MAHAGENCO
Maharashtra State Power Generation Co. Ltd.
Estrella Batteries Expansion Compound Building, Ground Floor, Labour Camp,
Dharavi Road, Matunga, Mumbai-400 019,Tel. No.022-24029022,
Email. Id: agmhrrc@mahagenco.in

MSPGCL/HR-RC/Advt. 08/2026/ON No.498/ No 09781 Date: - 4 NOV 2026

Corrigendum

Sub: Regarding corrigendum of QR payment mode modification for the post of "Consultant – Company Secretary (MNGEPL)" vide Advt No.08/2026.

Ref: MSPGCL Advt. No. 08/2026.

With Reference to above subject, an Advt. No. 08/2026 for the post of "Consultant - Company Secretary (MNGEPL)" was published in the newspaper & on MAHAGENCO website on 27.10.2026 and last date of application is 16.11.2026.

However, due to technical reason the QR Code/ UPI id mentioned in the Advertisement is unavailable. Accordingly, the candidates are requested to pay the requisite amount through Demand draft in favour " Maharashtra State Power Generation Company Ltd" payable at Mumbai and the same needs to be forwarded along with application form.

The other Terms & Conditions mentioned in the said Advertisement will remain unchanged.

4/11/26
(Dhanaji Toraskar)
Executive Director (HR)

MAHAGENCO

Advt. No.08/2026

MAHARASHTRA STATE POWER GENERATION COMPANY LTD. INVITES APPLICATIONS FOR THE FOLLOWING POST FOR MAHAGENCO NTPC GREEN ENERGY PRIVATE LTD (A JOINT VENTURE BETWEEN MAHAGENCO AND NTPC GREEN ENERGY LTD) ON CONTRACT BASIS

Post Code	Post Name	OPEN	TOTAL
HR01	Consultant - Company Secretary (MNGEPL)	01	01

Last date for Submission of application is : 16/11/2026

Required Qualification and Experience as on: 16/11/2026 :

Important Terms & Conditions:

Post	Qualification
Consultant - Company Secretary (MNGEPL)	Should be Graduate having Membership of Institute of Company Secretaries of India.

The required Experience profile is as below:

- Minimum 02-year post qualification experience in the relevant area in a Govt. Company / Public Sector Undertaking or Private Company.
- The incumbent should possess thorough knowledge of matters pertaining to Company Law, Corporate & Secretarial functions and institutional finance.
- The candidate should be well versed with the provisions and regulations of the Companies Act and SEBI rules & regulations.
- The candidate should have experience of handling Board matters such as organizing Board & General Meetings, drafting and presentation of Board Memoranda / Agendas & Minutes, listing compliances, drafting and vetting of agreements etc.
- Those who have worked in group structure involving JVs and subsidiaries shall be preferred.
- The candidate should have good drafting, communication skill and liaisoning skills.

Remuneration: Monthly compensation shall be consolidated amount of Rs. 1,00,000/- (Rs one lac) per month.

Upper Age Limit: Maximum 38 years (Including Dept. Candidates)

Important Terms & Conditions: The said appointment will be made on contract basis for a period of 02 years with a provision to extend one more year on the same rates, terms & conditions.

Last date of Submission of application is : 16/11/2026

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. Candidates shall pay the applicable fees through QR code (For QR code please see the last page of application), the candidate should write his/her full name, post applied for on backside of the receipt and the said receipt should be submitted along with application form.
3. Fees in form of Pay order/Cash/Demand draft Money Order will not be accepted.
4. Fees once paid will not be refunded in any circumstance, nor will it be held in reserve for any further recruitment.
5. In case candidate pays less fees than the applicable fees, he/she shall be held not eligible.

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. 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. proof of bank transfer from QR code to:-

   "The Dy. General Manager (HR-RC), Maharashtra State Power Generation Co. Ltd., Estrella Batteries Expansion Compound, Labour Camp, Dharavi Road, Matunga, Mumbai- 400019" so as to reach on or before 16/11/2026."

   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 Nov/Dec 2026.
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.

Terms of Engagement:

1. Place of posting of Company Secretary shall be at MUMBAI.
2. The company will also reimburse boarding & lodging expenses as applicable in MSPGCL, in addition to Economy class Airfare, on official tours.
3. No other perks / benefits etc., shall be payable.
4. Income Tax will be deducted as per applicable Income Tax Rules.
5. Company Secretary will be granted public holidays as per MSPGCL calendar year. Additionally, He/ She will be eligible for one day leave for 20 working days including Sundays i.e. 18 days leave for one year.
6. During the period of two year engagement, the services would be terminable by one month's notice in writing by either side. Before leaving the company, the Company Secretary shall handover all the documents related to the engagement to the concerned authorities.
7. Company Secretary shall at all times during the tenure of this engagement:
   a) Maintain absolute integrity
   b) Do nothing which is against the interest of Job / Project / Company.

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. **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.
   (Proforma enclosed)
5. 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.
6. It is responsibility of the candidate to submit all the required documents/ certificates for proving his/her eligibility.
7. 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.
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. Any request for change of address and enclosing supporting documents later on will not be entertained.
10. Date of birth as per Secondary School Certificate (SSC/CBSC/ICSE) and age as on date 16/11 /2026 should be mentioned.
11. The record with regard to this selection process will be maintained for three months from the date of declaration of result of this advertisement.
12. 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. & **payment proof to :-**

    The Dy. 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 16/11/2026.
    Post Code and Post applied for must be clearly written on the envelope, while forwarding application and attested copies of supporting document.
13. Candidates are requested to retain a copy of dully filled application form & other testimonials with them.
14. Incomplete applications and those not supported by self-attested copies of certificates, Demand Draft are liable to be summarily rejected.
15. Applications received after due date will not be entertained. The Company is not responsible for any postal delay.

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, 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**

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.: _____

APPLICATION FORM FOR ADVT. NO.08/2026

To,
The Dy. General Manager (HR-RC)
Maharashtra State Power Generation Company Ltd.,
Estrella Batteries Expansion Compound, Labour Camp, Dharavi Road,
Matunga, Mumbai- 400019

Affix your recognizable recent Passport size photograph

1 POST CODE: HR01 POST APPLIED FOR: Consultant - Company Secretary (MNGEPL)

2 Category applied for: Mark tick in the below column (√)

OPEN
√

3 **Name in full (Surname first) (IN CAPITAL LETTER)**

4 **Full Address**

a) Residence: (with Telephone No., Mobile No., e-mail address etc.)

P	**I**	**N**																										
Mobile No. 1												**email ID**																
Mobile No. 2																												

b) Office: (with Telephone No., Mobile No., e-mail address etc.)

																		P	**I**	**N**								
Telephone No.														**Mobile No.**														
email ID																												

5 **Domicile of Maharashtra,**
Indicate by (√) ☐ Yes ☐ No

6 **Date of Birth** ☐☐☐☐☐☐☐☐

(a) Age as on 16/11/2026: _____Years_____Months_____Days

7 **Gender:** **Male** ☐ **Female** ☐

8 **Marital status :** ☐ Married ☐ Unmarried ☐ Divorcee ☐ Widow

9 **Current Designation:** _____

10 **Current Office/Department:** _____

11 **Pay Scale (in Rs.):** _____

12 **Are you a Dept Employee ? (Should be yes)** ☐ Yes ☐ No

13 **Current Gross Emoluments (Specify Basic Pay, D.A., Other Allowances etc):**

14 **Qualification Details as on 16/11/2026:**

a) Educational / Professional Qualification:

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

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 16/11/2026):
(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	

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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