

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD

Advertisement No. 05/2023

Date: 29/12/2023

| | |
|--|--|
| SPACE TO GROW, OPPORTUNITIES TO EXCEL – YOUR OPPORTUNITY TO WORK FOR THE BIGGEST POWER DISTRIBUTION COMPANY IN INDIA | India’s biggest Power Distribution Company having over 2.70 Crore’s consumers and dedicated pool of over 80,000 employees with Annual Revenue of over Rupees 95,000 Crore, is looking for Talented, Dynamic and Result oriented Professionals with proven track record to join MSEDCL as Junior Assistant (Accounts) on contractual basis for period of three years and after successful completion of contract period, the candidates will be absorbed in the regular post of Lower Division Clerk (Accounts) as per company’s rules. |
|--|--|

1. NUMBER OF VACANCIES:

| NAME OF THE POST | SC | ST | VJ (A) | NT (B) | NT (C) | NT (D) | SBC | OBC | EWS | OPEN | TOTAL |
|--|---|----|--------|--------|--------|--------|-----|-----|-----|------|-------|
| JUNIOR ASSISTANT (ACCOUNTS) | 72 | 47 | 14 | 7 | 18 | 17 | 4 | 116 | 71 | 102 | 468 |
| DETAILS OF HORIZONTAL RESERVATION | | | | | | | | | | | |
| GENERAL | 23 | 16 | 5 | 3 | 6 | 5 | 2 | 38 | 23 | 34 | 155 |
| WOMEN | 22 | 14 | 4 | 2 | 5 | 5 | 1 | 35 | 21 | 31 | 140 |
| MERITORIOUS SPORTSPERSON | 4 | 2 | 1 | -- | 1 | 1 | -- | 6 | 4 | 5 | 24 |
| EX - SERVICEMEN | 11 | 7 | 2 | 1 | 3 | 3 | 1 | 17 | 11 | 15 | 71 |
| PROJECT AFFECTED PERSONS | 4 | 2 | 1 | -- | 1 | 1 | -- | 6 | 4 | 5 | 24 |
| EARTHQUAKE AFFECTED PERSON | 1 | 1 | -- | -- | -- | -- | -- | 2 | 1 | 2 | 7 |
| APPRENTICE | 7 | 5 | 1 | 1 | 2 | 2 | -- | 12 | 7 | 10 | 47 |
| PERSONS WITH DISABILITY | Total Post-25 (Gr.A-Total post 16-Low Vision), (Gr.B-Total post-7-Hard of Hearing not more than 70 DB with hearing aids), (Gr.C-Total post-2-Cerebral palsy/Leprosy Cured/Dwarfism/Acid attack Victim) | | | | | | | | | | |
| ORPHANS | 5 | | | | | | | | | | |

Note: The number of vacancies and reservation for backward classes indicated for various Categories are provisional and likely to change.

2. PAY-GROUP & AGE LIMIT AS ON 29/12/2023:

| Post | Pay-group | Age Limit |
|-----------------------------|-----------|-----------|
| JUNIOR ASSISTANT (ACCOUNTS) | III | 30 Years |

2.1 Upper age limit is relaxable by 5 years for the candidates belonging to backward classes including EWS category candidates.

2.2 The upper age limit for Ex-serviceman is relaxable up to 45 years.

- 2.3 The upper age limit for meritorious Sport-persons is relaxed by 5 years.
- 2.4 The upper age limit for Persons with Disability is relaxed up to 45 years.
- 2.5 The upper age limit for Orphan is relaxed by 5 years.
- 2.6 As per Government GR dated 03/03/2023, Upper age limit is relaxed by 2 years for all candidates
- 2.7 Upper age limit for departmental candidates is 57 years. Departmental candidate means employees of MSEDCL only.
- 2.8 For age benefit, if a candidate is eligible for more than one age relaxation, he will be eligible for the maximum upper age.
- 2.9 The upper age limit for those candidates who have undergone Vocational Apprentice (Accountancy & Auditing)/(Office management) training in MSEDCL only, the age is relaxed to the extent of period of training. Apprenticeship training undergone in other organization/Company will not be considered for age relaxation.
- 2.10 Those reserved category candidates who apply against Open Category will be treated as Open Category Candidate for the purpose of selection /recruitment process and they will not get the benefit of age and fee relaxation. So the candidates are requested to mention appropriate entry in this regard.
- 2.11 The reserve category candidates who avails concession in age will not be considered against the Open/General category posts. The applicants are requested to observe the vacancies before submission of online application.
- 2.12 The age relaxation for the reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant of general/open category, are not entitled to get age relaxation. However, the age relaxations belonging to PH category are entitled to get age relaxation as admissible to them for the posts meant for Open/General category. If such posts are identified suitable for the PH category.
- 2.13 Date of birth as recorded in the Secondary School Certificate (SSC) and age as on 29/12/2023 will be considered; hence it is to be mentioned accordingly in the application.

3. PRE-REQUISITES FOR THE POST OF JUNIOR ASSISTANT (ACCOUNTS) AS ON 29/12/2023:

| QUALIFICATION | EXPERIENCE |
|---|-----------------------------|
| B.Com/ BMS/ BBA With MSCIT or its equivalent. | No Experience is necessary. |

Note 1: A Degree should be from a University or Institute in India established or incorporated under Central Act or a State Act or any other qualification recognized as equivalent thereto, by the Competent Authority.

Note 2: If any candidate do not possess MSCIT course/certificate, then candidates can produce recognized Computer Certificate of more than 3 months duration or professional Certificate Course issued by ICWA /CA or Tally certification or Computer Science as one of the subjects in Degree Course.

4. REMUNERATION:

| Sr. No. | Year | Amount In (Rs.) per month |
|---------|----------------------|---------------------------|
| 1 | 1 st Year | 19,000/- |
| 2 | 2 nd Year | 20,000/- |
| 3 | 3 rd Year | 21,000/- |

Note 1: Post Graduates in Commerce/Finance will be paid additional remuneration of Rs. 1000/- per month during the contractual period.

Note 2: The selected candidates are entitled for CPF and gratuity and other allowance will be applicable to them as per the prevailing Rules of the Company amended from time to time.

Note 3: The Company's contribution towards CPF will be deposited to individual CPF account during contract period and Family Pension Fund Contribution for the Trainees will be deposited with the Employees Provident Fund Office as per Rules.

Note 4: If departmental candidates (means MSEDCL employees) other than contract employees applied for them and selected, their present pay and other service conditions will be protected.

Note 5: After successful completion of contract period the candidates will be absorbed in the regular post of Lower Division Clerk (Accounts) as per Company's rules in the pay scale of Rs. 29035-710-32585-955-42135-1060-72875

5. RESERVATION:

- 5.1 Maharashtra State Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act 2001 has been enforced by the Govt. of Maharashtra from 29th January, 2004 and reservation will be applicable as per provisions of Govt. of Maharashtra and amendments made from time to time.
- 5.2 The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation, including benefit in the payment of application fees. Caste notified in other State as reserved will be treated as Open for all the purposes.
- 5.3 For claiming the benefit of reservation under Backward Class category, the candidates should produce a caste validity certificate issued by Caste Scrutiny Committee. The candidates applying without caste validity certificate of caste claim, if selected, will be appointed provisionally only after submission of proof of submission of documents to appropriate Caste Scrutiny Committee for caste validity as per GoM General Administration Department GR No.BCC-2011/ Pra.Kra.1064/2011/ 16-B dated 12/12/2011.
- 5.4 Candidate himself or his/her family shall be domicile to avail the benefit of reservation under EWS category as per Maharashtra Government Resolution dated 12/02/2019. The candidates have to produce the Certificate issued by the appropriate authority as prescribed under GOM General Administration Department GR dated 12/02/2019 and 31/05/2023. The candidate should also produce domicile certificate as per the GR 12/02/2019.

- 5.5 The principle of Creamy-Layer is applicable to all categories except Schedule Castes and Scheduled Tribes i.e. VJ (A), NT (B), NT(C), NT (D), SBC and OBC category. For availing Backward Class reservation, the Non creamy Layer certificate in prescribed format issued by Appropriate Authority is required for candidates belonging to Backward Class Category except for SC & ST. The candidate should mandatorily possess Non Creamy Layer Certificate of valid period (current year) while submitting the application and the same should be produced at the time of verification of documents.
- 5.6 The horizontal reservation will be applicable as per the procedure laid down in the GoM GR No. SRV 1012/Pra.Kra.16/12/16-B dated 13/08/2014 & GoM GR No. Sankirn-1998/Pra. Kra.39/16-A dated 19/12/2018.
- 5.7 Women, Meritorious Sports persons, Persons with Disability, Ex-Servicemen, Project Affected Persons, Earthquake Affected Persons, Apprentice and Orphan comes under Horizontal Reservation.
- 5.8 WOMEN HORIZONTAL RESERVATION:
- 5.8.1 There shall be 30% horizontal reservation for women as per the provision of GoM GR No.82/2001/MSA-2000/PK 415/K-2 dated 25/05/2001.
- 5.8.2 For claiming the benefit of horizontal reservation of women under Open Category, the Non- Creamy Layer certificate will not be required as per the provision of Department of Women and Child Development GoM GR. No. MHIA/2001/ PK-123/ K-2 dated 04/05/2023 provided the other conditions mentioned in the GR is met.
- 5.8.3 For availing reservation of women under reserved category, the Non creamy Layer certificate in prescribed format issued by Appropriate Authority is required for women belonging to Backward Class Category except for SC & ST.
- 5.9 MERITORIOUS SPORTS HORIZONTAL RESERVATION:
- 5.9.1 There shall be 5 % horizontal reservation for Meritorious Sportspersons. The candidates applying against Meritorious Sportspersons shall ensure that he/she has the Sport Certificate which is validated by the Appropriate Sport Committee and same will be essential to produce at the time of document verification.
- 5.9.2 It will be the responsibility of the candidate to submit all sport certificates together to the Appropriate Competent Authority for validation before the submission of online application. Details of all the sports certificates and details of token of documents submitted is to be mentioned in the online application as per Department of School Education & Sports G.R. dated 11/3/2019 and as amendments made by GoM from time to time. Else the Candidature of the candidate will be cancelled.
- 5.10 PERSONS WITH DISABILITY:
- 5.10.1 There will be 4% horizontal reservation for the Persons with Disability.
- 5.10.2 The reservation policy for persons with disability shall apply as per Government directives. Persons suffering from not less than 40 % of disability shall only be eligible for the benefit of reservation for persons with disability.

5.10.3 The candidate should submit copy of Medical Certificate issued by the appropriate Medical Board in terms of Govt. of India, Office Memorandum No.36035/3/2004-Estt (Res.) dated 29/12/2005 and details of type of disability and certificate details need to be submitted in the online application.

5.10.4 The PWD reservation is Horizontal Reservation. The PWD Candidates selected on merit will be shown against the respective Social Reservation category to which he/she belongs to.

5.10.5 The identified PWD category for the post are as below:

| Name of the Post | Persons with Disability Category | Physical Eligibility |
|-----------------------------|--|---|
| Junior Assistant (Accounts) | Hard of Hearing (Not more than 70 DB with hearing aids), Low Vision,/OA/OL/ OAL/ Cerebral Palsy/ Leprosy Cured/ Dwarfism/ Acid Attack Victim / Specific Learning Disability/ Autism (M) | Sitting, Manipulation of Fingure, Reading and Writing, Seeing, Hearing, Communication, PC Operation, Dealing with Consumers/Agencies. |

Abbreviations: OA – One Arm Affected, OL - One Leg Affected, OAL - One Arm and One Leg,

5.11 PROJECT AFFECTED PERSONS & EARTHQUAKE AFFECTED PERSONS:

5.11.1 There shall be 5% horizontal reservation for the Project Affected Persons and 2% for Earthquake Affected Persons.

5.11.2 The selection process for PAP and EAP will be carried out as per the procedure/rules laid down in GOM General Administration Department GR dt 4/11/2016.

5.12 EX-SERVICEMEN:

There shall be a horizontal reservation of 15 % for the Ex-Servicemen / Disabled Ex-Servicemen/ Dependents of Ex-Servicemen killed in Action:-

An “Ex Servicemen” means a person, who has served in any rank (whether as combatant or as non-combatant) in the Regular Army. Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the LokSahayak Sena and the Para-Military Forces, and

- (i) Who has retired from such service after earning his/ her pension; or
- (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released otherwise than on his own request from such service as a result of reduction in establishment; or

- (iv) who has been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely :-
- (v) pension holders for continuous embodies service;
- (vi) persons with disability attributable to military service; and
- (vii) gallantry award winners.

Provided that any person who has been released prior to 1st July, 1987:-

- (a) at his own request after completing 5 years' service in the Armed Forces of the Union; or
- (b) after serving for a continuous period of six months after attestation otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release; shall also deemed to be an ex-servicemen for the purpose for this clause.

Explanation - (1) The persons serving in the Armed forces of the Union who on retirement from service, would come under the category of "Ex-Servicemen", may be permitted to apply for re-employment on year before the completion of the specified terms of engagement & avail themselves of all concession available to engagement in Armed Forces of the Union.

(2) The Armed forces personnel retired/ released at their own request but having earned their pension will be included in the term "Ex-Servicemen" defined for the purpose of reservation in posts in Government.

5.13 There shall be 10% horizontal reservation for apprentice who have undergone and successfully completed Vocational Apprentice (Accountancy & Auditing)/(Office Management) training in MSEDCL only as on the date of publication of advertisement.

5.14 ORPHAN HORIZONTAL RESERVATION:

5.14.1 There shall be 1 % horizontal reservation for orphan child as per the GoM G.R. dated 06/04/2023. The provisions of horizontal reservations for Orphan child will be subject to detail guidelines from the Government of Maharashtra in this matter.

5.14.2 It will be the responsibility of the candidate to submit his application for Orphan certificate to the Appropriate Competent Authority before the submission of online application.

5.14.3 If Orphan Candidate is selected he will be given temporary appointed subject to verification of Orphan Certificate.

5.14.4 His/Her selection will be as per GoM Department of Women and Child development GR dated 10/05/2023.

5.14.5 The Orphan reservation is horizontal reservation. The Orphan Candidates selected on merit will be shown against the respective Social Reservation category to which he/she belongs to.

5.15 The Caste/Tribe mentioned in the application form cannot be changed at any stage later on.

6. METHODOLOGY OF SELECTION:

6.1 The candidates will have to appear for the online test at his/her own cost.

6.2 Following will be the test structure:

| Sr. No. | Test Structure | No. of Questions | Marks | Time |
|---------|--------------------------------|------------------|-------|--|
| 1. | Test of Professional Knowledge | 50 | 110 | Composite time of 120 minutes (2Hours) |
| 2. | Test of General Knowledge i.e. | | | |
| | Test of Reasoning | 40 | 20 | |
| | Test of Quantitative Aptitude | 20 | 10 | |
| | Test of Marathi Language | 20 | 10 | |
| | Total | 130 | 150 | |

6.3 There will be penalty for wrong answers marked by the candidates. For every wrong answer marked by the candidates, 1/4 of the marks assigned to that question will be deducted as penalty. If a question is left blank i.e. no answer is marked by the candidate, there will be no penalty for that question.

6.4 MSEDCL reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an information handout which will be made available for the candidates to download along with the call letters from the Authorized MSEDCL website i.e. www.Mahadiscom.in.

6.5 The candidates will be selected on the basis of performance in the online test and no interview will be conducted.

6.6 The Online test will be of total 150 marks. The marks obtained by the candidates will be converted in to 100 marks and result will be prepared accordingly considering social and horizontal reservation.

6.7 Open category candidates or candidate applied against OPEN category who obtain less than 40 marks out of the total of 100 marks and reserved category candidates SC, ST, VJ(A), NT(B), NT(C), NT(D) SBC & OBC, EWS who obtain less than 30 marks out of 100 will not to be recommended for drawing the result.

6.8 If two or more candidate's scores equal marks, then the priority will be as per the Date of Birth. The elder candidate (more age) will be given preference when the select list is prepared. In the occasion where the candidates have same Date of Birth, then preference will be given as per average marks obtained in SSC examination. So candidates should mention SSC average marks and not Best of five marks in the online application.

6.9 The recruitment in MSEDCL is done strictly as per merit.

6.10 Canvassing in any form will disqualify candidate.

6.11 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.

6.12 If the candidate knowingly or willfully furnished 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.

- 6.13 The decision of the Company in all matters relating to recruitment/interpretation shall be final and no individual correspondence will be entertained.
- 6.14 The selection of Departmental candidate (means MSEDCL employees) will be subject to verification of disciplinary actions and vigilance enquiries in process/contemplated and other service records. The decision of the Company in this regard shall be final and no individual representations will be entertained.
- 6.15 Those selected candidates after allocation and detailed posting, will have to serve at that place/ headquarter as per the provisions of MSEDCL & Transfer Policy as amended from time to time in force at that time.

7. TENTATIVE TIME SCHEDULE:

- 7.1 Opening of submission of online applications : January 2024
- 7.2 Online Examination at Test Centre : February/March 2024

8. APPLICATION FEE:

- 8.1 Candidates shall pay the requisite fee through online as below:

Open Category / Applied Against Open Category : Rs.500/- + GST

Reserved Category/ Orphan : Rs.250/- + GST

Note:1 The candidates claiming the reservation mentioned under 'Persons With Disabilities' and 'Ex-Serviceman' are exempted from fees.

Note:2 Fees once paid are non-refundable under any circumstances.

Note:3 Bank Transaction Charges for Online payment of application fees will have to be borne by the candidates

- 8.2 The candidates not having the caste certificate issued by the appropriate Competent Authority of Maharashtra State or 'Non-Creamy Layer' certificate at the time of application will have to pay the application fee as applicable for Open Category and they will be treated as Open category candidates for all purposes.
- 8.3 Fees in the form of Postal Order/Money Order/Cash will not be accepted.
- 8.4 In case the selection process is not /could not be completed for any reason, the fees paid will not be refunded.

9. PROCEDURE TO APPLY:

- 9.1 Candidates applying for the post advertised should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.
- 9.2 Employees working in Govt. / Semi Govt. Undertaking will have to produce 'No Objection Certificate' issued by the employer at the time of verification of documents.

9.3 ON-LINE CENTRE:

- 9.3.1 The examination will be conducted online in venues given in the respective call letters.
- 9.3.2 No request for change of centre/venue/date/session/post for Examination shall be entertained.
- 9.3.3 MSEDCL however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- 9.3.4 MSEDCL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- 9.3.5 Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and MSEDCL will not be responsible for any injury or losses etc. of whatsoever nature.
- 9.3.6 Choice of centre once exercised by the candidate will be final.
- 9.3.7 If sufficient number of candidates does not opt for a particular centre for "Online" examination, MSEDCL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, MSEDCL reserves the right to allot any other centre to the candidates.
- 9.3.8 Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and appropriate action will be taken against the candidate.

10. HOW TO APPLY:

- 10.1 Candidates are required to apply Online through URL link available on the Company's website www.mahadiscom.in . No other means / mode of application will be accepted.
- 10.2 Candidates are required to have a valid personal email ID. It should be kept active during the currency of the entire recruitment process. Under no circumstances, he/she should share/mention email ID to/or of any other person. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online.
- 10.3 Candidates are first required to go to the MSEDCL website www.mahadiscom.in, click on the option "APPLY ONLINE" which will open a new screen.
- 10.4 To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent to registered mobile number.
- 10.5 In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

- 10.6 Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- 10.7 Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- 10.8 Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- 10.9 Candidates can proceed to fill other details of the Application Form.
- 10.10 Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- 10.11 Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- 10.12 Click on 'Payment' Tab and proceed for payment.
- 10.13 Click on 'Submit' button.
- 10.14 Candidates should upload the scanned image of photograph and signature in the online application. The candidate should have a scanned (digital) image of his/her photograph and signature as per the specification mentioned in the URL and upload the photograph and signature. The online application will not be registered unless the candidate's photo and signature is uploaded after completion of the entry in online mode.
- 10.15 The name of the candidate or his / her father's / husband's name, caste etc. should be spelt correctly in the application as it appears in the certificates /Identity proof mark sheets. Any change / alteration found in photo Identity Card may disqualify the candidate for appearing the online test.
- 10.16 Candidates are required to download the call letters for online examination from Company's website by entering their registration number and password which are generated by the system on submitting the online application and are intimated to the candidates by e-mail/SMS. Candidates are advised to preserve these details for future use. Call letters for Online Test will not be dispatched manually by post or courier etc.
- 10.17 After applying online and uploading the photograph and signature, the candidates are advised to take two printouts of the system generated online application form. Recent photograph of the candidates duly signed across is to be pasted on the system generated online application. The system generated application form along with e-receipt and other documents is to be submitted by the candidate at the time of verification of documents.
- 10.18 The candidates are advised to take utmost care in filling up the required columns in the online mode, payment of fees etc. and ensure that the details entered in the appropriate columns are correct before submission, since there is no provision to modify the application after submission.
- 10.19 The registration number and Password generated after applying online must be carefully retained by the candidate for his / her record and for future use.
- 10.20 Candidates are advised in their own interest to apply online sufficient before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability / failure to log on to website on account of heavy load on internet / website jam.
- 10.21 No candidate without proper id in original (as indicated in the advertisement/call letter) and call letter with photo and other indicated documents will be allowed to appear for the exam. All parts of the Name of the candidate on the call letter and ID must exactly match.

11. MODE OF PAYMENT:

- 11.1 The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS etc
- 11.2 After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- 11.2.1 On successful completion of the transaction, an e-Receipt will be generated.
- 11.2.2 Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- 11.2.3 Candidates are required to take a **printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 11.2.4 For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- 11.2.5 To ensure the security of your data, please close the browser window once your transaction is completed.
- 11.2.6 There is facility to print application form containing fee details after payment of fees.
- Note:** After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.

12. GENERAL CONDITIONS:

- 12.1 Candidates applying for the post advertised should ensure that they fulfill all eligibility criteria. Their candidature to all the 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 prior to issuance of offer letter. Mere submission / acceptance of online application and /or appearing for the exams do not ensure eligibility as well as does not confer any right for appointment.
- 12.2 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 qualifications.**
- 12.3 The candidates shall be the one of the following certificate for Marathi language:-
- 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 Principle of the said College / Institute.
- 12.4 Once the application is submitted, no information can be corrected. Candidates should be careful in filling the online application and should cross-check and are responsible for correctness of information in continuation.

- 12.5 All candidates who have registered online and have paid the requisite Application fees may be allowed to download online call letters for online Test. No detail scrutiny of application will be carried out prior to online examination. The call letters can be downloaded from the Company's website www.mahadiscom.in. Candidates will have to visit the website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter affix with photo (ii) Photo Identity Proof as stipulated in the call letter in original. The candidates shall also bring a photocopy of the call letter and Photo Identity Proof.
- 12.6 **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, receiving the instructions.
- 12.7 **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ E-Aadhar Card/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- Ration Card is **not** a Valid Id proof for this purpose, as the photo identity proof is required.
- Note 1:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Women candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.
- Note 2:** In case of candidates who have changed their name, they will be allowed only if they produced the original Gazette Notification/their Original Marriage Certificate/Affidavit in original.
- 12.8 Normally selection process comprises of online test. However which shortlist / selection process is to be adopted will be decided by the Company and the decision of the Company in this regard shall be final. The candidates will have to appear for online Written Test at the allotted Test Centre at their own cost.
- 12.9 Prescribed qualifications are minimum and mere possession of the same does not confer any right for appointment.

- 12.10 The candidate should ensure that he / she fulfills the eligibility criteria regarding educational qualification, age, caste etc. and particulars furnished in the application form are correct in all respect.
- 12.11 The Candidate who has already availed the benefit of Project Affected Person Certificate and/or Earthquake Affected Person Certificate earlier will not be considered for appointment under the same Horizontal Reservation under which he was selected.
- 12.12 If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his / her candidature will not be considered and it will be cancelled if considered earlier inadvertently.
- 12.13 If the candidate knowingly or willfully furnished 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.
- 12.14 As per policy, the tests/question paper are not disclosed to anybody else other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.
- 12.15 Efforts will be made to allot candidates to the opted centre. However, in some centres where there is a mismatch between demand and capacity, other than opted centre will be given.
- 12.16 It may please be noted that Company does not accept any centre/venue/session changes.
- 12.17 The decision of the Company in all matters relating to the recruitment process shall be final and no individual correspondence will be entertained.
- 12.18 MSEDCL reserves the right to prepare/publish wait list of the advertised posts. In addition to the select list of the posts advertised, waitlist may be prepared for eventualities to the extent of 50%. Waitlist is ordinarily prepared to meet the exigencies of Non-Joining / Not eligible etc. of a selected candidate. Mere publication of a candidate's name in the waiting list will not create any right to be appointed in favour of such candidates.
- 12.19 The candidate shall note that, the posts remained unfilled even after operating wait list will be carried forward for the next recruitment as per requirement.
- 12.20 The departmental employees of the Company applying against this Advertisement should submit their applications online well in time.
- 12.21 If the candidate submits more than one form, then only the latest form will be considered.
- 12.22 The candidates must have possess certificate of domicile of Maharashtra and certificate for Marathi language as mentioned above clause no. 12.3
- 12.23 The recruitment in MSEDCL is done strictly as per merit in a systematic way giving appropriate weight-age to Online Test. Canvassing in any form will disqualify a candidate.
- 12.24 Any request for change of address or any other information provided in online application will not be entertained.
- 12.25 The Online Test will be in English except test of Marathi language.

- 12.26 The selected candidates will have to execute a surety bond of appropriate value on Non Judicial Stamp Paper of Rs.200/- for serving in the MSEDCL for a period of 3 years.
- 12.27 Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 12.28 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.

PLACE: MUMBAI

DATE: 29/12/2023

MAHAVITARAN