

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
HUMAN RESOURCES DEPARTMENT
(CIN No. U40109MH2005SGC153646)**

**Employment Advertisement No. 22/2024
for the post of Deputy Manager (Finance & Accounts)**

1. COMPANY PROFILE:

Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO), a wholly owned corporate entity under the Maharashtra Government, was incorporated under the Companies Act, in June, 2005 after restructuring the erstwhile Maharashtra State Electricity Board to transmit electricity from its point of Generation to its point of Distribution. It owns and operates most of Maharashtra's Electric Power Transmission System. MSETCL operates a transmission network of 51,518 Circuit KM of transmission lines and 742 EHV Substations with 1,38,598 MVA transformation capacity. 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, VACANCY AND CASTE CATEGORY:

2.1 MSETCL invites applications from dynamic, talented and professional persons for following posts :

Post Name	Caste Category											Divyang Reservation (Code & Category as per GR of GoM)
	SC	ST	VJ- A	NT- B	NT- D	SBC	OBC	EWS	SEBC	OPEN	Total	B/LV-1
Deputy Manager (Finance & Accounts)	3 (1WR)	2	1	1	1	1	3 (1WR)	3 (1WR)	3 (1WR)	7 (2WR)	25	

ABBREVIATIONS:- WR- Woman Reservation, B- Blind, LV- Low Vision

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

3. PAY SCALE:

3.1 The selected candidate will draw salary in the pay scale of **Rs. 54505-2580-67405-2715-137995**

3.2 In addition to basic pay, the selected candidate will be entitled to DA, HRA, Medical Benefits, Mobile Reimbursement, CPF, Gratuity etc. as per Company's rules. Candidates shall also be provided office quarter as per Company's rules, in lieu of HRA, if required by candidate and if available.

3.3 The present approximate Monthly Gross Emoluments shall be **Rs.1,00,534/-** without office accommodation.

- 3.4 Residential accommodation shall be provided as per Company's rules, if available. In that case House Rent Allowance (HRA) will not be entitled.

4. QUALIFICATION & EXPERIENCE:

- 4.1 The candidate should possess following educational qualification and experience:

Name of Post	Educational Qualification	Experience
Deputy Manager (Finance & Accounts)	Inter CA / ICWA OR MBA (Finance)/M.Com	<u>For Inter CA / ICWA –</u> 1-year relevant experience in Finance / Accounts / Audit. <u>For MBA (Finance) /M.Com -</u> 3 years relevant experience in Finance / Accounts / Audit.

- 4.2 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.
- 4.3 The **experience means Post Qualification experience**, i.e. experience acquired by the candidate after possessing the essential qualification prescribed for the post.
- 4.4 Equivalency of outside candidates (other than MSETCL employees) will be compared / decided on the basis of gross emoluments drawn and job responsibilities.
- 4.5 The Qualification, Experience and other Eligibility Criteria shall be considered as on **03.04.2025**.

5. AGE LIMIT:

- 5.1 The upper age limit for outsider Candidates is 38 Years and the upper age limit for Reserved Category including SEBC & EWS Candidate applying for reserved vacancy is relaxable upto 43 years
- 5.2 The upper age limit for Persons with Disability (Divyang) applying for reserved vacancy is relaxable up to 45 years.
- 5.3 The upper age limit for departmental candidates (only MSETCL Employees) is 57 years.
- 5.4 Date of birth as per SSC/School Leaving Certificate should be mentioned in the Application Form. The age will be considered as on **03.04.2025** i.e. last date of submission of the application.

6. RESERVATION:

- 6.1 The candidates applying for the post should be domicile of Maharashtra State.
- 6.2 Candidates claiming the benefit of reservation under backward class **should have a Caste Certificate** issued by Competent Authority of GoM. Further, on selection, 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 them as per the provisions prescribed in सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब दि. ०५.११.२००९ सह वाचावे बीसीसी-२०११/ प्र.क्र.१०६४/ २०११/१६-ब १ दि. १२.१२.२०११.
- 6.3 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.

- 6.4 The candidates applying for the post **should be domicile of Maharashtra State**. Backward Class candidates should be of the categories notified by the Maharashtra State.
- 6.5 Maharashtra State Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act, 2001 has been enforced by the Government of Maharashtra from 29th, January, 2004. As per the provisions under Sub-section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories except Schedule Castes and Scheduled Tribes i.e. VJ (A), NT (B), NT (C), NT (D), SBC & OBC category. The Backward Class Category candidates except SC, ST should have current year (Financial Year 2024-2025) **Non Creamy Layer Certificate** issued by the Competent Authority of GoM.
- 6.6 The reservation for **Economically Weaker Section (EWS)** of Maharashtra State has been indicated as per the provision prescribed in सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. राआधो-४०१९/प्र.क्र.३१/१६-अ दिनांक ३१.०५.२०२१. Candidates claiming the benefit of reservation under Economically Weaker Section category will have to submit **Economically Weaker Section Eligibility Certificate** valid for Financial Year 2024-2025 as prescribed in said Government Resolution at the time of document verification. Also, such candidate requires to submit the **Domicile Certificate** of Maharashtra State issued by Competent Authority of GoM valid on the date of eligibility i.e. **03.04.2025** at the time of document verification.
- 6.7 The reservation for **Socially and Educationally Backward Class (SEBC)** of Maharashtra State has been indicated as per the provision prescribed in सन २०२४ चा महाराष्ट्र अधिनियम क्रमांक १६, दि. २६, फेब्रुवारी २०२४. महाराष्ट्र राज्यातील सामाजिक आणि शैक्षणिकदृष्ट्या मागास वर्गाकरीता आरक्षण सह सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. बीसीसी २०२४/प्र.क्र.७५/१६-क दिनांक २७.०२.२०२४ subject to final orders in the W.P. No. 3468/2024 and other connected matters in the Hon'ble High Court of Bombay. Candidates claiming the benefit of reservation under **Socially and Educationally Backward Class** category will have to submit **Caste Certificate** and **Domicile Certificate** issued by Competent Authority of GoM valid on the date of eligibility i.e. **03.04.2025** at the time of document verification. Further, on selection, 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 them as per the provisions prescribed in सामान्य प्रशासन विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब दि. ०५.११.२००९ सह वाचावे बीसीसी-२०११/ प्र.क्र.१०६४/ २०११/१६-ब १ दि. १२.१२.२०११. Further, they have to submit **Non-Creamy Layer Certificate** valid for Financial Year 2024-2025 as prescribed in the Act at the time of document verification.
- 6.8 There is 30% horizontal reservation for women as per the provision prescribed in महिला व बाल विकास विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. ८२/२००१/मसंआ-२०००/ प्र.क्र.४१५/का-२ दिनांक २५.०५.२००१. As per महिला व बालविकास विभाग, महाराष्ट्र शासन यांनी शासन निर्णय क्र. महिआ २०२३/प्र.क्र.१२३/कार्या-०२ दिनांक ०४.०५.२०२३, the condition of submission of Non Creamy Layer Certificate who applied/selected against the posts reserved for Women reservation from Open Category is now cancelled. The women candidates who desire to avail the benefit of women reservation, except SC, ST & Open, will have to submit **Non Creamy Layer Certificate** of Financial Year 2024-2025 as per इतर मागास बहुजन कल्याण विभाग, महाराष्ट्र शासन, शासन शुद्धिपत्रक क्र. संकीर्ण -२०२३/प्र.क्र.७६/ मावक दि. ०९.०३.२०२३ at the time of document verification. Also, such candidate requires to submit the **Domicile Certificate** of Maharashtra State issued by the Competent Authority of GoM valid on the date of eligibility i.e. **03.04.2025** at the time of document verification.

- 6.9 There is 4 % reservation as per Rights of Persons with Disabilities Act, 2016. The reservation policy for **Divyang** shall apply as per State Government directives. Persons suffering from not less than 40% of disability shall only be eligible for the benefit of reservation for Divyang. The candidates who desire to avail benefit of **Divyang** will have to submit **Medical Certificate** issued by the appropriate Medical Board in terms of Government of Maharashtra Resolution No. अप्रवि-२०१८/प्र.क्र. ४६/आरोग्य-६ दिनांक १४.०९.२०१८ read with शासन निर्णय क्र. दिव्यांग-२०१८/प्र.क्र.११४/१६-अ दिनांक २९.०५.२०१९ and other issued from time to time at the time of document verification. The Medical Certificate should be valid on the date of eligibility i.e **03.04.2025**.
- 6.10 The desired candidates, should claim the benefit of reservation i.e. Social, Women, and Divyang etc. clearly and absolutely in online application form itself. If not claimed, it shall not be considered at any stage later on.
- 6.11 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.
- 6.12 Those reserved category candidates who have applied against Open category & compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process. However, if any such departmental reserved category candidate who have entered in MSEB / MSETCL by taking the benefit of reservation earlier, he/she will have to submit the caste certificate & caste validity certificate from Competent Authority before appointment, if selected even though he/she may be applying under Open category against this advertisement.
- 6.13 In case of documents which are obtained as and when like Non-Creamy Layer Certificate (NCL), Domicile Certificate etc., the candidate, at the time of submission of application, will have to submit a proof of submission of his / her application to the appropriate authority for issuing such documents / certificates. However, the candidate will have to produce the original documents / certificates at the time of physical verification of the documents / certificates by the Company, failure to produce the same may lead to become disqualified.
- 6.14 It will be the responsibility of the shortlisted candidates to submit self-attested copies of all the required documents/certificates for proving his/her eligibility at the time of documents verification. The candidate will have to bring all these original documents/certificates for documents verification. Failure to produce the same may lead to disqualification and no representation whatsoever will be entertained.

7. METHODOLOGY OF SELECTION:

- 7.1 The selection process shall comprise of Written Test (Online Test) only.
- 7.2 All the candidates who registered successfully will be called for Written Test (Online Test) without verifying their eligibility. However, candidate should ensure that they fulfill all eligibility criteria before applying. The verification of certificates/documents/eligibility shall be done before issuing appointment. If candidate found ineligible/not eligible during verification process appointment order shall not be issued.

- 7.3 The Written Test (On-line test) will be of Objective Type and the Written test Structure shall be as under:-

Sr. No.	Test	No of Questions	Marks	Time
1	Test of Professional Knowledge	50	110	Composite Time of 120 Minutes
2	Test of General Aptitude i.e.			
	(A) Test of Reasoning	40	20	
	(B) Test of Quantitative Aptitude	20	10	
	(C) Test of Marathi Language	20	10	
	Sub Total	80	40	
	Total	130	150	

- 7.4 There will be penalty for wrong answers. For each question for which a wrong answer has been given by the candidate one fourth (i.e. 0.25%) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.
- 7.5 The candidates have to attempt all above mentioned tests of Professional Knowledge, Reasoning, Quantitative Aptitude and Marathi Language and must not have Zero or less than Zero marks in any test (Sub Test of Written Test), otherwise candidate will not be considered for selection though he secured position in Merit/ Wait list of selection.
- 7.6 Taking into consideration the performance in On-line Test, select list will be prepared.
- 7.7 While drawing select list, out of 150 marks obtained in Written Test marks will be converted into 100 marks. Thus, merit list will be drawn out of 100 marks. The minimum qualifying marks shall be 30 Marks out of 100 marks for selection under Open category and 20 Marks out of 100 marks for selection under Social and Horizontal reserved category. Candidates securing less than minimum qualifying marks will not be considered for selection.
- 7.8 Normally, selection process will be followed as prescribed above. However, which selection procedure 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.
- 7.9 For selection of Candidates under Horizontal Reservation:
While drawing select list, the selection of candidates applied under horizontal reservation like Women Reservation, Reservation for Person with Disability etc. shall be as per provisions/directives prescribed in Circular No. एसआरव्ही १०१२/ प्र.क्र.१६/१२/१६-अ दि. १३.०८.२०१४ read with शासन शुध्दीपत्रक क्र. संकीर्ण-१११८/प्र.क्र.३९/१६-अ दि.१९.१२.२०१८ issued by the General Administration Department of Government of Maharashtra.
- 7.10 The list of finally selected candidates will be displayed on the Company's website only.

8. CENTERS FOR ONLINE WRITTEN TEST:

- 8.1 The Center allotment to the candidate for Online Written Test will be communicated separately.
- 8.2 Company reserves rights to decide centers for Written Test. The decision of the Company in this regard shall be final.
- 8.3 Candidate will have to appear for examination at Examination Centre at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc. of any nature.

9. APPLICATION FEE:

9.1 The candidate should pay application fee (including GST) as under :

Name of the post	Application Fees (Through online Payment Only)		
	Open Category	Reserved Cast Category and SEBC & EWS	Divyang
Deputy Manager (F&A)	700	350	Application Fee shall not be applicable to Divyang persons for whom the post is reserved.

9.2 The Backward Caste category candidate willing to apply for the post of Open caste category post will have to pay requisite application fees of Rs. 700/-.

9.3 The examination fee shall have to be paid through Internet Banking/Credit Card/Debit Card (Rupay/Visa/MasterCard/Maestro)/IMPS/Cash Card/Mobile Wallets.

9.4 Fees in any mode other than above will not be accepted.

9.5 In case candidate pay less fees than applicable fee or pays fees by any mode other than above shall be held ineligible.

9.6 The fees once paid will not be refunded for any reason.

9.7 Bank transaction charges, if any, for online payment of application fees will have to be borne by the candidate.

10. INSTRUCTIONS REGARDING LINK FOR ONLINE APPLICATION :

The Notification regarding availability of link for making online application will be published on Company's Website separately as soon as the URL available for the same.

11. INSTRUCTIONS FOR APPEARING FOR ON LINE WRITTEN TEST:

11.1 Candidates are required to download the call letters for online examination from Company's website by entering their registration number and password which are generated by the system and are intimated to the candidates by E-mail/SMS. Call letters for Online Written Test will not be dispatched by post or courier etc.

11.2 Please note that candidates **will not be permitted to appear for the Online Written Test without following documents:**

11.2.1

a	Valid Call Letter for the On-line Examination
b	Colour Passport Size Photo (Preferably uploaded in the application form)
c	Original Photo ID Proof and Photocopy of the same ID Proof.

11.2.2 Original Photo-Identity Proof (Colour Copy/Xerox copy of Photo Identity Proof shall not be considered):

‘PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo Identity Proof issued by a Gazetted Officer on official letterhead/ Photo Identity Proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ e-aadhar card /Employee ID/ Bar Council Identity card with photograph’

11.2.3 Ration card and Learner's Driving License will not be considered.

- 11.3 **IDENTITY VERIFICATION:-** In the examination hall, the call letter along with a photocopy of the candidate's photo identity (as mentioned in 11.1.2 above) should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- 11.4 **For Female candidates:-** Their names as appearing on the Call Letter (provided by them during the process of registration) should exactly match with the name as appearing on the Photo Identity Proof. **Female candidates who have changed first/ middle / last name post marriage will be allowed only if they produce original gazette notification/original marriage certificate/affidavit in original.**
- 11.5 Candidates reporting late for whatsoever reason i.e. after the reporting time specified on the call letter for Examination / Test will not be permitted to take the examination / test.
- 11.6 The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification, logging in, giving of instructions etc.

12. IMPORTANT DATES :

Tentative Date Written Test	May/ Jun 2025
------------------------------------	----------------------

13. GENERAL CONDITIONS:

- 13.1 Candidate must be a **Domicile of Maharashtra.**
- 13.2 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.
- 13.3 Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process.
- 13.4 Call letters for calling candidates for online test will be forwarded through e-mail only on the email ID mentioned in the application form.
- 13.5 The candidates will have to appear for the selection process at their own cost. Travelling expense will not be reimbursed.
- 13.6 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.
- 13.7 It is responsibility of the candidate to submit all the required documents/ certificates for proving his/her eligibility. In case the applicant failed to do so, his / her candidature/ appointment will be liable to be cancelled at any stage of recruitment, if appointed, shall be liable for dismissal from the Company's service.

- 13.8 If candidate knowingly or willfully furnishes incorrect or false particulars or certificates/documents or suppresses material information, he / she will be disqualified from the recruitment process. And if this fact is brought to the notice of the Company after his / her appointment, he / she shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 13.9 If departmental candidate knowingly or wilfully furnishes incorrect or false particulars or certificates/documents or suppresses material information, he / she will be disqualified from the recruitment process and disciplinary action will be initiated as per the rules of the company. Also, if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 13.10 The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 13.11 This advertisement is published subject to the provisions of Maharashtra Civil Services (declaration of Small Family) Rules, 2005, prescribing declaration of the small family.
- 13.12 **The candidates shall produce following certificate showing knowledge of Marathi :**
Certificate of Secondary School Certificate Examination Board or recognized University showing passing of Secondary/School Certificate Examination or Matric or Higher Examination of University with Marathi Language.

OR

- Certificate stating the candidate can read, write and speak Marathi Language fluently issued by Professor of Marathi Language of College/Institute affiliated to recognized University and countersigned by the Principal of the said College/ Institute.
- 13.13 The Knowledge of Marathi is desirable. The candidates selected and not possessing the certification of Marathi (as mentioned in Para No. 14.12) will have to pass Departmental Marathi Language Examination within period of three years from the date of joining the Company.
- 13.14 Employees working in Government / Semi Government Undertaking will have to produce No Objection Certificate from the employer at the time of document verification if selected. The Departmental candidates are not required to submit the same.
- 13.15 Appointment order of the selected Departmental candidates will be issued by the concern Section after verification of disciplinary actions and vigilance enquiries in process / contemplated and other service records. The decision of the Company in this regard shall be final and no individual representation will be entertained.
- 13.16 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.
- 13.17 Candidate will have to appear for Selection Process at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc. of any nature.
- 13.18 There may be Government directives in respect of recruitment that may come during the process of recruitment those shall be made applicable to this advertisement. There may be some inadvertent or typographical error in this advertisement conditions, the administration reserves the right to correct it during the process of recruitment.

- 13.19 Any dispute pertaining to this recruitment process shall be within jurisdiction of the Hon'ble High Court, Mumbai.
- 13.20 The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Place: Mumbai
Date: 04.03.2025

sd/-
Chief General Manager (HR)

Guidelines for Scanning and Uploading of Photograph, Signature, thumb impression and hand written declaration

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and Hand written declaration as per the specifications given below.

1) Photograph Image(4.5cm x 3.5cm):

- Photograph must be a recent passport style colour picture.
 - Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
 - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
 - Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

2) Signature, Left Thumb Impression and Hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb
 - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on white paper with black or blue ink.
 - File Type : jpg/jpeg
 - Dimensions 240 x 240 pixels in 200 DPI (preferred for required quality) i.e 3cm x 3cm (Width x Height)
 - Size of file should be between 20kb – 50kb
- The applicant has to write the declaration in English clearly on white paper with black ink.
 - File Type : jpg/jpeg
 - Dimensions 800 x 400 pixels in 200 DPI (preferred for required quality) i.e 10cm x 5cm (Width x Height)
 - Size of file should be between 50kb – 100kb
- The signature, left thumb impression and hand written declaration should be of the applicant and not by any other person.

- If the applicant signature on the attendance sheet, call later, signed at the of the examination, doesn't match with the signature uploaded, the applicant will be disqualified.
- Signature/ Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

3) Scanning the photograph, signature, thumb impression and hand written declaration :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ Document, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo, signature and document in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned photograph, signature and document in any format can be saved in .jpg/.jpeg format by using Save As option in the File menu and size can be adjust by using crop and then resize option.

4) Procedure for Uploading the Photograph, Signature, thumb impression and hand written declaration :

- While filling in Online Application Form the candidate will be provided separate link for uploading photograph, signature, left thumb impression and hand written declaration.
- Click on the respective link "Upload Photograph / Signature/Left Thumb Impression/Hand Written Declaration"
- Browse and Select the location where the Scanned Photograph/Signature/ Left Thumb Impression/Hand Written Declaration has been saved.
- Select the file by clicking on it.
- Click the "Open/Upload" button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity/quality.

Your Online Application will not be registered unless you upload your photograph, signature, Left Thumb Impression, Hand Written Declaration as specified.

Note:

- 1) In case, the face in the photograph or signature or left thumb impression or hand written declaration is unclear/smudged, the candidate's application may be rejected.
- 2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded

correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

- 3) Candidate should also ensure that Photo is uploaded at the place of Photo and Signature at the place of signature. If Photo in place of photo and Signature in place of Signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- 4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- 5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- 6) Candidates should ensure that the signature uploaded is clearly visible
- 7) After registering online candidates are advised to take a printout of their system generated online application forms.

GUIDELINES REGARDING PERSONS WITH DISABILITIES (DIVYANG) USING THE SERVICES OF SCRIBE

As per the guidelines prescribed by Government of India, the candidate who are Visually Impaired or Orthopedically Handicap (whose writing speed is adversely affected permanently for any reason) may use the services of a scribe at their own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The facility of scribe is meant for only those candidates as mentioned above who have disability of 40 % or more and who have physical limitations to write including that of speed.
- Please ensure that you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/her own scribe at his own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition the scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that he fulfill all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the on-line test.
- Only Visually Impaired (blind / low vision) candidates shall be allowed compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not. Other candidates i.e. Orthopedically Handicap (whose writing speed is adversely affected permanently by cerebral palsy with loco-motor impairment) shall be allowed compensatory time of 20 minutes for every hour of the examination availing the facility of scribe.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system allocated, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- Visually Impaired candidates under Blind/Low Vision may skip the nonverbal questions in the test of reasoning, and questions based on Graph and Table, if any. The candidates will be

awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.

- Candidates are required to submit **DECLARATION**, Divyang certificate as a proof confirming that he/she is eligible for taking the services of a scribe / compensatory time alongwith the call-letter. In case candidate fails to produce **DECLARATION** and Divyang certificate at the time of on-line test he /she shall not be held eligible for taking the services of a scribe / compensatory time.
- Please fill up the **DECLARATION** and submit the same alongwith Divyang certificate as a proof confirming that you are eligible for taking the services of a scribe / compensatory time alongwith the call-letter.

SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate for the On-line examination for recruitment of the post of _____ to be held on _____ and Shri/Smt/Kum. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that :

- i. The scribe is identified by the candidate at own cost and as per own choice.
- ii. Qualification of the candidate and the scribe are as under:

Qualification (whether Graduate, Post graduate etc.)	
Candidate	Scribe

- ii. The candidate is visually impaired or affected by cerebral palsy with locomotor impairment, his/her writing speed is adversely affected permanently and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.
 - iii. The scribe is not a candidate for this online recruitment exam.
2. As per the rules, Only Visually Impaired (blind / low vision) candidates shall be allowed compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not. Other candidates i.e. Orthopedically Handicap (whose writing speed is adversely affected permanently by cerebral palsy with locomotor impairment) shall be allowed compensatory time of 20 minutes for every hour of the examination availing the facility of scribe.
3. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy, if necessary, the Medical Officer of the MSETCL that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph 1, clause (iii) above.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

Given under our signature:

Signature of the Scribe

Postal address:

Mobile No:-.....

Signature of the Candidate

Name of the Post:-_____

Roll No.:

Postal address:

Mobile No:-.....

**PHOTO
OF
THE
SCRIBE**

Signature of Invigilator

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.
Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government health care institution
Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place :

Date :

Note :

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment- Ophthalmologist, Locomotor disability- Orthopedic specialist/PMR)