

Advertisement No. 08/2021

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

| Post Code | Post Name | SC | ST | VJ-A | OPEN | TOTAL |
|-----------|-------------------------------------|----|----|------|---------------|----------------------------|
| HR01 | Assistant Medical Officer | 01 | - | - | 02 (01 WR) | 03 (01WR) |
| HR02 | Additional Public Relations Officer | 01 | - | - | - | 01 |
| HR03 | Assistant Welfare Officer | - | 01 | 01 | 02 (01 WR) | 04 (01WR) |

* WR - Women Reservation

QUALIFICATION & EXPERIENCE as on 15/10/2021:

| Post Code | Post Name | Qualification | Experience |
|-------------|---|--|--|
| HR01 | Asst. Medical Officer Pay Group : II Payscale :- Rs.55015-2165-65840-2280-120560. | MBBS degree from a recognised University/ Institute | 01 year post qualification general practice or 06 months as Residential Medical Officer in any of the Govt. or Semi – Govt. or Reputed Private Hospital |
| HR02 | Additional Public Relations Officer Pay Group : II Payscale :- Rs.68150-2730-81800-2900-154300. | 1) Degree of a recognised University and degree in 1 st class in Journalism or Mass Communication of recognised University. 2) Knowledge of English, Marathi and Hindi is essential. | 1) Experience of Film, Radio, Posters and other field publicity. 2) 2 years' experience as Public Relations Officer, Journalism, News Paper, News agency or a publicity organization, preferably that of Government. |
| HR03 | Asst. Welfare Officer Pay Group : II Payscale :- Rs.55015-2165-65840-2280-120560. | 1) 2 years of Master of Social Work or Master of Labour Studies or Master of Personnel Management and Industrial Relations or M.A. in Personnel Management and Industrial Relations or Post Graduate in Labour Studies or Diploma in Social Work or Diploma in Labour Welfare from recognized University/Institute. 2) Must have adequate knowledge of Marathi & Hindi. 3) A person having degree in law would be preferred. | Not less than 3 years of Industrial Relations work in large industrial undertaking. Must be fully conversant with various Labour Laws in the State of Maharashtra. Experience of handling Industrial Disputes & cases before Labour Tribunals, Courts, Conciliations, etc. |

Last date of Submission of application is 15/10/2021

UPPER AGE LIMIT AS ON 15/10/2021:

- AGE LIMIT:** a) Additional Public Relations Officer: 40 years
b) Asst. Medical Officer & Asst. Welfare Officer: 38 years

Note:

- i) Upper age limit for departmental employees working in MAHAGENCO is upto age of 57 yrs.
- ii) Candidates applying against Open, age limit will be applicable as per Open Category
- iii) Date of birth as per SSC/School leaving certificate and age as on 15/10/2021 should be mentioned.
- iv) The Age, Education and Experience as on 15/10/2021 will be considered.

Conditions applicable to Backward Class candidates

- 1) Reservation for Backward Class will be governed by the Maharashtra State Public Services Reservation for SC, ST, VJ-A, NT-B, NT-C, NT-D, SBC and OBC's Act, 2001 and as per the rules & regulations framed by the Govt. of Maharashtra from time to time.
- 2) The candidate claiming the benefit of Reservation has to submit Caste Certificate, Non-creamy layer certificate (SC and ST candidates exempted) & Caste Validity Certificate issued by Competent Authority of Maharashtra State valid as on last date of submission of application form along with the application. Candidates unable to produce Caste Validity Certificate issued by Competent Authority of Maharashtra along with application, if selected, they will be appointed temporarily only on submission of all necessary / relevant documents required for verification of their caste claim and have to submit caste validity certificate issued by appropriate authorities as per G.R.No. BCC/ 2011/ PR.1064/ 16-B dated 12/12/2011.
- 3) Backward Class Candidate has to produce Domicile Certificate issued by Competent Authority of Govt. of Maharashtra.
- 4) Candidate claiming the reservation should submit attested copy of Caste Certificate, Caste Validity Certificate and Certificate of Domicile of Maharashtra state issued by the Competent Authority of GoM.
- 5) Candidates belonging to Schedule caste & Schedule Tribe category are exempted from submission of Non-Creamy Layer Certificate.
- 6) Candidates belonging to Schedule Tribes have to submit Caste Validity Certificate at the time of appointment, without Caste Validity appointment letter will not be issued.
- 7) 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.
- 8) Once the caste is notified in the application form, it cannot be changed at any stage later on.
- 9) The Backward Class candidates who apply against open category will not be permitted to change the option once exercised at any stage later on.
- 10) Those reserve category candidates who have applied against OPEN category and 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 reserve category candidate who has entered in service of MSEB / MAHAGENCO by taking the benefit of reservation earlier, he/she will have to submit the caste certificate and 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.

Conditions Applicable to candidate under Horizontal reservation

1. There shall be horizontal Reservation for Woman (30%) as per शासन निर्णय क्र. ८२/२००१/ मासेआ-२०००/ प्रक्र ४१५/का-२ दि. २५.०५.२००१. If, any reserved category (BC) Woman Candidate / Open Women candidate has applied against Open Category under Woman reservation, then the candidate must have current year Non Creamy Layer Certificate in the format published in शासन निर्णय क्र. ८२/२००१/ मासेआ-२०००/ प्रक्र ४१५/का-२ दि. २५.०५.२००१, valid as on or before last date of application issued by Competent Authority of Govt. of Maharashtra while applying for the post advertised.
2. The above horizontal Reservation shall be subject to the directives of Govt. of Maharashtra issued from time to time.
3. If candidates not found eligible for the posts reserved under Horizontal Reservation, then such posts will be filled in from other eligible candidates from such respective category as per rules & regulation.

Fees Applicable

| Post Code | Name of Post | Amount for OPEN category candidates | Amount for Backward class candidates |
|-----------|-------------------------------------|-------------------------------------|--------------------------------------|
| HR01 | Assistant Medical Officer | 800/- | 600/- |
| HR02 | Additional Public Relations Officer | - | 600/- |
| HR03 | Assistant Welfare Officer | 800/- | 600/- |

Note:-

1. Applications without appropriate payment of fees as prescribed will be rejected.
2. Candidates shall furnish Pay order / Demand Draft of the value of Rs.800/- or Rs.600/- as applicable to them 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 by candidates due to any reason, MAHAGENCO 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 to:-**

Assistant 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 15/10/2021

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

4. Candidates applying under reserved category has to submit Caste certificate, Caste validity, current year Non creamy Layer certificate valid as on last date of submission of application form, etc., as applicable.

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 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.
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 Affidavit notarized on Rs.100 Stamp Paper / Gazette certificate of name change.

Important Conditions about Selection Process

1. The Personal Interview will be tentatively conducted in the month of October/November -2021
2. The Personal Interview will be conducted based on Subject knowledge, General Knowledge, Communication skills, Experience, etc.
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. 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.
5. Select list will be prepared taking into consideration performance in the Personal Interview & other exam if any.
6. The Backward Category candidate must secure at least 30% marks of total marks & Open category candidates must secure at least 40% of marks of total marks to consider for selection process.
7. The communication regarding recruitment process will be published on the Company's website i.e. www.mahagenco.in from time to time.
8. The documents pertaining to the recruitment process will be held in records for 03 months after publishing the select list.
9. The recruitment in MAHAGENCO is done strictly as per merit in a systematic way giving weightage to Selection process / Personal Interview.
10. The Select list will be operative for 1 year after declaration of result.
11. 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 post and prevailing regulations of the company.
3. Failing to submit necessary documents along with application form the candidate will be disqualified. The Company will take the verification of documents before the Appointment. If documents submitted by candidate are not as per the pre-requisites or any other conditions mentioned in the Advertisement, then candidature of candidate will be cancelled.
4. **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.

(Proforma enclosed)

5. 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.
6. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will **not** be considered.
7. 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.
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 15/10/2021 should be mentioned.
10. If selected candidates is working in **Govt. / Semi-Govt. undertaking**, he will have to produce No Objection Certificate from his Employer before joining.
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 :-**

Assistant 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 15/10/2021.

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, caste, qualifications, experience etc. may be furnished, wherever necessary.

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Affix your
recognizable
recent
Passport size
photograph

1 POST CODE: _____ POST APPLIED FOR: _____

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|----|----|------|------|
| SC | ST | VJ-A | OPEN |
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|---|---------------|--|--|--|--|--|--|--|
| 6 | Date of Birth | | | | | | | |
|---|---------------|--|--|--|--|--|--|--|

7 Gender: Male ☐ Female ☐

9 Present / Last Designation: _____

10 Present Office/Department:

| | | |
|----|---------------------|--|
| 11 | Pay Scale (in Rs.): | |
|----|---------------------|--|

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

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

Current /Last Job Location:

13 Are you applying under Woman Reservation: Yes No

If , Yes do you posses valid Non-Creamy Layer Cerificate: Yes No

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

15 Qualification Details: As on **15/10/2021**:
a) Educational / Professional Qualification:

| Exam Passed (Degree and onwards) | College / Institute / University | Year of Passing | Percentage of Marks & Class |
|----------------------------------|----------------------------------|-----------------|-----------------------------|
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16 Details of affiliation with Professional Bodies / Institution / Society:

| Name of the Body | Membership No | Since When |
|------------------|---------------|------------|
| | | |
| | | |
| | | |

17 Experience:
Details of posts held from time to time (As on **15/10/2021**):
(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 | |
| | | | | | | | | |
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Note: Kindly mention equivalency of the rank if serving or ex- serving officer from Indian Army/Navy/Air Force.

18 List of Publications/academic honors received:

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19 Proven achievements:

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20 Any other information:

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| |

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.

** **

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/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) | Caste Certificate | Y/N |
| (h) | Non Creamy Layer Certificate | Y/N |
| (i) | Caste Validity Certificate | Y/N |
| (j) | Domicile Certificate of Maharashtra State | Y/N |
| (k) | Marathi Proforma Certificate | Y/N |
| (l) | Demand Draft | Y/N |