

NOTIFICATION FOR INTIMATION OF EXAMINATION (ON-LINE TEST)
FOR THE POST OF “LOWER DIVISION CLERK (F&A)”

On-Line Test for the post of Lower Division Clerk (F&A) against Advertisement No. 24/2024 will be held as under -

Post	Date of Examination	Examination Session	Reporting Time
Lower Division Clerk (F&A)	01 st August 2025	Afternoon Session (01.00 pm to 03.00 pm)	12:00 pm
		Evening Session (05.00 pm to 07.00 pm)	04:00 pm

2. All the candidates who have successfully submitted their online applications have been called for On-line Test without verifying their personal details viz. age, qualification and reservation applied for etc. Hence, before appearing for the on-line test, candidates must ensure that they fulfill the eligibility criteria in all respects as stipulated in advertisement by the Company.

3. Candidates who have successfully submitted on-line application are requested to download their call letter from below given link and read it carefully before coming to examination.

4. Information Handout contains general instructions, test structure and other instructions, etc. for the On-line Test.

5. In case of any difficulty in downloading call letter, candidates may contact at **022-69595228, 022-69595216.**

6. Candidates are informed to bring hard copy/print out of call letter alongwith **currently valid Photo identity proof (as mentioned below) in original and a photocopy** of the same ID proof, which is essential. The call-letter alongwith photocopy of photo identity proof duly stapled together is required to handover to the invigilator before starting of on-line test. Candidate's name as appearing on the call letter shall exactly match with the name as appearing on the photo identity proof.

7. The currently valid photo identity proof may be **‘PAN Card/Passport/ Permanent Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognized College/ University/ Aadhar/E-Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note : - Ration Card and Learner's Driving License will not be accepted as valid ID proof.'**

8. **For Female candidates:-** Their names as appearing on the Call Letter (provided by them during the process of registration) should exactly match with the name as appearing on the Photo Identity Proof. Female candidates who have changed first/ middle / last name post marriage will be allowed only if they produce original gazette notification/original marriage certificate/affidavit in original on stamp paper.

9. **For Persons with Disability candidates :-** The candidate who has claimed for using service of scribe in Application Form, is required to arrange his/her own scribe at his/her own cost. Further, candidates are required to submit **DECLARATION**, PWD certificate as a proof confirming that he/she is eligible for taking the services of a scribe / compensatory time along with the call-letter. In case candidate fails to produce **DECLARATION** and PWD certificate at the time of on-line test he /she shall not be held eligible for taking the services of a scribe / compensatory time.

Further, the Candidates with Benchmark 40 % Disability of the Category other than Blindness, Locomotor Disability (Both Arms affected - BA) and Cerebral Palsy, who are registered for Compensatory Time will have to produce the Certificate to the effect that Person concern has Physical Limitation to write from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma attached herewith at the time of document verification. In case they fail to produce same, their candidature will be cancelled.

10. The Candidates reporting late for whatsoever reason i.e. after the reporting time specified on the call letter, will not be permitted to appear for the on-line test.

11. The Candidates will have to appear for on-line test at Examination Centre at their own cost and risks and MAHATRANSCO will not be responsible for any injury or losses, etc of any nature.

12. The candidates are hereby requested to download their call letters and Information handout from the link given at below :

- [LINK FOR DOWNLOADING CALL LETTER](#)
- [LINK FOR DOWNLOADING INFORMATION HANDOUT](#)
 - [English](#)
 - [Marathi](#)

Place: Mumbai
Date: 25.07.2025

sd/-
Chief General Manager (HR)