



MERC

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION
Center No. 1, 13th Floor, World Trade Center, Cuffe Parade, Colaba, Mumbai-400 051.
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Advt. No.9/2012-13

REQUIRES

The Maharashtra Electricity Regulatory Commission (MERC) invites Applications for the following post on nomination basis.

Sr. No.	Name of the Post	No. of Post	Reservation
1.	Receptionist-cum-Telephone Operator- cum- Office Assistant	1	Unreserved

Sr. No.	Name of Post and Pay Scale (Rs.)	Age	Educational Qualification	Experience
1	Receptionist - cum -Telephone Operator- cum - Office Assistant (5,200-20,200, GP 1,900)	Maximum age limit of the candidate should not be more than 35 years.	(a) Degree from a recognized University. (b) Diploma / Certificate in Web-Programming and Computer Applications.	(a) Proficiency in use of the latest version of MS Office Suite/Windows Operating System, Internet and e-mail applications; (b) Written and verbal communication skills in English and Marathi; (c) Should be able to handle modern communication and office equipments.

Application with full details in the prescribed form should reach the Secretary, MERC, either by post or courier at the address given above on or before the Monday, 05/11/ 2012.

For further details, please log on to www.mercindia.org.in

Sd/-
Secretary, MERC

Mumbai

Date: 02/10/2012