



GAD/RC/F.No.41

Maharashtra State Electricity Distribution Co.Ltd.

Estrella Batteries Expansion Building,

Ground Floor, Plot No. 1, Dharavi Road

Matunga, **Mumbai – 400 019.**

ADMINISTRATIVE CIRCULAR NO. 171 DATE 16/09/2008

Sub: Prescribing the pre-requisites for the post of L.D.C./Office Assistant in MSEDCL..

Read: Administrative Circular No. 69 dated 18/8/2006.

The company has carried out scientific study of the Staffing Plan through outside professional agency viz. M/s CRISIL. The agency has also proposed a new category of post as Office Assistant in Pay Group III category in their report. Considering the scientific study of the Staffing pattern the MERC held that the Company has complied with the instructions issued vide its order dated 5/5/2000 and closed the matter.

2. Consequently the instructions were issued to the field offices to consider the qualified dependents of the deceased employees for the post of “L.D.C./Office Assistant”. Some of the field offices have raised the queries regarding equivalency of the examination of MS-CIT. The issue regarding prescribing the pre-requisites for the post of Office Assistant and equivalency of the examination of MS-CIT was under consideration, some time in past.

3. This issue has been examined and the Managing Director in consultation with Director (Operations) and Director (Finance) has accorded approval to club the post of Office Assistant with post of Lower Division Clerk appearing at Sr.No.20 in Schedule A-2 of Classification and Recruitment Regulations under Non-Technical Pay Group III posts.

4. Consequently the post of Lower Division Clerk wherever appearing in the Rules and Regulations is to be read as “Lower Division Clerk/ Office Assistant for all the purposes.

5. Further, it has been decided to replace the contents at Sr.No.(ii) in Col.no.4 i.e. Qualification for Direct Recruitment & Departmental Promotion for the post of Lower Division Clerk/Office Assistant appearing in Schedule A-2 of Classification & Recruitment Regulations (Non-Technical Posts Pay Group-III), as under:

a) The candidate should have passed ‘C.C.C.’ **OR** ‘O’ level **OR** ‘A’ level **OR** ‘B’ level **OR** ‘C’ level examination conducted by the D.O.E.A.C.C. Society.

OR

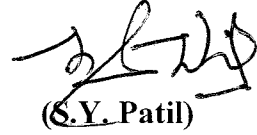
b) The candidate should have passed Diploma Courses conducted by the AICTE in the discipline of Computer/Information Technology.

OR

c) The candidate should have passed MS-CIT (Maharashtra State Certificate in Information Technology) examination of the Maharashtra State Higher & Technical Education Board.

Note: The candidates who have passed Degree courses conducted by the University in the discipline in Computer/Information Technology are not required to submit any of the above certificates being higher qualification.

6. This Administrative Circular shall come into force with immediate effect.
7. This Administrative Circular is also available on Company's website i.e. www.mahadiscom.in.



(S.Y. Patil)

Chief General Manager (P)

To

All as per mailing list of MSEDCL