Maharashtra State Seeds Corporation Limited

Mahabeej Bhavan, Krishi Nagar, Akola 444 104 (MS)

E-Mail: hoadmin@mahabeej.com **Official Mob**.7588609121/8669642772.

(CIN):-U01200MH1976SGC018990 **(GST):-**27AABCM1868L1Z4 **(Toll Free):-**1800-233-8877 **(Web):**www.mahabeej.co.in

Ref.No.MSSCL/Admin/Asstt/2026/**1223** Dt.07.09.2026

RECRUITMENT NOTICE

The Maharashtra State Seeds Corporation Limited (MSSC), Akola, a leading Public Sector Undertaking engaged in the production, processing and marketing of quality seeds of various crops and varieties, invites applications from dynamic and competent professionals for engagement on a **purely contractual basis for 11 Months period through an outsourcing agency** for the following post.

Sr. No.	Name of the Contractual Post	Emoluments Per Month	Number of vacancies
1	**Senior Stenographer (Marathi)**	Rs.32,000/-	1
2	**Stenographer (Lower Grade) (English)**	Rs.25,000/-	1
3	**M.I.S. Executive**	Rs.30,000/-	1

The detailed advertisement containing qualification/ experience/ emoluments/ age limit & prescribed format of application etc. is available on Notice Board and in Job List on our website at **www.mahabeej.co.in.**

The last date for receipt of application is on Dated 19.09.2026 during office hours.

Akola
Date:07/09/2026

Sd/-
(Dr.Sanjay Garkal, Dy. Collector)
General Manager (Admin)
M.S.S.C.L., Akola.

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Post Name	**Senior Stenographer (Marathi)**	**Stenographer (Lower Grade) (English)**	**M.I.S. Executive**
No. of Post	**1**	**1**	**1**
Educational Qualification	Bachelor degree in any faculty with a Certificate Course of Marathi Shorthand and Typewriting with a speed of 120 WPM and 40 WPM respectively. English Shorthand and Typewriting will be preferred.	Bachelor degree in any faculty with a Certificate Course in English Shorthand and Typewriting of speed 120 WPM and 50 WPM respectively. Marathi Shorthand and Typewriting will be preferred.	CA Inter
Experience	Minimum 3 years experience as Stenographer (LG) with above qualification in good Commercial Organization.	Minimum 3 years post qualification experience as Stenographer/ Similar work in good Commercial Organization.	Minimum 3 years post qualification experience in the field of MIS, Finance, Accounts, Data Analysis and Reporting.
Age (As on last date of receipt of application)	Min.30 Years Max.45 Years	Min.25 Years Max.40 Years	Min.30 Years Max.45 Years
Emoluments (Consolidated remuneration per month)	Rs.32,000/-	Rs.25,000/-	Rs.30,000/-
Engagement Period	11 months		
Place of working	MSSCL, Head Office, Krushi Nagar, Akola (MS)		
Job description	As per attached Annex-**A, B** & **C**		

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Interested candidates should apply in prescribed format available on our website **www.mahabeej.co.in** alongwith self attested xerox copies of relevant certificates addressing to **The General Manager (Admin), Maharashtra State Seeds Corporation Limited, Mahabeej Bhavan, Krishi Nagar, Akola (MS) 444104** by Post/Courier.

No request will be entertained to accept the application form after the last date for receipt of application. **No application will be accepted received through E-Mail**.

After the scrutiny of the applications eligible candidates will be called for Skill Test / Interview. Date, Time and Venue of the Skill Test / Interview will be communicated through E-mail, SMS, Whatsapp and by Post.

All future communications/information regarding this recruitment will be made available on our website **www.mahabeej.co.in** as well as candidates are advised to check their E-mail account frequently and visit our website regularly for further updates.

The Management reserves right to modify or relax eligibility criteria or cancel the Advertisement/Selection process fully or partly at any stage with/without giving any reason. CANVASSING IN any form shall disqualify the candidates from further selection process.

Last date for receipt of application at the above address is **19.09.2026 upto 06.00 PM**

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Akola
Date:07.09.2026.

Sd/-
(Dr.Sanjay Garkal, Dy. Collector)
General Manager (Admin)
M.S.S.C.L., Akola.

Annex-A

Job description-

Duties and Responsibilities – Senior Stenographer (Marathi)

1. Take accurate dictation in Marathi from controlling officers and transcribe it promptly.
2. Prepare official letters, notes, orders, circulars, notices and other correspondence in Marathi.
3. Provide secretarial assistance to the Managing Director/General Manager and senior management.
4. Record discussions, decisions and instructions during meetings and prepare minutes thereof.
5. Maintain confidential and sensitive documents with utmost care and discretion.
6. Handle Marathi typing, drafting, proofreading and formatting of official documents.
7. Maintain files, records, registers and digital documents systematically.
8. Coordinate with various departments for correspondence, reports and follow-up actions.
9. Maintain the schedule of meetings, appointments and official engagements of senior officers.
10. Monitor pending matters and ensure timely follow-up on instructions and decisions.
11. Handle e-mail, MS Office and other digital office applications as required.
12. Assist in preparation of reports, statements, presentations and meeting-related documents.
13. Ensure accuracy, confidentiality, punctuality and timely disposal of assigned work.
14. Perform any other stenographic, secretarial and administrative duties assigned by the competent authority.

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Annex-B

Job description-

Duties and Responsibilities – Stenographer (Lower Grade) (English)

1. Take accurate dictation in English from senior officers and transcribe it promptly.
2. Prepare official letters, notes, orders, circulars, notices and other correspondence.
3. Provide day-to-day stenographic and secretarial assistance to the concerned officer.
4. Record discussions, decisions and instructions during meetings and prepare minutes.
5. Handle confidential and official documents with due care and discretion.
6. Undertake English typing, drafting, proofreading and formatting of documents.
7. Maintain files, registers, records and correspondence systematically.
8. Handle e-mail, MS Office and other digital office applications as required.
9. Maintain schedules, appointments, meetings and official engagements of officers.
10. Follow up on pending correspondence and instructions issued by senior officers.
11. Assist in preparing reports, statements, presentations and meeting-related documents.
12. Ensure timely disposal, accuracy and confidentiality of assigned work.
13. Coordinate with concerned departments for collection and submission of required information.
14. Perform any other stenographic, secretarial and administrative duties assigned by the competent authority.

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Annex-C

Job description-

Duties and Responsibilities – M.I.S. Executive

1. Collection and compilation of monthly financial, fund utilization and stock-related data from Regional and District Offices.

2. Preparation and consolidation of monthly MIS reports in the prescribed format.

3. Monitoring and analysis of fund utilization, opening balance, funds received, expenditure/utilization and closing balance of various units.

4. Collection, compilation and analysis of monthly stock statements, including opening stock, receipts, issues, sales/transfers and closing stock.

5. Identification and reporting of significant variations, shortages, excesses, abnormal utilization and other discrepancies requiring management attention.

6. Monitor MIS reports, transactions, and operational data to identify unusual patterns, discrepancies, irregular transactions, or potential fraudulent activities at an early stage.

7. Verification of the accuracy and completeness of data received and coordination with concerned Regional/District Accountants for reconciliation and correction of discrepancies.

8. Preparation of comparative statements, variance analysis, exception reports, dashboards and other reports required for management review.

9. Regular follow-up with Regional and District Offices for timely submission of monthly information and maintenance of records.

10. Coordination with the Finance, Internal Audit and other concerned Departments for collection and analysis of relevant information and provide required information during internal, external, or compliance audits.

11. Maintenance of proper records and documentation relating to MIS and performance of any other Finance, Accounts, MIS or data analysis work assigned by the competent authority from time to time.

12. Ensure that financial and operational MIS information is handled confidentially and shared only with authorized personnel.

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FORMAT OF APPLICATION

Recent Passport Size Colour Photo

To,
The General Manager (Administration)
Maharashtra States Seeds Corp. Ltd.,
Akola-444104.

Subject :- Application for the post of ----------

Ref.:- MSSCL's Recruitment Notice **Ref No.MSSCL/Admin/Asstt/2026/1223 Dt.07.09.2026**

1	**Full Name of the Candidate** (In BLOCK LETTERS starting with Surname)			
	Full Name of the Candidate in Marathi			
2	**Address and Contact Details**			
	Permanent		Address for Correspondence	
	Mob.No :		Email Address :	
3	Date of Birth (day/month/year)			
	Place of Birth		Domicile State :	
4	Age as on **(19/09/2026)** Last date of receipt of app.form.	Years	Months	Days
5	Category of Physically Handicapped (percentage & type of disability)			
6	Mother Tongue			
7	Languages Known	Read		
		Write		
		Speak		

	Qualifications (SSC/HSC/ITI/Degree/PG/CA-Inter/Shorthand/Typing/MSCIT/Etc)				
	Name of Board / University/ Institute	**Certificate/ Diploma / Degree (e.g.)**	**Year of passing**	**% of marks & Class**	**Subject**
8					

	Experience										
	Name of the Employer	**Post Held**	**Period**							**Pay Scale / Per month salary**	**Reason of leaving**
			From			**To**			**Total**		
			dd	**mm**	**yy**	**dd**	**mm**	**yy**			
9											
	Special Experience in seed industry etc. if any										

10	**Computer Training / Knowledge**	
11	**Extra Curricular Activities**	

	References		
12	Name	Position	Address with Telephone Nos.

13	Marital Status : Married/Unmarried No. of Children No. of Dependents

14	Have you ever worked /trained in this Corporation, if so, name of Post & period	
15	Any other information you wish to mention	

I declare and certify that the above facts and statements made 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. Also I undertake that my selection shall be subject to the verification of my character and antecedents by the competent authority as the Corporation may deemed fit and if the same is found to be unsatisfactory, my services shall be terminated immediately without assigning any reasons.

Dated :

Place : _____
(Signature of the Applicant)

Full Name :_____

Note :

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

Encl: As per documents list

…4…

UNDERTAKING REGARDING SMALL FAMILY FORM-A RULE-4

Shri/Smt/Kumari_____son/daughter/wife of _____

_____aged_____years, resident of _____

1) That I have filed my application for the post of _____
2) I have_____(number) living children as on today. Out of which number of children born after 28th March, 2005 is_____(Mention date of birth if any).
3) I am aware that if any total number of living children are more than two due to the children born on and after 28th March, 2006, I am liable to be disqualified for the said post.

Place :
Date : (Signature of the candidate)

Must enclosed requisite necessary documents self attested copies

Sr.No.	Particulars of documents	Enclosed Yes/No
1	SSC Board Certificate	
2	SSC Marks sheet	
3	HSC Board Certificate	
4	HSC Marks sheet	
5	CA Inter	
6	Degree Marks sheet	
7	Degree Certificate	
8	P.G.Degree Marks sheet	
9	P.G.Degree Certificate	
10	Computer Degree/Diploma/MSCIT Certificate	
11	Nationality/Domicile	
12	Any other Qualification …….	
13	Leaving Certificate	
14	Experience Certificates 1…….. 2…….. 3…….. 4…….. 5……..	
15	English Shorthand Certificates 120/100/80/60 w.p.m.	
16	English Typing Certificates 60/50/40/30 w.p.m.	
17	Marathi Shorthand Certificates 120/100/80/60 w.p.m.	
18	Marathi Typing Certificates 60/50/40/30 w.p.m.	
19	Adhar Xerox	
20	Voter Card Xerox	
21	Driving Lic. Xerox	
22	PAN Xerox	
23	Bank Passbook Xerox	
24	Other Doc.	