



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
HUMAN RESOURCES DEPARTMENT
(CIN No. U40109MH2005GC153646)**

Employment Advertisement No. 03/2018

1. COMPANY PROFILE :

The Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO) is the State Transmission Utility of Maharashtra and one of the largest transmission utilities in India, Our transmission network covers 46,569 CKM lines, 662 EHV S/S and 1,24,321 MVA transformation capacity. It has a plan to establish a robust transmission network with MVA addition of 30,196 MVA by 2023. This infrastructure constitutes most of the inter regional as well as intra-regional electric power transmission system in the State. Today, MSETCL is the largest state transmission utility in the country.

2. POST AND VACANCY :

MSETCL invites applications from young, dynamic and energetic candidates for filling the following post on **Contract Basis**:

Name of Post	Category-wise Vacancy		Total Vacancies
	SC	OPEN	
Assistant Law Officer	*01	01	02

* Vacancy will be filled in subject to approval by the Board of Directors

- i. The number of vacancies and reservation for Backward Class is provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

3. PERIOD OF CONTRACT :

The tenure of contract shall be for a period of 2 years from the date of joining, which may be extended further considering the suitability of the candidate by the Competent Authority.

4. COMPENSATION :

- 4.1 The selected candidate will be drawing salary in the pay scale of **Rs. 24765-975-29640-1060-55080/-**

- 4.2 In addition to basic pay, the selected candidate would be entitled to Dearness Allowance as applicable on the Basic pay and revised from time to time and other allowances/perquisites applicable to the post as per Company's rules.
- 4.3 The selected candidate would also be entitled for HRA, Medical benefit, CPF, etc. as per Company's Rules.
- 4.4 The approximate monthly gross emoluments shall be **Rs. 68,725/-** (without Residential accommodation)
- 4.5 Residential accommodation can be provided as per Company's Rules, if available.

5. PRE-REQUISITES AS ON 12.10.2018 :

- 5.1 The candidate should possess following educational qualification, experience and skill sets :

Qualification	Degree in Law of recognized University
Experience	Minimum 02 to 03 years experience of actual practice/litigation in Court as an advocate. Desirable in order of preference : <ul style="list-style-type: none"> • Experience in Power Sector • Experience of PSU or Central Government.
Skill Set	<ul style="list-style-type: none"> • Must possess experience of handling & management of legal matters. • Proficiency in drafting legal documents including agreements and deeds. • Dealing with laws relating to Electricity, Company, Arbitration, Contract, Income Tax, Sale of Goods, etc. • Proficiency in Computer (Documents/Spreadsheets)

Note:-

As regards to following experience conditions, candidates must submit experience certificate /documentary proof indicating specific details for proving his/her eligibility.

"Minimum 02 to 03 years' experience of actual practice/litigation in Court as an advocate".

- 5.2 A Degree should be from a University or Institute in India, established or incorporated under Central Act or a State Act or any other qualification recognized as equivalent thereto.
- 5.3 The experience means Post Qualification experience, i.e. experience acquired by the candidate after the essential qualification prescribed for the post.
- 5.4 The Qualification and other Eligibility Criteria shall be considered as on **12.10.2018**.

6. AGE LIMIT AS ON 12.10.2018 :

- 6.1 The Lower Age Limit is 20 Years.
- 6.2 The Upper Age Limit is 40 Years for OPEN category candidates and 45 Years for candidates applying against SC Category.
- 6.3 Date of birth as per SSC/School leaving certificate should be mentioned in the Application Form. The age will be considered as on **12.10.2018**.

7. RESERVATION :

- 7.1 The Caste Certificate issued by appropriate Competent Authority of Maharashtra State shall only be considered as valid for availing the benefit of reservation including application fees.
- 7.2 Candidates claiming the benefit of reservation under SC category **should submit a Caste Certificate** issued by Competent Authority of GoM alongwith application form. Further, they will have to submit copy of **Caste Validity Certificate** issued by the Caste Scrutiny Committee if available with them. However, if candidate do not possess Caste Validity Certificate, on selection, an appointment order will be issued to him /her as per the provisions/directives prescribed in G.R. of Govt. of Maharashtra vide **बीसीसी-२००९/प्र.क्र.२९१/ ०९/१६-ब दि. ०५.११.२००९ read with GR No बीसीसी – २०११ / प्र.क्र.१०६४/२०११/ १६ ब दि. १२.१२.२०११**.
- 7.3 Candidates claiming the benefit of reservation under SC category **should be domicile of Maharashtra State** and should be of the categories notified by the Maharashtra State viz (a) Scheduled Castes (including SC category person who has adopted Baudha Religion).
- 7.4 Once the caste is notified in application form, it cannot be changed at any stage later on. The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.
- 7.5 For claiming the benefit of caste reservation, candidates should submit attested copy of Caste Certificate, Caste Validity (If available) and Certificate of Domicile of Government of Maharashtra issued by the appropriate Authority of Government of Maharashtra alongwith application form.
- 7.6 Those reserved category candidates who have applied against Open category & compete from Open category, they will be treated as Open category candidate for the purpose of recruitment/selection process.
- 7.7 It will be the responsibility of the candidates to submit all the required original documents/certificates for proving his/her eligibility at the time of documents verification, if shortlisted/selected, failure to produce the same may lead to become disqualified.

8. METHODOLOGY OF SELECTION :

- 8.1 The selection process shall on the basis of Personal Interviews. However, which selection process is to be adopted will be at the absolute discretion of the company and the decision of the company in this regard shall be final.
- 8.2 The call letter for selection process will be forwarded through e-mail on the email ID as mentioned in the application form by the candidate.
- 8.3 The list of candidates short listed for selection process will be made available on the website of the Company. Similarly, the list of selected candidates will also be displayed on the company's website.
- 8.4 The short listed candidates will have to appear for the selection process at their own cost. Traveling expenses will not be reimbursed.
- 8.5 The medium for selection process will be **English**.

9. APPLICATION FEE :

- 9.1 The candidates should pay application fee as under :

Open Candidate	SC Candidate
Rs. 700 /-	Rs. 350 /-

- 9.2 The Candidates shall furnish application fee in the form of **Demand Draft (Having CTS Code)** payable to the “**Maharashtra State Electricity Transmission Company Ltd.**” drawn on any **Nationalized Bank payable at Mumbai**. The candidate should write his / her Full Name & Post Applied on the backside of Demand Draft.
- 9.3 The Demand Draft submitted without CTS code will not be accepted and application may be rejected on the ground of non submission of application fees in prescribed manner.
- 9.4 Fees in the form of Cheque/Postal Order/Money order/Cash or any other form other than Demand Draft will not be accepted.
- 9.5 In case candidate pays less fees than applicable fees, he/she shall be held not eligible.
- 9.6 The fees once paid will not be refunded for any reason.

10. HOW TO APPLY :

- 10.1 Application must be submitted in the Proforma given in this advertisement in a same order preferably typewritten on fullscape paper. All items of the application should be filled properly.
- 10.2 The attested copies of certificates in support of age, caste, educational qualifications, experience specifically showing date of joining and relief, posts held, Enrolment Certificate with BAR Council of Maharashtra & Goa and BAR Council of India and Original Demand Draft etc. should be submitted alongwith the Application Form.

- 10.3 While applying for the post, if required, candidates may attach a separate sheet duly signed in the same format as given in the **application form showing the detailed experience such as Court of Law, designation/post held, etc for various positions of working indicating specific period therein.**
- 10.4 The envelope containing application and copies of testimonials should be superscribed as **“Application for the post of Assistant Law Officer – Advt. No. 03/2018”**
- 10.5 Application duly filled & signed, Original Demand Draft and attested copies of documents /certificates should be sent / submitted well in advance to **“The Chief General Manager (HR), Maharashtra State Electricity Transmission Company Ltd, Prakashganga, E-Block, Plot No, C-19, 7th floor, HR Department, Bandra-Kurla Complex, Bandra (E), Mumbai-400051”** so as to **reach on or before 12.10.2018.**
- 10.6 Candidates are advised to keep one set (photocopy) of all the documents (including copy of application form, DD) with them as a proof.
- 10.7 Applications received after due date (for whatsoever reason) shall not be entertained. The Company is not responsible for postal delay or non receipt of application within stipulated time. No correspondence in this regard shall be entertained.
- 10.8 Incomplete application, application without signature & without Original Demand Draft and those not supported by attested copies of relevant certificates may be rejected. Copies of certificates should be duly attested.
- 10.9 Any request for change of address and enclosing supporting documents later on will not be entertained.

11. IMPORTANT DATES :

Last Date of Receipt of applications	12.10.2018
Tentative Month of Selection Process	Oct - Nov 2018

12. GENERAL CONDITIONS:-

- 12.1 Candidate must be **Indian Citizen.**
- 12.2 Before filling up the application form candidates should ensure that they fulfill all eligibility criteria as mentioned in the advertisement. Their admission to all the stages of the recruitment process will be purely provisional subject to verification and satisfying the prescribed eligibility criteria as mentioned in this advertisement.
- 12.3 Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process.

- 12.4 If the candidate knowingly or willfully furnishes incorrect or false particulars or certificates/documents or suppresses material information, he/she will be disqualified at any stage of recruitment process and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 12.5 The candidate should have adequate knowledge of **Marathi**.
- 12.6 It is responsibility of the candidate to submit all the required documents/certificates alongwith Application Form. Failure to submit the same may lead to disqualification.
- 12.7 Employees working in Government / Semi. Government Undertaking will have to produce No Objection Certificate at the time of interview if shortlisted.
- 12.8 Company reserves the right to modify or to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- 12.9 Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 12.10 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- 12.11 The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.

Place: Mumbai
Date: 19.09.2018

Sd/-
Chief General Manager (HR)

11. Demand Draft **(Having CTS Code)** details (drawn on Nationalized Bank payable at Mumbai in favour of **“Maharashtra State Electricity Transmission Co. Ltd.”**)

Name of Issuing Bank & Branch, City	Date of Issue	D.D. No. (6 digit)	MICR No. (9 digit)	Amount Rs.

12. **Educational Qualifications:** (Attach attested certificates):

Name of the Exam. Passed	Name of Institute/University	Year of passing	% of Marks	Division/Grade
Degree in Law				
Masters Degree in Law				
Other				

13. **Experience:**

a) **If Practicing as an Advocate individually:**

Yes No

Sr. No.	Name of the Court of Law	Position Held	Period		Total Experience			Type of Litigations handled	Nature of client	
			From	To	Years	Months	Days		Individual	If Company / Organization Mention Name
			Total Exp.							

b) **(Experience of actual practice / litigation in Court as an Advocate on behalf of any organization)**

Sr. No.	Name of Organization	Position Held	Period		Total Experience			Type of Litigations handled
			From	To	Years	Months	Days	
			Total Exp.					

If required, you may attach separate sheet of the above format. The candidate must sign the sheet.

c) Skill Sets:

- a) Experience of handling & Managing Legal Matters Yes No
- b) Proficiency in drafting legal documents including agreements and deeds Yes No
- c) Dealing with laws relating to Electricity, Company, Arbitration, Contract, Income Tax, Sale of Goods, GST. etc Yes No
- d) Proficiency in Computer (Documents/Spreadsheets/PPT) Yes No

d) Desirable Experience :

Possessing Desirable Experience	Yes	No
Experience in Power Sector		
Experience of PSU or Central Government		

14. Full address of present Office / Department, if any:

15. a) Present Position: _____

b) Pay Scale: - _____

16. Details of affiliation with Professional Bodies/Institution/Society:

Name of the Body	Membership No.	Date of Enrollment

17. List of Publications / academic honours received:

DECLARATION

- i) I declare that all the above information and particulars are correct and that I will stand disqualified if any information is found to be incorrect at any stage.
- ii) I declare that, the documents/certificates submitted by me alongwith application form are authentic and if any document/certificate is found to be fake / forged at any stage, I shall be disqualified at any stage of recruitment process and if appointed shall be liable for dismissal from the Company's service.

- iii) I declare that I have _____ Number of living children as on today, out of which number of children born after 28.03.2005 is _____. I am aware that if any total numbers of living children are more than two due to the children born after 28.03.2006, I am liable to be disqualified for the post applied.
- iv) I undertake to abide by all the conditions & methodology of selection mentioned in the advertisement.

Signature
Full Name _____

Place: _____

Date: _____

18. Check List :	Write Yes or No (whichever is applicable)
(i) Whether attested copies of following documents are attached:	
(a) S. S. C. / School leaving certificate for Date of Birth	
(b) Caste certificate & caste validity certificate	
(c) Mark sheet of Degree in Law	
(d) Certificate of passing Degree in Law	
(e) Enrolment Certificate with BAR Council of Maharashtra & Goa	
(f) Enrolment Certificate with BAR Council of India	
(g) Post Qualification Experience certificates indicating Post Held, date of joining and relief (as mentioned in application form) issued by the Competent Authority.	
(h) Certificate indicating period of actual practice/litigation in court as an advocate.	
(ii) Original D.D. (Having CTS Code) in favour of "Maharashtra State Electricity Transmission Co. Ltd." , payable at Mumbai on any Nationalised Bank for appropriate amount	
(iii) Full Name & Post Applied at the backside of Demand Draft is written	
(iv) Signed declaration (Given in the advertisement).	
(v) Pasted recent photograph at appropriate place & signed across in full	
(vi) Whether a sheet showing details of experience is attached	
(vii) Proof of Change of Name (If applicable)	
(viii) Proof of Knowledge of Marathi.	
(ix) Domicile Certificate in case of SC Category candidate	

Signature: _____

Full Name: _____
