



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. 227 DATE 25/05/2009

Sub: Revising the method of filling and pre-requisites i.e. Educational Qualification and Experience for Direct Recruitment for the posts of Upper Division Clerk (Accounts) and Upper Division Clerk(GAD).

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The issue regarding change in the method of filling and revising pre-requisites i.e. Educational Qualification and Experience for filling in posts of Upper Division Clerk (Accounts) and Upper Division Clerk(GAD) by way of direct recruitment was under consideration for some time past.

2. Now, the Director (Finance) in consultation with Executive Director (HR) has accorded approval to revise the method of filling and pre-requisites i.e. Educational Qualification and Experience for filling in the posts of Upper Division Clerk(Accounts) and Upper Division Clerk(GAD) by way of direct recruitment.

3. Accordingly, the statement showing revised method of filling for the posts of Upper Division Clerk (Accounts) and Upper Division Clerk (GAD) is shown in Annexure 'A' and the pre-requisites i.e. Educational Qualification and Experience for direct recruitment for the posts of Upper Division Clerk(Accounts) and Upper Division Clerk(GAD) are shown in Annexure 'B' appended to this Adm. Circular. The revised method of filling shall be incorporated in Col.No.6 and the pre-requisites i.e. Educational Qualification and Experience shall be incorporated in Col.No.4 & 5 respectively against the posts of Upper Division Clerk (Accounts) and Upper Division Clerk (GAD) at Sr. No. 9 & 10 respectively, Non-Technical Pay Group-III posts of Schedule A-2 appended to the Classification & Recruitment Regulations, 1961 (i.e. GSO 112 dated 12/02/1962)

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

5. This Administrative Circular is available on the website of the Company i.e. www.mahadiscom.in.

Chief General Manager(P)

To

All as per mailing list of MSEDCL

ANNEXURE 'A'

STATEMENT SHOWING THE EXISTING AND REVISED METHOD OF FILLING FOR THE POSTS
OF UPPER DIVISION CLERK(ACCOUNTS) AND UPPER DIVISION CLERK(GAD).

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

Sr. No.	Name of the post	Existing Method of filling		Revised Method of filling	
		3.	4.	5.	6.
1.	U.D.C.(A/cs)	85% by Promotion. 15% by direct recruitment from amongst candidates possessing educational qualification of Degree in Commerce.	50% by Promotion. 50% by direct recruitment from amongst candidates possessing educational qualification of Degree.	(i) A Degree of recognized University in Commerce. (ii) Candidate should have passed the examination of MS-CTT (Maharashtra State Certificate in Information Technology).	At least 3 years experience of commercial accounts. In case of candidates possessing Post Graduate Diploma in Financial Accounting/Taxation, no experience is necessary.
2.	U.D.C.(GAD)	85% by Promotion. 15% by direct recruitment from amongst candidates possessing educational qualification of Degree.	50% by Promotion. 50% by direct recruitment from amongst candidates possessing educational qualification of Degree.	(i) A Degree of recognized University or its equivalent. (ii) Candidate should have passed the examination of MS-CTT (Maharashtra State Certificate in Information Technology).	At least 3 years experience in Personnel/HR Department. In case of candidates possessing Post Graduate Diploma in Business Management/ Personnel Management/HRD/ Labour Laws/Labour Studies/ Industrial Relations, no experience is necessary.

ANNEXURE 'B'

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

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

Sr. No.	Name of the post	Existing pre-requisites			Revised pre-requisites		
		Qualification	Experience	5.	6.	Experience	
1.	UDC(A/cs)	Degree of recognized University in Commerce	At least 3 years experience of Commercial Accounts.	(i) A Degree of recognized University in Commerce. (ii) Candidate should have passed the examination of MS-CTT (Maharashtra State Certificate in Information Technology).	At least 3 years experience of commercial accounts. In case of candidates possessing Post Graduate Diploma in Financial Accounting/Taxation, no experience is necessary.	At least 3 years experience in Personnel/HR Department. In case of candidates possessing Post Graduate Diploma in Business Management/ Personnel Management/HRD/ Labour Laws/Labour Studies/ Industrial Relations, no experience is necessary.	
2.	UDC(GAD)	Degree of recognized University.	At least 3 years experience in establishment and general matters.	(i) A Degree of recognized University or its equivalent. (ii) Candidate should have passed the examination of MS-CTT (Maharashtra State Certificate in Information Technology).	At least 3 years experience in Personnel/HR Department. In case of candidates possessing Post Graduate Diploma in Business Management/ Personnel Management/HRD/ Labour Laws/Labour Studies/ Industrial Relations, no experience is necessary.	At least 3 years experience in Personnel/HR Department. In case of candidates possessing Post Graduate Diploma in Business Management/ Personnel Management/HRD/ Labour Laws/Labour Studies/ Industrial Relations, no experience is necessary.	

