



NO. GAD/O&M/F.No.5

**Maharashtra State Elect. Distribution Co.Ltd.**

Estrella Batteries Expn. Building,

Ground Floor, Plot No. 1,

Dharavi Road, Matunga,

**Mumbai – 400 019.**

**ADMINISTRATIVE CIRCULAR NO. 132 DATE 03/11/2007**

Sub: Prescribing Pre-requisites for filling the Selection Posts by way of direct recruitment.

Ref: Administrative Circular No. 127 dated 6/10/2007.

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As per Schedule-A (VIII) appended to MSEB Classification and Recruitment Regulations 1961, certain senior level posts have been declared as 'Selection Posts'. The Board vide its Resolution No. 357 dated 04/10/2007 resolved to revise existing method of filling in respect of Selection Posts where the sanction of posts is more than one. Accordingly, the Company has notified the revised method of filling the Selection Posts vide Administrative Circular No. 127 dated 6/10/2007.

2. The issue regarding prescribing pre-requisites i.e. educational qualification, experience and upper age limit, for filling the selection posts by way of direct recruitment was under consideration of the Company for some time past. Now the Board vide its Resolution No. 365 dated 18/10/2007, resolved to prescribe pre-requisites for filling the following selection posts by way of direct recruitment: -

| Sr. No. | Name of post                           | Sr. Nos. appearing in the Schedules appended to Classification & Recruitment Regulation, 1961                                 |
|---------|--|---|
| 1       | Executive Director (Distribution)      | Sr. No.1 under Pay Group I (Technical Posts) of Schedule A-1, appended to Classification & Recruitment Regulation, 1961.      |
| 2       | Chief Engineer (Distribution)          | Sr. No.1 (A) under Pay Group I (Technical Posts) of Schedule A-1, appended to Classification & Recruitment Regulation, 1961.  |
| 3       | Superintending Engineer (Distribution) | Sr. No.6 under Pay Group I (Technical Posts) of Schedule A-1, appended to Classification & Recruitment Regulation, 1961.      |
| 4       | Superintending Engineer (Civil)        | Sr. No.7 under Pay Group I (Technical Posts) of Schedule A-1, appended to Classification & Recruitment Regulation, 1961.      |
| 5       | General Manager (F&A)                  | Sr. No.9 under Pay Group I (Non-Technical Posts) of Schedule A-2, appended to Classification & Recruitment Regulation, 1961.  |
| 6       | Manager (F&A)                          | Sr. No.14 under Pay Group I (Non-Technical Posts) of Schedule A-2, appended to Classification & Recruitment Regulation, 1961. |


| Sr. No. | Name of post                | Sr. Nos. appearing in the Schedules appended to Classification & Recruitment Regulation, 1961   |
|---------|-----------------------------|---|
| 7       | Dy.General Manager (IT)     | Sr. No.2 under (Non-Technical Posts IT.Cadre-I-System Wing) of Schedule A-2, appended to Classification & Recruitment Regulation, 1961. |
| 8       | General Manager (Personnel) | Sr. No.9 (A) under Pay Group I (Non-Technical Posts) of Schedule A-2, appended to Classification & Recruitment Regulation, 1961.        |
| 9       | Manager (Personnel)         | Sr. No.15 under Pay Group I (Non-Technical Posts) of Schedule A-2, appended to Classification & Recruitment Regulation, 1961.           |
| 10      | Dy.Director (V&S)           | Sr. No.3 under Pay Group I (Security & Vigilance Posts) of Schedule A-4, appended to Classification & Recruitment Regulation, 1961.     |

4. The pre-requisites i.e. educational qualification, Experience & Upper age limit for direct recruitment in respect of the above posts are shown in Annexure-'A' enclosed.

5. The pre-requisites i.e. educational qualification, experience and upper age limit, for direct recruitment as indicated in Annexure -'A' to this Admin. Circular in respect of the selection posts shall be incorporated in Col. No. 4, 5 and Col.no.7 respectively against the above posts in Pay Group-I, Technical Posts of Schedule A-1, Non-Technical Posts of Schedule A-2 and Security & Vigilance Posts of Schedule A-4 of the Classification & Recruitment Regulation, 1961.

6. This Administrative Circular comes into force with immediate effect.

7. This Administrative Circular is available on the website of the Company i.e. [www.mahadiscom.in](http://www.mahadiscom.in).

  
 (S(Y.Patil))  
 Chief General Manager (P)

To,

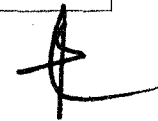
All as per mailing list of MSEDCL.

ANNEXURE-‘A’

**STATEMENT SHOWING THE REVISED PRE-REQUISITES FOR FILLING IN THE POSTS BY WAY OF DIRECT RECRUITMENT.**

| Sr. No | Name of post                                      | Educational Qualification  | Experience  | Remarks                   |
|--------|---|--|---|---------------------------|
| 1      | EXECUTIVE DIRECTOR (COMMERCIAL) (18105-795-34800) | <b>Essential:</b> Bachelor's Degree or Master's Degree in Engineering/Technology or its equivalent and Two years post Graduate Degree in Management/ Administration with specialization in Marketing/Financial Management.<br><b>Preferable:</b> Degree in Law.  | Must possess 15 years post qualification experience at Senior Managerial level in large organizations out of which at least 5 years in Utilities. Experience of handling issues related to Regulatory affairs and Tariff Regulations will be considered as an added advantage. Candidates with experience in Power Sector would be preferred.   | Upper age limit 50 years. |
| 2      | CHIEF ENGINEER (17000-720-32840)                  | <b>Essential:</b> Bachelor's Degree or Master's Degree in Electrical Engineering/Technology or its equivalent<br><b>Preferable :</b> Two years full time or three years Part Time Post Graduate Degree in Management/ Administration with specialization in Finance or Material Management or Operational Research or System or Power Management from NPTI <b>OR</b> Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon. | Must possess post qualification experience in Power Sector of not less than 15 years, out of which 7 years in the Senior Managerial level. In case of candidate possessing Preferential qualification – Post qualification experience of 13 years out of which 5 years in Senior Managerial position <b>OR</b> Serving or Ex Armed Forces' officer having held the rank of Colonel or equivalent and above. | Upper age limit 45 years  |

| Sr. No | Name of post   | Educational Qualification  | Experience  | Remarks                  |
|--------|--|--|---|--------------------------|
| 3      | SUPERINTENDING ENGINEER (DIST)<br>(13285-570-16135-630-29365)  | <p><b>Essential:</b> Bachelor's Degree or Master's Degree in Electrical Engineering/ Technology or its equivalent</p> <p><b>Preferable :</b> Two years full time or three years Part Time Post Graduate Degree in Management/ Administration with specialization in finance or Marketing or Material Management or Operational Research or System or Power Management from NPTI <b>OR</b> Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon</p> | Must possess post qualification experience in Power Sector of not less than 12 years, out of which 3 years in Managerial position. In case of candidate possessing Preferential qualification – post qualification experience of 10 years <b>OR</b> Serving or Ex Armed Forces' Officer having held the rank of Lt. Colonel or above.   | Upper age limit 45 years |
| 4      | SUPERINTENDING ENGINEER (CIVIL)<br>(13285-570-16135-630-29365) | <p><b>Essential:</b> First class Bachelor's Degree or Master's Degree in Civil Engineering./ Technology or its equivalent .</p> <p><b>Preferable:</b> Two years full time or three years Part Time Post Graduate Degree in Management/ Administration with specialization in Finance or Marketing or Material Management or Operational Research</p>   | Must possess administrative & considerable relevant experience in the line not less than 15 years out of which 5 years should have been spent in the Managerial capacity. In case of candidates possessing Preferential Qualification – Post Qualification experience of 12 years. <b>OR</b> Serving or Ex Armed Forces' Officers having held the rank of Lt. Colonel or above. | Upper age limit 45 years |



| Sr. No | Name of post  | Educational Qualification  | Experience   | Remarks                  |
|--------|---|--|--|--------------------------|
| 5      | GENERAL MANAGER (F&A)<br>(15105-660-30945)                  | Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India. OR CFA from ICAI. | 10 years post qualification experience out of which at least 3 years in a responsible position in Commercial Accounting, Costing, Compilation of Trading Accounts, Profit & Loss Accounts, Balance Sheet and Annual Statements of A/cs., Internal Audit, Financial and Operational Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Exposer & working knowledge in IT enabled Data Processing system, in Govt./Semi Govt. or Private Commercial or Industrial Undertaking. | Upper age limit 45 years |
| 6      | MANAGER (FINANCE & ACCOUNTS)<br>(12435-510-14985-570-27525) | Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India. OR CFA from ICAI. | 7 years post qualification experience in a position of responsibility in Commercial Accounting, Costing, Compilation of Trading Accounts, Profit & Loss Accounts, Balance Sheet and Annual Statements of A/cs., Internal Audit, Financial and Operational Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Exposer & working knowledge in IT enabled Data Processing system, in Govt./Semi Govt. or Private Commercial or Industrial Undertaking.                          | Upper age limit 45 years |



| Sr. No | Name of post  | Educational Qualification   | Experience  | Remarks                  |
|--------|---|---|---|--------------------------|
| 7      | DY. GENERAL MANAGER (IT)<br>(13285-570-16135-630-29365) | <p><b>Essential:</b> Bachelor of Engineering Degree in Computer /Information Technology/ Computer Science and Engineering or 3 years Post Graduate Degree in Master of Computer Application (MCA).</p> <p><b>Preferable:</b> Two years full time or three years Part Time Post Graduate Degree in Management/ Administration with specialization in Finance or Operational Research or I.T. or Project Management Professional (PMP) Certification from Project Management Institute.</p> | Minimum 10 years post Qualification experience in Computer Programming/System Analyst and Designing in a reputed Organization/Industry  | Upper age limit 45 years |
| 8      | GENERAL MANAGER (PERSONNEL)<br>(15105-660-30945)        | <p><b>Essential:</b> (1) Degree of a recognized University. (2) Two years full time or 3 years part time Post graduate degree in Business Administration/ Management with specialization in HRD/Personnel Management from a recognized University or Institute. (3) Computer Proficiency.</p> <p><b>Desirable:</b> Degree in Law</p>  | At least 12 years post qualification experience in the area of Human Resource Development/Personnel Management in a large reputed Industry/ Undertaking, having workforce of at least 5000 employees. | Upper age limit 45 years |



| Sr. No | Name of post  | Educational Qualification   | Experience  | Remarks                  |
|--------|---|---|---|--------------------------|
| 9      | MANAGER<br>(PERSONNEL)<br>(12435-510-14985-570-27525) | <b>Essential:</b> (1) Degree of a recognized University. (2) Two years full time or 3 years part time Post graduate degree in Business Administration/ Management with Specialization in HRD/Personnel Management from a recognized University or Institute. (3) Computer Proficiency.<br><b>Desirable:</b> Degree in Law | At least 10 years post qualification experience in the area of Human Resource Development/ Personnel Management in a large reputed Industry/ Undertaking, having workforce of at least 5000 employees.  | Upper age limit 45 years |
| 10     | DY. DIRECTOR<br>(V&S)<br>(12435-510-14985-570-27525)  | <b>Essential:</b> Degree of a recognized University or equivalent:<br><b>Desirable:</b> Degree in Law and/or Personnel Management   | Must be either a serving or Ex-Police Officer of the rank of Supdt. Of Police having an experience of at least 3 years in specialized branches like CID Crime/CID Intelligence/Anti Corruption Bureau and Central Bureau of Investigation. <b>OR</b> Must be a Serving or Ex-Military Officer from Army/Navy or Air force having held the rank of Lt. Colonel or equivalent. <b>OR</b> Must be an Officer from Para Military Forces and such other organizations equivalent in the rank of Supdt. Of Police or Lt. Colonel having an experience of 10 years | Upper age limit 55 years |

