



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.

CORRECTION SLIP NO. 24 DATE 06 / 04 / 2010

[To Classification & Recruitment Regulations, 2005]

Sub : Revising the pre-requisites for the posts in Technical & Non-Technical cadres for direct recruitment and internal notification.

In exercise of the powers delegated to him vide Adm.Circular No.1 dated 29/09/2005, the Managing Director in consultation with Director(Projects), Director(Operations) and Director(Finance) has accorded approval to revise the existing pre-requisites for direct recruitment and internal notification for the following posts in Technical & Non-Technical cadres :-

| Sr. No | Name of the Post | Sr.Nos. appearing in the Schedules appended to Classification & Recruitment Regulations,2005 |
|--------|------------------------------|---|
| 1. | Executive Director(Dist.) | Sr.No.1 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 2. | Chief Engineer (Dist.) | Sr.No.2 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 3. | Supdtg. Engineer (Dist.) | Sr.No.4 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 4. | Executive Engineer(Dist.) | Sr.No.5 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 5. | Dy.Executive Engineer(Dist.) | Sr.No.7 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 6. | Assistant Engineer(Dist.) | Sr.No.1 under Pay Group-II-A (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 7. | Jr.Engineer (Dist.) | Sr.No.2 under Pay Group-II-A (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 8. | Sub-Engineer (Dist.) | Sr.No.2 under Pay Group-III (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 9. | Chief Engineer (Civil) | Sr.No.3 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 10. | Supdtg. Engineer (Civil) | Sr.No.5 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 11. | Executive Engineer(Civil) | Sr.No.6 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 12. | Dy.Executive Engineer(Civil) | Sr.No.8 under Pay Group-I (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 13. | Assistant Engineer(Civil) | Sr.No.2 under Pay Group-II-A (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 14. | Jr.Engineer (Civil) | Sr.No.4 under Pay Group-II-A (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 15. | Sub-Engineer (Civil) | Sr.No.3 under Pay Group-III (Technical Posts) of Schedule A-1 appended to Classification & Recruitment Regulations, 2005. |
| 16. | Executive Director(HR) | Sr.No.1 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 17. | General Manager(P) | Sr.No.7 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |

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| 18. | Chief Legal Adviser | Sr.No.11 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 19. | Dy.General Manager(P) | Sr.No.9 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 20. | Law Officer/ Legal Adviser | Sr.No.12 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 21. | Manager(P) | Sr.No.14 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 22. | Dy.Manager(P) | Sr.No.17 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 23. | Assistant Manager(P) | Sr.No.22 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 24. | Jr.Manager(P) | Sr.No.3 under Pay Group-II (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 25. | General Manager(F&A) | Sr.No.6 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 26. | Manager(F&A) | Sr.No.13 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 27. | Dy.Manager (F&A) | Sr.No.15 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 28. | Assistant Manager(F&A) | Sr.No.20 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 29. | Jr.Manager (F&A) | Sr.No.2 under Pay Group-II (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005. |
| 30. | Dy.General Manager(IT) | Sr.No.4 under Pay Group-I (Information Technology Posts-System Wing) of Schedule A-3 appended to Classification & Recruitment Regulations, 2005. |
| 31. | System Analyst | Sr.No.5 under Pay Group-I (Information Technology Posts-System Wing) of Schedule A-3 appended to Classification & Recruitment Regulations, 2005. |
| 32. | Programmer | Sr.No.6 under Pay Group-I (Information Technology Posts-System Wing) of Schedule A-3 appended to Classification & Recruitment Regulations, 2005. |
| 33. | Assistant Programmer | Sr.No.1 under Pay Group-II (Information Technology Posts-System Wing) of Schedule A-3 appended to Classification & Recruitment Regulations, 2005. |
| 34. | Computer Operator | Sr.No.2 under Pay Group-II (Information Technology Posts-Operating Wing) of Schedule A-3 appended to Classification & Recruitment Regulations, 2005. |
| 35. | Asstt. Computer Operator | Sr.No.3 under Pay Group-II (Information Technology Posts-Operating Wing) of Schedule A-3 appended to Classification & Recruitment Regulations, 2005. |


2. The revised pre-requisites for direct recruitment and internal notification for the above posts are shown in Annexure 'A' enclosed.

3. Consequently, the revised pre-requisites for direct recruitment and internal notification for the above posts appearing in the Classification & Recruitment Regulations, 2005 shall stand replaced as per the Annexure 'A' to this Correction Slip.

4. This Correction Slip shall come into force with immediate effect.

5. This Correction Slip is also available on Company's website i.e. www.mahadiscom.in.

Encl : as above.


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

To

All as per mailing list upto Division level of MSEDCL

ANNEXURE - 'A'

PRE-REQUISITES FOR DIRECT RECRUITMENT

DISTRIBUTION CADRE

| SR. NO. | NAME OF POST | EXISTING | | REVISED | | |
|---------|----------------------------|--|---|---|--|---|
| | | QUALIFICATION | EXPERIENCE | QUALIFICATION | EXPERIENCE | REMARKS |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Executive Director (Dist.) | Degree in any of the following branches of Engg. Viz. Electrical/ Mechanical/ Telecommunication/ Electronics or equivalent degree. | Must possess besides administrative experience considerable experience in Planning/ Designing/Construction/ Operation & Maintenance/Testing & Commissioning of EHV Transmission Lines/Sub-Stations/ HT< Distribution System/ Protection Schemes/ Power Line carrier & Telecommunication Systems/ Load Despaching. Total experience shall not be less than 20 years out of which atleast 5 years should have been in a position of high responsibility in the post of Supdtg.Engr.(Dist.) and above. | Essential: Bachelor's Degree or Master's Degree in Engineering/ Technology or its equivalent. Preferable : Two years Full Time or three years Part Time Post Graduate Degree or Post Graduate Diploma in Management/ Administration. | Must possess 15 years post qualification experience in Distribution or Transmission in Power Sector, out of which 5 years in a senior Managerial position like Chief Engineer and Superintending Engineer or 3 years in a position like Chief Engineer or its equivalent in Power Utilities. | <u>Upper Age Limit - For Outsiders - 55 yrs. For Deptl.candidates- 57 yrs.</u> subject to approval of M.D. on each occasion of recruitment. |

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| 2 | Chief Engineer (Dist) | <p>Essential: Bachelor's Degree or Master's Degree in Electrical Engineering/ Technology or its equivalent</p> <p>Preferable : 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 OR Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon.</p> | <p>Essential: Must possess post qualification experience in Power Sector of not less than 15 years, out of which 5 years in the Senior Managerial level/ Selection level posts. In case of candidate possessing Preferential qualification – Post qualification experience of 13 years out of which 5 years in Senior Managerial position/Selection Level posts OR Serving or Ex Armed Forces' officer having held the rank of Colonel or equivalent and above.</p> <p>Desirable: 3 years experience as Head of the Training Institute</p> | <p>Essential: Bachelor's Degree or Master's Degree in Electrical Engineering/ Technology or its equivalent.</p> <p>Preferable : 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 OR Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon.</p> | <p>Essential: Must possess post qualification experience in Distribution or Transmission in Power Sector of not less than 15 years, out of which 5 years in Selection posts like Superintending Engineer/ Executive Engineer or 3 years as Superintending Engineer. In case of candidate possessing Preferential qualification – Post qualification experience of 13 years out of which 5 years in position like Superintending Engineer/ Executive Engineer or 3 years as Superintending Engineer OR Serving or Ex Armed Forces' Officer having held the rank of Lt. Colonel or above.</p> | |
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| <p>3</p> | <p>Suptg. Engineer (Dist.)</p> | <p>Essential: Bachelor's Degree or Master's Degree in Electrical Engineering/ Technology or its equivalent. Preferable : 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 OR Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon.</p> | <p>Essential: Must possess post qualification experience in Power Sector of not less than 12 years, out of which 5 years in Managerial position/ Class 'A' / Class I services. In case of candidate possessing Preferential qualification – Post qualification experience of 10 years out of which 5 years in Managerial position / Class 'A' / Class I services OR Serving or Ex Armed Forces' Officer having held the rank of Lt. Colonel or above.</p> | <p>Essential: Bachelor's Degree or Master's Degree in Electrical Engineering/ Technology or its equivalent. Preferable : 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 OR Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon.</p> | <p>Essential: Must possess post qualification experience in Distribution or Transmission in Power Sector of not less than 12 years, out of which 5 years in Class I services like Executive Engineer/Dy. Executive Engineer or 3 years as Executive Engineer. In case of candidate possessing Preferential qualification – Post qualification experience of 10 years out of which 5 years in position like Executive Engineer / Dy. Executive Engineer or 3 years as Executive Engineer OR Serving or Ex Armed Forces' Officer having held the rank of Lt. Colonel or above.</p> | |
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| 4 | Executive Engineer (Dist.) | <p>Essential : First Class Bachelors Degree or Masters Degree in Electrical Engineering/Technology.</p> <p>Preferable : Two years full time or three years Part Time Post Graduate Degree in Management/ Administration with specialisation in Finance or Marketing or Material Management or Operational Research or IT of a recognised University or Institute OR MBA in Power Management from NPTI OR Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon.</p> | <p>Must possess experience of not less than 5 years in the field of Power Sector/Industry. In case of candidates possessing Post graduate Degree in Management/Admn. - 3 years.</p> | <p>Essential : Bachelors Degree or Masters Degree in Electrical Engineering/Technology.</p> <p>Preferable : Two years full time or three years part time Post Graduate Degree in Management/ Administration with specialisation in Finance or Marketing or Material Management or Operational Research or IT of a recognised University or Institute OR MBA in Power Management from NPTI OR Post Graduate Diploma in Energy Management with specialization in Power Distribution awarded by MDI, Gurgaon.</p> | <p>Must possess experience of not less than 10 years in the field of Power Sector/Industry out of which 5 years in the post of Dy.Executive Engineer/Asstt. Engineer or 3 years in the post of Dy.Executive Engineer. In case of candidates possessing Post Graduate Degree in Management/Admn. - 8 years out of which 5 years in the post of Dy.Executive Engineer/ Asstt. Engineer or 3 years in the post of Dy.Executive Engineer.</p> | |
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| 5 | Dy.Executive Engr.(Dist.) | Degree in Electrical Engineering/ Technology of a recognised University/ Institute. Preferable : Two years full time or three years part time Post Graduate Degree in Management/ Administration with specialization in Finance or Marketing or Human Resources Development or Material Management or Operational Research or I.T. of a recognised University or Institute. | Must possess Post qualification experience on T&D side not less than 7 years. In case of candidate possessing Post Graduate Degree in Management/ Administration – 5 years. | Degree in Electrical Engineering/ Technology of a recognised University/Institute. Preferable : Two years full time or three years part time Post Graduate Degree in Management/ Administration with specialization in Finance or Marketing or Human Resources Development or Material Management or Operational Research or I.T. of a recognised University or Institute. | Must possess Post qualification experience in the field of Power Sector/ Industry not less than 7 years. In case of candidate possessing Post Graduate Degree in Management/ Administration – 5 years. | |
| 6 | Assistant Engineer (Dist.) | Degree in Electrical Engineering/ Technology of a recognised University/ Institute. | 3 years Post qualification experience on T&D side. | Degree in Electrical Engineering/ Technology of a recognised University/ Institute. | 4 years Post qualification experience in the field of Power Sector/Industry. | |

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| 7 | Jr.Engineer (Dist.) | Degree in Electrical/ Electrical & Power Engg./Technology of a University or Institute. | No experience is necessary. | Degree in Electrical/ Electrical & Power Engg./Technology of a University or Institute. | No experience is necessary. | Degree in following disciplines from Universities in the Maharashtra State and Degree in such other disciplines as may be introduced by Universities/ Institutes in the Maharashtra State from time to time shall be considered at the time of direct recruitment depending upon specific need/ requirement of such candidates. 1) Electronics & Power 2) Power System Electronics, 3) Power Electronics, 4) Electronics & Telecommunication. |
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| 8 | Sub-Engineer (Dist.) | Diploma in Electrical Engineering awarded by the State Board of Technical Education of Govt. of Maharashtra or any other qualification recognized as equivalent thereto. | No experience is necessary. | Diploma in Electrical Engineering awarded by the State Board of Technical Education of Govt. of Maharashtra or any other qualification recognized as equivalent thereto. | No experience is necessary. | Diploma in following disciplines from the State Board of Technical Education in Maharashtra State & Diploma in such other disciplines as may be introduced by the State Board of Technical Education in Maharashtra State from time to time are also covered in respective qualification mentioned in column No.3. 1)Electronics & Power, 2)Power Electronics. |
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Note : The departmental candidate possessing degree in Engineering/ Technology in any other discipline and who fulfill the condition of required experience shall be considered under direct recruitment provided that they will have to appear for Written Test/Group Discussion etc. consisting of syllabus of Electrical Engineering and compete along with other candidates.



CIVIL CADRE

| SR. NO. | NAME OF POST | EXISTING | | REVISED | | |
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| | | QUALIFICATION | EXPERIENCE | QUALIFICATION | EXPERIENCE | REMARKS |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Chief Engineer (Civil) | Degree in Civil Engineering of an Indian or Foreign University or its equivalent. Preference to those who are Members of Association of Institution of Engineers (India) or Institution of (Civil) Engineers (India) or Institution of (Civil) Engineers, U.K. or Institute of Structural Engineers. | Must possess besides administrative experience considerable experience in the Planning invest. Design & Construction of large Civil Engineering works and preferably those of Thermal or Hydro Power Station. Cooling Towers, Transmission Lines, Sub-Station Roads OR works on Steel Structures, Water Supply, Drainage etc. Total experience shall not be less than 20 years out of which at least 10 years should have been in a position of high responsibility. | Essential: . Bachelor's Degree or Master's Degree in Civil Engineering./ Technology or its equivalent. Preferable: 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. | Must possess post qualification experience in line of not less than 15 years, out of which 5 years in the Selection level posts like Supdtg. Engineer/ Executive Engineer or 3 years as Supdtg. Engineer. In case of candidate possessing Preferential qualification – Post qualification experience of 13 years out of which 5 years in Selection Level posts like Supdtg. Engineer/ Executive Engineer or 3 years as Supdtg. Engineer OR Serving or Ex Armed Forces' officer having held the rank of Colonel or equivalent and above. | |

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| 2 | Suptg. Engineer (Civil) | <p>Essential: First class Bachelor's Degree or Master's Degree in Civil Engineering/ Technology or its equivalent.</p> <p>Preferable: 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> | <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. OR Serving or Ex Armed Forces' Officers having held the rank of Lt. Colonel or above.</p> | <p>Essential: Bachelor's Degree or Master's Degree in Civil Engineering./ Technology or its equivalent.</p> <p>Preferable: 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> | <p>Must possess administrative & considerable relevant experience in the line not less than 12 years out of which 5 years should have been spent in the Class I posts like Executive Engineer/ Dy.Executive Engineer or 3 years as Executive Engineer. In case of candidates possessing Preferential Qualification – Post Qualification experience of 10 years out of which 5 years in Class I posts like Executive Engineer/ Dy.Executive Engineer or 3 years as Executive Engineer OR Serving or Ex Armed Forces' Officers having held the rank of Lt. Colonel or above.</p> | |
| 3 | Executive Engineer (Civil) | <p>Essential : First Class Bachelors Degree or Masters Degree in Civil Engineering/Technology.</p> <p>Preferable : Two years full time or three years Part Time Post Graduate Degree in Management/ Administration with specialisation in Finance or Marketing or Material Management or Operational Research or IT of a recognised University or Institute.</p> | <p>Must possess experience of not less than 10 years in the field of Civil works related to Power Sector/Industry. In case of candidates possessing Post graduate Degree in Management/ Admn. - 8 years.</p> | <p>Essential : Bachelors Degree or Masters Degree in Civil Engineering/Technology.</p> <p>Preferable : Two years full time or three years part time Post Graduate Degree in Management/ Administration with specialisation in Finance or Marketing or Material Management or Operational Research or IT of a recognised University or Institute.</p> | <p>Must possess experience of not less than 10 years Dy.Executive Engineer/ Asstt.Engineer or 3 years in the post of Dy.Executive Engineer in the field of Civil works related to Power Sector/Industry. In case of candidates possessing Post Graduate Degree in Management/ Admn. - 8 years out of which 5 years in the post of Dy.Executive Engineer/ Asstt.Engineer or 3 years in the post of Dy.Executive Engineer.</p> | |

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| 4 | Dy.Ex. Engineer (Civil) | Degree in Civil Engg/ Technology of a University or Institute. | Must possess administrative & considerable relevant experience in the line not less than 5 yrs. out of which 2 yrs. should have been spent in the capacity of Asstt.Engr.(Civil) or its equivalent and above. | Degree in Civil Engg/ Technology of a University or Institute. <u>Preferable</u> : Two years full time or three years part time Post Graduate Degree in Management/ Administration with specialization in Finance or Marketing or Human Resources Development or Material Management or Operational Research or I.T. of a recognized University or Institute. | Must possess post qualification experience in the line not less than 7 yrs. In case of candidate possessing Post Graduate Degree in Management/ Administration 5 years. | |
| 5 | Assistant Engineer (Civil) | Degree in Civil Engg/ Technology of a University or Institute. | 3 years relevant experience in a position of J.E.(Civil). | Degree in Civil Engg/ Technology of a University or Institute. | 4 years post qualification experience in the line. | |
| 6 | Jr.Engineer (Civil) | Degree in Civil Engg/ Technology of a University or Institute. | No experience is necessary. | Degree in Civil Engg/ Technology of a University or Institute. | No experience is necessary. | |
| 7 | Sub-Engineer (Civil) | Diploma in Civil Engineering awarded by the State Board of Technical Education of Govt. of Maharashtra or other qualification recognized as thereto. | No experience is necessary. | Diploma in Civil Engineering awarded by the State Board of Technical Education of Govt. of Maharashtra or other qualification recognized as thereto. | No experience is necessary. | |

GAD CADRE

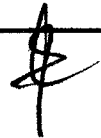
| SR. NO. | NAME OF POST | EXISTING | | REVISED | | REMARKS |
|---------|------------------------|---|------------|--|---|---|
| | | QUALIFICATION | EXPERIENCE | QUALIFICATION | EXPERIENCE | |
| 1 | Executive Director(HR) | Not prescribed The post was advertised by MSEB Holding Co.Ltd. and the pre-requisites were as under :- Shall be an MBA or equivalent management qualification having minimum 15 years experience out of which five years at senior management level handling change and human resource aspects. Moreover, applicant shall be a member of a professional body for atleast 5 years. | | Essential: (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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency. Preferable: Degree in Law. | At least 15 years experience in the area of Human Resource Development/ Personnel Management in a large reputed Industry/ Undertaking or Govt. Sector, having workforce of at least 2000 employees out of which minimum 5 years in a senior managerial position like Chief General Manager / General Manager or 3 years in the position like Chief General Manager or Colonel and equivalent Officer from Armed Forces. | Upper Age Limit - For Outsiders - 55 yrs. For Deptl.candidates- 57 yrs. subject to approval of M.D. on each occasion of recruitment. |



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| 2 | General Manager(P) | <p>Essential: (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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency. Desirable: Degree in Law.</p> | <p>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.</p> | <p>Essential: (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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency. Preferable: Degree in Law.</p> | <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 2000 employees out of which 5 years in the Selection post like Dy. General Manager / Manager or 3 years in the post of Dy.General Manager or Lt. Colonel and equivalent Officer from Armed Forces.</p> | |
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| 3 | Chief Legal Adviser | Degree in Law of recognised University | Minimum 7 years actual practice in Court of Law preferably in Mumbai or Nagpur or 10 years legal experience including atleast 5 years expereince of independent handling & management of legal matters in a large Solicitor's firm, proficiency in drafting legal documents including agreements and deeds with experience of similar work in a reputed Industrial Organisation essential. Preference to candidates with special knowledge of Commercial Law & Labour Law. | Degree in Law of recognised University | Minimum 12 years actual practice in Court of Law preferably in Mumbai or Nagpur or 15 years legal experience including atleast 5 years expereince of independent handling & management of legal matters in a large Solicitor's firm, proficiency in drafting legal documents including agreements and deeds with experience of similar work in a reputed Industrial Organisation essential. Preference to candidates with special knowledge of Commercial Law & Labour Law OR In case of working/retired Judge, he should have worked atleast 7 years in a position of District/Session Judge or equivalent. | Upper age limit : 62 years . |
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| 4 | Dy.General Manager(P) | Not Prescribed | Not Prescribed | <p>Essential: (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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency. Preferable: Degree in Law.</p> | <p>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 2000 employees out of which 5 years in the posts like Manager/ Dy.Manager or 3 years in the post of Manager.</p> | |
| 5 | Law Officer/ Legal Adviser | Shall be from the cadre of District Judge OR Retired District Judge/ Additional District Judge OR Civil Judge Senior Division/Junior Division. | Not prescribed | Degree in Law of recognised University | Working/Retired Judge should have worked atleast 5 years in a position of District Judge/ Additional District Judge/ Civil Judge Senior Division/Junior Division. | Upper age limit : 62 years . |



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| 6 | Manager(P) | <p>Essential: (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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency. Desirable: Degree in Law.</p> | <p>At least 8 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.</p> | <p>Essential: (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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency. Preferable: Degree in Law.</p> | <p>At least 8 years post qualification experience in the area of Human Resource Development/ Personnel Management in a large reputed Industry/ Undertaking, having workforce of at least 2000 employees out of which 5 years in the Class I posts like Dy. Manager/ Asstt. Manager or 3 years in the post of Dy. Manager.</p> | |
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| 7 | Dy.Manager (P) | <p>(1) Degree of a recognised University. (2) Two years full time or 3 years part time Post Graduate Degree in Business Administration/ Management with Specialisation in Human Resource Development/Personnel Management from a recognised University or Institute.</p> <p>(3) Minimum Computer literacy: Must be proficient in M.S.Office.</p> | <p>At least 5 years post qualification experience in the area of Human Resource Development/Personnel Management.</p> | <p>For Direct Recruitment:</p> <p>(1) Degree of a recognised University.</p> <p>(2) Post Graduate degree in Administration/ Management with Specialisation in Human Resource Development/ Personnel Management or Master of Labour Studies or Master of Social Welfare from a recognised University or Institute.</p> <p>(3) Minimum Computer literacy.</p> <p>For Internal Notification :</p> <p>Post Graduate degree in Business Administration/ Management with Specialization in Human Resource Development/Personnel Management OR Masters Degree in Social Welfare/Labour Studies from a recognized University or Institute having 1 year experience in the post of Asstt.Manager(P) OR Degree and/or Post Graduate Degree of a recognized University having 3 years experience in the post of Asstt.Manager(P).</p> <p>(3) Minimum Computer literacy is essential.</p> <p>In case the vacancies could not be filled in for any reason, the vacancies will be filled in by way of direct recruitment.</p> | <p>At least 5 years post qualification experience in the area of Human Resource Development/ Personnel Management.</p> | |
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| 8 | Asstt.Manager (P) | (1) Degree of a recognised University. (2) Two years full time or 3 years part time Post Graduate degree in Administration/ Management with Specialisation in Human Resource Development/ Personnel Management from a recognised University or Institute. (3) Minimum Computer literacy: Must be proficient in M.S.Office. | 3 years post qualification experience in Personnel Management/ Human Resource Development. | For Direct Recruitment : (1) Degree of a recognised University. (2) Post Graduate Degree in Administration/ Management with Specialisation in Human Resource Development/ Personnel Management or Master of Labour Studies or Master of Social Welfare from a recognised University or Institute. (3) Minimum Computer literacy: For Internal Notification : (1) Degree and/or Post Graduate Degree of a recognised University having 2 years experience in the post of Jr.Manager(P) OR Post Graduate Degree in Business Management/ Administration/ Labour Laws/Labour Studies/ Labour Welfare. (2) Should have passed Departmental Higher GAD Examination. Exemptees will not be considered. (3) Minimum Computer Literacy is essential. In case the vacancies could not be filled in for any reason, the vacancies will be filled in by way of direct recruitment. | 3 years post qualification experience in Personnel Management/ Human Resource Development. | |
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| 9 | Jr. Manager(P) | <p>(1) Degree of a recognised University.</p> <p>(2) Two years full time or 3 years part time Post Graduate degree in Administration/ Management with Specialisation in Human Resource Development/ Personnel Management from a recognised University or Institute OR Post graduate Diploma in Business Management/Personnel Management/ HRD from a recognised University or Institute.</p> <p>(3) Minimum Computer literacy. Must be proficient in M.S.Office.</p> | <p>1 year Post qualification experience in Personnel Management/ Human Resource Development for the candidates possessing post graduate Degree in Admn./Management. In case of candidate possessing Post graduate Diploma in Management/ Admn./HRD - 3 years</p> | <p>For Direct Recruitment:</p> <p>(1) Degree of a recognised University.</p> <p>(2) Post Graduate Degree/Diploma in Administration/ Management with Specialisation in Human Resource Development/ Personnel Management/ Labour Laws/Industrial Relations OR Masters Degree in Labour Studies/Social Welfare from a recognised University or Institute.</p> <p>(3) Minimum Computer literacy is essential.</p> <p>For Internal Notification:</p> <p>i) Degree of a recognised University.</p> <p>ii) Candidate should have passed the examination of MS-CIT (Maharashtra State Certificate in Information Technology).</p> <p>In case the vacancies could not be filled in for any reason, the vacancies will be filled in by way of direct recruitment.</p> | <p>For direct recruitment:</p> <p>No experience is necessary.</p> <p>For Internal Notification:</p> <p>Should have worked as UDC(GAD) for a period of 2 years OR LDC for a period of 10 years and passed Higher GAD examination. Exemptees will not be considered.</p> | |
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ACCOUNTS CADRE

| SR. NO. | NAME OF POST | EXISTING | | REVISED | | |
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| | | QUALIFICATION | EXPERIENCE | QUALIFICATION | EXPERIENCE | REMARKS |
| 1 | General Manager (F&A) | Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR CFA from ICFAL. | 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, Exposure & working knowledge in IT enabled Data Processing system, in Govt./Semi Govt. or Private Commercial or Industrial Undertaking. | Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR CFA from ICFAL OR MBA(Finance). Note : In case of MBA(Finance), Commerce Graduate will be preferred. | In case of CA/ICWA 7 years & in case of CFA/MBA (Finance) 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, Exposure & working knowledge in IT enabled Data Processing system, in Govt./Semi Govt. or Private Commercial or Industrial Undertaking . | |

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| 2 | Manager (F&A) | Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR CFA from ICFAL. | 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, Exposure & working knowledge in IT enabled Data Processing system, in Govt./Semi Govt. or Private Commercial or Industrial Undertaking. | Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR CFA from ICFAI OR MBA(Finance). Note : In case of MBA(Finance), Commerce Graduate will be preferred. | In case of CA/ICWA 5 years & in case of CFA/MBA (Finance) 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, Exposure & working knowledge in IT enabled Data Processing system, in Govt./Semi Govt. or Private Commercial or Industrial Undertaking. | |
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| 3 | Dy. Manager (F&A) | <p>Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR Chartered Financial Analyst (CFA) from ICAI OR M.B.A.(Finance) from recognized University/Institute.</p> <p>For Internal Notification : ICWA/CA/MBA (Finance)/CFA from ICAI having 1 year experience in the post of Asstt. Manager (F&A) or B.Com and/or M.Com having 3 years experience in the post of Asstt. Manager (F&A).</p> | <p>3 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 Physical Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Electronics Data Processing system in Govt./Semi Govt. or Private Commercial or Industrial Undertaking.</p> | <p>For Direct Recruitment: Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR Chartered Financial Analyst (CFA) from ICAI OR M.B.A.(Finance) from recognized University/Institute.</p> <p>Note : In case of MBA(Finance), Commerce Graduate will be preferred.</p> <p>For Internal Notification: CA/ICWA/MBA(Finance)/CFA from ICAI/M.Com./B.Com.</p> | <p>In case of CA/ICWA 3 years & in case of CFA/MBA (Finance) 5 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 Physical Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Electronics Data Processing system in Govt./Semi Govt. or Private Commercial or Industrial Undertaking. Minimum Computer literacy is essential.</p> <p>For Internal Notification: CA/ICWA having 1 year experience or MBA (Finance)/CFA from ICAI having 2 years experience in the post of Asstt. Manager (F&A) or B.Com having 5 years experience or M.Com having 3 years experience in the post of Asstt. Manager (F&A). Minimum Computer Literacy is essential.</p> <p>In case the vacancies could not be filled in for any reason, the vacancies will be filled in by way of direct recruitment.</p> |
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| 4 | Asstt. Manager (F&A) | <p>Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India OR Chartered Financial Analyst (CFA) from ICFAI OR M.B.A.(Finance) from recognized University/Institute.</p> | <p>1 year 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 Physical Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Electronics Data Processing system in Govt./Semi Govt. or Private Commercial or Industrial Undertaking.</p> | <p>For Direct Recruitment : Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India. OR Chartered Financial Analyst (CFA) from ICFAI OR M.B.A.(Finance) from recognized University/Institute. Note : In case of MBA(Finance), Commerce Graduate will be preferred. For Internal Notification: Inter ICWA/Inter CA/ MBA(Finance)/M.Com./B.Com.</p> | <p>For Direct Recruitment: In case of CA/ICWA/CFA no experience is necessary. In case of MBA(Finance) 3 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 Physical Budget, Project appraisal & Evaluation, Pert-DCF Techniques, Planning Loans & Investments, Electronics Data Processing system in Govt./Semi Govt. or Private Commercial or Industrial Undertaking. For Internal Notification: (1) B.Com. and/or M.Com. having 2 years experience in the post of Jr. Manager (F&A) OR Inter ICWA/Inter CA OR MBA (Finance) and passed Departmental Higher Accounts Examination. (2) Minimum Computer Literacy is essential. In case the vacancies could not be filled in for any reason, the vacancies will be filled in by way of direct recruitment.</p> |
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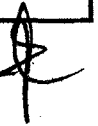
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| 5 | Jr.Manager (F&A) | <p>For Internal Notification : Degree of a recognized University preferably in Commerce, Economics or Mathematics.</p> | <p>For Internal Notification : For those A.As. or UDCs who possess the requisite qualification with a minimum 5 years experience as A.A. or UDC(A/cs) on the last date of submission of application and those who have passed Departmental Higher Accounts Examination (Applications of candidates exempted from passing the Higher Accounts Examination will not be considered).</p> | <p>For Direct Recruitment: Essential : Degree of a recognised University preferably in Commerce, Economics or Mathematics OR Degree of a recognised University preferably in Commerce, Economics or Mathematics with Post Graduate Diploma in Financial Management/ Business Administration/ Management/ Taxation from a recognised University or Institute OR Masters Degree in Commerce. For Internal Notification : i) Degree of a recognised University. ii) Candidate should have passed the examination of MS-CIT (Maharashtra State Certificate in Information Technology).</p> | <p>For Direct Recruitment : In case of B.Com. 4 years post qualification experience or B.Com. with Post Graduate Diploma in Financial Management/Business Administration/ Taxation/ M.Com./Inter CA/Inter ICWA- 2 years post qualification experience in the areas of Finance and Accounts. For Internal Notification : Should have worked as Asstt.Acctt. for a period of 2 years or UDC (Accounts) for a period of 3 years OR LDC/Office Asstt. for a period of 10 years and passed Higher Accounts examination. Exemptees will not be considered. In case the vacancies could not be filled in for any reason, the vacancies will be filled in by way of direct recruitment.</p> | |
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I.T. CADRE

| SR. NO. | NAME OF POST | EXISTING | | REVISED | | |
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| | | QUALIFICATION | EXPERIENCE | QUALIFICATION | EXPERIENCE | REMARKS |
| 1 | Dy.General Manager (IT) | <p>Essential: 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>Preferable: 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 12 years Post qualification experience in Computer Programming/ System Analyst and Designing in a reputed Organisation/Industry | No change | Minimum 10 years Post qualification experience in Computer Programming/ System Analyst and Designing in a reputed Organisation/ Industry. | |
| 2 | System Analyst | A Degree in Computer Engineering/Computer Science & Engineering/ Technology or 3 years Post Graduate Degree in Master of Computer Application from a recognized University or an Institute. | Minimum 4 years experience in Computer Programming of which minimum 2 years experience in System Analysis and design in a large organization/Public Undertaking | Bachelor of Engineering Degree in Computer/ Information Technology/ Computer Science and Engineering OR 3 years Post Graduate Degree in Master of Computer Application(MCA). | Minimum 7 years experience in Computer Programming out of which minimum 2 years experience in System Analysis and Design in a large Organisation / Public Undertaking. | |



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| 3 | Programmer | A Degree in Computer Engineering/Computer Science & Engineering/Technology or 3 years Post Graduate Degree in Master of Computer Application from a recognized University or an Institute. | Minimum 2 years experience in Computer Programming. | Bachelor of Engineering Degree in Computer/ Information Technology/ Computer Science or Computer Engineering or 3 years Post Graduate Degree in Master of Computer Application(MCA). | Minimum 5 years experience in Computer Programming. | |
| 4 | Assistant Programmer | A Degree in Computer Engineering/Computer Science & Engineering/ Technology or 3 years Post Graduate Degree in Master of Computer Application from a recognized University or an Institute. | No experience is necessary. | Bachelor of Engineering Degree in Computer/ Information Technology/ Computer Science or Computer Engineering or 3 years Post Graduate Degree in Master of Computer Application(MCA). | No change | |
| 5 | Computer Operator | A Degree in B.Sc.(IT) OR B.Sc.(Computer)/(Computer Science) of a recognized University or an Institute. | Should have minimum 2 years experience in Computer Operation on a large, mini/main frame environment in a large Organization/ Public Undertaking. | A Degree in B.Sc.(IT) OR B.Sc.(Computer)/(Computer Science) OR MCS/MCM/ M.Sc.(Computer) of a recognized University or an Institute. | Should have minimum 2 years experience in Computer Operation on a large, mini/main frame environment in a large Organization/ Public Undertaking. In case of MCS/MCM/M.Sc. (Computer) - No experience is necessary. | |
| 6 | Asstt. Computer Operator | A Degree in B.Sc.(IT) OR B.Sc.(Computer)/ (Computer Science) of a recognized University or an Institute. | Should have minimum 1 year experience in Computer Operation on a large, mini/main frame environment in a large Organization/ Public Undertaking. | A Degree in B.Sc.(IT) OR B.Sc.(Computer)/(Computer Science) OR MCS/MCM/ M.Sc.(Computer)of a recognized University or an Institute. | No experience is necessary. | |