

CIRCULAR

Sub. :- Time table of various departmental Examinations from January 2022 to May 2022.
Invitation of applications form for Enrollment of Dept. Examination.

Ref. :- H.O. Letter No. MSPGCL/HR-2/ 11828 Date: 02.12.2021.

The six monthly time table of various departmental examinations from January 2022 to May 2022 is given as below.

Applications are invited from the eligible employees who intend to appear for respective examinations. All departmental examinations will be held at Koradi Training Centre, Koradi.

Sr. No.	Name of Examination	Date of Exam	Due Date for submission of Application
1	3 rd Marathi Language Exam. (Mahagenco)	16/01/2022	24/12/2021
2	4 th Lower GAD Exam. (Mahagenco)	13/02/2022	21/01/2022
3	4 th Lower Account Exam. (Mahagenco)	26/03/2022 to 27/03/2022	04/03/2022
4	2 nd Higher GAD Exam. (Mahagenco)	23/04/2022 to 24/04/2022	25/03/2022
5	2 nd Higher Accounts Exam. (Mahagenco)	21/05/2022, 22/05/2022 & 23/05/2022	24/04/2022

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

3rd Marathi Language Examination (Mahagenco)

Date of Exam	Time of Exam	Paper No	Subject/ Topic
16/01/2022	10:00 to 11:30	1	Written Marathi Language Examination (50Marks)
16/01/2022	11:30 to 13:00	2	Oral Examination (50Marks)

3rd Marathi Language Examination who have not passed SSC/HSC examination with Marathi subject, (Written & oral exam is compulsory) for Class I, II, &III employees and oral for class IV employees.

4th Lower GAD Examination (Mahagenco)

Date of Exam	Time of Exam.	Paper No.	Subject/topic
13/02/2022	10.00 to 13.00	Only One Paper	GAD Matters, Stores Matters Commercial Matters. (with books)(100 marks)

4th Lower Accounts Examination (Mahagenco)

Date of Exam	Time of Exam	Paper No.	Subject / topic
26/03/2022	14.00 to 17.00	1	Establishment Matters and Precise Writing (with books) (100 Marks)
27/03/2022	10.00 to 13.00	2	Office Procedure , Consumer Bill & C.P.F. Regulations (with books 100 Marks)
27/03/2022	14.00 to 17.00	3	Book Keeping & Elementary Costing (100 Marks)(without books)

The cases of exemption in paper III of Lower Accounts Examination will be decided in pursuance of provision of G.O.7. Dtd. 03/08/1962 on the production of documents, evidence i.e., degree certificate and mark sheet must be attested by pay Gr. I & II Officers, with remarks as “verified from the original Degree Certificate and mark sheet and found correct” with his / her signature and stamps etc.

For switch over cases, a copy of the switch over order from the Competent Authority i.e. appointing authority must be attached along with the application.

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 Exam in column No. 11 and attach relevant documents, which is mandatory unless submission of above, information, Roll Nos. will not be allocated to the examinee.

2nd Higher GAD Examination (Mahagenco)

Date of Exam.	Time of Exam.	Paper No.	Subject / topic
23/04/2022	14.00 to 17.00	1	Noting and Drafting Relating to Pay TA etc. (with books) (100 Marks)
24/04/2022	10.00 to 13.00	2	Establishment / Commercial / Stores matter etc. (with books) (100 Marks)
24/04/2022	14.00 to 17.00	3	Labour Laws & Electricity Acts and Rules (with books) (100 Marks)

2nd Higher Accounts Examination (Mahagenco)

Date of Exam.	Time of Exam.	Paper No.	Subject / topic
21/05/2022	10.00 to 13.00	1	Advanced Accounting & Auditing (without books) (100 marks)
21/05/2022	14.00 to 17.00	2	Stores & works Accounting (with books) (100 marks)
22/05/2022	10.00 to 13.00	3	Cost & Management Accounting (without Books) (100 marks)
22/05/2022	14.00 to 17.00	4	Precis writing , services Regulation, Classification & Recruitment Regulations Seniority Regulation & CPF Regulations with books (100 marks)
23/05/2022	10.00 to 13.00	5	Industrial Laws & G.Os (with books) (100 marks)
23/05/2022	14.00 to 17.00	6	Electricity Acts 2003 & MSEB Office procedure (with books) (100 marks)

The cases of exemption in Paper I & III of Higher Accounts Examination will be decided in pursuance of provision of Adm. Cir No. 131 Dtd. 06/08/2010 on production of documentary evidence i.e. degree certificate and mark sheet must be attested by pay Gr. I & II officers with remarks as "verified from the original Degree Certificate and mark sheet and found correct" with his / her signature / stamps etc.

Employees who have given exemption in paper I & III in Higher Accounts examination earlier, in that case employees concerned should write the information of exemption in details along with reference No. & date against appropriate column which will be very helpful for declaring the result.

The employees who intend to appears for respective examination should submit their application in their own handwriting in the prescribed form, which is available on website of www.mahagenco.in with this circular. Each candidates / examinees should write his full name and CPF Account No. on the application form.

Each and every column of the application form should be filled neatly and properly. No column should be left blank. Applicant should write his CPF account 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. Also the applicant has to mention the exemption got in one or more papers to avoid back reference and keeping their result in abeyance for want of required information. Applicant should take care that their application are received in this office on or before date mentioned against respective examination, in this circular.

Tel. : 07109 - 263850 (P),
: 07109 - 262737 (O)
: 07109 - 262141 To 46
(Extn. 1703 - 1704)
Fax. : 07109 - 262167

WEB SITE : www.ktcmahagenco.com

(1) E-mail : cgmktc@mahagenco.in

2) E-mail : ktc@mahagenco.in

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:-

The Chief Engineer (Trg.)
Koradi Training Centre
MSPGCL, Chindwara Road, Koradi
Nagpur 441111.
Mob. No. 8408889456

And email Id: cgmktc@mahagenco.in, ktc@mahagenco.in

(Note: Sending of scan copy of application form 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.

Accommodation facility is provided.

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

The candidates 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 26.07.1993.

[Signature]

Chief Engineer (Trg.)
KTC: MSPGCL: KORADI

Copy s.w.r.to:

The Executive Director (HR) MSPGCL, Mumbai. 51

Copy f.w.c.s. to:

The Chief General Manager (HR) MSPGCL, Dharavi, Mumbai 19.

MAHARASHTRA STATE POWER GENERATION CO. LTD.

(A GOVT. OF MAHARASHTRA UNDERTAKING)

(CIN: U10100MH2005SGC153648)

Common Application form for Departmental examination Marathi Language Exam. / Lower GAD Exam. / Lower Accounts Exam / Higher GAD / Higher Accounts for eligible employees working in MSPGCL.

Name of Exam.: _____ Exam. No. _____ Date of Exam.: __/__/__

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

Part I: (To be filled by Exam Cell)

Sr No.: _____

Roll No.: _____

Affix recent passport size photograph with duly attested signature of controlling officer with seal at office

(Do not staple)

Part: II

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

First Name :- _____

Father's /Husband's Name :- _____

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

3. Mobile No. :- _____

(all Communication will be done on this Mobile No.)

4. E-Mail :- _____

5. Present Designation :- _____

6. Designation at the time of Joining :- _____

7. Date of Joining in MSPGCL :- _____

8. Date of Joining in the Present Post :- _____

9. Present Place of Working :- _____

10. Educational Qualification :- _____

11. Details of passing Lower GAD / :- A) Exam No. &Dtd. Exam. _____

Accounts :- B) Roll no. _____

:- C) Result O.O. No. &Dtd. _____

Employee Name & CPF No. :- _____

PART III

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

Attempt No.	Roll No.	Examination No.	Date of Examination

13. Whether appearing for all papers (Yes/No) _____

(a) If no, papers appearing now _____

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

(Attach attested Xerox copies of exemption order & previous exam passed Result)

(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

15. 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)

Signature of Candidate

PART- IV

Outward No. LA/EXAM/

DATE:

1. The details mentioned in the Application Form by the above employee working in this office have been verified from his/her Service Book and are found to be correct.

Signature of Certifying/Controlling Officer with
Name of Office (Office Rubber Stamp)
(To be signed not below the rank of
Executive Engineer And Equivalent)

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 application/Not submitted through Controlling Officers, are rejected/filed without any action and correspondence, please note. The Application should reach Koardi Training Centre in Hard Copies to Exam Cell Address and Soft Copies (on E-mail): kcmahagenco@gmail.com) before the due date.



MAHARASTRA STATE POWER GENERATION CO. LTD.
(A GOVT. OF MAHARASTRA UNDERTAKING)
(CIN : U10100MH2005SGC153648)

Phone No. 022 24077441
E-mail: gmhr@mahagenco.in

Human Resource Department
2nd Floor, Prakashgad, Bandra East, Mumbai

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) _____

Alternative No. (If any) :2) _____

Email ID

:

Place of working

:

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 at 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 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 of the Candidates:-

1. All examinees must bring their "Letter of Cognizance" and valid "Identity Card" of company for appearing the examination in examination hall. The examinee will not be permitted to appear for examination, if above documents are not available with examinee.
2. After display of Roll No list, no further Roll Nos will be allotted at the examination Centre.
3. Accommodation arrangement will be done. The Applicant should confirm the accommodation facility before 07 days of exam with Exam Cell, KTC.
4. Candidates are advised to reach the examination Centre sufficiently early & occupy the allotted seat 30 minutes before the commencement of the examination.
5. No Candidates will be allowed to enter the hall 30 minutes after the commencement of the examination.
6. Candidates will not be allowed to leave the examination hall during examination period.
7. Misconduct and malpractice in any form could lead to disqualification of the candidates.
8. Mobile phones are strictly not allowed in the examination hall, possession of mobile phone will lead to disqualification of candidate.

Candidates should not write any indicative marking on the answer book for example "Shri GaneshaiNamah", Hari Om" etc., any sign i.e. *, #, \$, etc. If the candidates is found doing such mischief will disqualify from the exam process & liable for disciplinary action.

APPLICATION FOR VERIFICATION OF MARKS

Note:- Candidate should attach original Money Receipt with application form & submit the same through proper channel along with full office address.

1. Name of applicant :- _____
2. C.P. F. No. :- _____
3. Designation :- _____
4. Mobile No. :- _____
5. Present place of working with
Full address :- _____
:- _____
:- _____
6. Exam Name & Number appeared :- _____
7. Date of Exam :- _____
8. Roll No. :- _____
9. O.O. No. & Date under which
Result has been declared :- _____
10. Name & No. of Paper in which
Verification is sought :- _____
11. Marks obtained :- () out of ()
12. Particulars of verification fees Paid. :- (i) Amount _____
(ii) M.R. No. _____ (iii) Date _____ (iv) Office _____

Date:

Place:

Signature of the Applicant.

Signature of the Officer
of the rank of Executive Engineer
& above

To,
The Chief Engineer (Trg.)
MSPGCL, Koradi Training Centre,
Koradi.
