



ADVERTISEMENT NO. MSEBHCL 01/2022

**ADVERTISEMENT FOR THE POST OF ASSISTANT GENERAL MANAGER (HR)
AND MANAGER (HR)**

The MSEB Holding Company Ltd. requires to fill in positions of Assistant General Manager (HR) and Manager (HR) amongst experienced, talented professionals with impeccable performance history and observable leadership traits for its Office situated at Mumbai, Maharashtra from MSEDCL, MSPGCL & MSETCL working employees.

Post Code	Post Name	Pay Gr.	OPEN	TOTAL
HR01	Assistant General Manager (HR)	I	01	01
HR02	Manager (HR)	I	01	01

Qualification and Experience as on 27.01.2022:

Post Code	Post Name	Qualification	Experience
HR01	Assistant General Manager (HR) Pay Scale Rs. 86460-3570-104310-3980-191870	1) Degree of a recognized University with 2 yrs full time or 3 yrs part time Post Graduate Degree in Business Administration (MBA) / Management Studies (MMS) / Personal Management (MPM) with specialization in Human Resource Management / Development / Personal Management or equivalent Management qualification in HR / Personal 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 9 (Nine) years experience in Human Resource Development / Personal Management out of which 5 (Five) years experience should be in a position of responsibility i.e. Manager (HR) equivalent and above. Preference will be given to the candidates having working experience in the Recruitment Cell. Also, having knowledge of Marathi Typing.
HR02	Manager (HR) Pay Scale Rs. 63770-2515-76345-2730-141885	1) Degree of a recognized University with 2 yrs full time or 3 yrs part time Post Graduate Degree in Business Administration (MBA) / Management Studies (MMS) / Personal Management (MPM) with specialization in Human Resource Management / Development / Personal Management or equivalent Management qualification in HR / Personal 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 8 (Eight) years experience in Human Resource Development / Personal Management out of which 4 (Four) years experience should be in a position of responsibility i.e. Head Clerk (HR) equivalent and above. Preference will be given to the candidates having working experience in the Recruitment Cell. Also, having knowledge of Marathi Typing.

In addition to basic pay, the selected candidates are entitled to all other allowances and perks as are admissible as per Company's rules.

UPPER AGE LIMIT FOR MSEDCL, MSPGCL & MSETCL WORKING EMPLOYEES
AS ON 05.01.2022 :

Post Code	Post Name	Upper Age Limit (Years)
HR01	Assistant General Manager (HR)	50
HR02	Manager (HR)	45

Note:

- i) Date of birth as per SSC/School leaving certificate and age as on **05.01.2022** should be mentioned.

Last date for Submission of application is 27.01.2022.

Fees Applicable

Post Code	Post Name	Fees Applicable
01	02	03
HR01	Assistant General Manager (HR)	800 (Including GST)
HR02	Manager (HR)	800 (Including GST)

Note :

1. Applications without appropriate payment of fees as prescribed will be rejected.
2. Candidates shall furnish Demand Draft of the value of RS. 800/- (Including GST) payable to the **“MSEB HOLDING COMPANY LIMITED”** drawn on any Nationalized Bank payable at Mumbai.
The candidate should write his Full Name & Post applied for on the backside of the Demand Draft.
Fees in the form of Postal Order/Money Order/Cash will **not** be accepted.
3. Fees once paid will not be refunded in any circumstances, 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, MSEB HOLDING COMPANY LIMITED is **NOT** responsible in such cases.

2. 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.
3. 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 by registered Post / Courier to :-
“The Chief General Manager (HR), MSEB Holding Co. Ltd., Hongkong Bank Building, 4th Floor, M.G.Road, Fort, Mumbai- 400001” so as to reach on or before 27.01.2022.”
Post Code and Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.
4. 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 regards will be entertained.

Note:

1. Application which is incomplete in any respect such as without photograph and signature / unsuccessful fees payment will not be considered as valid.
2. Female candidates who have change first / middle / last name post marriage must take special note of this. Kindly attach copy of marriage certificate and / or Gazette certificate of name change.

Important Conditions about Selection Process

1. Prescribed qualification / experience are minimum criteria and mere possession of the same, does not entitle the candidate to be called for selection process/ personal interview. The candidates will be short listed for personal interview by applying suitable criteria.
2. The number of vacancies is provisional and likely to change. Such change will not be notified in Newspaper nor will be intimated to the candidates.
3. **Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria.** Their admission at all 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 qualifies for interview.
4. Those reserved category candidates who compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment / selection process.
5. The selection process will be tentatively conducted in the month of January-February 2022.
6. If the number of applicants is large, then a suitable criteria will be fixed to short list the applicants.

7. Candidate will have to appear for Selection Process at Examination Centre at his / her own cost & risk and MSEB HOLDING COMPANY LIMITED will not be responsible for any injury or losses, etc. of any nature.
8. The recruitment in MSEB HOLDING COMPANY LIMITED is done strictly as per merit in a systematic way giving weightage to Selection process. The Select list will be operative for 01 year after declaration of result.
9. Post Code & Post applied for must be clearly written on the envelope; incomplete applications and those not supported by self attested copies of certificates, Demand Draft are liable to be summarily rejected.
10. Canvassing in any form will disqualify the candidate.

GENERAL CONDITIONS

1. The candidate must be Indian Citizen.
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 condition of eligibility.
3. Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process. The candidates will be short-listed commensurate with the number of post and the prevailing regulations of the company.
4. Call letters / Notification for calling candidate will be sent through email.
5. Failing to submit necessary documents along with application form the candidate will be disqualified.
6. **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 affiliate to recognized University and countersigned by Principal of the said College / Institute.

(Performa enclosed)

7. 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.

8. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will **not** be considered.
9. 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.
10. Any request for change of address and enclosing supporting documents later on will not be entertained.
11. Date of birth as per Secondary School Certificate (SSC/CBSC/ICSE) and age as on date **05.01.2022** should be mentioned.
12. Candidates will have to produce No Objection Certificate from their Employer at the time of Personal Interview.
13. The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
14. 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. by registered Post / Courier to :-
"The Chief General Manager (HR), MSEB Holding Co. Ltd., Hongkong Bank Building, 4th Floor, M.G.Road, Fort, Mumbai- 400001" so as to reach on or before 27.01.2022."
Post Code and Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.
15. Candidates are requested to retain a copy of dully filled application form & other testimonials with them.
16. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
17. 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.
18. 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**.
19. 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.

#####

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) | Pasted recent photograph at appropriate place | Y/N |
| (e) | Certificate of experience | Y/N |
| (f) | Domicile certificate of Maharashtra state | Y/N |
| (g) | Marathi Performa Certificate | Y/N |
| (h) | Demand Draft | Y/N |

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 28.03.2005 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.

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

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

I here by agree that any legal proceedings in respect of the any matter(s) claims or dispute arising out of this application and or out or said advertisement can be insituted by me only at Mumbai and Court / Tribunals / Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause / dispute.

Place:

Date:

Signature

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

** ** * ** * ** * ** * ** * **

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.: _____

