



MAHAVITARAN

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 50 DATE 17.09.2012

[To Classification & Recruitment Regulations, 2005]

Sub : Revising the pre-requisites for the posts in Accounts 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 in the posts and pre-requisites for the following posts in Accounts cadre :-

Sr. No	Name of the Post	Sr.Nos. appearing in the Schedules appended to Classification & Recruitment Regulations,2005
1.	Chief General Manager(F&A)	Sr.No.3 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
2.	General Manager(F&A)	Sr.No.6 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
3.	Manager(F&A)	Sr.No.13 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
4.	Dy.Manager (F&A)	Sr.No.15 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
5.	Assistant Manager (F&A)	Sr.No.20 under Pay Group-I (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
6.	Junior Manager (F&A)	Sr.No.2 under Pay Group-II (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
7.	Assistant Accountant.	Sr.No.1 under Pay Group-III (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
8.	Upper Division Clerk (Accounts)	Sr.No.9 under Pay Group-III (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.
9.	Lower Division Clerk (Accounts)	Sr.No.17-A under Pay Group-III (Non-Technical Posts) of Schedule A-2 appended to Classification & Recruitment Regulations, 2005.

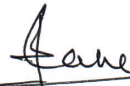
2. The revised method of filling in posts and pre-requisites for the above posts are shown in Annexure 'A' enclosed.

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.

Enclosure: As above


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

REVISED PRE-REQUISITES

Schedule A-2 (Non-Technical Posts) appended to Classification & Recruitment Regulations, 2005

SR. NO.	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING	REMARKS
1	Chief Manager (F&A)	<p>For departmental promotion :- Essential : Degree of a Recognised University preferably in Commerce, Economics or Mathematics.</p> <p>Desirable : Membership of the Institute of Chartered Accountants or Associate Membership of Institute of Costs and Works Accountants of India would be preferred.</p> <p>For direct recruitment: CA / ICWA Final passed</p>	<p>For departmental promotion :- Total 15 years of experience in Finance/Accounts/Audit OR 2 years experience in feeder category.</p> <p>For direct recruitment :- 12 years relevant experience in Finance/Accounts/Audit out of which 5 years should be in a post of responsibility i.e. Manager (F&A) equivalent and above.</p> <p>Note :- Equivalency of outside candidates will be compared/decided on the basis of gross emoluments drawn and job responsibilities.</p>	2/3rd by way of Departmental Promotion & 1/3rd by way of Direct Recruitment	Upper age limit - 45 yrs.
2	General Manager (F&A)	<p>For departmental promotion :- Essential : Degree of a Recognised University preferably in Commerce, Economics or Mathematics.</p> <p>Desirable :- Membership of the Institute of Chartered Accountants or Associate Membership of Institute of Costs and Works Accountants of India would be preferred.</p> <p>For direct recruitment : CA / ICWA Final passed</p>	<p>For departmental promotion :- Total 13 years of experience in Finance/Accounts/Audit. OR 2 years experience in feeder category.</p> <p>For direct recruitment :- 10 years relevant experience in Finance/Accounts/Audit out of which 3 years should be in a post of responsibility i.e. Dy. Manager (F&A) equivalent and above.</p> <p>Note :- Equivalency of outside candidates will be compared/decided on the basis of gross emoluments drawn and job responsibilities.</p>	2/3rd by way of Departmental Promotion & 1/3rd by way of Direct Recruitment	Upper age limit - 45 yrs.

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SR. NO.	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING	REMARKS
3	Manager (F&A)	<p>For departmental promotion :- Degree of a Recognised University preferably in Commerce, Economics or Mathematics. Desirable :- Membership of the Institute of Chartered Accountants or Associate Membership of Institute of Costs and Works Accountants of India would be preferred. For direct recruitment :- CA / ICWA Final passed.</p>	<p>For departmental promotion :- Total 10 years of experience in Finance/Accounts/Audit. OR 2 years experience in feeder category. For direct recruitment :- 8 years relevant experience in Finance/Accounts/Audit out of which 2 years should be in a post of responsibility i.e. Asstt. Manager (F&A) equivalent and above. Note :- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn 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>
4	Dy. Manager (F&A)	<p>For departmental promotion :- Degree of a recognised University preferably in Commerce, Economics or Mathematics. Should have passed Higher Accounts Examination OR Exempted from passing Higher Accounts Examination. For direct recruitment :- CA / ICWA Final passed</p>	<p>For departmental promotion :- Total 7 years of experience in Finance/Accounts/Audit. OR 2 years experience in feeder category. For direct recruitment :- 5 years relevant experience in Finance/Accounts/Audit out of which 2 years should be in a post of responsibility i.e. Jr. Manager (F&A) equivalent and above. Note :- Equivalency of outside candidates will be compared/decided on the basis of gross emoluments drawn and job responsibilities.</p>	<p>2/3rd by way of Departmental Promotion & 1/3rd by way of Direct Recruitment</p>	<p>Upper age limit - 40 yrs.</p>

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SR. NO.	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING	REMARKS
5	Asstt. Manager (F&A)	<p>For departmental promotion :- Degree of a recognised University preferably in Commerce, Economics or Mathematics. Should have passed Higher Accounts Examination OR Exempted from passing Higher Accounts Examination.</p> <p>For direct recruitment :- CA / ICWA Final passed</p>	<p>For departmental promotion :- Total 7 years of experience in Finance/Accounts/Audit. OR 2 years experience in feeder category.</p> <p>For direct recruitment :- 1 year relevant experience in Finance/Accounts/Audit.</p> <p>Note :- Candidates possessing CA/ICWA qualification shall be recruited as Trainee Officers on consolidate salary equivalent to the post of Jr. Manager (F&A) for a period of one year and after completion of one year, they may be absorbed as Asstt. Manager (F&A).</p>	75% by way of Departmental Promotion & 25% by way of Direct Recruitment	
6	Jr. Manager (F&A)	<p>For departmental promotion :- Degree of a recognised University preferably in Commerce, Economics or Mathematics. Should have passed Higher Accounts Examination. OR Exempted from passing Higher Accounts Examination.</p> <p>For direct recruitment :- Inter CA / ICWA OR MBA (Finance)/M.Com</p>	<p>For departmental promotion :- Total 7 years of experience in Finance/Accounts/Audit. OR 2 years experience in feeder category.</p> <p>For direct recruitment :- For Inter CA / ICWA - 1 year relevant experience in Finance / Accounts / Audit. For MBA(Finance) /M.Com - 3 years relevant experience in Finance / Accounts / Audit.</p>	75% by way of Departmental Promotion & 25% by way of Direct Recruitment	

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SR. NO.	NAME OF POST	QUALIFICATION	EXPERIENCE	METHOD OF FILLING	REMARKS
7	Assistant Accountant	For departmental promotion :- Passed 12th standard (10+2+3 pattern) Examination of Maharashtra State Board of Secondary & Higher Secondary Education or equivalent Degree of recognized University in Commerce preferred and Should have passed Lower Accounts Examination OR Exempted from passing Lower Accounts Examination.	For departmental promotion :- Total 5 years of experience. OR 2 years experience in feeder category.	100% by way of Departmental Promotion	
8	Upper Division Clerk (Accounts)	For departmental promotion :- Passed 12th standard (10+2+3 pattern) Examination of Maharashtra State Board of Secondary & Higher Secondary Education or equivalent and Should have passed Lower Accounts Examination OR Exempted from passing Lower Accounts Examination. For internal notification :- 1) B. Com 2) Should have passed Lower Accounts Examination and MS-CIT exam.	For departmental promotion :- Total 3 years of experience OR 2 years experience in feeder category. For internal notification :- One year experience in the Company.	85% by way of Departmental Promotion & 15% by way of Internal Notification	
9	Lower Division Clerk (Accounts)	For direct recruitment :- 1) B. Com 2) MS-CIT	No Experience Necessary	100% by way of Direct Recruitment	

Note In case of employees working in the Company, the upper age limit shall be 57 years.

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