



HRD/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 49 DATE 13.09.2012

[To Classification & Recruitment Regulations, 2005]

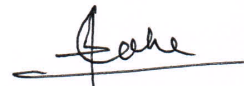
Sub : Revising the pre-requisites for the posts in H.R. cadre.

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 method of filling posts and pre-requisites for the following posts in H.R.cadre :-

Sr. No	Name of the Post	Sr.Nos. appearing in the Schedules appended to Classification & Recruitment Regulations,2005
1.	Executive Director (HR)	Sr.No.1 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
2.	Chief General Manager(HR)	Sr.No.2 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
3.	General Manager(HR)	Sr.No.7 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
4.	Dy. General Manager(HR)	Sr.No.9 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
5.	Manager(HR)	Sr.No.14 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
6.	Dy.Manager (HR)	Sr.No.17 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
7.	Assistant Manager (HR)	Sr.No.22 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
8.	Junior Manager (HR)	Sr.No.3 under Pay Group-II (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
9.	Head Clerk	Sr.No.2 under Pay Group-III (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
10.	Upper Division Clerk (HR)	Sr.No.10 under Pay Group-III (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
11.	Lower Division Clerk (HR)/Office Assistant	Sr.No.17 under Pay Group-III (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.

2. The revised pre-requisites for the above posts are shown in Annexure 'A' enclosed.
3. Consequently, the revised pre-requisites 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 will be available on Company's Intranet & no Hard copy will be sent.

Encl : as above.


(Sandesh E.Hake)
Chief General Manager (HR)

REVISED PRE-REQUISITES

S. No	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING	REMARKS
1	Executive Director(HR)	For direct recruitment:- Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/ equivalent Management qualification in H.R / Personnel Management from a University recognized by UGC or Institute approved by AICTE.	For direct recruitment:- Should have minimum 15 years experience in Human Resources Development / Personnel Management out of which 5 years should be at the senior management level i.e. years or by Dy.General Manager (HR), equivalent and above level, out of which 1 year in the post of General Manager(H.R.) and above. In case of deputationist, he/ she shall be member of Class I service of the Govt. of India / Govt. of Maharashtra with 15 years experience in H.R./Admn. In case of army personnel, he should be serving or retired Colonel equivalent and above.	By Direct Recruitment on Contract basis for a period of three years or by obtaining deputationist.	Upper age limit - 55 yrs.
2	Chief General Manager (HR)	For departmental promotion :- Degree in Arts, Science, Commerce, Engineering or Management from a University recognized by the UGC or Institute approved by AICTE. For direct recruitment/ deputation :- Degree of a recognized University with Two years full time or three years part time Post Graduate Degree in Business Administration (MBA) / Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/equivalent Management qualification in H.R/ Personnel Management from a University recognized by UGC or Institute approved by AICTE.	For departmental promotion : Two years experience in the feeder category. For direct recruitment/ deputation :- At least 15 years experience in Human Resources Development / Personnel Management out of which 5 years should be in a position of responsibility i.e. Dy.GM(HR) equivalent and above. Note :- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.	By Departmental Promotion or by Direct Recruitment or by obtaining deputationist.	Upper age limit - 45 yrs.

32

S. No	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING	REMARKS
3	General Manager(HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE.</p> <p>For direct recruitment :-</p> <p>1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA)/ Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/ equivalent Management qualification in H.R./ Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p> <p>2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion :- Two years experience in the feeder category.</p> <p>For direct recruitment :- At least 12 years experience in Human Resources Development / Personnel Management out of which 5 years should be in a position of responsibility i.e. Manager (HR) equivalent and above.</p> <p>Note :- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>	2/3rd by way of Departmental Promotion & 1/3rd by way of Direct Recruitment	Upper age limit - 45 yrs.
4	Dy.General Manager(HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE.</p> <p>For direct recruitment :-</p> <p>1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/ equivalent Management qualification in HR/ Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p> <p>2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion :- Two years experience in the feeder category.</p> <p>For direct recruitment :- At least 10 years experience in Human Resources Development / Personnel Management out of which 5 years should be in a position of responsibility i.e. Deputy Manager (HR) equivalent and above.</p> <p>Note :- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>	2/3rd by way of Departmental Promotion & 1/3rd by way of Direct Recruitment	Upper age limit - 45 yrs.

4

S. No	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING	REMARKS
5	Manager(HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE.</p> <p>For direct recruitment :- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration(MBA)/ Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/ equivalent Management qualification from a University recognized by UGC or Institute approved by AICTE.</p> <p>2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion :- Two years experience in the feeder category.</p> <p>For direct recruitment :- At least 9 years experience in Human Resources Development / Personnel Management out of which 2 years should be in a position of responsibility i.e. Assistant Manager (HR) equivalent and above.</p> <p>Note :- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>	<p>2/3rd by way of Departmental Promotion & 1/3rd by way of Direct Recruitment</p>	<p>Upper age limit - 45 yrs.</p>
6	Dy.Manager (HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE.</p> <p>And Should have passed Higher GAD Examination or Exempted from passing of Higher GAD Exam.</p> <p>For direct recruitment :- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/ equivalent Management qualification in HR/ Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p> <p>2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion :- Two years experience in the feeder category.</p> <p>For direct recruitment :- At least 5 years experience in Human Resources Development / Personnel Management out of which 2 years should be in a position of responsibility i.e. Junior Manager (HR) equivalent and above.</p> <p>Note :- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>	<p>75% by way of Departmental Promotion & 25% by way of Direct Recruitment</p>	<p>Upper age limit - 40 yrs.</p>

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7	Assistant Manager (HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE And Should have passed Higher GAD Examination or Exempted from passing of Higher GAD Exam.</p> <p>For direct recruitment :- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/ Personnel Management or Master of Social Work (MSW)/ Master in Labour Studies (MLS)/ equivalent Management qualification in HR/ Personnel Management from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion :- Two years experience in the feeder category.</p> <p>For direct recruitment :- At least 3 years experience in Human Resources Development / Personnel Management</p>	75% by way of Departmental Promotion & 25% by way of Direct Recruitment	Upper age limit - 40 yrs.
8	Junior Manager(HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE. And Should have passed Higher GAD Examination or Exempted from passing of Higher GAD Exam. Note :- Academic qualification shall be relaxed only in the case of candidates who have passed Higher GAD Exam and not in the case of exemptee.</p> <p>For direct recruitment :- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) / Management Studies (MMS)/ Personnel Management (MPM) with Specialization in Human Resources Management/ Development/Personnel Management or equivalent Management qualification from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion :- Two years experience in the feeder category.</p> <p>For direct recruitment :- No experience is necessary.</p>	75% by way of Departmental Promotion & 25% by way of Direct Recruitment	

3

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9	Head Clerk	<p>For departmental promotion :- Degree in Arts, Science, Commerce or Management/ Administration from a University recognized by the UGC or equivalent qualification. And Should have passed Lower GAD Examination or Exempted from passing of Lower GAD Exam. Note :- Academic qualification shall be relaxed only in the case of candidates who have passed Lower GAD Exam and not in the case of exemptee.</p> <p>For direct recruitment :- Degree in Arts, Science, Commerce or Management/ Administration from a University recognized by the UGC or equivalent qualification. And Should have passed MSCIT Exam.</p>	<p>For departmental promotion :- Two years experience in the feeder category. For direct recruitment :- 3 years experience in HR/ Personnel Area.</p>	<p>Departmental Promotion - 100% failing which by Direct Recruitment (only in case of non availability of employees in feeder category)</p>	
10	Upper Division Clerk(HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce or Management/ Administration from a University recognized by the UGC or equivalent qualification. And Should have passed Lower GAD Examination or Exempted from passing of Lower GAD Exam. Note :- Academic qualification shall be relaxed only in the case of candidates who have passed Lower GAD Exam and not in the case of exemptee.</p> <p>For internal notification :- Degree in Arts, Science, Commerce or Management/ Administration from a University recognized by the UGC or equivalent qualification. And Should have passed Lower GAD Examination & MSCIT Exam.</p>	<p>For departmental promotion :- Two years experience in the feeder category. For internal notification :- Two years experience in Establishment and HR matters. Note:- 1) The employees possessing requisite qualifications and experience working any where in the company shall be eligible to apply under Internal Notification. 2) The selection against Internal Notification shall be on the basis of written test and/or personal interview.</p>	<p>85% by way of Departmental Promotion & 15% by way of Internal Notification</p>	

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11	Lower Division Clerk(HR)	<p>For departmental promotion :- Degree in Arts, Science, Commerce or Management/ Administration from a University recognized by the UGC or equivalent qualification.</p> <p>For direct recruitment & internal notification :- Degree in Arts, Science, Commerce or Management/ Administration from a University recognized by the UGC or equivalent qualification. And Should have passed MSCIT Exam or equivalent or higher qualification in Computer Proficiency recognized by AICTE.</p>	<p>For departmental promotion :- Two years of experience in the feeder category.</p> <p>For direct recruitment & internal notification :- No Experience is necessary.</p> <p>Note:- (1) The employee possessing requisite qualifications working any where in the company shall be eligible for making application under Internal Notification. (2) Non-Tech employees having minimum 1 years of entrance / written test comprising of quantitative, aptitude, reasoning and general knowledge test/ company profile etc. and/or personal interview. (3) In case departmental employees are not available for Internal Notification and/or departmental promotion during the recruitment year, the posts shall be filled in by way of direct recruitment.</p>	<p>75% by way of Direct Recruitment; 15% by way of Internal Notification from amongst Pay Group IV Tech and Non-Tech employees having minimum 1 years regular service; & 10% by way of Departmental Promotion from amongst Pay Group IV Non-Tech categories i.e., Peon/ Daftary/ Record Sorter/ Jr. Office Assistant</p>	
<p>Note : In case of employees working in the Company, the upper age limit shall be 57 years.</p>					

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