

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

(A Govt. of Maharashtra Undertaking)

CIN: U40109MH2005SGC153645

Phone No. 0253- 2810046

ISO 9001:2008

Fax : 0253-2810175

Office of the Chief General Manager (T&S)

E-mail : amhrexam@gmail.com

Eklahare-Nashik

Pin 422 105

No.CGM/T&S/NSK/Depttl.Exam/Timetable/

No 1952

Date: 24 DEC 2015

**C I R C U L A R**

**Sub: Time-table of various departmental examinations from Jan, 2016 to Jun, 2016.**

**Invitation of applications form, for enrollment of dept. examination.**

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The Time-table of various departmental examinations from Jan, 2016 to Jun, 2016 is given as below.

Applications are invited from the eligible employees who intend to appear to respective examination. All dept. Examinations will be held at Eklahare, Nashik Road.

Sr.No.	Name of Examination	Date of Exam.	Date for submission of application.
1	88 <sup>th</sup> Professional Exam.	23/24.01.2016	08.01.2016
2	121 <sup>st</sup> Lower GAD Exam.	21.02.2016	06.02.2016
3	94 <sup>th</sup> Lower Accounts Exam.	19/20.03.2016	05.03.2016
4	102 <sup>nd</sup> Higher GAD Exam.	23/24.04.2016	09.04.2016
5	94 <sup>th</sup> Higher Accounts Exam.	28/29/30.05.2016	10.05.2016
6	102 <sup>nd</sup> Marathi Language Exam.	18.06.2016	04.06.2016

The detailed subject wise /topic wise/paper wise/ examination wise/ date wise time table and prescribed application form is also appended herewith. The same is available on website [www.mahadiscom.in](http://www.mahadiscom.in), [www.mahatransco.in](http://www.mahatransco.in), [www.mahagenco.in](http://www.mahagenco.in). Emergency changes occurred in programme schedule will be intimated accordingly.

**88<sup>th</sup> Professional Examination**

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
23.01.2016	10.00 to 13.00	1	Indian Electricity Rules 2005 Electricity Act 2003 (with books)(100 marks)
23.01.2016	14.00 to 17.00	2	Indian Telegraph Act 1885&Electricity Act 2003 (with books)(100 marks)
24.01.2016	10.00 to 13.00	3	Elements of Commercial Accounts & Cost Accounts (without books)(100 marks)
24.01.2016	14.00 to 17.00	4	Labour Laws & GAD matters, MSEB Service Regulations, CPF Regulations & Board's Standing Orders (with books)(100 marks)

Note: 1) For Civil Engineer, Paper I & II each will be of 50 marks and of 1.30 hrs duration. Paper III & IV will be of 100 marks and of 3.00 hrs duration.

2) It is necessary for Asstt. Engineer (T&D) to pass in Paper No.I (Electricity Act 2003 and Electricity Rules there under)and Paper II, III, IV for Dy.EE and above.

3) As per G.S.O. No 4 dtd.14-05-1955 no examination has been prescribed for Asstt.Engineer (Civil) as they are not very much concerned with the provision of the Electricity Act, in their duties on Civil Engineering works and Jr Engineers may be allowed to appear for the examination when they are promoted as Asstt. Engineers.

4) The case of exemption in Paper III of Prof.Examination will be decided in pursuance of provision of Adm.Cir. 466 dtd 19-07-13. On production of documentary evidence i.e. Post Graduate Degree Certificate & Marksheets must be attested by Pay Gr I & II Officers with remark as "Verified from the Original Degree Certificate and Marksheet found correct "with his/her signature and stamp etc.

#### 121<sup>st</sup> Lower GAD Examination

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
21.02.2016	10.00 to 13.00	Only one paper	GAD Matters, Store Matters, Commercial matters. (with books) (100 marks)

#### 94<sup>th</sup> Lower Accounts Examination

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
19.03.2016	14.00 to 17.00	1	Establishment Matters and Precis writing (with books)(100 marks)
20.03.2016	10.00 to 13.00	2	Office Procedure, Consumer Bill & C.P.F.Regulations (with books)(100 marks)
20.03.2016	14.00 to 17.00	3	Book Keeping & Elementary Costing (100 marks )(without books)

The cases of exemption in Paper III of Lower A/cs Examination will be decided in pursuance of provision of Adm.Cir No. 345 dtd. 23-06-2011 on production of documentary evidence i.e. degree certificate and marksheet must be attested by Pay Gr I & II Officers, with remark as "Verified from the original Degree certificate and Mark sheet and found correct" with his/her signature and stamps etc.

In switchover cases a copy of the switchover order from the Competent Authority i.e. Appointing Authority must be attached along with the application form.

While forwarding the application of Higher GAD / Higher Accounts Examination. of LDC or UDC recruited in direct recruitment should fill-in information of passing Lower Accounts /Lower GAD Examination in Col No 12 and attach relevant documents, which is mandatory. Unless submission of above information, Roll Nos. will not be allotted to the examinee.

**102<sup>nd</sup> Higher GAD Examination**

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
23.04.2016	14.00 to 17.00	1	Noting & Drafting Procedure Relating to Pay, TA, etc. (with books)(100 marks)
24.04.2016	10.00 to 13.00	2	Establishment/Commercial/Stores Matters etc. (with books)(100 marks)
24.04.2016	14.00 to 17.00	3	Labour Laws & Electricity Acts and Rules (with books)(100 marks)

**94<sup>th</sup> Higher Accounts Examination**

Date of Exam.	Time of exam.	Paper No.	Subject/topic
28.05.2016	10.00 to 13.00	1	Advanced Accounting & Auditing (without books)(100 marks)
28.05.2016	14.00 to 17.00	2	Stores & Works Accounting (with books)(100 marks)
29.05.2016	10.00 to 13.00	3	Cost & Management Accounting ( 100 marks ) (Without books )
29.05.2016	14.00 to 17.00	4	Precis Writing, Service Regulations, Classification & Recruitment Regulations, Seniority Regulations & CPF Regulations (with books) (100 marks )
30.05.2016	10.00 to 13.00	5	Industrial Laws & G.Os. (with books) (100 marks )
30.05.2016	14.00 to 17.00	6	Electricity Act 2003 & MSEB Office Procedure(with books) (100 marks )

The cases of exemption in Paper I & III of Higher A/cs Examination will be decided in pursuance of provision of Adm.Cir No. 345 dtd. 23-06-2011 on production of documentary evidence i.e. degree certificate and marksheet must be attested by Pay Gr I & II Officers with remark as "Verified from the original Degree certificate and Mark sheet and found correct" with his signature/stamps etc.

Employee who have given exemption in Paper I and III in Higher Accounts Examination earlier, in that case employees concerned should write the information of exemption in detail along with reference no. and date against appropriate column which will be very helpful for declaring the result.

**102<sup>nd</sup> Marathi Language Examination.**

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
18.06.2016	10.00 to 11.30	1	Written Marathi Language Examination (50 marks)
18.06.2016	11.30 to 13.00	2	Oral Examination ( 50 marks )

102<sup>nd</sup> Marathi Language Exam- (For employees of Class I ,II & III who have not passed SSC/HSC Examination with Marathi Subject, Written & Oral Exam is compulsory) for Pay Gr IV employees only Oral exam.

The employees who intend to appear to respective examination should submit their applications in their own hand writing in the prescribed form, which is available on website of [www.mahadiscom.in](http://www.mahadiscom.in) / [www.mahatransco.in](http://www.mahatransco.in) / [www.mahagenco.in](http://www.mahagenco.in) below to this letter. Each candidate/examinee should write his full name and C.P.F. Account no. on the application form.

Each and every column of the application form should be filled in neatly and properly. No column should be left blank. Applicant should write his CPF A/c No. in the place provided. The applicant should mention all details of the examination i.e. Exam. No., Seat/Roll No., of the examination in the application form, without fail in which he has got exemptions in one or more papers to avoid back references and keeping their results in abeyance for want of required information. Applicant should take care that their applications are received in this office on or before the date mentioned against respective examination, in this circular.

Applications received after due date of submission, /incomplete applications, will not be accepted and will be summarily rejected. They will not be considered for allotment of Roll Nos. This should be brought to the notice of all applicants and such applications should not be forwarded to this office. Application sent by Fax will not be accepted please note.  
Address for sending Applications:-

Asstt.Gen.Manager (HR),  
Training & Safety  
M.S.E.D.C.Ltd. Chummery No.I, At & Post Eklahare,  
Taluka & District Nashik - 422 105

And email Id: [amhrexam@gmail.com](mailto:amhrexam@gmail.com)

(Note: Sending of application from on email-Id is only for correspondence. Submission of the "HARD COPY" of the application form is "COMPULSORY")

All Department Heads, Superintending Engineers & Executive Engineers are requested to bring this circular to the notice of employees working up to Sub divisional Offices. Copies of the circular should be sent to Sub Divisional Offices and wide publicity should be given to it.

**No accommodation facility is provided.**

**Cognizance Letter/Hall Ticket is COMPULSORY in the prescribed format only.**

The candidate must bring Hall Ticket/Letter of Cognizance (2 copies-Original and Duplicate) and only valid Identity Card of Company for appearing the examination in examination hall. Unless having above documents, employee will not be permitted to enter the examination hall for appearing the examination, under any circumstances.

This Circular is available on Company's Website hence, no hard copy is sent to any Office.

- Encl: 1) Prescribed Application form.  
2) Prescribed form Of Cognizance letter/Hall Ticket.  
3) Prescribed application form for verification of marks as per  
C.S.No.393 dtd. 27-06-1993.

  
Chief General Manager (T&S)  
Eklahare.

Copy submitted with respect to:  
The Exe. Director (HR) MSEDCL, MSETCL, MSPGCL Mumbai.  
----- For kind information please.

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Common Examination Form application to all Departmental Examination (LOWER/HIGHER GAD/LOWER/HIGHER ACCOUNTS/PROFESSIONAL EXAM/ MARATHI LANGUAGE EXAM) to all employees working in MSPGCL, /MSETCL./ MSEDCL

Name of Exam \_\_\_\_\_ Exam No \_\_\_\_\_ Date of Exam \_\_\_\_\_

Mention particulars of Exam Name / Exam No / date for which appearing)

Note: Application to be filled in by the candidate in his own handwriting

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**PART I (To be filled in by Exam Cell)**

Sr.No. \_\_\_\_\_

Roll No / Seat No. \_\_\_\_\_

Affix recent  
passport size  
photograph with  
duly attested  
Signature of  
Controlling Officer  
with seal of Office.  
(DO NOT STAPLE)

**PART- II**

1. Name in full Surname/Shri/Smt :- \_\_\_\_\_  
First Name :- \_\_\_\_\_  
Fathers/Husbands Name :- \_\_\_\_\_
2. C.P.F.No :- \_\_\_\_\_
3. Mobile No. :- \_\_\_\_\_
4. Present Designation :- \_\_\_\_\_
5. Designation at the time of joining :- \_\_\_\_\_
6. Date of joining in the Board/Co :- \_\_\_\_\_
7. Date of joining in the present Post :- \_\_\_\_\_
8. Cadre to which allotted(Accounts/GAD/Stores/Civil/) :- \_\_\_\_\_
9. Present place of working S/Dn \_\_\_\_\_ Divn \_\_\_\_\_  
Circle \_\_\_\_\_ Zone \_\_\_\_\_  
Office Contact No with STD Code :- (\_\_\_\_\_) (\_\_\_\_\_)
10. Company to which attached ( GENCO/TRANSCO/DISCOM ) :- \_\_\_\_\_
11. Examination Centre :- NASHIK
12. Educational Qualification :- \_\_\_\_\_
13. Details of passing Lower GAD/  
Accounts Exam :- A) Exam No & Dt \_\_\_\_\_  
B) Roll No \_\_\_\_\_  
C) Result O.O. No & Date: \_\_\_\_\_

Employee Name & C.P.F No. :- \_\_\_\_\_

NAME & NO. OF EXAMINATION :- \_\_\_\_\_

**PART III**

14. Attempt No (in case of second or more attempts, give details)

Attempt No	Roll No	Examination No	Date of examination

15. Whether appearing for all Papers (Yes / No) \_\_\_\_\_

(a) If no, papers appearing now \_\_\_\_\_

16. Whether appearing for part thereof, if so, give details of exemptions and previous exam passed.

(Attach attested Xerox copies of exemption order)

(All columns, should be filled in)

Exempted in which papers	No of exam	Roll No	Marks Out of 100	Result / Exemption Office Order No & Date

17. Whether permission given for switchover from Accounts to GAD Cadre or vice versa, if so give details as below

a) Give details of Office Order No & Date \_\_\_\_\_

(Also, attach attested Xerox copy of the switch over order)



Employee Name & C.P.F No. :- \_\_\_\_\_

NAME & NO. OF EXAMINATION :- \_\_\_\_\_

18. If permission as above is not granted, please mention whether necessary written undertaking as per G.O. 7 and C.S.No 6 dtd 02-07-73 to GSO 110 is submitted.

Or otherwise (Give details) \_\_\_\_\_

19. Date of submission of application \_\_\_\_\_

20. Remarks if any \_\_\_\_\_

**DECLARATION**

I, hereby declare that the information given above against each column is correct according to my knowledge and belief. The Xerox copies of exemption orders are also attached and duly attested by Pay Gr I Officer. If any discrepancy or incorrectness is found in the information, action as deemed fit may be initiated against me.

DATE.

Name, Signature of the Candidate

\_\_\_\_\_

**PART -IV**

Name & Address of Office

Outward No.GAD/EXAM/

DATE:

1. The details mentioned in the application by the above employee working in the division/ circle office/ zonal office have been verified from his/her Service Book and are found to be correct.

2. The Xerox copies of exemption order attested by pay group I officer of the Company are seen by me and they are found to be correct. The copies are attached herewith.

Signature of Certifying/Controlling Officer with  
Name Of Office (Office Rubber stamp)  
(To be signed not below the rank of  
Executive Engr./Add.Executive Engr./Dy.EE.)

NOTE; Application by fax will not be entertained on any ground as the fax matter cannot be read after some time. All columns should be filled in, if the columns are not applicable it should be written "Not applicable ". Incomplete applications / Not submitted through Controlling Officers, are rejected/ filed without any action and correspondence, please note.





**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD**

(A Govt. of Maharashtra Undertaking)

CIN : U40109MH2005SGC153645

Office of Chief General Manager(T&S)  
Institute of Training & Safety,  
MSEDCL, Chummary No.1, NTPS Colony,  
Eklahare, Nashik (M.S.) 422105

**ISO 9001:2008**

Email: amhrexam@gmail.com  
Phone No: 0253-2810046

**LETTER OF COGNIZANCE (Hall Ticket)**

This is to certify that the following employee is permitted to appear for the examination as mentioned below.

**Roll No.:**

**Name of Employee:**

**Designation :**

**C.P.F. No. :**

**Mobile No : 1)**

**Alternate No : 2)**

**Place of working:**

**Name of the company:**

**Name of Div.,Circle,Zone:**

**Exam. No. :**

**Examination Name :**

**Date of Examination :**

**Centre of Examination :**

Candidate should  
paste his recent  
Passport size photo  
with duly Attested  
Signature of  
Controlling Officer  
with seal of Office.  
(Stapling of photo is  
not allowed)

(Name, Signature &  
Controlling Officer with  
seal of Office.)

Signature of Candidate



**The candidate should bring hall ticket in duplicate,(2 Copies) one copy of the same must be handed over to the invigilator in the examination hall. Failure to do so will result in disqualification of the candidate.**

**Instructions to the Candidates :-**

- 1 All examinees must bring their "Letter of Cognisance" and only valid "Identity Card" of company for appearing the examination in examination hall, unless having above documents employee will not be permitted to appear for examination.
- 2 After display of Roll No list, no further Roll Nos will be allotted at the Examination Centre.
- 3 There is no provision of departmental exam for Jr.Office Assistants, /Accounts Assistants. Hence,their candidature not considered for examination.
- 4 Office Asstt/LDC who are going to appear for this examination those who have not completed 1 year service in existing post as per C.S 3 dt 15-03-73 to GSO 110 dtd 25-
- 5 Candidates appearing for the examination should make their own arrangement of accommodation.
- 6 Candidates are advised to reach the examination centre sufficiently early & occupy the allotted seat 30 minutes before the commencement of the examination.
- 7 No candidates will be allowed to enter the hall 30 minutes after the commencement of the examination.
- 8 Candidates will not be allowed to leave the examination hall during examination period.
- 9 Candidates are not allowed to bring any handwritten or printed material except Companays prescribed books & circulars.
- 10 Misconduct and malpractice in any form could lead to disqualification of the candidate.
- 11 Mobile phones are strictly not allowed in the examination hall, possession of mobile phone will lead to disqualification of the candidate.
- 12 Candidate should not write any indicative marking on the answer book for example "Shri Ganeshai Namah","Hari Om" etc., any sign i.e. \* ,# , \$ , etc. If the candidate is found doing such mischief will disqualify from the exam process & liable for disciplinary action.

**APPLICATION FOR VERIFICATION OF MARKS**

- Name of applicant : \_\_\_\_\_
1. C.P.F.A/c No. : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Present place of working : \_\_\_\_\_
- E-mail ID & Phone No. : \_\_\_\_\_
4. Name & No. of exam appeared. : \_\_\_\_\_  
\_\_\_\_\_
5. Date of holding Exam : \_\_\_\_\_
6. Roll No. : \_\_\_\_\_
7. O.O.No. & Dt. under which Result has been declared. : \_\_\_\_\_
8. Name & No. of Paper in which Verification is sought. : \_\_\_\_\_
10. Marks obtained : (            ) out of (            )
11. Particulars of verification fees Paid. : (i) Amount \_\_\_\_\_  
(ii) M.R.No. \_\_\_\_\_  
(iii) Date \_\_\_\_\_  
(iv) Office \_\_\_\_\_

(\*) Candidate should attach original Money Receipt with application form.

Date:

Place:

\_\_\_\_\_  
Signature of applicant.

Submitted / Forwarded

Signature of the Officer  
of the rank of Sub Divisional  
Officer & above.

TO,  
The Chief General Manager (T&S)  
M.S.E.D.C.L. Eklahare, Nashik Rd

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