification:

Exam Passed (Degree and onwards)	College / Institute / University	Year of Passing	Percentage of Marks & Class

15 Details of affiliation with Professional Bodies / Institution / Society:

Name of the Body	Membership No	Since When

16 Experience:
Details of posts held from time to time (As on **22.08.2024**):
(If required please attach separate sheet)

Sr. No	Name of the Organization with No. of employees & Annual Turnover	Position Held	Pay Scale & Gross Emoluments	Period		Total Experience		Nature of Job (Responsibilities handled) *
				From	To	Year	Month	

17 Demand Draft / Pay Order Details: (Drawn in favour of MAHARASHTRA STATE POWER GENERATION CO. LTD., MUMBAI, payable at Mumbai)

Name of the Bank	Branch	Demand Draft No. (6 Digits)	MICR No. (9 Digits)	Amount

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 28.03.2005 is

I am aware that if total numbers of living children are more than two due to the children born after 28.03.2005, 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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Check List:-

Self attested copies of following attached:

- | | | |
|-----|--------------------------------------------------------------------|-----|
| (a) | Secondary School Certificate (SSC/CBSC/ICSE) for Date of Birth | Y/N |
| (b) | Degree/Provisional Degree in support of educational qualifications | Y/N |
| (c) | Post applied for is written on the envelope | Y/N |
| (d) | Signed the undertaking | Y/N |
| (e) | Pasted recent photograph at appropriate place | Y/N |
| (f) | Certificate of post qualification / experience | Y/N |
| (g) | Domicile Certificate of Maharashtra State | Y/N |
| (h) | Caste Certificate & Caste Validity Certificate | Y/N |
| (i) | Marathi Proforma Certificate | Y/N |