

MSPGCL/HR-2/

01455

CIRCULAR

Date: **8 FEB 2019**

Subject: Time-table of Lower Accounts Examination - 01 scheduled on 09th & 10th March 2019 and Invitation of Application Forms for enrollment of Dept. Examination.

Applications are invited from the eligible employees of Mahagenco who intends to appear Lower Accounts Examination - 01. The examination will be held at Mahagenco Koradi Training Centre, Koradi.

The Time-table of Lower Accounts Examination - 01 is given as below.

Sr. No.	Name of Examination	Date of exam	Due date for submission
1.	Lower Accounts Examination - 01	09.03.2019 & 10.03.2019	25.02.2019

The detailed subject wise and topic wise time table and prescribed Application Form is also appended herewith. The same is available on website www.mahagenco.in. if any emergency changes occurred in programme, schedule will be intimated accordingly.

Lower Accounts Examination – 01

Date of Exam	Time of Exam	Subject/Topic	Paper No.
09.03.2019	14.00 to 17.00	Establishment Matters & Precise Writing	Paper 01
10.03.2019	10.00 to 13.00	Office Procedure, Consumer Bill & C.P.F. Regulation	Paper 02
10.03.2019	14.00 to 17.00	Book Keeping & Elementry Costing	Paper 03

The employees who intends 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.mahagenco.in below to this letter.

- Each and every column of the Application Form should be filled neatly and properly **No column should be left blank.**
- Applicant should write his full name and CPF Account no. on the Application Form.

- The applicant should mention all details of the attempted examination i.e. Exam No., Seat/Roll No. of the examination in the Application Form.
- Applicant should take care that their applications are received on or before the date 25.02.2019. The applicant should compulsorily send scanned and duly filled application and the attached documents to the mail id kctmahagenco@gmail.com and get the confirmation of the receipt of mail with Exam Cell without fail.
- Address for sending application: The Chief Engineer, Koradi Training Centre, Koradi TPS Premises, Mahagenco, Koradi, Dist. Nagpur- 441 111. Contact No. 07109-263850/262737 and email id: cgmktc@mahagenco.in; kctmahagenco@gmail.com; (Note: Scan copy of Application Form on email-id and the "Hard Copy" of the application form is "COMPULSORY" on or before the due date.)
- Applications received (Hard Copies and Soft Copies) after due date of Submission/ incomplete application 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.
- All departmental Heads are requested to bring this circular to the notice of employees working under their control.
- Accommodation facility will be provided, as per availability of rooms at KTC. The Applicant should confirm their accommodation with Exam Cell, Koradi Training Centre 15 Days before the schedule Exam Date.
- Cognizance Letter/Hall Ticket is COMPULSORY in the prescribed format only.
- The Candidate must bring Hall Ticket, Letter of Cognizance (2 Copied-Original and Duplicate) at the time of Examination. Valid Identity Card of Company is compulsory for appearing the examination in Examination Hall. The employee will not be permitted to enter the examination hall for appearing the examination, in absence of above documents.
- For any queries, it is requested to Contact Exam Cell, Koradi Training Centre, Contact No. 07109-263850/262167.

This Circular is available on Company's Website. Hence no **Hard Copy** will be sent to any office.

Encl: 1) Prescribed Application Form.

2) Prescribed form of Cognizance Letter.

This Administrative Circular is available on the website of the Company i.e. www.mahagenco.in.



(Vinod Bondre)
Executive Director (HR)



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

Application from for Departmental Examination Lower Accounts Exam-01 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 in 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. Employee Name & C.P.F. No. :- _____

PART III

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

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

Signature of 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 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): ktcmahagenco@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.
