

CIRCULAR

Sub:- Time table of various departmental Examinations from Feb, 2020 to June, 2020. Invitation of applications form for Enrollment of dept. Examination.

The Six monthly Time table of Various departmental examinations from Feb. 2020 to June. 2020 is given as below.

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

Sr. No.	Name of Examination	Date of Exam	Due Date for submission of Application
1	1 st Marathi Language Exam. (Mahagenco)	16/02/2020	28/01/2020
2	2 nd Lower GAD Exam. (Mahagenco)	23/02/2020	03/02/2020
3	2 nd Lower Account Exam. (Mahagenco)	14/03/2020 to 15/03/2020	26/02/2020
4	1 st Higher GAD Exam. (Mahagenco)	25/04/2020 to 26/04/2020	04/04/2020
5	1 st Higher Accounts Exam. (Mahagenco)	27/06/2020, 28/06/2020 & 29/06/2020	02/06/2020

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.

1st Marathi Language Examination (Mahagenco)

Dare of Exam	Time of Exam	Paper No	Subject/ Topic
16/02/2020	10:00 to 11:30	1	Written Marathi Language Examination (50Marks)
16/02/2020	11:30 TO 13:00	2	Oral Examination (50Marks)

1st Marathi Language Examination (For employee of Class I II,&III Who have not passed SSC/HSC Examination with Marathi Subject, Written & oral Exam is compulsory) for IV employees only oral exam.

2nd Lower GAD Examination (Mahagenco)

Date of Exam	Time of Exam.	Paper No.	Subject/topic
23/02/2020	10.00 to 13.00	Only One Paper	GAD Matters, Stores Matters Commercial Matters. (with books) (100 marks)

2nd Lower Accounts Examination Mahagenco

Date of Exam	Time of Exam	Paper No.	Subject / topic
14/03/2020	14.00 to 17.00	1	Establishment Matters and Precise Writing (with books) (100 Marks)
15/03/2020	10.00 to 13.00	2	Office Procedure , Consumer Bill & C.P.F. Regulations (with books 100 Marks)
15/03/2020	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 Adm. Circular No. 345 Dtd 23.06.2011 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.

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

1st Higher GAD Examination (Mahagenco)

Date of Exam.	Time of Exam.	Paper No.	Subject / topic
25/04/2020	14.00 to 17.00	1	Noting and Drafting Relating to Pay TA etc. (with books) (100 Marks)
26/04/2020	10.00 to 13.00	2	Establishment / Commercial / Stores matter etc. (with books) (100 Marks)
26/04/2020	14.00 to 17.00	3	Labour Laws & Electricity Acts and Rules (with books) (100 Marks)

1st Higher Accounts Examination (Mahagenco)

Date of Exam.	Time of Exam.	Paper No.	Subject / topic
27/06/2020	10.00 to 13.00	1	Advanced Accounting & Auditing (without books) (100 marks)
27/06/2020	14.00 to 17.00	2	Stores & works Accounting (with books) (100 marks)
28/06/2020	10.00 to 13.00	3	Cost & Management Accounting (without Books) (100 marks)
28/06/2020	14.00 to 17.00	4	Precis writing , services Regulation, Classification & Recruitment Regulations Seniority Regulation & CPF Regulations with books (100 marks)
29/06/2020	10.00 to 13.00	5	Industrial Laws & G.Os (with books) (100 marks)
29/06/2020	14.00 to 17.00	6	Electricity Acts 2003 & MSEB Office procedure (with books) (100 marks)

The cases of examination in Paper I & III of Higher Accounts 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 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 to respective examination should submit their application in their own handwriting in the prescribed form, which is available on website of www.mahagenco.in below to this letter 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 in neatly and properly, no column should be left blank applicant should write his CPF account no. in the place provided. The application 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 examination 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.

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 , ktcmahagenco@gmail.com

(Note Sending of scan copy 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 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 27.06.1993.


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 / Accounts :- A) Exam No. & Dtd. Exam. _____
:- B) Roll no. _____

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

Employee Name & CPF No. :- _____

Name & No. of Exam. :- _____

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): kctmahagenco@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. LDC who have not completed 1 year service in existing post will not be allowed to appear for Examination at KTC as per C.S 3 dt 15-03-73 to GSO 110 dtd 25.01.1962
4. Accommodation arrangement will be done as per availabilities of rooms. The Applicant should confirm the accommodation facility before 15 days of exam with Exam Cell, KTC.
5. Candidates are advised to reach the examination Centre sufficiently early & occupy the allotted seat 30 minutes before the commencement of the examination.
6. No candidates will be allowed to enter the hall 30 minutes after the commencement of the examination.
7. Candidate will not be allowed to leave the examination hall during examination period.
8. Candidates are not allowed to bring any handwritten or printed material except Company's prescribed books & circulars.
9. Misconduct and malpractice in any form could lead to disqualification of the candidate.
10. Mobile phones are strictly not allowed in the examination hall, possession of mobile phone will lead to disqualification of candidate.

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

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.
