

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**Phone No. 2810039, 2810040
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Office of the
Chief General Manager (T&S)
Eklahare-Nashik
Pin 422 105

No.CGM/T&S/NSK/Depttl.Exam/Time Table/

CIRCULAR

No - 1848

Date:

16 Dec 2013

Sub: Time-table of various departmental examinations from January 2014 to June, 2014. ...Invitation of applications form, for enrollment of deptl. examination.

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The Time-table of various departmental examinations from January 2014 to June, 2014 is given below.

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

Sr.No.	Name of Examination	Date of Exam.	Last date for submission of application.
1	84 th Professional Exam.	18,19.01.2014	27-12-2013
2	117 th Lower GAD Exam.	16.02.2014	01.02.2014
3	90 th Lower Accounts Exam.	22,23.03.2014	03.03.2014
4	98 th Higher GAD Exam.	26,27.04.2014	04.04.2014
5	90 th Higher Accounts Exam.	24,25,26.05.2014	03.05.2014
6	98 th Marathi Language Exam.	15.06.2014	06.06.2014

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. www.mahatransco.in, www.mahagenco.in Emergency changes occurred in programme schedule will be intimated accordingly.

84th Professional Examination

Date of Exam.	Time Exam.	of	Paper No.	Subject/topic
18.01.2014	10.30 to 13.30		I	Indian Electricity Rules 2005 Electricity Act 2003 (with books)(100 marks)
18.01.2014	14.30 to 17.30		II	Indian Telegraph Act 1885&Electricity Act 2003 (with books) (100 marks)
19.01.2014	10.30 to 13.30		III	Elements of Commercial Accounts & Cost Accounts(without books)(100 marks)
19.01.2014	14.30 to 17.30		IV	Labour Laws & GAD matters, MSEB Service Regulations, CPF Regulations & Board's Standing Orders(with books) (100 marks)

...2/

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 Junior Engineer (T&D) to pass in Paper No.I (Electricity Act 2003 and Electricity Rules there under) and Paper II,III,IV for AE/Dy.EE.

3) As per G.S.O. No 4 dtd.14-05-1955 no examination has been prescribed for Jr.Engineer (Civil) as they are not very much concerned with the provision of the Electricity Act, in their duties on Civil Engineering works and Sub Engineers may be allowed to appear for the examination when they are promoted as Jr. 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 & Marksheet in the field of Finance and Accounts which must be attested by Pay Gr I & II Officers with marks remarks as "Verified from the Original Degree Certificate and Marksheet found correct "with his/her signature and stamp etc.

117th Lower GAD Examination

Date of Exam.	Time Exam.	of	Paper No.	Subject/topic
16.02.2014	11.00 14.00	to	Only one paper	GAD Matters, Store Matters, Commercial matters. (with books) (100 marks)

90th Lower Accounts Examination

Date of Exam.	Time Exam.	of	Paper No.	Subject/topic
22.03.2014	14.00 17.00	to	I	Establishment Matters and Precis writing (with books) (100 marks)
23.03.2014	10.30 13.30	to	II	Office Procedure, Consumer Bill & C.P.F.Regulations (with books) (100 marks)
23.03.2014	14.30 17.30	to	III	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.

98th Higher GAD Examination

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
26.04.2014	14.00 to 17.00	I	Noting & Drafting Procedure Relating to Pay, TA, etc. (with books) (100 marks)
27.04.2014	10.30 to 13.30	II	Establishment/Commercial/Stores Matters etc. (with books) (100 marks)
27.04.2014	14.30 to 17.30	III	Labour Laws & Electricity Acts and Rules (with books) (100 marks)

90th Higher Accounts Examination

Date of Exam.	Time of exam.	Paper No.	Subject/topic
24.05.2014	10.30 to 13.30	I	Advanced Accounting & Auditing (without books)(100 marks)
24.05.2014	14.30 to 17.30	II	Stores & Works Accounting (with books) (100 marks)
25.05.2014	10.30 to 13.30	III	Cost & Management Accounting (100 marks) (Without books)
25.05.2014	14.30 to 17.30	IV	Precis Writing, Service Regulations, Classification & Recruitment Regulations, Seniority Regulations & CPF Regulations (with books) (100 marks)
26.05.2014	10.30 to 13.30	V	Industrial Laws & G.Os. (with books) (100 marks)
26.05.2014	14.30 to 17.30	VI	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 1 and 3 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.

98th Marathi Language Exam-.(For employees of Class I ,II & III who have not passed SSC/HSC Examination, and non Marathi Speaking employees Written & Oral) for Pay Gr IV employees only Oral exam.

98th Marathi Language Examination.

Date of Exam.	Time of Exam.	Subject/topic
15.06.2014	11.00 to 12.30	Written Marathi Language Examination (50 marks)
15.06.2014	12.30 to 14.00	Oral Examination (50 marks)

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 / mahatransco.in / 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

(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 upto 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.

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 Intranet hence, no hard copy is sent to any Office.

Encl: 1) Prescribed Application form.
2) Prescribed form of Cognizance letter.
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.



ANNEXURE "A"

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO LTD.

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)

1. Sr.No. _____

Roll No / Seat No. _____

PART- II

1. Name in full Surname/Shri/Smt :- _____

First Name :- _____

Fathers/Husbands Name :- _____

2. C.P.F.No :- _____

3. Present Designation :- _____

4. Designation at the time of joining:- _____

5. Date of joining in the Board/Co :- _____

6. Date of joining in the present Post :- _____

7. Cadre to which allotted
(Accounts/GAD/Stores/Civil/Gen
Trans/Dist :- _____

8. Present place of working S/Dn _____ Divn _____
Circle _____ Zone _____

Office Contact No with STD Code: (_____)_(_____)_____

9- Company to which attached (GENCO/TRANSCO/DISCOM) :- _____

10. Examination Centre : NASHIK

11. Educational Qualification :- _____

12. Details of passing Lower GAD/Accounts : A) Exam No & Dt _____

Examination.

B) Roll No _____

C)Result O.O. No & Date _____

NAME & NO OF EXAMINATION _____

PART III

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

Attempt No	Roll No	Examination No	Date of examination

14. Whether appearing for all Papers (Yes / No) _____

(a) If no, papers to which appeared _____

15. Whether appearing for part thereof, if so, give details of exemptions.

(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 Office Order No & Date

16. 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)

NAME & NO OF EXAMINATION _____

17. 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) _____

18. Date of submission of application _____

19. 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. /Dy.EE/A.E.)

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.

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:

(Full Name) Surname Name Father/Husband Name

Designation :

C.P.F. No. :

Place of working:

Name of the company: Discom/Transco/Genco

Company I.D.Card No. :

Name & Phone No. of Div.,Circle,Zone:

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)

Signature of Candidate

Exam. No. :

Examination Name :

Date of Examination :

(Name, Signature & Seal of Controlling Officer)

Centre of Examination :

The candidate should bring hall ticket in two copies i.e. (1 Original & 1 duplicate) 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 Cognizance" 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.
सर्व परीक्षार्थींनी परीक्षेला येतांना हॉल टिकीट (Hall Ticket/Letter of Cognizance) तसेच कंपनीने दिलेले वैध ओळखपत्र (I.Card) सोबत आणणे बंधनकारक राहिल. वरीलपैकी एकही दस्तऐवज सोबत आणला नसेल तर परीक्षार्थींना परीक्षेला बसू दिले जाणार नाही याची नोंद घ्यावी.

- 2 Candidates appearing for the examination should make their own arrangement of Accommodation
परीक्षार्थींनी आपली राहण्याची व्यवस्था, स्वखर्चाने करावयाची आहे.

- 3 After display of Roll No list, no further Roll Nos will be allotted at the Examination Centre.

तीनही कंपन्यांच्या वेबसाईटवर रोल नंबर प्रदर्शित झाल्यानंतर परीक्षा केंद्रावर कोणत्याही सबबीखाली रोल नंबर दिला जाणार नाही याची नोंद घ्यावी.

- 4 While writing the answer book if ink gets changed the signature of the Supervisor must be taken on that page.

पेपर सोडवत असतांना/लिहीत असतांना पेन मधील शाई संपली किंवा वेगळ्या रंगाच्या शाईच्या पेनचा वापर करावयाचा असेल तेव्हा पर्यवेक्षकाची त्या पानावर सही घेणे आवश्यक राहिल.

- 5 Candidates are advised to reach the examination centre sufficiently early & occupy the allotted seat 30 minutes before the commencement of the examination.

परीक्षार्थींना परीक्षा केंद्रावर नियोजित वेळेच्या आधी पोहचून पेपर सुरू व्हावयाच्या किमान ३० मिनिटे अगोदर आपल्या जागेवर (रोल नंबर लिहीलेल्या) बसणे आवश्यक राहील.

- 6 Candidates will not be allowed to leave the examination hall during examination period.

परीक्षार्थींना परीक्षा अवधीत परीक्षा वर्ग सोडून जाण्याची परवानगी मिळणार नाही याची नोंद घ्यावी.

- 7 Candidates are not allowed to bring any handwritten or printed material except Company prescribed books & circulars where ever allowed.

परीक्षार्थींना कंपनीचे प्रकाशित साहित्य, पुस्तके व परिपत्रके या व्यतिरिक्त कोणत्याही प्रकारचे हस्तलिखित वा छापील साहित्य सोबत ठेवण्याची परवानगी नाही.

- 8 Misconduct and malpractice in any form could lead to disqualification of the candidate.

गैरवर्तणूकीचा कोणत्याही प्रकारामुळे परीक्षार्थींना परीक्षेसाठी अपात्र ठरविले जाईल.

- 9 Mobile phones are strictly prohibited in the examination hall, possession of mobile phone will lead to disqualification of the candidate.

परीक्षा वर्गात मोबाईल फोन बाळगण्यास बंदी आहे. मोबाईल फोन आढळल्यास, फोनवर बोलतांना आढळल्यास सदर परीक्षार्थींना अपात्र ठरविण्यात येईल याची नोंद घ्यावी.

- 10 Candidate should not write any type of 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 and liable for disciplinary action

परीक्षार्थींनी उत्तरपत्रिकेवर कोठेही स्वतःचे नांव, स्वाक्षरी अथवा पदनाम लिहू नये, सही करू नये. तसेच, उत्तरपत्रिकेवर कोणत्याही प्रकारचे दर्शक /शेरे जसे, " श्री गणेशाय नमः", "हरीओम" या प्रकारचे चिन्ह जरी उत्तरपत्रिकेवर आढळले तरी परीक्षार्थींना अपात्र ठरविण्यात येवून कंपनीच्या विनियमानुसार योग्य ती कार्यवाही केली जाईल याची नोंद घ्यावी.

GAD/VIII(O&M)/F.No.282/
Maharashtra State Electricity Board
Estrella Batteries Expn. Building
Ground floor, Dharavi Road
Matunga, Mumbai - 400 019.

ADMINISTRATIVE CIRCULAR NO. 393 DATE 27/6/2003

Sub : Verification of Answer Papers of various
Departmental Examinations.

Read : 1) G.S.O.No.4 dated 14/5/1955 /
2) G.S.O.No.55 dated 13/2/1956 /
3) G.S.O.No.108 dated 19/1/1962
4) G.S.O.No.110 dated 25/1/1962
5) G.S.O.No.117 dated 30/3/1962 /
6) G.O.No.7(P) dated 3/8/1962 ✓
7) G.O.No.88(F) dt.27/6/1978.

The Board has prescribed various Departmental examinations for employees of the Board to qualify themselves for their continuation in the post held by them or for further promotion in the cadre to which they belong.

2. Accordingly, the employees are appearing for the examinations and those who secure the minimum marks required for passing are declared successful in the respective examinations.

3. Some of the employees who appeared for Departmental examination and declared failed have made representations for revaluation of the answer papers. At present there is no such provision of revaluation. The issue has been examined and it is decided as under.

4. There will be no revaluation of answer papers of any of the Departmental examinations. However, if a candidate opts for verification of marks in any paper(s), he/she may apply for verification by submitting application by paying verification fees of Rs.100/- (Rupees one hundred only) per paper. The fees will have to be paid in the Circle Office/Division Office under which the employee is working. The fees shall be non-refundable. The application should be in the enclosed format supported with

original Money Receipt of having remitted verification fees. The time limit for making application for verification of marks shall be 30 days from the date of declaration of result.

5. On receipt of such an application, the Chief Engineer(TRD) shall verify as to whether there is any omission to examine or value any answer/answers or there is any mistake in totaling of the marks. If any mistake/(s) is/are detected, necessary correction shall be done by him and the result will be reviewed, if necessary. If no mistake is found, employee will be informed that verification has been done and the position remains unchanged. The decision of the Chief Engineer(TRD) in this matter shall be final and there will be no further appeal.

6. This Circular is issued with the approval of Secretary.


(S. F. Patil)

Director of Personnel

Encl: Format of application

To

All as per mailing list.

क्र. मुअ/प्र-वि/ना/आ(आ)/नं - 1393 14 JUL

प्रति सहायक न्यायी कार्य आदि (परिक्षा)

प्रस्तावित तालमेल

Mp: Cb-verification
26.6.03


Dy. E. O. (TRD)

Ekahara

APPLICATION FOR VERIFICATION OF MARKS

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