



महाराष्ट्र औद्योगिक वसाहत मर्यादित (एमआयटीएल)

(पूर्वीची ओळख औरंगाबाद औद्योगिक वसाहत मर्यादित नावाने प्रचलित - शासन उपक्रम)

CIN : U74999MH2014SGC260132

नोंदणीकृत कार्यालय : उद्योग सारथी, डीएमआयसी सेल, एमआयडीसी कार्यालय, महाकाली लेणी रस्ता, अंधेरी (पूर्व), मुंबई-४०० ०९३, दूरध्वनी : ०२२ - २६८७९९५६, संकेतस्थळ : www.auric.city

जाहिरात क्र.एमआयटीएल/२०२५/३ पदांसाठी/दिनांक १३.१०.२०२५

प्रत्यक्ष मुलाखत

महाराष्ट्र इंडस्ट्रियल टाऊनशिप लिमिटेड (MITL) येथे विविध पदांसाठी केवळ ११ महिन्यांच्या करारनियुक्तीसाठी दिनांक २९.१०.२०२५ रोजी सकाळी ११.३० ते दुपारी १२.३० या वेळेत प्रत्यक्ष मुलाखती आयोजित करण्यात आलेली आहे.

१. लेखापाल (वित्त आणि लेखा), HQ, मुंबई

२. व्यवस्थापक – विद्युत (ग्राहक सेवा), SIA, छत्रपती संभाजीनगर

३. व्यवस्थापक – विद्युत (संचलन व सुव्यवस्था), BIA, छत्रपती संभाजीनगर

शैक्षणिक पात्रता, अर्ज प्रक्रिया आणि प्रत्यक्ष मुलाखतीचे ठिकाण या संदर्भातील सविस्तर जाहिरात MITL च्या www.auric.city या संकेतस्थळावरील News and Events विभागात उपलब्ध आहे. उमेदवारांनी दिलेल्या सूचनांप्रमाणे सर्व आवश्यक प्रक्रिया पूर्ण करून अर्जाची प्रत career@auric.city या ई-मेलवर दिनांक २०.१०.२०२५ रोजी संध्याकाळी ५:०० वाजेपर्यंत पाठवावी.

सुचना: वरील करार नियुक्तीसाठी दिनांक २९/१०/२०२५ रोजी होणाऱ्या प्रत्यक्ष मुलाखती, ज्यांनी जाहिरातीप्रमाणे अर्ज केलेले आहेत, केवळ त्या पात्र उमेदवारांसाठीच राहिल. प्रत्यक्ष मुलाखतीची वेळ सकाळी ११:३० ते दुपारी १२:३० पर्यंत आहे.

सही/- व्यवस्थापकीय संचालक, एमआयटीएल

AURIC - Marathi Ad - Size 8 cm x 6 cm - 48 Sqcm



Maharashtra Industrial Township Limited

(formerly known as Aurangabad Industrial Township Limited (A Govt. Undertaking)

CIN : U74999MH2014SGC260132

Regd. Off.- '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/2025/for 03 posts / dated 13.10.2025

WALK IN INTERVIEW

Maharashtra Industrial Township Limited (MITL) has scheduled a walk-in interview for the contractual appointment for 11 months only for multiple posts on 29.10.2025 between 11.30 a.m. to 12.30 p.m :

1. Accountant (Finance & Account) HQ, at Mumbai,

2. Manager – Electrical (Customer Care) at SIA, Chhatrapati Sambhajinagar,

3. Manager – Electrical (O&M) at BIA, Chhatrapati Sambhajinagar,

A detailed advertisement regarding the qualification, application process, and interview venue is available in the News and Events section on the **MITL website: www.auric.city**. Candidates have to follow the necessary steps and submit the completed application by email to career@auric.city on or before 20.10.2025 by 5:00 PM.

Note: The walk in interview scheduled on 29.10.2025 on contract basis for 11 months will be held between 11.30 to 12.30 pm for the eligible candidates who have applied as per the advertisement.

Sd/-

Managing Director, MITL.

AURIC - English Ad - Size 8 cm x 6 cm - 48 Sqcm

MAHARASHTRA INDUSTRIAL TOWNSHIP LIMITED

(Formerly known as Aurangabad Industrial Township Limited)

(A Government Undertaking)

Advertisement No. MITL/2025/ for 3 posts / dated 13.10.2025

Walk-in-Interview for Contractual appointment of 11 months only is scheduled for the following posts at Maharashtra Industrial Township Limited (MITL).

Sr. No	Name of Post	Place of Post	No. of Posts & Category	Qualification / Experience
1	Accountant (Finance & Account)	Mumbai – HQ	1 (One) – Contractual employment for a period of 11 months.	1. Education: M.com 2. Post Qualification: Experience of 10 Years in Electrical distribution business, Accounting, Financial Management, Billing, Payments & Revenue Accounting of Electrical distribution business 3. Good Communication skills in English, Hindi & Marathi 4. Salary Negotiable.
2.	Manager – Electrical (Customer Care)	Chhatrapati Sambhaji Nagar (site)	1 (One) – Contractual employment for a period of 11 months.	1. Education: Degree in Electrical/ Power/ Electronic & Power Engineering/ Technology from a recognized Indian university. 2. Post Qualification: Experience of minimum 10 years in the field of power distribution sector. Preferably experience of Discoms in Maharashtra. 3. Should have adequate experience in following fields of power distribution business. a) Operation & Maintenance of HT/ LT electrical underground network. b) Metering Billing & Collection of HT/LT Consumers. c) Experience of handling minimum 500 – 1000 HT/LT consumers in any power distribution utility/ SEZ. 4. Good Communication skills in English, Hindi & Marathi 5. Salary Negotiable.

3.	Manager, Electrical (O&M)	Chhatrapati Sambhaji Nagar (site)	1 (One) – Contractual employment for a period of 11 months.	<p>1. Education: 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. Preferably experience of Discoms in Maharashtra.</p> <p>3. Should have adequate experience in following fields of power distribution business. a) Operation & Maintenance of HT/ LT electrical underground network. b) Metering Billing & Collection of HT/LT Consumers. c) Experience of handling minimum 500 – 1000 HT/LT consumers in any power distribution utility/ SEZ.</p> <p>4. Good Communication skills in English, Hindi & Marathi</p> <p>5. Salary Negotiable.</p>
----	------------------------------	---	---	--

Important Instructions for Candidates:

- a. The above referred appointments are purely contractual appointments. The Walk-in-interview for these Contractual position is scheduled on **29.10.2025** at “Udyog Sarathi, DMIC Cell, 1st Floor, MIDC Office, Mahakali Caves Road, Andheri (East), Mumbai – 400 093 between 11:30 to 12.30 p.m. Physical presence of the candidate is mandatory.
- b. Candidate has to fill up the application form uploaded on the AURIC website www.auric.city and submit as per the instructions in the advertisement.
- c. Registration for the walk-in-interview for Contractual appointment
 - a. The person intending to apply for the post must send their dully filled application forms by email to career@auric.city on or before **20.10.2025 before 5:00 p.m.**
 - b. Candidates who have applied will be allowed to attend the walk-in interview on **29.10.2025** between **11:30 am to 12:30 pm**. No candidate will be permitted to register after this time for the walk-in interview.
- d. For detailed advertisement, applicants are advised to visit News and Events section of the AURIC website. The incomplete application will not be considered for interview.

- e.** Applicants are required to attach the following self-attested documents along with their application: a) Application in the prescribed format, b) Latest resume by attaching copies of Aadhar, Pan Card and 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. g) Last payslip for one month, not older than three months from the date of application.
- f.** Applicant has to affix recent passport size photograph on application and sign across the photograph.
- g.** All required qualification must be full time courses from the Government recognised university.
- h.** After scrutiny of applications only short listed who meet the eligibility will be called for an interview.
- i.** The Selection Committee will conduct the screening test and / or interview of shortlisted eligible candidates.
- j.** Candidate must produce all original documents at the time of 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 candidates 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 reserves the right to terminate the appointment without prior notice if the candidate's performance falls below 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 travel allowance (T.A.)/ daily allowance (D.A.) will be paid to candidate attending the 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 themselves 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 the Roles and responsibilities for 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's 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.)

(A Government Undertaking)

Advertisement No. MITL/2025/ for 3 posts / dated 13.10.2025

APPLICATION FORM (For Contractual Appointment)

Attach
photograph
and sign
across the
photo

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

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

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

Address (Present):	Address (Permanent):
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 /Parttime	University/ Institute	Specialization / Subjects	Final Year Percentage /C.G.P.A out of Total Marks

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. 50words)

Total Experience (In Years & Months):					Relevant Experience to the post applied (InYears & 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)

- **Key Responsibilities and Competencies for the post:**

1. Accountant (Finance & Accounts) at HQ, Mumbai:

- Maintain day-to-day accounting records of Electrical Department, including O&M, projects, and energy billing transactions.
- Verify and record all invoices, journal vouchers, debit/credit notes related to electrical works, energy bills, and material procurement.
- Ensure timely booking of expenses under appropriate heads as per accounting standards and internal chart of accounts.
- Reconcile ledger accounts, vendor accounts, and inter-departmental transactions periodically.
- Prepare monthly trial balance, expense summary, and cost reports for electrical operations.

Billing, Payments & Revenue Accounting

- Verify consumer energy bills (HT/LT/Temporary connections) in coordination with the Meter Reading & Billing team of Service Operator.
- Record energy sale receipts, FAC adjustments, and power purchase payments accurately.
- Process payment to contractors/vendors after verifying work completion, measurements, and applicable deductions (GST, TDS, retention, etc.).
- Maintain records of security deposits, connection charges, and adjustments as per MERC regulations.
- Assist in reconciliation between energy billing system and general ledger.
- Payment of all taxes, Electricity Duty related to Electrical Distribution business to relevant department of GoM & GoI.

Statutory Compliance & Audit

- Ensure compliance with applicable financial and regulatory requirements (GST, TDS, Income Tax, etc.).
- Prepare schedules and data for internal, statutory, and CAG audits.
- Support in submission of audit queries and maintain proper documentation.
- Assist in filing monthly/quarterly returns and coordinating with statutory authorities or auditors.

Budgeting & Financial Reporting

- Assist in preparation of annual budget and financial estimates for the Electrical Department (O&M, Power Purchase, and Projects).
- Monitor budget utilization and report deviations or cost overruns.
- Prepare monthly financial reports, including revenue, expenditure, and cash flow statements.
- Support management in preparation of FAC (Fuel Adjustment Charge) computations and MYT filings.

Coordination & Documentation

- Coordinate with Project, Electrical, and Billing teams for financial inputs and verifications.
- Maintain organized records of all financial transactions, approvals, and correspondence.

- Ensure proper documentation for energy bills, work orders, agreements, and bank transactions.
- Liaise with banks, auditors, and external agencies as required.

System & Process Support

- Operate and maintain accounting entries in ERP/Excel-based systems for billing and financial management.
- Support digitalization of accounting and billing processes.
- Suggest improvements in internal controls and financial workflows.

Additional Responsibilities

- Assist in preparation of MIS reports, financial summaries, and dashboards for management review.
- Handle confidential financial data responsibly.
- Perform any other tasks assigned by higher authorities related to finance or accounts.

2. Electrical (Customer Care), at SIA, Chhatrapati Sambhaji Nagar :

- Meter Reading & Billing Management
- Plan, prepare, and execute the monthly meter reading programme for all consumers.
- Verify monthly operability bills generated by the End-to-End Service Agency.
- Consumer Service Connections
- Prepare office notes, technical estimates, and conduct site surveys for new consumer service connections in SIA & BIA.
- Supervise and ensure timely execution of connection works as per approved estimates and standards.
- Metering & Reporting
- Record and maintain weekly reading reports received from the metering system at 220/33 kV Shendra AIS & GIS substations and 220/33KV Chitegaon Substation.
- Submit consolidated reports to the Head Office (HO) as per schedule.
- Handle the cases of Short-Term open access applications and Roof-Top Solar metering application.
- Consumer Facilitation
- Act as the primary point of contact for consumers regarding billing-related disputes, clarifications, or issues.
- Coordinate with relevant departments to ensure timely resolution of consumer concerns.
- Complaint Handling & Regulatory Compliance
- Handle issues related to the Consumer Grievance Redressal Forum (CGRF) and other consumer complaints.
- Ensure compliance with regulatory norms and proper documentation of consumer grievance redressal cases.
- Any other jobs assigned by the superiors.

3. Manager Electrical (O&M), at Bidkin, Chhatrapati Sambhaji Nagar :

- Management of O&M of Electrical network in SIA/BIA
- Ensuring of 24X7, Quality & Reliability of power supply to the consumers within the jurisdiction of SIA/BIA.
- Monitoring and coordinating the working of End-to-end Service Operator (SO) in SIA/BIA on execution of various tasks under its order.

- Ensuring timely repairs and maintenance of substations and electrical network within jurisdiction of SIA/BIA through SO.
- Ensuring correct & timely Metering, Meter Reading and Billing, Recovery of bills and other legitimate dues from consumers in SIA/BIA as per MYT order.
- Fixing the point of supply of new HT/ LT consumers in SIA/BIA in coordination with DGM Electrical (O&M) and DGM, Electrical (Testing & Inspection).
- Timely release of new HT/LT connections as per SOP, ensuring their correct tariff and billing (New Connection Management) in SIA/BIA.
- Ensuring timely redressal of grievances as per SOP (Power Supply, Billing, etc related) of consumers in BIA. Assisting management of CGRF for SIA & BIA.
- Timely disconnection of HT/LT consumers and recovery of current bills and other dues in case of SIA/BIA as per the rules.
- Ensuring correct and timely energy audit at various levels and submit MIS reports to HQ.
- Vigilance & Enforcement activities in SIA/BIA.
- Overall supervision of all infrastructure development projects in SIA/BIA.
- Planning, Preparation and Execution of Capex in SIA/BIA as per the need (Network Planning).
- Coordination with MSEDCL, MSETCL, SLDC, Local Industrial Association, etc for various activities related to Power Distribution Business.
- Inventory management and submission of material requirement, for procurement at HQ, required for New connections and day to day maintenance work.
