



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. 206 DATE 05/02/2009**

Sub : Revising the pre-requisites for the posts of General Manager (P) and Manager (P) for Direct Recruitment.

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The issue regarding change in the existing pre-requisites i.e. Educational qualification & Experience for the posts of General Manager (P) and Manager (P) to be filled in by way of Direct Recruitment was under consideration for some time past.

2. Now, the Managing Director in consultation with Director (Operation) & Director(Finance) has accorded approval to revise the pre-requisites i.e. Educational qualification & Experience for the posts of General Manager (P) and Manager (P) to be filled in by way of Direct Recruitment.

3. Accordingly, the statement showing revised pre-requisites for direct recruitment i.e. Educational qualification & Experience for the posts of General Manager (P) and Manager (P), as approved by the Competent Authority is appended to this Administrative Circular as Annexure 'A'.

4. The revised Pre-requisites prescribed for the above posts to be filled in by way of Direct Recruitment shall be incorporated in Col. No.4 & 5 at Sr. No. 9-A & 15 in Pay Group-I, (Non Technical Posts) of Schedule A-2 appended to the Classification & Recruitment Regulation, 1961 (i.e. G.S.O. 112 dated 12/02/1962) by replacing relevant portion of existing pre-requisites prescribed for Direct Recruitment of the said post.

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

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

  
(S.V. Patil)

Chief General Manager(P)

To

All as per mailing list of MSEDCL

**PRE-REQUISITES FOR THE POSTS IN NON-TECHNICAL CADRE (DIRECT RECRUITMENT)**

**SCHEDULE A-2 of Classification & Recruitment Regulations  
(Non Technical Posts in Pay Group-I)**

Sr. No.	Name of the post	Existing pre-requisites		Revised pre-requisites	
		Qualification	Experience	Qualification	Experience
1.	2.	3.	4.	5.	6.
1.	General Manager (P)	<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.	<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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency.</p> <p><b>Desirable:</b> Degree in Law</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.
2.	Manager (P)	<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 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><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 OR Master of Labour Studies OR Master of Social Welfare from a recognized University or Institute. (3) Computer Proficiency.</p> <p><b>Desirable:</b> Degree in Law</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.