



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/2026/1315

Dt.05.10.2026

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	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 16.10.2026 during office hours.

Akola

Date:05.10.2026

Sd/-

(Dr.Sanjay Garkal, Dy. Collector)

General Manager (Admin)

M.S.S.C.L., Akola.



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Post Name	M.I.S. Executive
No. of Post	1
Educational Qualification	B.Com. / M.Com. / CA Inter
Experience	Post qualification experience in the field of MIS, Finance, Accounts, Data Analysis and Reporting as below: 1.B.Com.- 5 Years 2.M.Com.- 3 Years 3.CA Inter - Fresher
Age (As on last date of receipt of application)	No age limit.
Emoluments (Consolidated remuneration per month)	Rs.30,000/-
Engagement Period	11 months
Place of working	MSSCL, Head Office, Krushi Nagar, Akola (MS)
Job description	As per attached Annex-A

An advertisement for the above-mentioned post was previously published on 07.09.2026. In response to the said advertisement, applications were received up to the last date, i.e., 19.09.2026. However, as none of the applicants fulfilled the prescribed eligibility criteria, the eligibility criteria have been relaxed and the advertisement is being re-published accordingly.

Now, candidates who fulfill the eligibility criteria prescribed in this advertisement and who have already submitted their application in response to the advertisement dated **07.09.2026** are hereby informed that they **need not submit a fresh application**. Their applications submitted earlier shall be **considered valid and taken into consideration** for the present recruitment process.

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 16.10.2026 upto 06.00 PM

Akola
Date:05.10.2026.

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

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

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

Recent
Passport Size
Colour Photo

Subject :- Application for the post of M.I.S. Executive.

Ref.:- MSSCL's Recruitment Notice Ref No.MSSCL/Admin/Asstt/2026/1315 Dt.05.10.2026

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		

8	Qualifications (SSC/HSC/ Degree/PG/CA-Inter/Typing/MSCT/ETC)													
	Name of Board / University/ Institute			Certificate/ Diploma / Degree (e.g.)			Year of passing		% of marks & Class		Subject			
9	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				
Special Experience in seed industry etc. if any														
10	Computer Training / Knowledge													
11	Extra Curricular Activities													
12	References													
	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 disqualification/ 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

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	Adhar Xerox	
16	Voter Card Xerox	
17	Driving Lic. Xerox	
18	PAN Xerox	
19	Bank Passbook Xerox	
20	Other Doc.	