

**CIRCULAR**

Sub. :- Time table of various departmental Examinations from February 2023 to June 2023.  
Invitation of applications form for Enrollment of Dept. Examination.

Ref. :- 1) H.O. Letter No. MSPGCL/HR-2/ 023 Date: 09/01/2023

The six monthly time table of various departmental examinations from February 2023 to June 2023 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	5 <sup>th</sup> Marathi Language Exam. (Mahagenco)	26/02/2023 (SUNDAY)	03/02/2023
2	6 <sup>th</sup> Lower GAD Exam. (Mahagenco)	19/03/2023 (SUNDAY)	24/02/2023
3	6 <sup>th</sup> Lower Account Exam. (Mahagenco)	29/04/2023 to 30/04/2023 (SATDAY & SUNDAY)	31/03/2023
4	4 <sup>th</sup> Higher GAD Exam. (Mahagenco)	20/05/2023 to 21/05/2023 (SATURDAY & SUNDAY)	21/04/2023
5	4 <sup>th</sup> Higher Accounts Exam. (Mahagenco)	24/06/2023, 25/06/2023 & 26/06/2023 (SATURDAY, SUNDAY & MONDAY)	31/05/2023

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.

5<sup>th</sup> Marathi Language Examination (Mahagenco)

Date of Exam	Time of Exam	Paper No	Subject/ Topic
26/02/2023	10:00 to 11:30	1	Written Marathi Language Examination (50Marks)
26/02/2023	11:30 to 13:00	2	Oral Examination (50Marks)

5<sup>th</sup> 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.

**6<sup>th</sup> Lower GAD Examination (Mahagenco)**

Date of Exam	Time of Exam.	Paper No.	Subject/topic
19/03/2023	10.00 to 13.00	Only One Paper	GAD Matters, Stores Matters & Commercial Matters. (with books)(100 marks)

**6<sup>th</sup> Lower Accounts Examination (Mahagenco)**

Date of Exam	Time of Exam	Paper No.	Subject / topic
29/04/2023	14.00 to 17.00	1	Establishment Matters and Precise Writing (with books) (100 Marks)
30/04/2023	10.00 to 13.00	2	Office Procedure , Consumer Bill & C.P.F. Regulations (with books 100 Marks)
30/04/2023	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.

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.

**4<sup>th</sup> Higher GAD Examination (Mahagenco)**

Date of Exam.	Time of Exam.	Paper No.	Subject / topic
20/05/2023	14.00 to 17.00	1	Noting and Drafting Relating to Pay TA etc. (with books) (100 Marks)
21/05/2023	10.00 to 13.00	2	Establishment / Commercial / Stores matter etc. (with books) (100 Marks)
21/05/2023	14.00 to 17.00	3	Labour Laws & Electricity Acts and Rules (with books) (100 Marks)

4<sup>th</sup> Higher Accounts Examination (Mahagenco)

Date of Exam.	Time of Exam.	Paper No.	Subject / topic
24/06/2023	10.00 to 13.00	1	Advanced Accounting & Auditing (without books) (100 marks)
24/06/2023	14.00 to 17.00	2	Stores & works Accounting (with books) (100 marks)
25/06/2023	10.00 to 13.00	3	Cost & Management Accounting (without Books ) (100 marks)
25/06/2023	14.00 to 17.00	4	Precis writing , services Regulation, Classification & Recruitment Regulations Seniority Regulation & CPF Regulations with books (100 marks)
26/06/2023	10.00 to 13.00	5	Industrial Laws & G.Os (with books) (100 marks)
26/06/2023	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. 131Dtd.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](http://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.



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](mailto:cgmktc@mahagenco.in), [ktc@mahagenco.in](mailto: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.



**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

**Part: II**

(Do not staple)

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. Education Qualification :- \_\_\_\_\_

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

:- B) Roll No. \_\_\_\_\_

:- C) Results 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 Results)

(All columns, should be filled in)

Exempted in which papers	No of exam Roll No.	Marks Out of 100	Results / Exemption office Order No & Date

15. Whether permission given for switchover from Accounts to GAD Cadre of 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 Koradi Training Centre in Hard Copies to Exam cell Address and soft Copies (on E-mail: [ktc@mahagenco.in](mailto:ktc@mahagenco.in)) before the due date.



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

Phone No.: 07109262737  
Email : [ktc@mahagenco.in](mailto:ktc@mahagenco.in)

Chief Engineer (Trg.),  
Koradi Training Centre, Koradi

**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 Candidate:-**

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 07 days if 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 Candidate will be allowed to enter the hall 30 minutes after the commencement of the examination.
6. Candidate 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 Ganeshai Namah", "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.