



Advt. No.03(Jun)/2013

MAHARASHTRA STATE POWER GENERATION COMPANY LTD. INVITES APPLICATIONS FOR THE FOLLOWING POST

Mahagenco, the public sector entity owned by Govt. of Maharashtra, is the second largest power generation utility in the country with an installed capacity of 10500 MW, comprising of a mix of Thermal, Hydro & Gas based Power Stations spread across the State. The Company is poised to increase its capacity.

The Company offers excellent growth opportunity, professional development and also provides congenial work environment.

For the company with manpower strength more than 15000 and potential for further growth, we are looking for high caliber individuals for the following positions:

Applications are invited for the following position

Post Code	Name of Post	Pay Gr.	CATEGORY WISE RESERVATION		
			SC	OPEN	TOTAL
PRO1	Assistant Public Relation Officer	II	1	--	1
PRO2	LDC & Translator	III	--	1	1
PRO3	Typist cum DTP Operator	III	--	1	1

Last date for Submission of application is 08th July 2013

For more details please visit Maharashtra State Power Generation Company Limited website www.mahagenco.in



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PRO3	Typist cum DTP Operator	III	--	1	1

Qualification and Experience as on 08th July 2013:

Post Code	Post Name / Pay Scale	Qualification	Experience
PRO1	Assistant Public Relation Officer Rs.14225-670-17575-705-35905	<ol style="list-style-type: none"> 1. Degree of a recognized University and degree in Ist class in Journalism or Mass Communication of a recognized University. 2. Knowledge of English, Marathi and Hindi is essential. 	<ol style="list-style-type: none"> 1. Experience in of Film, radio, Posters, and other field publicity. 2. 2 years' experience in Public relations officer, journalism, newspapers, news agency or a publicity organization, preferably that of a Government.
PRO2	LDC & Translator Pay Gr. – III Rs.9020-220-10120-295-13070-325-22495	<ol style="list-style-type: none"> 1. Degree of a recognized University. 2. Must have MS-CIT pass certificate. 3. Knowledge of English and Marathi is essential. 	<ol style="list-style-type: none"> 1. Minimum 5 years' experience as Translator (mainly Marathi to English / Hindi to English / Hindi to Marathi). 2. Preference will be given to candidates having experience in Government Sector or who are working in English or Marathi Advertising media / sector.
PRO3	Typist cum DTP Operator Pay Gr. – III Rs. 9020-220-10120-295-13070-325-22495	<ol style="list-style-type: none"> 1. Minimum H.S.C passed 2. Certificate from MS-CIT / DOEACC is essential. 3. Preference will be given to candidates who are having Auto CAD / DTP certificate. 4. DTP working speed essential (Trade Test). 5. Marathi & English Typing is essential. 	<ol style="list-style-type: none"> 1. Minimum 5 years' experience.

UPPER AGE LIMIT AS ON 08th July 2013:

Post Code	Designation	Upper Age Limit (Years)
PRO1	Assistant Public Relation Officer	40
PRO2	LDC & Translator	33
PRO3	Typist cum DTP Operator	33

- Note-A:** i) For the post code PRO1, maximum age limit with relaxation is 40 years.
ii) For the post code PRO2 & PRO3 upper age limit is relaxable by 5 years for the Candidates belonging to backward class category.
iii) Upper age limit for departmental employees working in MAHAGENCO is upto age of 57 years

Note-B: For Age, Education and Experience as on **08th July 2013** will be considered.

Last date of Submission of application is 08th July 2013

Conditions applicable to Backward Class candidates

1. Reservation for Backward Class will be governed by the Maharashtra State Public Services Reservation for SC, ST, DT (N5), NTs, SBC and OBCs Act, 2001 and as per the rules & regulations framed by the Govt. of Maharashtra from time to time.
2. The candidates claiming the benefit of Reservation has to submit Caste Certificate & Caste Validity Certificate issued by Competent Authority of Maharashtra State along with application. Candidate 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 has 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. Candidate belonging to Schedule Caste are exempted from submission of Non-Creamy Layer Certificate.
6. Candidates belonging to reserve category have to submit Caste Validity Certificate at the time of Appointment as mentioned in point 2. 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.
7. Once the caste is notified in the application form, it cannot be changed at any stage later on.
8. The Backward Class candidates who apply against open category will not be permitted to change the option once exercised at any stage later on.

Conditions Application to candidate under Horizontal reservation

1. Preference will be given to Project Affected Persons whose land is acquired for Mahagenco Projects.
2. Persons suffering from not less than 40% of relevant disability certified by Competent Authority shall alone be eligible for the benefit of reservation for Physically Handicapped Persons.

Fees Applicable

Post Code	Name of the Post	Amount for Open category candidates	Amount for B.C. Category Candidates
01	02	03	04
PRO1	Assistant Public Relation Officer	NA	250
PRO2	LDC & Translator	400	NA
PRO3	Typist cum DTP Operator	400	NA

Note:-

1. The candidates are requested to draw a demand draft / Pay Order of 3 month validity payable to “**Maharashtra State Power Generation Company Limited., Mumbai**” drawn on any **Nationalized Bank payable at Mumbai**.
2. Post Code and Post applied for must be clearly written on the envelope. Incomplete applications and those not supported by attested copies of certificates (duly attested by Govt. Gazette Officer/ Principal of Colleges/Post Master) and Demand Draft / Pay Order for Payment, which are not of appropriate value, are liable to be summarily rejected.
3. Fees in the form of Postal Orders/ Money Order/ Cash will **NOT** be accepted.
4. **Candidates applying under Physically Handicapped Category** (suffering from not less than 40% of relevant disability) **need not pay the fees, provided they submit the Medical Certificate issued by appropriate Authority.**
5. Candidates applying for open category will have to pay the fees as mentioned in Column 03 above. Candidates belonging to Scheduled Caste (SC) shall pay the fees as mentioned in column 04 above.
6. Fees once paid will **not** be refunded in any circumstances, nor will it be held in reserve for any future recruitment.

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 written test / personal interview. The candidates will be short listed for personal interview by applying suitable criteria.
2. The number of vacancies and reservation for backward classes indicated for different categories 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 Aug/ Sep-2013.
6. The selection process for Post code PRO1 will consist of Online test followed by Personal Interview. The management reserves the right to increase or decrease the locations for test.
7. The selection process for Post code PRO2 & PRO3 will consist of Online test followed by Skill test (dictation / Typing / practical test). The management reserves the right to increase or decrease the locations for test.
8. The list of candidates called for selection process and selected for the posts advertised will be published on the Company's website i.e. www.mahagenco.in from time to time.
9. If the number of applicants is large, then a suitable criterion will be fixed to short list the applicants for online test.
10. The recruitment in MAHAGENCO is done strictly as per merit in a systematic way giving weightage to Selection process.
11. Post Code and Post applied for must be clearly written on the envelope. Incomplete applications and those not supported by attested copies of certificates (duly attested by Govt. Gazette Officer/ Principal of Colleges/ Post Master) are liable to be summarily rejected.
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 condition of eligibility.
2. 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.
3. Failing to submit necessary documents along with application form the candidate will be disqualified.
4. Knowledge of "**Marathi**" is desirable. However if selected, candidate not possessing the knowledge of Marathi will have to pass Departmental Marathi language examination within stipulated time of three years from date of Joining the Company.
5. In addition to basic pay, the selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per Company's rules.
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. The reservation policy for persons with disability shall apply as per State Government directives.
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 **08th July 2013** should be mentioned.
12. Employees working in Govt. / Semi-Govt. undertaking will have to produce No Objection Certificate from their Employer at the time of skill test.
13. The record with regard to this selection process will be maintained for three month from the date of declaration of result of this advertisement.
14. The application form duly filled with demand Draft / Pay Order, attested copies of certificates, support of age, qualification, experience, caste & other testimonials, should be sent to **The Chief General Manager (HR), MSPGCL, 2nd Floor, Prakashgad, Bandra East Mumbai-400051, on or before 08-July-2013, Clearly mentioning on envelope the post & Post Code.**

15. Candidates are requested to retain a copy of duly filled application form & other testimonials with them.
16. Applications received after due date will not be entertained. The Company is not responsible for postal delay.
17. Any request for change of address and enclosing supporting documents later on will not be entertained.
18. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
19. The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
20. 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 & other testimonials may be furnished, wherever necessary.

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