



MAHAVITARAN

GAD/RC/ FN-41/

Maharashtra State Elect. Distribution Co.Ltd.

Estrella Batteries Expn. Building,

Ground Floor, Plot No. 1,

Dharavi Road, Matunga,

Mumbai – 400 019.

ADMINISTRATIVE CIRCULAR NO. 249 DATE 30/09/2009

Sub: Revising the pre-requisites i.e. Experience for Direct Recruitment for the posts of Upper Division Clerk(Accounts) and Upper Division Clerk(GAD).

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The issue regarding revising the pre-requisites i.e. Experience for filling in posts of Upper Division Clerk (Accounts) and Upper Division Clerk(GAD) by way of direct recruitment was under consideration for some time past.

2. Now, the Director (Finance) in consultation with Executive Director (HR) has accorded approval to revise the pre-requisites i.e. Experience for filling in the posts of Upper Division Clerk(Accounts) and Upper Division Clerk(GAD) by way of direct recruitment.

3. Accordingly, the revised the pre-requisites i.e. Experience for direct recruitment for the posts of Upper Division Clerk(Accounts) and Upper Division Clerk(GAD) is revised as under. The revised pre-requisites i.e. Experience shall be incorporated in Col. No. 5 against the posts of Upper Division Clerk (Accounts) and Upper Division Clerk (GAD) at Sr. No. 9 & 10 respectively, Non-Technical Pay Group-III posts of Schedule A-2 appended to the Classification & Recruitment Regulations, 1961 (i.e. GSO 112 dated 12/02/1962).

Sr. No.	Name of the	Existing Experience	Revised Experience
1.	UDC(A/cs)	Atleast 3 years experience of commercial accounts. In case of candidates possessing Post Graduate Diploma in Financial Accounting/ Taxation, no experience is necessary.	At least 3 years post qualification experience (i.e. after Graduation) of commercial accounts. In case of candidates possessing Post Graduate Diploma in Financial Accounting/ Taxation, no experience is necessary.
2.	UDC(GAD)	At least 3 years experience in Personnel/HR Department. In case of candidates possessing Post Graduate Diploma in Business Management/ Personnel Management /HRD/Labour Laws/Labour Studies/ Industrial Relations, no experience is necessary.	At least 3 years post qualification experience (i.e. after Graduation) in Personnel/HR Department. In case of candidates possessing Post Graduate Diploma in Business Management/ Personnel Management /HRD/ Labour Laws/Labour Studies/ Industrial Relations, no experience is necessary.

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

5. This Administrative Circular is available on the website of the Company i.e. www.mahadiscom.in.


(S.Y.Patil)

Chief General Manager(P)

To

All as per mailing list of MSEDCL