



Maharashtra Industrial Township Limited

(formerly known as Aurangabad Industrial Township Limited)

(A Govt. Undertaking)

CIN : U74999MH2014SGC260132

Regd. Office - 'Udyog Sarathi' DMIC Cell, MIDC Office, Mahakali Caves Road, Andheri (E),
Mumbai - 400 093 Tel. No. 022- 26879956, Website : www.auric.city

Advertisement No. MITL/2024/for multiple posts / dtd 25.09.2024

Walk in Interview

Maharashtra Industrial Township Limited (MITL) has scheduled walk in interview for the contractual appointment for 11 months only in the multiple posts on **09.10.2024 between 10.30 a.m. to 3.00 p.m.** 1. **General Manager Electrical (Procurement & Regulatory Affairs) HQ, at Mumbai,** 2. **General Manager Electrical (Projects) at Chhatrapati Sambhaji Nagar,** 3. **Dy. General Manager Electrical (Testing & Inspections) at Chhatrapati Sambhaji Nagar,** 4. **Manager Electrical (Customer Care) at Chhatrapati Sambhaji Nagar,** 5. **Technical Assistant- Electrical (Testing & Inspection) at Chhatrapati Sambhaji Nagar & 6. Accounts Officer (Audit & Compliance) at Mumbai.**

A detailed advertisement regarding qualification, application process and venue for interview is displayed on the website : www.auric.city of the MITL. Candidates have to follow the necessary steps and send filled application by email on or before **04.10.2024 before 5:00 PM** at career@auric.city, as described in detailed advertisement posted in News and Events section of MITL website.

Note : (Registration for Walk-in-interview scheduled on **09.10.2014** for appointment on a contract basis for 11 months will be held between **10.30 a.m. to 12.00 noon** for the eligible candidates who have applied as per advertisement.)

Sd/- Managing Director, MITL



महाराष्ट्र इंडस्ट्रियल टाऊनशिप लिमिटेड

पूर्वी औरंगाबाद इंडस्ट्रियल टाऊनशिप लिमिटेड ह्या नावाने ज्ञात
(शासनाचा उपक्रम)

CIN : U74999MH2014SGC260132

कार्यालय: उद्योग सारथी, डीएमआयसी सेल, एमआयडीसी ऑफिस, महाकाली केव्हज रोड,
अंधेरी (पू), मुंबई ४०० ०९३. दूरध्वनी: ०२२ २६८७९९५६ संकेतस्थळ: www.auric.city

जाहिरात क्र. एमआयटीएल/२०२४/विविध पदांकरिता / दि. २५.०९.२०२४

थेट मुलाखत (वॉक-इन-इंटरव्यू)

महाराष्ट्र इंडस्ट्रियल टाऊनशिप लिमिटेडने (एमआयटीएल) १. महाव्यवस्थापक विद्युत (प्रापण व नियामक कार्य) मुख्यालय, मुंबई येथे, २. महाव्यवस्थापक विद्युत (प्रकल्प) छत्रपती संभाजी नगर येथे, ३. उप महाव्यवस्थापक विद्युत (प्रकल्प) छत्रपती संभाजी नगर येथे, ४. व्यवस्थापक विद्युत (ग्राहक देखभाल) छत्रपती संभाजी नगर येथे, ५. तांत्रिक सहायक - विद्युत (चाचणी व निरीक्षण) छत्रपती संभाजी नगर येथे आणि ६. लेखा अधिकारी (लेखापरीक्षण व अनुपालन) मुंबई येथे या विविध पदांकरिता ११ महिने कालावधीसाठी कंत्राटी नियुक्तीसाठी दि. ०९.१०.२०२४ रोजी सकाळी १०.३० ते दुपारी ३.०० पर्यंत थेट मुलाखत आयोजित केली आहे.

पात्रता, अर्ज प्रक्रिया व मुलाखतीचे स्थान यांबाबत तपशिलवार जाहिरात एमआयटीएलच्या www.auric.city या संकेतस्थळावर प्रसिद्ध केली आहे. एमआयटीएल संकेतस्थळाच्या न्यूज अँड इव्हेंट्स येथील तपशिलवार जाहिरातीत वर्णन केल्याप्रमाणे उमेदवारांनी आवश्यक प्रक्रियेचे पालन करून पूर्ण भरलेले अर्ज ई-मेलद्वारे दि. ०४.१०.२०२४ रोजी सायं. ५.०० वाजेपर्यंत किंवा त्यापूर्वी career@auric.city या ई-मेल वर पाठवावे.

टीप: (सदर जाहिरातीनुसार अर्ज केलेल्या पात्र उमेदवारांची ११ महिने कालावधीसाठी कंत्राटी तत्वावर नियुक्तीकरिता दि. ०९.१०.२०२४ रोजी आयोजित थेट मुलाखतीसाठी नोंदणी सकाळी १०.३० ते दुपारी १२.०० वाजेपर्यंत करण्यात येईल.)
सही/- व्यवस्थापकीय संचालक, एमआयटीएल

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MAHARASHTRA INDUSTRIAL TOWNSHIP LIMITED

(formerly known as Aurangabad Industrial Township Limited)

(A Government Undertaking)

Advertisement No. MITL/2024/ for multiple posts / dtd. 25th September,2024.

Walk-in-Interview for Contractual appointment is scheduled of following posts in Maharashtra Industrial Township Limited (i.e. MITL). Remuneration for all posts will be negotiable.

| Sr. No | Name of Post | Place of Post | No. of Posts & Category | Qualification / Experience |
|---------------|--|-----------------------------------|---|---|
| 1. | General Manager - Electrical (Procurement & Regulatory Affairs)-HQ | Mumbai (HQ) | 1 (One) – Contractual employment for a period of 11 months. | a) Degree in Electrical / Power / Electronics & Power Engineering / Technology from a recognized Indian university. b) Must possess minimum 15 years of experience in power distribution business and should have adequate experience in following field. c) Minimum 5 years Experience of power procurement, demand side/load management of power distribution utility related to regulatory affairs utility related to regulatory affairs management. d) Work experience of minimum 5 years in the capacity of superintending Engineer/ Chef Engineer (Electrical) in any power distribution Utility/ SEZ. e) Experience in Government / Semi Government sector/PSU will be preferred. f) Salary Negotiable. |
| 2. | General Manager Electrical (Projects), Aurangabad | Chhatrapati Sambhaji Nagar (site) | 1 (One) – Contractual employment for a period | a) Degree in Electrical / Power / Electronics & Power Engineering / Technology from a recognized Indian university. |

| | | | | |
|----|---|-----------------------------------|---|--|
| | | | of 11 months | <p>b) Must possess minimum 15 years of experience in power distribution business and should have adequate experience in following field.</p> <ol style="list-style-type: none"> 1. Operation & Maintenance of HT/LT electrical underground network. 2. Metering, Billing & Collection of HT/LT Consumers. 3. Experience of handling minimum 5000 HT/LT consumers in any power distribution utility/ SEZ. <p>c) Work experience of minimum 5 years in the capacity of superintending Engineer/ Chef Engineer (Electrical) in any power distribution utility/SEZ.</p> <p>d) Good Communication skills in English, Hindi & Marathi Language and Knowledge of Marathi is essential.</p> <p>e) Experience in Government / Semi Government sector/PSU will be preferred.</p> <p>f) Salary Negotiable.</p> |
| 3. | Dy General Manager- Electrical (Testing & Inspection), Aurangabad | Chhatrapati Sambhaji Nagar (site) | 1 (One) – Contractual employment for a period of 11 months. | <p>a) Degree / diploma in Electrical / Power /Electronics & Power Engineering/Technology from a recognized Indian university.</p> <p>b) Post qualification experience of minimum 12 years in the field of power distribution/ transmission sector out of which at least 5 years' experience in capacity of divisional Executive Engineer/ Superintending Engineer.</p> <p>c) Must possess adequate experience in power distribution/ transmission</p> |

| | | | | |
|----|--|-----------------------------------|---|--|
| | | | | <p>utility in construction, operation & Maintenance (including trouble shooting), commissioning of EHV/HT lines and substation and inspection and testing of associated electrical equipment.</p> <p>d) Minimum experience of years of testing & inspection, in the capacity of Dy Executive Engineer or above in any power distribution/transmission utility.</p> <p>e) Experience in Government / Semi Government sector/PSU will be preferred.</p> <p>f) Salary Negotiable.</p> |
| 4. | Manager-Electrical (Customer Care), Aurangabad | Chhatrapati Sambhaji Nagar (site) | 1 (One) – Contractual employment for a period of 11 months. | <p>1. Degree in Electrical/ Power/ Electronic & Power Engineering/ Technology from a recognized Indian university.</p> <p>2. Post qualification experience of minimum 10 years in the field of power distribution sector.</p> <p>3. Should have adequate experience in following fields of power distribution business.</p> <p>a) Operation & Maintenance of HT/ LT electrical underground network.</p> <p>b) Metering Billing & Collection of HT/LT Consumers.</p> <p>c) Experience of handling minimum 5000 HT/LT consumers in any power distribution utility/ SEZ.</p> <p>4. Maximum age limit shall be 45 years at the time of application for the post.</p> <p>5. Good Communication skills in English, Hindi & Marathi</p> |

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|----|--|-----------------------------------|---|--|
| | | | | Language and Knowledge of Marathi is essential. e) Salary Negotiable. |
| 5. | Technical Assistant - Electrical (Testing & Inspection) Aurangabad | Chhatrapati Sambhaji Nagar (site) | 1 (One) – Contractual employment for a period of 11 months. | 1. Degree in Electrical/ Power/ Electronic & Power Engineering/ Technology from a recognized Indian university/ Board. 2. Must possess minimum 5 years' experience in case of degree holder and 5 years in case of Diploma holder in any power distribution utility. 3. Should have good computer proficiency. 4. Maximum age limit shall be 30 years at the time of application for the post. 5. Salary Negotiable. |
| 6. | Account officer (Audit & Compliance) | Mumbai – HQ | 1 (One) – Contractual employment for a period of 11 months. | 1. Education: a. Intermediate CA Exam, and b. B.com/ BAAF. 2. Experience: Experience of Minimum 5 years of experience in <u>Independently</u> finalizing accounts, preparing balance sheets, profit and loss account and note to account etc. Preparation of financials as per the requirement of the companies Act. Coordination with Auditors (Statutory audit, internal audit, GST Audit & Tax audit), GST & IT compliances. 3. Salary Negotiable. |

Important Instructions for candidates :

- a. The above referred appointments are purely contractual appointments. The Walk-in-interview for Contractual appointment is scheduled on **09.10.2024** at “Conference Hall, DMIC Cell, 1st Floor, MIDC Office, Mahakali Caves Road, Andheri (East), Mumbai – 400 093 between 10:30 to 3:00 p.m. Physical appearance of the candidate is required.
- b. Candidate has to fill up the application form uploaded on the website of the AURIC www.auric.city and submit as per the advertisement.
- c. Registration of Applicants for walk-in-interview for Contractual appointment
 - a. The person intending to apply for the post has to send their dully filled application forms on or before **04.10.2024 before 05:00 p.m.** at **career@auric.city**.
 - b. The candidates who have applied for the post shall **walk in for the interview on 09.10.2024 on between 10:30 am to 12:00 noon**, thereafter, candidates walking in will not be allowed to register their name for walk-in-interview.
- d. For detailed advertisement applicant have to visit News and Events section of the website. The incomplete application and application on plain paper will not be considered for interview.
- 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, 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 qualification must be full time courses from the Government recognised university.
- h. After scrutiny of applications only short listed candidates who are eligible, will be called for interview.
- i. The Selection Committee will conduct the screening test and / or interview of short listed 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 were 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.
- 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 selected candidate will 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.
- v.** Undue pressure on the selection Committee will be treated as malpractice and will be treated as disqualification for the post.
- w.** Pay and allowances as shown in the advertisement are subject to changes as per HR Policy which will be adopted by MITL from time to time. Candidate will not have any claim on changed Policy whatsoever.
- x.** The Candidate cannot claim any benefits 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 Hindi, English and Marathi 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 made applicable.
- cc.** Details of Roles and responsibilities of the aforementioned posts are given below at the end of the advertisement.
- dd.** Candidates are advised to visit News and Events section of website www.auric.city for regular updates & keep their e-mail ID active for future correspondence.
- ee.** The management reserves the right to relax any of the conditions relating to experience.
- ff.** The Management is not bound to conduct the interview online. Physically Presence of the candidate is required at the time of interview.

Maharashtra Industrial Township Limited, Maharashtra 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.)

Attach
photograph and
sign across the
photo

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

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

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

| | | | | |
|--|----------------|--------------|----------------|--------------------------------------|
| Languages Known: (Write "Y" / "N") | English | Hindi | Marathi | Others (Please Specify below) |
| | | | | |

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

| Educational Qualification (Degree / Diploma) | From (DD/MM/YY) | To (DD/MM/YY) | Full time /Part time | University/ Institute | Specialization / Subjects | Final Year Percentage /C.G.P.A out of Total Marks |
|---|----------------------------|--------------------------|-----------------------------|------------------------------|----------------------------------|--|
| | | | | | | |
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Work / Experience Summary: (Starting from current / most recent)

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

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 FOR SMALL FAMILY

Shri/Smt./Kum_____

son/daughter/wife of Shri

aged_____years, resident of_____

District_____City_____

do hereby declare as follows:

1) That I have filled my application for

the postof _____

2) I have (Number) living children as on today. _____

Out of which No. of children born after 28 March - 2005 is

Date of Birth of children who born after 28 March – 2005

3) 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.

Place

Date

(Signature)

1. Key Responsibilities and Competencies for the post General Manager-Electrical (Procurement & Regulatory Affairs-HQ), Mumbai in the MITL on contract basis :

- Overall, In-charge of Technical section of Power Distribution team of MITL at HQ, Mumbai.
- Making of various policies and its documentation for standard practices, latest technologies to be adopted for smooth and efficient working of Dist licensee.
- Ensure efficient Power Procurement Plan, with the help of consulting agency, as per the demand of field and manage power procurement as per MERC directives for reliable and uninterrupted power supply in the area of MITL.
- Scrutinize and arrange timely approvals for various proposals from field office.
- Planning and Procurement of various major materials and equipments, in coordination with GM (Elect- projects) required for O&M distribution business of MITL, Preparation of Cost Data of MITL.
- Planning, getting approval of CA for various infra Capex Proposals received from field office, engage qualified contractors for project execution work through E-tendering process.
- File ARR, seek MYT and schedule of Charges for MITL with the help of consulting agency.
- Ensure compliance of various Regulatory Obligations as directed by MERC for Distribution Licensee.
- Site visits & inspection, Factory inspection & Material inspection, if required.
- Monitor material inventory.
- Coordination with various offices of Central/ State govt, MERC, MSETCL, MSEDCL, MSLDC, EI, MEDA, MITL(Projects) team, etc for smooth working of Power Distribution business.
- Replies to LAQ, LCQ, cut motion, Lakshvedhi, Ashwasan purti, etc.
- ATR for various Government portal like Apply sarkar, MAITRY, Samiksha, etc.
- Attending monthly Lokshahi Din and ATR on issues of Lokshahi Din.
- Monitor various MIS reports and apprise the higher authorities about the same.
- Regular review of power distribution business of MITL.
- Any other jobs assigned by the superiors.

2. Key Responsibilities and Competencies for the post of General Manager-Electrical (Projects), Aurangabad in the MITL on contract basis :

- Overall Administration of Power Distribution Business in SBIA, (Departmental head of Technical, Accounts & administration of SBIA).
- Ensuring of 24X7, Quality & Reliability of power supply to the consumers within the jurisdiction of SBIA.
- Monitoring and coordinating the working of End-to-end Service Provider in SBIA on execution of various tasks under its order.
- Ensuring timely repairs and maintenance of substations and electrical network within jurisdiction of SBIA.
- Ensuring timely Metering, Meter Reading and Billing and Recovery of bills and other legitimate dues from consumers in SBIA.
- Timely release of new HT/LT connections, ensuring their correct tariff and billing (New Connection Management).
- Ensuring timely redressal of grievances (Power Supply, Billing,etc related) of consumers in SBIA, Management of CGRF at SBIA.

- Timely disconnection of HT/LT consumers and recovery of current bills and other dues as per the rules.
- Ensuring use of automation and upgraded technology in Billing as well as O&M.
- Coordination with testing team and resolving various issues related with testing and inspection.
- Ensuring security services to assets of MSEDCL.
- Coordinating joint reading of Boundary Meters for MITL with MSETCL.
- Ensuring correct and timely energy audit at various levels and submit MIS reports to HQ.
- Vigilance & Enforcement activities in SBIA.
- Replies to LAQ, LCQ, cut motion, Lakshvedhi, Aswasan purti, etc.
- ATR for various Government portal like MAITRY, Aaple Sarkar, Samiksha, etc.
- Attending monthly Lokshai Din and ATR on issues of Lokshai Din.
- Overall supervision of all infrastructure development projects in SBIA.
- Planning, Preparation and Execution of Capex in SBIA as per the need (Network Planning).
- Processing of bills of various agencies working in SBIA for running Power Distribution Business.
- Coordination with MSEDCL, MSETCL, SLDC, Local Industrial Association, etc for various activities related to Power Distribution Business.
- Inventory management and planning material procurement at, HQ, required for New connections and day to day maintenance work.
- Coordinate with IT team of MITL for Development of IT infrastructure for online services/processes keeping in view various automated processes, Development of various apps for employees & consumers.
- Development of various MIS for efficient working/decision making of field officers and management.
- Site visits & inspection.
- Monitoring and coordinating with Finance section at HQ, for accounts related activities of Distribution business (Daily revenue collection and its reconciliation, preparation of accounts, budget and cash flow related works, accounting of all income & expenditure, auditing local proposals, etc.)
- Monitoring all HR related activities, in coordination with HR section at HQ (Payment of salaries & other claims of MITL staff at SBIA, Processing of employee leaves & their other service benefits, Employee training & welfare schemes, maintaining employee related data, Public relation & Protocol management, Logistic & Transport support, etc).
- Co-ordination with District Level Govt. agencies attending meetings.
- Co-ordination with HQ, Mumbai & attending HQ meetings.
- Any other jobs assigned by the higher authorities.

3. Key Responsibilities and Competencies for the post Dy General Manager-Electrical (Testing & Inspection), Aurangabad in the MITL on contract basis:

- Routine Testing of metering equipments of existing and new consumers as per the schedule prescribed by MERC.
- Laboratory/Site testing and calibration of all Meters and associated equipments (Consumer, Feeder, DT, Re power, etc) like CTs and PTs.

- Annual testing (or whenever required) and troubleshooting of Substation Transformers, ckt breakers, relays, meters, AMR, Battery, Power Panels, Capacitors, etc.
- 100% testing and RST of Meters, RST of Transformers and other major materials, Collection of Meters, seals, testing equipment procured by the company.
- RST of meters, 3ph LT & HT meter testing, NABL lab audit, maintenance, accreditation related works.
- Site visits and inspection of materials procured by MITL whenever required.
- Maintenance of all records & registers of Lab work, Meter Movement, Faulty Meter records.
- Annual inventory of office equipment's & lab equipments, Various reports energy audit, Material Inspection of infra project, GTP & Drawing, Preparation of monthly progress report.
- Work orders/AMC for repair of ZERA testing equipment and any other testing equipment.
- Ensure AMR for all meters.
- MRI data analysis for assessments of suspected meters.
- Testing of LT CTs and CT meter and meters under complaint.
- Keeping record of all office information as and when required by higher authorities like AMR, Capacitor, Consumers point of supply, enhancement, reduction and solar connectivity issues.
- Fixing of point of supply for HT consumers, Metering arrangement for generators, Solar roof top metering, CT, PT meters, replacement / installation testing in r/o HT consumers, HT Kiosk, CT, PT inspection and testing works at factory site, Project/MMC material testing/inspection at factory site.
- HT Consumer and Feeder AMR installation, troubleshooting monitoring.
- Any other work assigned by the higher authority.

4. Key Responsibilities and Competencies for the post Manager- Electrical (Customer Care), Aurangabad in the MITL on contract basis :

- Assisting consumers for various services provided by the company.
- Resolving any grievances regarding new service connections, billing, power supply interruptions, etc.
- Maintenance of all records & registers, at GM-Elect(Projects) Office, in case of consumers, Substations, HT Feeders, Distribution transformers, RMUs, Meters and other major materials.
- Keeping record of all office information as and when required by higher authorities like AMR, Capacitor, Consumers point of supply, enhancement, reduction, net metering and Open Access connectivity.
 - **Assist GM-Electrical (Projects), Aurangabad in following activities,**
 - Monitoring and Coordinating the working of End to end Service Provider in SBIA on execution of various tasks under its order.
 - Ensuring timely repairs and maintenance of substations and electrical network within jurisdiction of SBIA.
 - Ensuring timely Metering, Meter Reading and Billing and Recovery of bills and other legitimate dues from consumers in SBIA.

- Timely release of new HT/LT connections, ensuring their correct tariff and billing (New Connection Management).
- Ensuring timely redressal of grievances (Power Supply, Billing, etc related) of consumers in SBIA, Management of CGRF at SBIA.
- Coordination with testing team and resolving various issues related with testing and inspection.
- Ensuring correct and timely energy audit at various levels and submit MIS reports to HQ.
- Replies to LAQ, LCQ, cut motion, Lakshvedhi, Aswasan purti, etc.
- ATR for various Government portal like MAITRY, Aaple Sarkar, Samiksha, etc.
- Attending monthly Lokshai Din and ATR on issues of Lokshai Din.
- Planning, Preparation and Execution of Capex in SBIA as per the need.
- Processing of bills of various agencies working in SBIA for running Power Distribution Business.
- Coordination with MSEDCL, MSETCL, SLDC, Local Industrial Association, etc for various activities related to Power Distribution Business.
- Inventory management and planning material procurement at, HQ, required for New connections and day to day maintenance work.
- Co-ordination with District Level Govt. agencies attending meetings.
- Co-ordination with HQ, Mumbai & attending HQ meetings.
- Any other jobs assigned by the superiors.

5. Key Responsibilities and Competencies for the post Technical Assistant-Electrical (Testing & Inspection), Aurangabad in the MITL on contract basis:

- Managing Dy. GM (**Testing & Inspection**), Aurangabad office correspondence and coordination.
- Maintenance of all records & registers of Lab work, Meter Movement, Faulty Meter records.
- Maintenance of all records & registers of Meter Calibration in case of consumers, Substations, HT Feeders and Distribution transformers.
- Keeping record of all office information as and when required by higher authorities like AMR, Capacitor, Consumers point of supply, enhancement, reduction, net metering and Open Access connectivity.
 - Assist Dy. GM (Testing & Inspection) Aurangabad in following activities.
 - Testing of metering Installations of all HT/LT Consumers as per schedule.
 - Laboratory testing/RST of all LT/HT meters & associated equipments.
 - Testing & trouble shoot-up of all substations & associated equipments.
 - Inspection and Testing of materials & equipment of HT network.
 - AMR Implementation (Substations, HT Feeders, DTS, HT/LTMD consumers).
 - Testing of equipments & materials of capital works.
 - MRI data analysis for assessments of suspected meters.
 - Testing of LT CTs and CT meter and meters under complaint.
 - Site visits and inspection.
 - Inventory management and planning material procurement at, HQ, required for New connections and day to day maintenance work.
 - Any other work assigned by the higher authority.

6. Key Responsibilities and Competencies for the post Account officer (Audit & Compliance) Mumbai in the MITL on contract basis :

- Deciding proper account head and making sales/ Income purchase/ Expenditure, bank, journal Entries in tally, Salary payments.
- Accounts finalization preparation of various Groupings/ Schedule, P&L, Accounts, Balance sheet, Cash Flow, Notes to Accounts as per provisions of Companies Act, Preparation of Periodic MIS Reports.
- Co-ordination with Tax Consultants, Statutory Auditors, Tax Auditors, Internal Auditor, CAG.
- Ensuring Timely Compliances under GST, I.T, P.F and PT Act Including Compilation of details, preparation, finalization and submission of GST, TDS returns, Issuance of TDS certificates.
- Excellent Computer Knowledge (Excel, Word, Power Point & Tally) and orals and written Communication skills.
- Independently finalizing accounts.
- Desired – Experience in Govt Company & dealing with CAG Auditors.
