



MAHAVITARAN

GAD/O&M/F.No.5

Maharashtra State Electricity Distribution Co.Ltd.
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, **Mumbai – 400 019.**

ADMINISTRATIVE CIRCULAR NO. 69 DATE 18/8/2006

Sub : Prescribing revised pre-requisites regarding qualification and method of filling in the vacancy for the post of L.D.C. in MSEDCL.

Read: 1) C.S.No.248 dated 17/12/1997 to G.S.O.112 dt.12/2/1962.
2) C.S.No.256 dated 6/4/1998 to G.S.O.112 dt.12/2/1962.

There was a constant demand from the employees in Pay Group-IV and their Unions, for making a provision for promotion to the post of LDC from amongst the qualified Pay Group-IV employees.

2. This issue has been examined thoroughly and the M.D. in consultation with the Director (Operation) and Director (Finance) has accorded approval to:-

(i) revise the existing pre-requisites regarding qualification and method of filling in the vacancies of the post of LDC, LDC(Bill Collection), LDC(Meter Reader) and LDC-cum-Typist at Sr.No.20, 21, 22 & 23 respectively appearing in Schedule A-2 of Classification & Recruitment Regulations under Non-Technical Pay Gr.IV posts as under :-

**SCHEDULE A-2 of Classification & Recruitment Regulations
(Non-Technical Posts Pay Gr.III)**

Sr.No in RR	Name of Post & Pay scale	Qualification	Method of Filling in Vacancy	Remarks
1.	2.	3.	4.	5.
20.	Lower Division Clerk Rs.4175-100-4675-135-6025-150-10375	For Direct Recruitment - i) A Degree of the recognised University ii) Candidate should have passed the examination of MS-CIT (Maharashtra State Certificate in Information Technology)	i) 60 % by direct recruitment ii) 25% by direct recruitment by way of Internal Notification amongst departmental Pay Gr.IV employees on Technical and Non-Technical side on a particular occasion of recruitment.	i) No previous experience is required. ii) Candidates appearing for Direct Recruitment have to pass Entrance Examination which will consist of Computer Aptitude Test.
21.	Lower Division Clerk (Bill Collection) Rs.4175-100-4675-135-6025-150-10375	For Departmental Promotion - i) 12 th Std. under 10+2+3 pattern OR Examination recognised as equivalent thereto or above. ii) Candidate should have passed the examination of MS-CIT (Maharashtra State Certificate in Information Technology)	iii) 15% by departmental promotion from amongst Pay Gr.IV Non-Technical categories of Peon, Daftary.	
22.	Lower Division Clerk (Meter Reader) Rs.4175-100-4675-135-6025-150-10375			
23.	Lower Division Clerk (LDC-Cum- Typist) Rs.4175-100-4675-135-6025-150-10375			

(ii) prescribe following terms and conditions for giving promotion to the post of L.D.C. to the eligible departmental employees in Pay Gr.IV against 15% vacancies earmarked in Column.No.4 above.

- (a) Such candidates should have completed continuous 3 years of service in the MSEB or Distribution Company.
- (b) The seniority of the candidates shall be fixed on the date on which he becomes eligible for promotion to the post of L.D.C.
- (c) The seniority of the candidates eligible for promotion shall be maintained at the respective Circle Offices.
- (d) Corporate Office shall be treated as a Circle for the purpose of maintaining the seniority of Pay Gr.IV Non-Technical employees working in Corporate Office.

3. If suitable departmental qualified employees in Pay Gr.IV are not available to fill in the prescribed quota of 25% under internal notification, the unutilised vacancies shall be filled in by way of direct recruitment. There shall not be any 'carry forward of the vacancies earmarked under Col.No.4(ii) above.

4. Necessary amendment regarding setting of Question Paper & Assessing the Answer Papers for the Entrance Examination, notified in Para 4 of G.O.No.86(P) dt.12/4/1978 shall be issued separately.

5. The earlier instructions issued under C.S.No.248 dated 17/12/1997 and C.S.No.256 dated 6/4/1998 to G.S.O.112 dated 12/2/1962 shall stand superceded accordingly.

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



(S.Y.Patil)

Chief General Manager(P)

To

As per mailing list of MSEDCL