



**Advt. No.(Internal Notification) 06/2025**  
**MAHARASHTRA STATE POWER GENERATION COMPANY LTD.**

**INVITES APPLICATIONS FOR “UDC (HR)” BY WAY OF INTERNAL NOTIFICATION**

Post Code	Name of post	Pay Gr.	CATEGORYWISE RESERVATION				
			SC	ST	VJ-A	OPEN	TOTAL
HR 01	Upper Division Clerk (HR) (Internal Notification)	III	2	1	02	06	11

Note: The above vacancies are published as per the requisitions received from Corporate Office & various field offices.

**Last date for Submission of application is : 24/10/2025**

**Qualification and Experience as on 24/10/2025 :**

Post Code	Post Name	Qualification	Experience
HR01	Upper Division Clerk (HR) (Internal Notification)  <b>Pay Scale :-</b> Rs.36665-1265-42990- 1385-56840-1510-105160	1. Degree in Arts, Science, Commerce or Management / Administration from a University recognized by the UGC. 2. Should have passed Lower GAD Examination & MS-CIT Exam.	2 Years' Experience in the Establishment & HR matters.

**Note :** The Education qualification considered at the time of Entry as LDC (HR) will be considered as valid.

**Upper Age Limit:** 57 years

**Important Terms & Conditions:**

1. The Employees possessing requisite qualification & experience working anywhere in MSPGCL Company shall be eligible to apply under Internal Notification. However, if selected, the employee will be posted as per the Roster points available at respective Offices.
2. The selection against Internal Notification shall be on the basis of written test.

**Fees Applicable**

Name of the Post	Fee for Open category candidates	Fee for Reserved Category Candidates
01	02	03
Upper Division Clerk (HR)	500+90 (GST) =590/-	300+54 (GST) =354/-

**Note:-**

1. Applications without appropriate payment of fees as prescribed will be rejected.
2. Candidates applying for open category / **applying against Open** category will have to pay the fees as mentioned in column 02 above.
3. In case candidate pays less fees than the applicable fees, he/she shall be held not eligible.

- Candidates shall furnish Pay order / Demand Draft of the value as applicable to them in favor of **“MAHARASHTRA STATE POWER GENERATION COMPANY LIMITED”** drawn on any Nationalized Bank **payable at “Mumbai”**. The candidate should write his Full Name, Post code and Name of Post applied on the backside of the Demand Draft. Fees in the form of Postal Order/Money Order/Cash will **not** be accepted.

**Fees once paid will not be refunded in any circumstance, nor it will be held in reserve for any further recruitment.**

### **How to Apply**

- Candidates are required to have a valid personal email ID / Mobile no.** It should be kept active during this recruitment process. **Under no circumstances, he/she should share/ mention email ID/ Mobile no. of any other person.**  
In case, candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.  
If message or email regarding Recruitment process is **NOT** received by candidates due to any reason, MAHAGENCO is **NOT** responsible in such cases.
- Application must be submitted in the Proforma given at the end of this advertisement, in same order preferably typewritten on full-scape paper. All items of the application should be filled in properly.
- The name of the candidate, his / her father / husband name, caste, etc. should be spelt correctly in the application form as it appears in the certificates, mark sheets. Any change/ alteration found may disqualify the candidature.
- Application duly filled in (along with Demand Drafts) & signed attested copies of certificates in support of age, qualifications, Domicile, etc. should be sent / submitted through Proper channel to:-  
**Dy. General Manager (HR-RC), Maharashtra State Power Generation Co. Ltd., Estrella Batteries Expansion Compound, Ground Floor, Labour Camp, Dharavi Road, Matunga, Mumbai -400 019 so as to reach on or before 24/10/2025.**

### **Note:**

- Application which is incomplete in any respect such as without photograph and signature or D.D. will **not** be considered as valid.
- Female candidates who have changed first / middle / last name post marriage must take special note of this. Kindly attach copy of marriage certificate and / or Gazette certificate of name changed.
- If there is any change in first / middle / last name in any of the certificates / supporting documents submitted by the candidate, kindly attach copy of Gazette certificate of the same

### **Conditions applicable to Backward Class candidates**

- Reservation for Backward Class will be governed by the Maharashtra State Public Services Reservation for SC, ST, VJ-A, NT-B, NT-C, NT-D, SBC and OBCs Act, 2001 and as per the rules & regulations framed by the Govt. of Maharashtra from time to time.
- The candidate applying against reserved category and belonging to VJ-A, NT-B, NT-C, NT-D, SBC or OBC category should produce a certificate from appropriate authority as prescribed by the Govt. of Maharashtra showing that he /she is not covered under the concept of “Creamy Layer”. The candidate shall have valid current year Non Creamy Layer Certificate issued by Competent Authority of Govt. of Maharashtra along with application form.

3. Candidate belonging to Schedule Caste & Scheduled Tribes are exempted from submission of Non-Creamy Layer Certificate as applicable.
4. Candidates claiming Reservation benefit has to submit Caste Certificate & Caste Validity Certificate issued by the Competent Authority of Govt. of Maharashtra along with application. Candidate unable to produce Caste Validity Certificate issued by the Competent Authority of Govt. of Maharashtra along with application, if selected, will be appointed temporarily. (Refer G.R.No. BCC/2011/ PR.1064/16-B dated 12/12/2011).
5. Backward Class candidate has to produce valid Domicile Certificate issued by the Competent Authority of Govt. of Maharashtra along with application form.
6. Candidates belonging to reserved category have to submit Caste Validity Certificate along with Application form. However, the candidate who does not have caste validity certificate, has to submit all necessary documents required for Caste Scrutiny Committee for verification of caste claim before joining the duty as applicable.
7. Once the caste is notified in the application form, it cannot be changed at any stage later on.
8. The Backward Class candidates who apply against open category will not be permitted to change the option once exercised at any stage later on.

### **Important Conditions about Selection /Shortlisting Process**

1. The Selection process will be tentatively conducted in the month of December 2025.
2. The communication regarding recruitment process will be published on the Company's website i.e. [www.mahagenco.in](http://www.mahagenco.in) from time to time.
3. If the number of applicants are large, then a suitable criteria may be applied.
4. The recruitment/shortlisting in MAHAGENCO is done strictly as per merit in a systematic way.
5. Canvassing in any form will disqualify the candidate.

### **GENERAL CONDITIONS**

1. Candidate must be an **Indian Citizen**.
2. 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 condition of eligibility.
3. Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection Process. The candidates will be short-listed commensurate with the number of post and the prevailing regulations of the company.
4. Pre-requisites are minimum and mere possession of the same does not entitle the candidates for selection.
5. Failing to submit necessary documents along with application form, the candidate will be disqualified.
6. The candidate should ensure that he/she fulfills the eligibility criteria regarding educational qualification, age etc. & the particulars furnished in the application form are correct in all respect.
7. It is responsibility of the candidates to submit all the required documents/ certificates for proving his/her eligibility.

8. It shall be sole responsibility of the candidates to prove his/her eligibility with respect to qualification, etc. as required for the post applied. In case the applicant failed to do so, his / her candidature will be liable to be cancelled at any stage of recruitment.
9. Any false / incorrect information furnished by the candidate if detected at any stage of recruitment process, his/her candidature will **not** be considered.
10. The said recruitment process will be conducted as per MSPGCL Circular and decision of Management & wherever the conditions of recruitment is not covered by MSPGCL Circular or any decision by MSPGCL, the GoM GR will be applicable for the same.
11. Any request for change of address and enclosing supporting documents later on will not be entertained.
12. Candidates are requested to retain a copy of duly filled application form & other testimonials with them.
13. Incomplete applications and those not supported by self attested copies of certificates, Demand Draft are liable to be summarily rejected.
14. Applications received after due date will not be entertained. The Company is not responsible for any postal delay.
15. The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
16. The Company reserves the right to modify or cancel the Advertisement / Selection process fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
17. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their recruitment /selection shall be considered as **DISQUALIFIED**.
18. Any legal proceedings in respect of any matter (s) or claims or dispute arising out of this recruitment and or out of this advertisement can be instituted only at Mumbai and Courts/Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

**Note:** Copies of Testimonials in support of age, qualifications etc. may be furnished, wherever necessary.

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## Application form for (Internal Notification Advt. No.06/2025)

To,  
The Dy. General Manager (HR-RC),  
Maharashtra State Power Generation Co.Ltd.  
Estrella Batteries Expansion Compound,  
Ground Floor, Labour Camp, Dharavi Road,  
Matunga (East), Mumbai - 400 019.  
E-mail : - [agmhrrc@mahagenco.in](mailto:agmhrrc@mahagenco.in)

Please affix  
Recent Passport  
Size Photograph

**Sub:-** Application for the post of “Upper Division Clerk (HR)” through (Internal Notification)

- Name of the Employee : \_\_\_\_\_
- Date of Joining in the Company & Post : \_\_\_\_\_
- Present Post : \_\_\_\_\_
- Date of Joining in the Present Post: \_\_\_\_\_
- Present Place of Working : \_\_\_\_\_
- Educational Qualification : \_\_\_\_\_
- Date of qualifying Lower GAD : \_\_\_\_\_
- MS CIT Passing Date : \_\_\_\_\_
- Original Caste/Category : \_\_\_\_\_
- Applied against the Caste/Category: \_\_\_\_\_
- No.of years of Experience as per Advertisement ( as on the last date of the application) : \_\_\_\_\_
- Address of Residence: \_\_\_\_\_
- Contact Details (Mobile) : \_\_\_\_\_
- Email id : \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Age as on last date of application: \_\_\_\_\_ Years. \_\_\_\_\_ Months.
- Demand Draft Details : D.D. No. \_\_\_\_\_ D.D. date: \_\_\_\_\_

I declare that I have.....Number of living children as on today, out of which no.of children born after 28.03.2005 is .....

All the details mentioned above are true & correct to the best of my knowledge. If the information furnished above, is found false or incorrect, then I will be solely, responsible for it & liable with disqualification from present Notification.

**Date :-**

**Place :-**

Signature of the Employee

All the details are verified from his/her service records & are found correct.

Signature of the Section In-charge

### Check List:-

- (a) Pasted the recent photo
- (b) Certificate of Educational Qualification along with mark sheets
- (c) Caste Certificate & validity (if applicable)
- (d) Experience Certificate
- (e) Signed application form
- (f) Lower GAD qualification Order
- (g) Attached the D.D.

[illegible]