



## Maharashtra Industrial Township Limited

(formerly known as Aurangabad Industrial Township Limited

(A Govt. Undertaking)

CIN : U74999MH2014SGC260132

Regd. Office – 1<sup>st</sup> Floor, MITL, 'Udyog Sarathi' DMIC Cell, MIDC Office,

Mahakali Caves Road, Andheri (E), Mumbai – 400 093

Tel. No. 022- 26879956, Extn.-605 Website :www.auric.city

### Advertisement No. MITL-Recruit/HR & Ministerial Staff/C.R.12/2023

Applications are called for the following posts on contractual appointment for 11 months only.

Post/ Designation	Place of Post
1. Stenographer (Ministerial Staff) 2. Assistant (HR) 3. Clerk (Ministerial Stall) 4. Manager - Electrical (O&M) 5. Peon (Ministerial Staff)	Mumbai
1. Clerk (Ministerial Stall) 2. Peon (Ministerial Staff) 3. Assistant Manager - Electrical (Operations)	Aurangabad

A detailed advertisement regarding qualification, experience, application process etc. is displayed on the website : [www.auric.city](http://www.auric.city) of the MITL. Candidates have to follow the instructions and submit application form in all working days in MITL office and also send by email on or before 27.10.2023 before 4:00pm at [hr@auric.city](mailto:hr@auric.city), as described in detailed advertisement posted in News and Events section of MITL website. The date of interview will be declared later on the website.

Sd/-  
Managing Director, MITL.

**MAHARASHTRA INDUSTRIAL TOWNSHIP LIMITED (MITL)**

(Formerly known as Aurangabad Industrial Township Limited)

**(A GOVERNMENT UNDERTAKING)**

**Advertisement No. MITL-Recruit/HR & Ministerial Staff/ C. R. 12/2023,**

**dt.12<sup>th</sup> October, 2023.**

Applications are invited from eligible candidates for the following posts, to be appointed on contractual basis for a period of 11 Months only, in the office of the Maharashtra Industrial Township Limited (MITL), 1<sup>st</sup> Floor, Udyog Sarathi, MIDC, Mahakali Caves Road, Andheri (East), Mumbai-400093 :

<b>Sr. No.</b>	<b>Post / Designation</b>	<b>Place of Post</b>	<b>No. of Posts &amp; Category</b>	<b>Educational Qualification / Experience</b>
1.	<b>Stenographer (Ministerial Staff)</b>	Mumbai	1 (One)	<b>Education :</b> Graduation or equivalent with English and Marathi Typing (min. speed of 30 w.p.m.) And English or Marathi Shorthand (min. speed of 100 w.p.m.) And Fluency in English, Marathi and Hindi communication. <b>AND</b> <b>Experience :</b> Minimum 5 Years in the office of the Government of Maharashtra. Retired employees from the Govt. of Maharashtra, PSU Or any Organisation of the Govt. of Maharashtra, are eligible to apply.
2.	<b>Assistant (HR)</b>	Mumbai	1 (One)	<b>(A) :</b> <b>Education :</b> PGDM or MBA in HR Or equivalent <b>AND</b> <b>Experience :</b> Minimum 5 Years. <b>OR</b> <b>(B) :</b> <b>Education :</b> Graduation or equivalent <b>AND</b> <b>Experience :</b> He / she should have worked in the office of the Government of Maharashtra or PSU or any Organisation of the Govt. of Maharashtra, on the post of Assistant or equivalent for not less than two years. Retired employees from the Govt. of Maharashtra, PSU or any Organisation of the Govt. of Maharashtra, are eligible to apply.

3.	<b>Clerk (Ministerial Staff)</b>	Mumbai	1 (One)	<p><b>(A) :</b>  <b>Education :</b> Diploma in MBA or in HR or equivalent  <b>AND</b>  <b>Experience :</b> Minimum 3 Years.</p> <p><b>OR</b></p> <p><b>(B) :</b>  <b>Education :</b> Graduation or equivalent  <b>AND</b>  <b>Experience :</b> He / she should have worked in the office of the Government of Maharashtra or PSU or any Organisation of the Govt. of Maharashtra, on the post of clerk or equivalent for not less than two years.</p> <p>Retired employees from the Govt. of Maharashtra, PSU or any Organisation of the Govt. of Maharashtra, are eligible to apply.</p>
4.	<b>Clerk (Ministerial Staff)</b>	Aurangabad	1 (One)	<p><b>Education :</b></p> <ol style="list-style-type: none"> <li>1. Any Graduate Or Above or Equivalent and MS-CIT</li> <li>2. English and Marathi typing (Min Speed of 30 w.p.m.)</li> </ol> <p><b>AND</b></p> <p><b>Experience :</b> Minimum 5 years in any office of the Government or Private Company w.r.t. document handling and / inward-outward / record maintaining / keep it update etc.</p>
5.	<b>Assistant Manager - Electrical (Operations)</b>	Aurangabad	01	<ol style="list-style-type: none"> <li>1. Degree in Electrical/ Power/ Electronics &amp; Power Engineering/ Technology from a recognized Indian university.</li> <li>2. Must possess administrative and considerable experience in power utility in Operation &amp; Maintenance of HT/LT Electrical System and Erection, testing &amp; commissioning of various electrical equipment/ Power Procurement management &amp; Regulatory affairs.</li> <li>3. Post qualification experience of minimum 7 years in the field of power distribution sector.</li> </ol>

				<p>4. Minimum age limit shall be 40 years at the time of application for the post.</p> <p>5. Good communication skills in English, Hindi &amp; Marathi language and knowledge of Marathi is essential.</p>
6.	<b>Manager - Electrical (O &amp; M)</b>	Mumbai	01	<p>1. Degree in Electrical/ Power/ Electronics &amp; Power Engineering/ Technology from a recognized Indian university.</p> <p>2. Must possess administrative and considerable experience in power utility in Power procurement planning &amp; Regulatory affairs and designing/ construction/operation &amp; maintenance of HT/LT Electrical System and Erection, testing &amp; commissioning of various electrical equipment.</p> <p>3. Post qualification experience of minimum 10 years in the field of power distribution sector.</p> <p>4. Minimum age limit shall be 45 years at the time of application for the post.</p> <p>5. Good communication skills in English, Hindi &amp; Marathi language and knowledge of Marathi is essential.</p>
7.	<b>Peon (Ministerial Staff)</b>	Aurangabad	1 (One)	<p><b>Education</b> Minimum 10<sup>th</sup> Pass Or equivalent Or higher qualification.</p> <p><b>Experience</b> Experience of minimum 3 years in the Govt. or any private office.</p>
8.	<b>Peon (Ministerial Staff)</b>	Mumbai	1 (One)	<p><b>Education</b> Minimum 10<sup>th</sup> Pass Or equivalent Or higher qualification.</p> <p><b>Experience</b> Experience of minimum 3 years in the Govt. or any private office.</p>

**Important Instructions for candidates :**

- a. The above referred appointments are purely **Contractual Appointments for a period of 11 Months only.**
- b. The dully filled application forms may be submitted in all working days in the office of, - the Maharashtra Industrial Township Limited (MITL), 1<sup>st</sup> Floor, Udyog Sarathi, MIDC, Mahakali Caves Road, Andheri (East), Mumbai-400093 and also at **hr@auric.city on or before 27<sup>th</sup> October, 2023, between 11.00 a.m. to 4.00 p.m.**
- c. Candidates are advised to visit News and Events section of website of the AURIC [www.auric.city](http://www.auric.city), for detail advertisement and for regular updates & keep the e-mail ID active for future correspondence.
- d. Applicants should fill up the application form uploaded on the website and submit it to the office of MITL. The incomplete application and application on plain paper will not be considered.
- e. Applicants are requested to attach following self-attested documents along with application: a) Application in prescribed format, b) Latest resume by attaching copies of Aadhar Card, Pan Card, Age Proof, c) School Leaving Certificate or S.S.C Certificate, d) Certificates of Educational Qualification as mentioned in the application, e) Certificate of Experience as mentioned in the application, f) Small Family Declaration in the given format.
- f. Applicant has to affix recent passport size photograph on application and sign across the photo.
- g. All required qualifications must be of full-time courses from the Government recognised University.
- h. After scrutiny of applications only shortlisted candidates who are eligible, will be called for Interview.
- i. The Selection Committee will conduct the screening test and / or interview of shortlisted eligible candidates.
- j. Candidate must produce Original Documents during interview.
- k. If the candidates once appeared for the interview, fail to produce the original documents for verification or are found to have made false, incorrect, excessive, misleading claims in their application, on the basis of which they are called for the interview, they shall be liable to be debarred from appearing for interview or applying for any vacancy published by the MITL.
- l. Preference will be given to those with higher qualification and experience and work skill.
- m. Additional educational qualification and experience will be considered till the last date of submission of application.
- n. The selection committee reserves all the right to modify or change all the above mentioned criteria without any prior information.
- o. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement or to cancel / postpone the entire process itself at any stage due to various administrative reasons.
- p. Name of the selected candidate may be displayed on the website of the MITL.
- q. The Applicant should be physically and mentally fit for the job and competent to work.
- r. MITL has full rights to terminate his / her appointment without giving any prior notice, if he / she is not performing as per the professional standards.

- s.** The decision of Managing Director regarding hiring of candidate amongst the selected candidates will be final.
- t.** Selected candidates during the period of his/her employment will be required to serve at any location / office of MITL as directed by the Management.
- u.** No T.A. / D.A. will be paid to candidate attending interview or selection process.
- v.** Undue pressure on the Selection Committee will be treated as malpractice and will be treated as disqualification for the post.
- w.** The remuneration of the selected candidate will be negotiable and will be decided by the Management as per the educational qualification, experience, respective capabilities to do efficiently the assigned duties & responsibilities and considering other relevant factors. Candidate will not have any claim on the changed Policy or decision whatsoever, in this regard.
- x.** The Candidate cannot claim any benefit of whatsoever nature in relation with the permanency of job/ benefits given to the permanent employees of the Company.
- y.** Selected Candidate should indemnify himself as required by the Management.
- z.** Candidate should have knowledge of Marathi, English and Hindi Language.
- aa.** Candidate having criminal background will not be held eligible for the post.
- bb.** Provisions of General Conduct will be applicable to the candidate as per the provisions of HR Policy and Rules and office Orders, made applicable from time to time.
- cc.** Details of Duties and Responsibilities of the aforementioned posts are mentioned in the advertisement.
- dd.** The Management reserves the right to relax any of the conditions relating to education, experience and other relevant factors and the decision of the Management will be final in this regard.
- ee.** The Management is not bound to conduct the interview online. Physical presence of the candidate is required at the time of interview.

# Maharashtra Industrial Township Limited, Mumbai.

(formerly known as Aurangabad Industrial Township Limited.)

## APPLICATION FORM (for contractual appointment)

(All fields in the forms are mandatory to be filled. An incomplete form submitted will be treated as rejected.)

Self Attested  
Photo of the  
Candidate

<b>Exact Name of Position applied for:</b>				
<b>Name:</b>				
<b>Father's / Husband's Name:</b>				
<b>Date of Birth (DD/MM/YYYY):</b>		<b>Blood Group:</b>		<b>Gender:</b>
<b>Marital Status:</b>	<b>Existing MITL (Yes/No)</b>	<b>Nationality:</b>		<b>Religion: Category:</b>
				<b>Applying for which category :</b>

**Address / Contact Details: (Name of the District and Pin code is compulsory)**

<b>Address (Present):</b>	<b>Address (Permanent): (Write 'Same' if same as Present Address)</b>
<b>State:</b>	<b>State:</b>
<b>Pin:</b>	<b>Pin:</b>
<b>Contact No:</b>	<b>Contact No:</b>
<b>E-mail Id for Correspondence:</b>	<b>Alternate E-mail Id for Correspondence (If any):</b>

<b>Languages Known:</b> (Write "Y" / "N")	<b>Marathi</b>	<b>English</b>	<b>Hindi</b>	<b>Others (Please Specify below)</b>

**Academic / Professional Education Summary: (Starting from most recent)**

<b>Educational Qualification (Degree / Diploma)</b>	<b>From (DD/M M/YY)</b>	<b>To (DD/MM/YY)</b>	<b>Full time /Part time</b>	<b>University/ Institute</b>	<b>Specialization/ Subjects</b>	<b>Final Year Percentage /C.G.P.A. out of Total Marks</b>


**Work / Experience Summary: (Starting from current / most recent)**

<b>Sr. No.</b>	<b>From (DD/MM/YY)</b>	<b>To (DD/MM/YY)</b>	<b>Organization</b>	<b>Type of Organization (Govt. /Semi Govt. Private/NGO)</b>	<b>Designation</b>	<b>Responsibilities (Min. 30 and Max. 50 Words)</b>
<b>Total Experience (In Years &amp; Months):</b>					<b>Relevant Experience to the post applied (In Years &amp; Months):</b>	
					<b>Notice Period/Joining Time (Days):</b>	



**Declaration:**

*I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria my candidature will be cancelled, without assigning any reason thereof. I have read the content of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.*

Place:

Signature

Date :

(Name of the Applicant)

**Disclaimer:**

**The applicants are required to submit the duly filled application on or before the due date and time, failing which the application of the said applicant shall be treated as non-responsive. MITL shall not be responsible for late receipt or non-receipt of application/s for any technical reason or whatsoever. The applications received after due date and time shall not be considered.**

## DECLARATION REGARDING SMALL FAMILY AND CRIMINAL BACKGROUND

Shri./Smt./Kum.

son/daughter/wife of Shri.

aged \_\_\_\_\_ years, resident of \_\_\_\_\_

District \_\_\_\_\_ City \_\_\_\_\_ Pin-code \_\_\_\_\_

do hereby declare as follows:

- 1) That I have filled my application for the post of : \_\_\_\_\_
- 2) I have (Number) living children as on today : \_\_\_\_\_
- 3) Out of which No. of children born after 28 March, 2005 is : \_\_\_\_\_
- 4) Date of Birth of children who born after 28 March, 2005 : \_\_\_\_\_
- 5) I am aware that, if any total No. of living children are more than two due to the children born after 28 March - 2006, I am liable to be disqualified for the same post.
- 6) I also declare that I have no criminal background and no criminal cases against me as per police record and also no legal cases against me. I am aware that if at any point of time, any criminal case is found in police record/ legal matter, I will be disqualified to hold the post in the office of MITL and my services will be terminated immediately.

Place :

Date :

(Signature)

1. **Duties and Responsibilities for the Post of Stenographer (Ministerial Staff), Mumbai :**

- To assist the Managing Director for all office work, take dictation and do typing, maintain and keep trace of Files / records etc and keep it in a safe custody,
- To keep updated data (name, contact number, email, office address etc.) of all the key persons related to MITL office work, especially Industries and other Departments of GoM, MIDC and other Organisations, NICDC, GoI, and communicate with them as per the directions of the Managing Director,
- To keep records and track of all past, present and future meetings and to inform, from time to time, the daily program to the Managing Director.
- To inform the directions of the Managing Director to all concerned and coordinate meetings of the Managing Director.
- To do Air tickets booking, car/train booking, Hotel booking etc. with respect to the office tours of the Managing Director/ Jt. Managing Director/ HODs,
- To do any work as per the directions of the Management.

2. **Duties and Responsibilities for the Post of Assistant (HR), Mumbai :**

- To submit cases for approval, to implement, follow, do compliance, maintain information/records and accounts w.r.t. HR of each employee of MITL as per HR Policy, Rules, Regulations, Orders, Circular etc. and also of normal office practice,
- To arrange and coordinate meetings of the Committees formed as per the HR Policy and Rules and to submit minutes and ATR for approval and after approval to take regular follow up and do needful compliances,
- To Submit routine monthly cases in time,
- To look after administrative/ HR work and to do/take initiative for welfare of office employees and submit cases accordingly for approval,
- To do any work as per the directions of the Management and GM (HR).

3. **Duties and Responsibilities for the Post of Clerk (Ministerial Staff), Mumbai :**

- To maintain and keep update office records and files etc. of HR Deptt.
- To maintain reference and case registers/ diaries and dead-stock register and other books of Records of the office,
- To assist in typing and submission of files and do any office work,
- To coordinate all meetings and take follow up of ATR and submit compliances,
- To do any work as per the directions of the Management and GM (HR).

4. **Duties and Responsibilities for the post of Clerk (Ministerial Staff), Aurangabad :**

- Maintaining office record in hard copies as well as soft copies.
- Handle all the letters/ correspondences of the Govt. Agencies / Vendors.
- Keep the records in proper approved system and maintain them & keep updated from time to time.
- Should do letter drafting in Marathi and English language for correspondence with various agencies /offices.

5. **Duties and Responsibilities for the Post of Assistant Manager-Electrical (Operation), Aurangabad :**

- Operation, Maintenance of 33 KV, 11 KV & LT Electrical System and Erection, testing & commissioning of various electrical equipment such as Transformers, Motors, DG Sets, Cables, Breakers etc. and
- Maintain Automatic meter reading (AMR) and centralized Metering system.
- Preparation of Day ahead schedule and uploading on SLDC Website.

- Preparation, Uploading & Monitoring of Daily System Report in SLDC Portal during Night Hours .
- Verification of Weekly DSM Bill and Monthly Power Purchase Bill with actual data .
- Energy accounting and Audit of consumed energy.

6. Duties and Responsibilities for the Post of **Manager-Electrical (O & M), Mumbai** :

- Monitor MERC-related matters, Power purchase, E-tendering, preparation of tender documents for infra projects etc.
- Operation, Maintenance of 33 KV, 11 KV & LT Electrical System, Erection, testing & commissioning of Transformers, Motors, DG Sets, Cables, Breakers etc.
- Preparation of Day ahead schedule and uploading on SLDC Website will be added advantage.
- Communicating the Schedule with Generator and traders.
- Preparation, Uploading & Monitoring of Daily System Report in SLDC Portal.
- Monthly billing of DSM, SLDC operating charges, STU transmission charges and generator.

7. Duties and Responsibilities for the post of **Peon (Ministerial Staff), Aurangabad** :

- He should assist in any office work.
- He should be aware of all the stationery and other requirements required in a meeting hall.
- He should keep the office tables, chairs, almirahs, windows, book-shelves, cubicles and cabin clean and tidy.
- Before leaving the office, he should check if all the systems are switched off, lights and fans are switched off, doors and windows of the cabins are closed.
- He should have the knowledge of handling printer and xerox machine.
- He should assist for monitoring the Ac's / Chiller systems.

8. Duties and Responsibilities for the post of **Peon (Ministerial Staff), Mumbai** :

- He should assist officers in any office work and do the work assigned to him.
  - He should keep all the office files, records, stationery, moveable and immovable office properties in safe and proper working conditions.
  - He should keep the office tables, chairs, cupboards, windows, book-shelves, cubicles, cabins etc. clean and tidy.
  - Before leaving the office, he should check all the electrical equipments, lights, fans are switched off and related systems are switched off and doors and windows of all the office cabins are closed.
  - He should do handling of printer, xerox machine etc. and working related to it.
  - He should do outdoor office duties, e.g. going to Mantralaya and other offices.
  - He will do the work as directed by the Management
-