



Advt. No.03/2019

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

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 14000 MW, comprising of a mix of Thermal, Hydro & Gas based Power Stations spread across the State.

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:

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

Last date for Submission of application is 04.07.2019

Qualification and Experience as on 04.07.2019:

Post Code	Post Name	Qualification	Experience
HR01	Executive Director (HR) Pay Scale Rs. 48890-2150-94040	Degree of a recognized university with 02 years full time or 03 yrs part time Post Graduate Degree /Diploma in Business Administration (MBA)/Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management/ Development/Personnel Management.	<p>Essential : Minimum 15 years of Industry /Administration post qualification experience, out of which minimum 5 years should level of Head of the Department or one level below Head of the Department. Note: Head of the department is equivalent to the post reporting to the CMD/Director (HR)</p> <p>Desirable: 1)Experience of Head of the department or one level below the Head of the Department from the listed Company or Organization having manpower (direct) minimum 2000 employees. 2) In case of Army Personnel, he/she should be serving or retired Colonel & above.</p> <p>Note : For Retired Govt. Officers there is no age & qualification bar.</p>
HR02	Dy. General Manager (HR) Pay Scale Rs. 35875-1545-43600-1710-79510	<p>1. Degree of a recognized University with 2 years full time or 3 years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS) / Personnel Management (MPM) with specialization in Human Resource Management / Development / Personnel Management in HR / Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p> <p>2. Minimum Computer Literacy: Must be Proficient in M.S. Office.</p>	<p>At least 10 years post qualification experience in Human Resources Development / Personnel Management out of which 5 years should be in a position of responsibility i.e. Senior Manager (HR) equivalent and above.</p> <p>Note: Equivalency of outside candidate will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>

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 AS ON 04.07.2019 :

Post Code	Post Name	Minimum Age limit	Upper Age Limit (Years)
HR01	Executive Director (HR)	44	55
HR02	Dy. General Manager (HR)	-	45

Note-A:

- i) Upper age limit for departmental employees working in MAHAGENCO is upto age of 57 yrs.
- ii) Date of birth as per SSC/School leaving certificate and age as on **04.07.2019** should be mentioned.

Note-B: For Age, Education and Experience as **04.07.2019** will be considered.

Last date for Submission of application is 04.07.2019.

Additional Important Terms and Condition :-

For the Post Code HR01 -Executive Director (HR) below mention additional term and condition is to be noted:-

1. The Executive Director (HR) position will be on contract basis for a period of 3 years or till the age of 58 years whichever is earlier (Except Retired Govt Officers). The contract is renewable every year on the basis of performance of the individual.

Conditions applicable to Backward Class candidates

1. The Backward Class candidates who apply against open category will not be permitted to change the option once exercised at any stage later on.
2. Those reserved category candidates who have applied as Open category & 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 reserved category candidate who have entered in MSEB / MAHAGENCO by taking the benefit of reservation earlier, he/she will have to submit the caste certificate & caste validity certificate from the Competent Authority before appointment, if selected even though he/she may be applying under Open category against this advertisement as applicable.

Fees Applicable

Post Code	Post Name	Fees Applicable
01	02	03
HR01	Executive Director(HR)	800
HR02	Dy. General Manager (HR)	800

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/- payable to the **"MAHARASHTRA STATE POWER GENERATION 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 Pay order/ 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, 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. & Pay order / Demand Draft to

The Asst General Manager (HR-RC), Maharashtra State Power Generation Co. Ltd., Estrella Batteries Compound, Ground Floor, Matunga Labour Camp, Dharavi, Mumbai, Maharashtra 400019, so as to reach on or before 04.07.2019.

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 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 candidates will be shortlisted for Assessment Centre based on the eligibility criteria.
6. The selection process will be tentatively conducted in the month of July 2019.
7. The selection process for the Post Code **HR01 - Executive Director (HR)** will consist of Personal Interview of Total 100 marks out of which candidate has to score minimum 50 marks to qualify.
8. The selection process for the Post Code **HR02 – Dy. General Manager (HR)** will consist of in basket exercise, group discussion, case study, problem solving, Presentation (Assessment Centre), etc. **(70 marks)** followed by Personal Interview **(30 Marks)** consisting of **Total 100 marks**. The management reserves the right to make modification in above test.
9. If the number of applicants is large, then a suitable criteria will be fixed to short list the applicants.
10. Candidate will have to appear for Assessment Centre at Examination Centre at his / her own cost & risk and MAHAGENCO will not be responsible for any injury or losses, etc. of any nature.
11. The list of candidates called for selection process / Personal interview and selected for the posts advertised will be published on the Company's website i.e. www.mahagenco.in from time to time.
12. Taking into consideration the performance in the Assessment Centre and Personal Interview the select list will be prepared.
13. The recruitment in MAHAGENCO 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 on MAHAGENCO Company website.
14. Post Code & Post applied for must be clearly written on the envelope; incomplete applications and those not supported by self attested copies of certificates, Pay order / Demand Draft are liable to be summarily rejected.
15. 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 and will be publish on company website www.mahagenco.in under Career section.
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 **04.07.2019** should be mentioned.
12. Candidates working in Govt. / Semi-Govt. undertaking 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. & **Pay order / Demand Draft to:-**

The Asst. General Manager (HR-RC), Maharashtra State Power Generation Co. Ltd., Estrella Batteries Compound, Ground Floor, Matunga Labour Camp, Dharavi, Mumbai, Maharashtra 400019, so as to reach on or before 04.07.2019.

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.

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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 post qualification experience | Y/N |
| (f) | Domicile certificate of Maharashtra state for reserve category candidates | Y/N |
| (g) | Marathi Performa Certificate | Y/N |
| (h) | Demand Draft / Pay Order | Y/N |

For Application Form Click Here

For Performa – Marathi Knowledge Click Here