



No. HRD/RC/F.No.41/2013/19538
Maharashtra State Electricity Distribution Co.Ltd.
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, **Mumbai – 400 019.**
Date: 12th July, 2013

CIRCULAR

Sub: Appointment of Vidyut Sahayyak / Accounts Assistant on contract basis for a period of 3 years – Terms and Conditions of Appointment.

An advertisement No.1/2012 and 3/2012 were published for filling the vacant posts of Vidyut Sahayyak and Accounts Assistant on contract basis for a period of 3 years. The post of Accounts Assistant was filled in during the month of August, 2012 and advertisement for Vidyut Sahayyak was published during the month of June, 2012; but due to some legal issues, the recruitment process is delayed and now it is processed in a phase manner. The selected candidates were allocated to the Zone for further detailed posting.

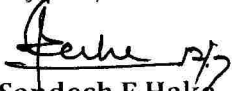
2. Some of the Zonal offices have referred queries regarding the other service terms and conditions of the employees working on contract basis for a fixed period of 3 years. In this regard, the following clarifications are issued:-

- a) **Verification of Character and Antecedents** At the time of joining, the Vidyut Sahayyak & Accounts Assistant will have to fill in the attestation form for getting his Character and antecedents verified from the Police Authority
- b) **Consolidated Honorarium** The Vidyut Sahayyak and Accounts Assistant appointed on contract basis under this scheme shall be paid consolidated honorarium as given in the advertisement
- c) **Sanctioned Post** The consolidated honorarium shall be drawn against the sanctioned post of Line Staff and UDC (Accounts) as the case may be.
- d) **Tenure** The contract period of Vidyut Sahayyak / Accounts Assistant shall be fixed for a period of 3 years as the case may be to be reckoned from the date of joining.
- e) **Leave** They will not be entitled to any kind of leave except Casual leave for 15 days in a calendar year. In the first year, s/he would be entitled to Casual Leave on pro-rata basis. Similarly s/he shall be entitled for special disability leave as admissible under MSEDCL Rules for the period disablement arising out of accident while on duty.
- f) **Posting** The Vidyut Sahayyak / Accounts Assistant shall be given posting anywhere under the jurisdiction of the zone allocated considering vacancy and backlog position. They will have to stay at the Head Quarter fixed by the Competent Authority

- g) **Traveling Allowance** The Vidyut Sahayyak / Accounts Assistant will be entitled to Traveling allowance as is admissible to the Junior Technician and UDC (Accounts) whenever s/he has to undertake tour/journey out of HQ in the interest of Company's work.
- h) **Act of omission & commission** The Vidyut Sahayyak & Accounts Assistant shall abide by the conduct and discipline, rules as are applicable to the regular employees of the Company. During the contractual appointment as "Vidyut Sahayyak & Accounts Assistant", if it is found that the contract employee is involved in any act of omission and commission, his contractual appointment as "Vidyut Sahayyak / Accounts Assistant" is liable for termination immediately by following procedure.
- i) **Duties to be discharged** The Vidyut Sahayyak/Accounts Assistant shall be discharging their duties as presently performed by the Junior Technician and UDC (Accounts) respectively.
- j) **Medical Facilities** S/he will be entitled for full Medical Reimbursement in case of manhandling and accident while on duty.
- k) **Compensation under W.C. Act** S/he shall be entitled for compensation as admissible under Workmen Compensation Act.
- l) **Absorption** S/he will be considered for regular appointment as Jr. Technician and UDC (Accounts) subject to satisfactory performance during contractual period subject to vacancy and backlog available with the zone by placing their cases before Competent Selection Committee.
- m) **Contributory Provident Fund** The Contributory Provident Fund (Employee Share) will be deducted from honorarium with initial wages of Rs.6000/- for the post of Vidyut Sahayyak and Rs.6500/- for Accounts Assistant. The Employer Contribution towards the CPF shall be borne by the Company on the above initial wages. Out of the Employers Contribution towards CPF, an amount of Rs.541/- shall be deposited in the Employee's Pension Scheme. The payment of Employers Contribution will be borne by the Company from the month of **July, 2013**. The initial wages towards CPF will be the same during their fixed period of contract.
- n) **Other facilities** The Vidyut Sahayyak / Accounts Assistant shall be entitled for name badge and uniform as admissible under MSEDCL Rules.

3. The above clarifications are issued with the approval of Managing Director in consultation with Director (Finance), Director (Operations) and Director (Projects).

All concerned Appointing Authorities are requested to abide by the terms and conditions in respect of the candidates appointed as Vidyut Sahayyak / Accounts Assistant on fixed tenure basis.


Sandesh E Hake
Chief General Manager (HR)