



# MAHARASHTRA STATE SEEDS CORPORATION LTD.

"MAHABEEJ BHAVAN" Krishi Nagar, Akola 444104

Phone No. 0724-2455093, 2258480 FAX -0724-2455187

email -hoadmin@mahabeej.com, admn.mahabeej@rediffmail.com

## **RECRUITMENT NOTICE**

The Maharashtra State Seeds Corporation Ltd. (Mahabeej) a public sector company engaged in seed business wishes to recruit dynamic professionals for the following posts.

### **1. Accountant/Internal Auditor:- 2 Posts (ST-1, VJNT-1)**

**Qualification & Experience :** Post Graduate in Commerce with Advance Accountancy with a minimum of three years experience in Maintenance of books and finalisation of accounts OR Passed in CA(Inter)/ICWA(Inter) with minimum one year experience in accounts department.

**Age: Max. 38 years. Pay Scale: PB-2 Rs 9300-34800 Grade Pay Rs. 4400/-**

### **2. Junior Plant Engineer:- One post reserved for ST category.**

**Qualification & Experience :** B.Tech.(Agriculture Engineering) 1<sup>st</sup> Class. M.Tech. (Processing Engineering) will be preferred. Minimum one year experience in Seed Processing Engineering/Seed Technology. Candidates already working in Seed Industry will be preferred.

**Age: Max. 38 years. Pay Scale: PB-2 Rs 9300-34800 Grade Pay Rs. 4400/-**

### **3. Assistant Field Officer – 9 Posts (SC-2,ST-4,NT(B)-1,NT(D)-1, SBC-1)**

**Qualification & Experience :** B.Sc.(Agriculture) preferably 1<sup>st</sup> Class. candidates having experience in seed industry will be preferred.

**Age: Max. 38 years. Pay Scale: PB-2 Rs 9300-34800 Grade Pay Rs. 4300/-**

### **4. P.A. to Managing Director- One post (Open category)**

**Qualification & Experience :** A Degree with Commercial Certificate Examination in Shorthand and Typewriting with a speed of 120 WPM and 60 WPM respectively in English and a speed of 100 WPM and 40 WPM in Shorthand and Typewriting respectively in Marathi. A Qualification in Personal Secretary Course. A minimum of 5 years experience as a P.A. in commercial organization. Diploma in Personal Secretary Course and good knowledge of Computer operation will be preferred.

**Age: Max. 33 years (Open) 38 years (Reserved)**

**Pay Scale: PB-2 Rs 9300-34800 Grade Pay Rs. 4400/-**

The candidates selected from reserved categories will have to produce caste validity certificate at the time of joining. **All appointments will be initially on consolidated salary for two years and after satisfactory performance they will be absorbed in the regular pay scales.**

In case, the number of applications is large, mechanism of short-listing based on transparent criteria may be employed.

The interested candidates should apply on prescribed format given on this web site along with attested XEROX copies of relevant certificates and Demand Draft of Rs. 200/- (Rs. 100/- in case of Reserved Categories) in favour of MSSC Limited, Akola to the General Manager(Admn), Maharashtra State Seeds Corporation Limited, Mahabeej Bhavan, Krishinagar, Akola (MS) 444 104. Last date for receipt of application at the above address is 25<sup>th</sup> November, 2011.

Managing Director  
MSSC Ltd., Akola



# Maharashtra State Seeds Corporation Limited

Registered Office : "Mahabeej Bhavan", Krishi Nagar, Akola 444104  
Phone No. : 2455093, 2258480, email : hoadmin@mahabeej.com, FAX-0724-2455187

BIO – DATA

APPLICATION FOR THE POST OF

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1	Full Name of the Candidate (in block capital starting with surname)											
2	Address											
	Permanent	Address for Correspondence										
	Telephone No :	FAX No:			Email Address :							
3	Date of Birth (day/month/year)	/ /										
	Place of Birth	Domicile State :										
4	Age as on 1/11/2011		Years		Months		Days					
5	Whether Belonging to (tick whichever is applicable)	SC	ST	VJ A	NT B	NT C	NT D	SBC	OBC	Open	Ex. Ser	P. H.
	Mention Caste/Sub-Caste (enclose Caste Validity Certificate)											
	In case of physically handicapped person, please mention percentage and kind of disability.											

6	Mother Tongue					
7	Languages Known	Read				
		Write				
		Speak				
Qualifications (including additional Qualification etc)						
8	Name of Board / University/ Institute	Diploma /Degree	Year of passing	No.of attempt and % of marks & Class	Subjects of specialization	
Experience						
9	Name of the Employer	Post Held	Period		Pay Scale	Reason of leaving
			From	To		
	Special Experience in seed industry etc. if any					
10	Computer Training / Knowledge					
11	Extra Curricular Activities					

12	Details of Demand Draft enclosed	Name of Bank and place		DD No. and Date	DD Amount.
13	References				
	Name	Position	Address with Telephone Nos.		
14	Marital Status : Married/Unmarried		No. of Children	No. of Dependents	
15	Are you an Ex-serviceman				
16	Have you ever worked /trained in this Corporation, if so, name of Post & period				
17	Any other information you wish to supply				

I certify that the above facts and statement and answers to the question are true to the best of my knowledge and belief without consequential omissions of any kind whatsoever and I understand that any mis-statement and suppression of facts, if any, noticed subsequently will subject to immediate dis-qualification/ dismissal in case I am selected for the post.

Dated :

Place :

\_\_\_\_\_  
(Signature of the Applicant)

Ful Name : \_\_\_\_\_

Encl:1) \_\_\_\_\_ (2) \_\_\_\_\_  
 3) \_\_\_\_\_ (4) \_\_\_\_\_  
 5) \_\_\_\_\_ (6) \_\_\_\_\_

Note :

- Must enclose necessary attested copies of all certificates for the items mentioned above.
- Application without requisite necessary documents shall be rejected.