

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD**

**ADVERTISEMENT NO. : 03/2025**

**DATE: 27/06/2025**

<p>SPACE TO GROW, OPPORTUNITIES TO EXCEL- YOUR OPPORTUNITY TO WORK FOR THE BIGGEST POWER DISTRIBUTION COMPANY IN INDIA</p>	<p>India's biggest Power Distribution Company having Over 2.70 Crore's consumers and dedicated pool of over 81,000 employees with Annual Revenue of over Rupees 1,00,000/- Crore, is looking for Talented, Dynamic and Result oriented Professionals with proven track record to join MSEDCL in the following positions.</p>
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**1. NUMBER OF VACANCIES:**

**A. SENIOR MANAGER (F&A): PAY GROUP - I**

NAME OF THE POST	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	SBC	OBC	SEBC	OPEN	TOTAL
<b>Senior Manager (F&amp;A)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>13</b>
<b>DETAILS OF HORIZONTAL RESERVATION</b>											
GENERAL	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>10</b>
WOMEN	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
MERITORIOUS SPORTSPERSONS	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PERSONS WITH DISABILITY	Total Posts- 1 {Category C- 1 (One) Posts for OA/OL/OAL/ Cerebral Palsy/Leprosy Cured/Dwarfism/Acid Attack Victim}										
ORPHAN	-										

**B. MANAGER (F&A): PAY GROUP - I**

NAME OF THE POST	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	SBC	OBC	SEBC	OPEN	TOTAL
<b>Manager (F&amp;A)</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>5</b>	<b>2</b>	<b>9</b>	<b>25</b>
<b>DETAILS OF HORIZONTAL RESERVATION</b>											
GENERAL	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>17</b>
WOMEN	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>8</b>
MERITORIOUS SPORTSPERSONS	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PERSONS WITH DISABILITY	Total Posts- 1 {Category B-1 (One) Posts for Hard of Hearing (Not more than 70DB with hearing aids)}										
ORPHAN	-										

**C. DEPUTY MANAGER (F&A): PAY GROUP - II**

NAME OF THE POST	SC	ST	VJ (A)	NT (B)	NT (C)	NT (D)	SBC	OBC	EWS	SEBC	OPEN	TOTAL
<b>Manager (F&amp;A)</b>	12	4	2	2	1	2	1	17	8	8	25	82
<b>DETAILS OF HORIZONTAL RESERVATION</b>												
GENERAL	8	3	1	1	1	1	1	12	6	6	17	57
WOMEN	4	1	1	1	-	1	-	5	2	2	8	25
PERSONS WITH DISABILITY	Total Posts- 4 {Category B-2 (Two) Posts for Hard of Hearing (Not more than 70DB with hearing aids and Category C – 2 (Two) Posts for OA/OL/ Cerebral Palsy/Leprosy Cured/Dwarfism/Acid Attack Victim}											
ORPHAN	01 ( Institutional) & 0 (Zero)- Non – Institutional											

**Note:** The number of vacancies and reservation for backward classes indicated for various Categories are provisional and likely to change. Such change will be notified on the website of the Company.

**2. AGE LIMIT AS ON 27/06/2025:**

S.N.	NAME OF POST	AGE LIMIT
1	Senior Manager (F&A) and Manager (F&A)	40 Years
2	Deputy Manager (F&A)	35 Years

- 2.1 Upper age limit is relaxable by 5 years for the candidates belonging to backward class and applying for the post reserved for backward class.
- 2.2 Those reserved category candidate who apply against Open Category will be treated as Open Category Candidate for the purpose of selection /recruitment process and they will not get the benefit of age and fee relaxation. The candidates are requested to mention appropriate entry in online application form in this regard.
- 2.3 Upper age limit for departmental candidates is 57 years. Departmental candidate means existing employees of MSEDCL only.
- 2.4 The Persons with Disability who have applied for the post is relaxable up to 45 years.
- 2.5 The upper age limit for meritorious Sport-persons is relaxed by 5 years; however his/her age will not be more than 43 years.
- 2.6 The upper age limit for Orphan is relaxed by 5 years.
- 2.7 For age benefit, if a candidate is eligible for more than one age relaxation, he /she will be eligible for the maximum upper age.
- 2.8 The reserve category candidates who avails concession in age will not be considered against the Open/General category posts. The applicants are requested to observe the vacancies before submission of online application.
- 2.9 Date of birth as recorded in the Secondary School Certificate (SSC) and age as on 27/06/2025 will be considered; hence it is to be mentioned accordingly in the application.

### 3. PRE-REQUISITES AS ON 27/06/2025:

S.N.	NAME OF POST	QUALIFICATION	EXPERIENCE
1	Senior Manager (F & A)	CA / ICWA (CMA ) Final Passed	7 (Seven) years relevant post-qualification experience in Finance / Accounts / Audit out of which 3 years should be in a post of Deputy Manager (F&A) out of which one year at the position at Manager (F &A). <b>OR</b> 7 (Seven) years relevant post-qualification experience in Finance / Accounts / Audit out of which 2 years' experience at the position at the post of Manager ( F &A).
2	Manager (F&A)	CA / ICWA (CMA) Final Passed <b>Note:</b> For MSEDCL employees: B.COM. and MBA (Finance) <b>OR</b> M.Com.	3 years relevant post-qualification experience in Finance / Accounts / Audit out of which at least 2 years' experience at position of Dy. Manager (F & A) and equivalent.
3	Deputy Manager (F & A)	CA / ICWA (CMA) / M.Com. <b>OR</b> B.Com and MBA (Finance)	One year post-qualification experience in Finance / Accounts / Audit.

- Note :**
- A Degree & Diploma 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, by the Competent Authority.
  - Equivalency of outside candidates (means other than existing MSEDCL employees) will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.
  - The experience wherever prescribed be considered as the post qualification experience i.e. experience acquired after possessing essential qualification.
  - The pre-requisites i.e. qualification and experience shall be considered on as on publication of advertisement i.e. 27/06/2025.

### 4. SCALE OF PAY:

S.N.	POSTS	SCALE OF PAY
1	Senior Manager (F & A)	Rs. 97220-3745-115945 - 4250-209445
2	Manager (F&A)	Rs. 75890-2995- 90865 -3250- 168865
3	Deputy Manager (F&A)	Rs. 54505-2580 – 67405 – 2715 -137995

**Note:** The selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per the Rules of the Company.

## 5. RESERVATION:

- 5.1 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 Govt. of Maharashtra from 29<sup>th</sup> 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 viz., VJ (A), NT(B), NT(C), NT(D), SBC & OBC category except Schedule Castes and Scheduled Tribes. The selected candidates should produce current years Non-Creamy Layer Certificate in the prescribed format issued by appropriate authority as per Govt. of Maharashtra provisions as amended from time to time Circular No.CBC-10/2006/PK15/BCR-5 dated 05/06/2006 along with System Generated Application at the time of interview.
- 5.2 The candidates should be domicile of Maharashtra State and should be of the category notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Buddha Religion) (b) Scheduled Tribes (c) VJ-A, NT-B,NT-C, NT-D ,SBC, OBC, EWS, SEBC etc.
- 5.3 The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including benefit in the payment of application fees.
- 5.4 For claiming and availing benefit of reservation under Backward Class category, the candidates should produce a caste validity certificate issued by the competent Caste Scrutiny Committee. The candidates applying without caste validity certificate of caste claimed, if selected, will be appointed provisionally only after submission of proof of submission of necessary documents to appropriate Caste Scrutiny Committee for caste validity as per G.R.No.BCC-2009/P.No.291/09/16-B dated 05/11/2009 & G.R.No.BCC-2011/P.No.1064/2011/16-B dated 12.12.2011.
- 5.5 For claiming and availing benefit of reservation under SEBC Category, the appointments/ selection of all the SEBC category candidates are provisional and subject to outcome of the order of the Hon'ble High court Bombay in the W.P. No. 3468/2024 and as per this Court Order dated 16/04/2024.
- 5.6 **EWS RESEVATAION:**
- 5.6.1 The GOM vide GR dt. 12.02.2019 has introduced 10 % reservation to EWS in civil services. Persons who are not covered under existing scheme of reservations and whose family has gross annual income below Rs. 8.00 lakh has identified as EWSs for the benefit of reservation. The above mentioned advertised post has higher level posts and required experience where the gross income of candidates is already more than 8.00 lakh.
- 5.6.2 The GOM vide letter dt. 27/09/2022 have given guidelines that if the suitable EWS candidate is not available then the post is to be filled by merit in OPEN category and not to carry forward the post of EWS. Also, as per the GOM GR dated 31.05.2021, in this context , considering the required experience and the gross salary of the candidates, it is observed that none of the applicants would be eligible under the Economically Weaker Sections (EWS) category for the above posts. Therefore, the posts of EWS category has been Clubbed to the Open category.
- 5.6.3 Reservations for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt(Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.

**5.6.4 The candidate who are not covered under the category notified by Maharashtra State viz. (a) Scheduled castes (including SC category person who has adopted Buddha Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D , SBC, OBC, SEBC etc. and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Please refer Government of India, Ministry of Social Justice and Empowerment, Department of Social Justice and Empowerment Reservations for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt(Res) dated 31<sup>st</sup> Januaray 2019 and 19<sup>th</sup> Januaray 2019.**

**5.7 WOMEN HORIZONTAL RESERVATION:**

5.7.1 There shall be 30% horizontal reservation for women as per the provision of GoM GR No.82/2001/MSA-2000/PK 415/K-2 dated 25/05/2001.

5.7.2 For claiming the benefit of horizontal reservation of women under Open Category, the Non-Creamy Layer certificate will not be required as per the provision of Department of Women and Child Development GoM GR. No. MHIA/2001/ PK-123/ K-2 dated 04/05/2023 provided the other conditions mentioned in the GR is met.

5.7.3 For availing reservation of women under reserved category, the Non creamy Layer certificate in prescribed format issued by Appropriate Authority is required for women belonging to Backward Class Category except for SC, ST & OPEN.

**5.8 MERITORIOUS SPORTSPERSONS HORIZONTAL RESERVATION:**

5.8.1 There shall be 5 % horizontal reservation for Meritorious Sports persons. The candidates applying against Meritorious Sports persons shall ensure that he/she has the Sport Certificate which is validated by the Appropriate Sport Committee and same will be essential to produce at the time of document verification.

5.8.2 It will be the responsibility of the candidate to submit all sport certificates together to the Appropriate Competent Authority for validation before the submission of online application. Details of all the sports certificates and details of token of documents submitted is to be mentioned in the online application as per Department of School Education & Sports G.R. dated 11/3/2019 and as amendments made by GoM from time to time. Else the Candidature of the candidate will be cancelled.

**5.9 ORPHAN HORIZONTAL RESERVATION:**

5.9.1 There shall be 1 % horizontal reservation for orphan child as per the GoM G.R. dated 06/04/2023. The provisions of horizontal reservations for Orphan child will be subject to detail guidelines from the Government of Maharashtra in this matter.

5.9.2 It will be the responsibility of the candidate to submit his application for Orphan certificate to the Appropriate Competent Authority before the submission of online application.

5.9.3 His/Her selection will be as per GoM Department of Women and Child development GR dated 10/05/2023.

- 5.9.4 The Orphan reservation is horizontal reservation. The orphan candidates selected on merit will be shown against the respective Social Reservation category to which he/she belongs to.
- 5.9.5 As per the Government Resolution issued by the Women and Child Development Department, Supplementary Letter No.: Orphan-2022/Pr.No.122/Ka-03 dated 10<sup>th</sup> May 2023, if sufficient eligible candidates are not available in a specific sub-category under orphan reservation during the recruitment process, the vacant posts shall be filled on merit from candidates belonging to another sub-category of orphans within the same recruitment process.
- 5.9.6 Candidates claiming reservation under the orphan category must submit the prescribed Orphan Certificate and Maharashtra State Domicile Certificate within the time frame specified by the Commission. These documents must be submitted in accordance with the procedure outlined in the Government Resolutions dated 6<sup>th</sup> September 2022, 6<sup>th</sup> April 2023, and 10<sup>th</sup> May 2023. Failure to submit the required certificates within the stipulated period will result in rejection of the claim for orphan reservation.
- 5.10 The horizontal reservation will be applicable as per the procedure laid down in the GoM GR No. SRV 1012/Pra.Kra.16/12/16-B dt. 13/08/2014 & GoM GR No. Sankirn-1998/ Pra. Kra.39/16-A dt.19/12/2018.
- 5.11 In certain categories mentioned in this advertisement, horizontal reservation posts may be unavailable or less in numbers. However, the number of such posts is subject to change and may increase at a later stage. Therefore, any eligible candidate intending to avail the benefit of horizontal reservation must select the appropriate horizontal reservation category while filling the online application form.
- 5.12 Candidates belonging to backward categories may also opt for consideration under horizontal reservation in the Open category on their own merit, subject to fulfilling the eligibility criteria applicable to the Open category. Therefore candidate shall note that, their grievance shall not be entertained at any stage of the recruitment process on the grounds that the candidate did not apply under horizontal reservation due to the non-availability or lesser number of horizontal reservation posts in a particular category at the time of application submission.
- 5.13 For claiming the benefit of the candidate have to produce the Caste Certificate & Current years (i.e. Financial year 2024-2025) Non creamy Layer Certificate (except SC and ST) issued by the appropriate authority as prescribed under Annexure-'A' enclosed to Maharashtra Government Resolution dated 15/03/2024 at the time of document verification. The details of Non-Creamy layer shall be mentioned while registration of online application and same is mandatory.
- 5.14 There shall be horizontal reservation for persons with disability and recommended for selection as per the GoM GR no. Divyang/2018/Pra. Kra. 114/16-A dt. 29/05/2019, GOM GR No. Divyang/2018/Pra.Kra. 83/16-A dt. 20/04/2023 and as per the guidelines received from GoM from time to time.
- 5.15 The reservation policy for persons with disability shall apply as per Government directives. Persons suffering from not less than 40 % of disability shall only be eligible for the benefit of reservation for persons with disability. The candidate should submit copy of Medical Certificate issued by the appropriate Medical Board in terms of Govt. of India, Office Memorandum No.36035/3/2004-Estt (Res.) dated 29.12.2005 and same is mandatorily.

5.16 The details of the reservation for the post along with category of posts reserved are as below:

S.N.	Name of the Post	Persons with Disability Category	Physical Eligibility
1	Senior Manager (F&A)	OA/OL / OAL/ Dwarfism/Acid Attack Victim	Sitting, Manipulation of Finger, Reading & Writing, Seeing, Hearing Communication, PC Operation, Dealing with Consumers / Agencies
2	Manager (F&A)	Hard of Hearing (Not more than 70 DB with hearing aids) /OA /OL / Leprosy Cured/ Dwarfism/ Acid Attack Victim/ Muscular Dystrophy /Autism(M)	Sitting, Manipulation of Finger, Reading & Writing, Seeing, Hearing Communication, PC Operation, Dealing with Consumers / Agencies
3	Deputy Manager (F&A)	Hard of Hearing (Not more than 70 DB with hearing aids) /OA / OL / OAL/ Leprosy Cured/ Dwarfism/ Acid Attack Victim	Sitting, Manipulation of Finger, Reading & Writing, Seeing, Hearing Communication, PC Operation, Dealing with Consumers / Agencies

**Abbreviations:** OL - One Leg Affected, OA-One Arm Affected , OAL- One Arm & One Leg.

5.17 The reservation for Persons with Disabilities and Women is against current vacancy. The reservation for these categories i.e. PWD and Women is Horizontal reservation and candidates selected against the quota for PWD and Women will be placed in appropriate category viz. SC, ST, VJ(A), NT(B), NT(C), NT(D), SBC, OBC & OPEN categories depending upon the category to which they belong in the roster meant for reservation of the backward classes.

5.18 The age relaxation for the reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant of general/open category, are not entitled to get age relaxation. However, the age relaxations belonging to PH category are entitled to get age relaxation as admissible to them for the posts meant for Open/General category. If such posts are identified suitable for the PH category.

5.18.1 **Submission of Disability Certificate (PWD Candidates):**

Candidates intending to claim age relaxation or any other benefits under the Persons with Benchmark Disabilities (PwBD) category are required to submit a disability certificate in the revised format, issued through the Central Government's UDID portal [www.swavlambancard.gov.in](http://www.swavlambancard.gov.in) or via the State Accessible Disability Management System (SADM), in accordance with Government Decision, Public Health Department, No. Aprki-2018/Pr.Kr.46/Arogya-6, dated 14th September 2018.

5.18.2 **Mandatory UDID Enrollment and Compliance with Disability Guidelines:**

As per the Government Circular issued by the Department of Disabled Welfare, No.: Divyang-2024/P.Kr.86/D.K.2, dated 27th June 2024, it is mandatory for all PwBD candidates to obtain a Disability Certificate and a Universal Disability Identity Card (UDID Card) either through the provisions of the Public Health Department's resolution dated 14th September 2018, subsequent amendments, or upcoming Medical Boards. Until the UDID Card is physically received, candidates must submit the UDID Enrollment Number along with their valid Disability Certificate to avail of any concessions under the PwBD category. Candidates are advised to thoroughly review all provisions mentioned in the above-referenced Government Circular. The reservation and benefits under the PwBD category will be extended strictly as per the said guidelines.

- 5.19 The reserve category candidates who avails concession in age will not be considered against the open/general category posts. The applicants are requested to observe the vacancies before submission of online application.
- 5.20 Once the caste/tribe is mentioned in online application form, it cannot be changed at any stage later on.

## 6. METHODOLOGY OF SELECTION:

- 6.1 The candidates will have to appear for the online test and interview at his/her own cost. The candidates will be short-listed for personal interview taking into consideration their performance and information provided in online application in the online test in the ratio of 1:3. A candidate who participates in the online test and is shortlisted for the interview based on their performance in the examination must attend the interview process. Failure to attend the interview will result in disqualification, and such candidates will not be considered while preparing the final result.
- 6.2 The online examination tentatively will comprise the following objective type multiple choice tests as stated below:

S. N.	Test	No. of Questions	Marks	Time
1.	Test of Professional Knowledge	50	110	Composite time of 120 Minutes
2.	<b>Test of General Aptitude: i.e.</b>			
	(A) Test of Reasoning	40	20	
	(B) Test of Quantitative Aptitude	20	10	
	(C) Test of Marathi Language	20	10	
<b>Total</b>		<b>130</b>	<b>150</b>	

MSEDCL reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Hand-out, which will be made available for the candidates to download along with the call letters from the authorized MSEDCL website [www.mahadiscom.in](http://www.mahadiscom.in)

- 6.3 The time for the test is 120 minutes; however you may have to be at the venue for approximately 180 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. The tests will be provided in English except for the test of Marathi language. Candidate can attempt any question from 1 to 130 at any point of time within these 120 minutes. All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. Candidate have to select the most appropriate answer and the 'mouse click' that alternative which you feel is appropriate /correct.
- 6.4 There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 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.
- 6.5 The Scores of Online Examination will be obtained by adopting the following procedure:
- Number of questions answered correctly by a candidate in each objective test care is considered for arriving at the corrected Score after applying penalty for wrong answers.
  - The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- 6.6 The list/roll No. of applicants called for the online test, short-listed for interview will be made available on the website of the Company only. Similarly the list of finally selected candidates will also be displayed on the website.
- 6.7 The recruitment in MSEDCL is done strictly as per merit.
- 6.8 Canvassing in any form will disqualify candidate.
- 6.9 If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- 6.10 If the candidate knowingly or willfully furnished incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 6.11 The decision of the Company in all matters relating to recruitment/interpretation shall be final and no individual correspondence will be entertained.
- 6.12 The selection of Departmental candidate will be subject to verification of disciplinary actions in process/contemplated and other service records. The decision of the Company in this regard shall be final and no individual representations will be entertained.
- 6.13 If two or more candidates have scored equal marks, then the priority will be as per the Date of Birth. The elder candidate (more age) will be given preference when the select list is prepared. In the occasion where the candidates have same Date of Birth, then preference will be given as per average marks obtained in SSC examination. So candidates should mention SSC average marks and not Best of five marks in the online application.
- 6.14 The select list will be drawn by giving 90% weightage to the performance in the online test and 10% weightage to the interview. Accordingly, the result will be prepared out of 100 marks considering social and horizontal reservation.
- 6.15 Normally selection process comprises of online test and interview of the shortlisted candidates. However which shortlist / selection process is to be adopted will be decided by the Company and the decision of the Company in this regard shall be final.
- 6.16 **Cut off Marks :** Open category candidates or candidate applied against OPEN category who obtain less than 40 % marks in online examination test and reserved category candidates SC, ST, VJ(A), NT(B), NT(C), NT(D) SBC & OBC, SEBC, EWS who obtain less than 30 % in online examination test will not be considered for personal interview.

## 7. APPLICATION FEE:

- 7.1 Candidates shall pay the requisite fee through online as below:

**Open Category / Applied Against Open Category:** Rs.500/- + GST

**Reserved Category/ Orphan** : Rs.250/- + GST

- Note:** (i) The candidates claiming the reservation mentioned under 'Persons with Disabilities' is exempted from fees.
- (ii) Fees once paid are non-refundable under any circumstances.
- (iii) Bank Transaction Charges for Online payment of application fees will have to be borne by the candidates.

- 7.2 The candidates not having the caste certificate issued by the appropriate Competent Authority of Maharashtra State or 'Non-Creamy Layer' certificate at the time of application will have to pay the application fee as applicable for Open Category and they will be treated as Open category candidates for all purposes.
- 7.3 Fees in the form of Postal Order/Money Order/Cash will not be accepted.
- 7.4 In case the selection process is not /could not be completed for any reason, the fees paid will not be refunded.

**8. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:**

Event	Tentative Schedule
Opening Date for on-line Registration of Applications with Fee through website i.e. www. mahadiscom.in.	<b>July, 2025 (Second Week)</b>
Online Examination Test	<b>August, 2025 (Last week)</b>
Personal Interview	<b>September ( Second/Third week),2025</b>

**9. PROCEDURE TO APPLY:**

- 9.1 Candidates applying for the posts advertised should ensure that they fulfill all eligibility Criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.
- 9.2 The MSEDCL Candidates must upload an updated experience certificate while registration of his/her online application which shall be valid as of the date of the advertisement's publication. Aspirants must apply to their current/former employer (the respective office) to obtain this certificate. The experience certificate/letter must be uploaded at the time of online application. If any false or incorrect information regarding experience is detected during any stage of the recruitment process, the candidate's application will be disqualified. And such candidates will be barred from participation in the interview of the current recruitment process. Also, such candidates will not be considered while drawing result.
- 9.3 Candidates other than MSEDCL must upload experience certificate which is considered as on date of publication of the advertisement. The experience certificate must clearly mention- Designation(s) held, Tenure of employment (From-To date), Roles and responsibilities handled, Position/hierarchy within the organization, Gross emoluments (excluding perks and allowances) etc. If the candidate has worked with more than one organization, separate experience certificates must be obtained and uploaded at the time of registration of online application. All required experience certificates must be uploaded at the time of registration of the online application form. If a candidate is found prima facie ineligible based on the experience criteria mentioned in the advertisement, he/she shall not be allowed to participate in the interview process and not considered while drawing the result.
- 9.4 The departmental candidate (i.e. an existing employee of MSEDCL) who submits an online application but does not fulfill the eligibility criteria as prescribed in the advertisement shall not be permitted to appear for the personal interview, even if he/she shortlisted for interview based on performance in the online test. Furthermore, such candidature is liable to be cancelled at any stage of the recruitment process without prior notice.

- 9.5 The Company reserves the right to verify/Scrutiny the details/documents of the MSEDCL employee as well as other candidates at any stage of the recruitment process.
- 9.6 Employees working in Govt./Semi Govt. Undertaking will have to produce ‘**No Objection Certificate**’ issued by the employer at the time of verification of documents.
- 9.7 **ON-LINE CENTRE:**
- a) The examination will be conducted online in venues given in the respective call letters.
  - b) No request for change of center/venue/date/session/post for Examination shall be entertained.
  - c) MSEDCL however, reserves the right to cancel any of the Examination Centers and/ or add some other Centre’s, at its discretion, depending upon the response, administrative feasibility, etc.
  - d) MSEDCL also reserves the right to allot the candidate to any center other than the one he/she has opted for.
  - e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and MSEDCL will not be responsible for any injury or losses etc. of whatsoever nature.
  - f) Choice of center once exercised by the candidate will be final.
  - g) If sufficient number of candidates does not opt for a particular Centre for "Online" examination, MSEDCL reserves the right to allot any other adjacent center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, MSEDCL reserves the right to allot any other center to the candidates.

## **10. HOW TO APPLY:**

Candidates are required to apply Online on the link provided in Company’s website [www.mahadiscom.in](http://www.mahadiscom.in) . No other means / mode of application will be accepted.

Detailed Guidelines/Procedures for:

- A. Application Registration
- B. Payment of Fees
- C. Uploading of Photograph
- D. Uploading of Signature, Left Thumb impression and Handwriting declaration

### **A. APPLICATION REGISTRATION:**

#### **I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION:**

Before applying online, candidates should

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for uploading of photograph & signature scan.

- ii. The left thumb impression should be properly scanned and not smudged. **(If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**
- iii. Scan the handwriting declaration ensuring that the document adheres to the required specifications as given under Guidelines for uploading of handwriting declaration. The text for the handwritten declaration is as follows:

*“I, \_\_\_\_\_(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*

- iv. The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. **(In the case of Visually Impaired candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)**
- v. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. Organization may send call letters for the Interview etc., through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number. **Under no circumstances, a candidate should share/mention e-mail ID to/ of any other person.**

## **II. APPLICATION PROCEDURE:**

1. Applicants are required to go to Company’s website and open the link “**Careers**” or under “Latest news and announcement” Thereafter, open the Recruitment Notification and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**CLICK HERE FOR NEW REGISTRATION**" and enter Name, Contact details and Email-ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he/ she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application, candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the “**COMPLETE REGISTRATION**” BUTTON.
5. The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the "**VALIDATE YOUR DETAILS**" and "**SAVE & NEXT**" button.
7. Candidates can proceed to upload Photo, Signature, Left Thumb impression and hand writing declaration as per the specifications given in the Guidelines detailed under point "C" given below.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before "**COMPLETE REGISTRATION**".
10. Modify details, if required, and click on "**COMPLETE REGISTRATION**" only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on "**PAYMENT**" Tab and proceed for payment.
12. Click on "**SUBMIT**" button.
13. Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Authority.
14. To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.
15. Authority does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

**B. PAYMENT OF FEES ONLINE MODE:**

1. Payment of application fee/ intimation charges has to be done after successful registration of the application else application will be treated as cancelled.
2. Candidates have to pay the requisite fees/intimation charges only through ON-LINE mode.
3. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
4. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
6. On successful completion of the transaction, an **E-Receipt** will be generated. **Candidates are required to take a printout of the e-receipt.**

7. Non-generation of '**E-Receipt**' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to **login** again using their Provisional Registration Number and Password and repeat the process of payment.
8. Candidates are required to take a print of online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.
11. There is facility to print application form containing fee details after payment of fees.

**C. GUIDELINES FOR UPLOAD OF PHOTOGRAPH, SIGNATURE, LEFT THUMB IMPRESSION & HANDWRITING DECLARATION:**

In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/ signature in such case.

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.

**PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture (4.5cm × 3.5cm).
- The picture should be in colour, 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-50kb. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

❖ **Photograph Capture:**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.

- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

### Do’s and Don’ts of Photo Capture

#### Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

#### Don’ts:

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

### **SIGNATURE, LEFT THUMB IMPRESSION AND HANDWRITING DECLARATION IMAGE:**

- i. **The applicant has to sign on white paper with Black Ink pen. Candidates must ensure that their signature is in running handwriting and not in CAPITAL LETTERS. If the signature is found to be in CAPITAL LETTERS on online application/call letter, the candidate will not be permitted to appear for the online test.**
  - The applicant has to put his left thumb impression on a white paper with **BLACK** or **BLUE** ink
  - The applicant has to write the declaration in English clearly on a white paper with black ink.
  - The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.
  - The signature will be used to put on the Call Letter and wherever necessary.
  - If the Applicant’s signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and left thumb impression.
  - Size of handwriting declaration should be 50 kb – 100 kb.

- **Signature in CAPITAL LETTERS shall NOT be accepted.**
- **The left thumb impression should be properly scanned and not smudged.**
- **A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the MSEDCL in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted. Signature uploaded should be of appropriate size and clearly visible.**
- **Please note that only a valid image will be accepted by the system as per the above specifications and only after successful upload of the documents, the application will proceed.**

**SCANNING THE DOCUMENTS:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / handwritten declaration, 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/MsOffice can easily obtain documents in .jpeg format not exceeding 50kb (for photograph), 100 kb (for handwriting declaration), 20kb (signature) and 50kb (for left thumb impression) by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (for photograph), 100 kb (for handwriting declaration), 20kb (signature) and 50kb (for left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and handwriting declaration.

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

- There will be separate links for uploading Photograph, signature, left thumb impression and handwriting declaration.
- Click on the respective link “Upload Photograph / signature / left thumb impression / hand writing declaration”.
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression /hand writing declaration file has been saved.
- Select the file by clicking on it.
- Click the ‘Open/Upload’ button.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwriting declaration as specified.

#### **Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the handwriting declaration is unclear / smudged the candidate’s application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / handwriting 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 handwriting declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

## **11. MODE OF PAYMENT:**

Candidates have the option of making the payment of requisite fees/ intimation charges through **ONLINE mode only:**

- i. The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay/ Visa/ Master Card/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- iii. After Final Submit, an additional page of the online application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- iv. If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- v. On successful completion of the transaction, an e-receipt will be generated.
- vi. Candidates are required to take a printout of the e-receipt and online application form containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.

- vii. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

**Note:**

- ❖ After submitting payment information in the online application form, candidate to wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- ❖ For Credit Card users: All prices are listed in Indian Rupee. If the candidate uses a non-Indian credit card, the bank will convert to the local currency based on prevailing exchange rates.
- ❖ To ensure the security of the data, candidate is advised to close the browser window once the transaction is completed.
- ❖ After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the MSEDCL.

## **12. GENERAL CONDITIONS:**

- ii. Candidates applying for the posts advertised should ensure that they fulfill all eligibility criteria. Their candidature to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to original documents prior to issuance of offer letter. Mere submission / acceptance of online application and /or appearing for the exams do not ensure eligibility as well as does not confer any right for appointment.
- iii. Once the application is submitted, no information can be corrected. Candidates should be careful in filling the online application and should cross-check and are responsible for correctness of information in continuation.
- iv. All candidates who have registered online and have paid the requisite Application fees may be allowed to download online call letters for online Test. No detail scrutiny of application will be carried out at the time of issuing call letters for online examination. The call letters can be downloaded from the Company's website [www.mahadiscom.in](http://www.mahadiscom.in). Candidates will have to visit the website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter affix with photo (ii) Photo Identity Proof as stipulated in the call letter in original. The candidates shall also bring a photocopy of the call letter and Photo Identity Proof.
- v. **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ 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/ Employee ID/ Bar Council Identity Card with photograph 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.

**Ration Card are not valid id proofs for this purpose, as the photo identity proof is required.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

- vi. **Candidates must ensure that their signature is in running handwriting and not in CAPITAL LETTERS. If the signature is found to be in CAPITAL LETTERS on online application/call letter, the candidate will not be permitted to appear for the online test.**
- vii. Normally selection process comprises of online test. However which shortlist / methodology/type of selection process is to be adopted will be decided by the Company and the decision of the Company in this regard shall be final. The candidates will have to appear for online Test at the allotted Test Centre at their own cost.
- viii. The test structure, list of selected candidates, schedule of interview etc., will be published on the Company's website [www.mahadiscom.in](http://www.mahadiscom.in) from time to time. For this purpose, the candidate should check the website of the company periodically about the updates as per schedules dates.
- ix. Prescribed qualifications are minimum and mere possession of the same does not confer any right for appointment.
- x. The candidate should ensure that he / she fulfills the eligibility criteria regarding educational qualification, age, caste etc. and particulars furnished in the application form are correct in all respect.
- xi. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his / her candidature will not be considered and it will be cancelled if considered earlier inadvertently.
- xii. If the candidate knowingly or willfully furnished incorrect or false particulars or suppresses material information, he / she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- xiii. If any information furnished by the candidate is detected not as per the advertised criteria at any stage of recruitment process his/her candidature will be cancelled or if detected in further course of employment he/she will be liable for termination.

- xiv. This advertisement is published subject to the provisions of Maharashtra Civil Services (declaration of Small Family) Rules, 2005, prescribing declaration of the small family as one of the essential criteria.
- xv. The candidates shall be the one of the following certificate for Marathi language nad shall be produce at the time of document verification :-
- “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 Principle of the said College / Institute.”
- xvi. The decision of the Company in all matters relating to the recruitment process shall be final and no individual correspondence will be entertained.
- xvii. As per policy, the tests/question paper are not disclosed to anybody else other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.
- xviii. The departmental employees of the Company applying against this Advertisement should submit their applications online well in time.
- xix. The recruitment in MSEDCL is done strictly as per merit in a systematic way giving appropriate weight-age to online Test and Interview. Canvassing in any form will disqualify a candidate.
- xx. Any request for change of address or any other information provided in online application will not be entertained.
- xxi. The Online Test will be in English except test of Marathi language.
- xxii. Those selected candidates after allocation and detailed posting, will have to serve at that place/ headquarter as per the provisions of MSEDCL Transfer Policy as amended from time to time in force at that time.
- xxiii. **SERVICE/SURETY AGREEMENT BOND:** At the time of joining the services of MSEDCL, the selected candidate for the post Sr. Manager (F &A)/ Manager (F &A) and Dy. Manager (F a& A) is required to execute a Service Bond of Rs. 01 (One) lakh and Rs. 50,000/-, respectively. The Candidate shall have to serve for a minimum period of 3 years in MSEDCL w.e.f. date of his/her joining in MSEDCL or else shall pay an amount of respective service/surety bond to MSEDCL in addition to the provision of the MSEDCL Service regulations, 2005.
- xxiv. Any further announcements/ addendum or corrigendum, if any/ Notice/ details pertaining to this process will only be published / provided on website of the Company i.e. [www.mahadiscom.in](http://www.mahadiscom.in).
- xxv. Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai High Court, Mumbai.
- xxvi. The Company reserves the right 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.

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## **GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS**

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

**a. Photograph Image: (4.5cm × 3.5cm)**

- i. Photograph must be a recent passport style colour picture.
- ii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iii. Look straight at the camera with a relaxed face
- iv. 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
- v. If you have to use flash, ensure there's no "red-eye"
- vi. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii. Dimensions 200 x 230 pixels (preferred)
- ix. Size of file should be between 20kb–50 kb
- x. 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.
- xi. Photo uploaded should be of appropriate size and visible.

**b. Signature, left thumb impression and hand-written declaration Image:**

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

- v. If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
  - vi. **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**
  - vii. **Ensure that Photo, Signature, thumb impression and hand-written declaration are uploaded at the specified spaces only in the online application form.**
- c. Document file type/ size:**
- i. All Documents must be in PDF format.
  - ii. Page size of the document to be A4.
  - iii. Size of the file should not be exceeding 500 KB.
  - iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.
- d. Scanning the documents / images:**
- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
  - ii. Set Colour to True Colour.
  - iii. File Size as specified above
  - iv. Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
  - v. 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.
  - vi. Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg /.jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- e. Procedure for uploading the documents / images:**
- i. While filling in the Online Application Form the candidate will be provided with separate links for uploading Documents, Photograph, signature, left thumb impression and hand written declaration
  - ii. Click on the respective link "Upload Documents/ Photograph / signature / Upload left thumb impression /hand written declaration"
  - iii. Browse and Select the location where the Scanned Documents / Photograph / signature / left thumb impression /hand written declaration file has been saved.
  - iv. Select the file by clicking on it
  - v. Click the 'Open/Upload'

- vi. If the file size and format are not as prescribed, an error message will be displayed.
- vii. Preview of the uploaded image will help to see the quality of the image. In case of unclear/ smudged, the same may be re-uploaded to the expected clarity /quality.

**Do's and Don'ts of Photo Capture :**

**Dos:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

**Don'ts:**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

**Your Online Application will not be registered unless you upload your Documents, Photograph, signature, left thumb impression and hand written declaration as specified.**

- Note:**
1. In case the face in the Documents or photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
  2. After uploading the Documents / 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 Documents or 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 documents or 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.

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