

Ref No.CGM/T&S/EKL/NSK/HR/Dept.Exam/Timetable/ **No 0 1 2 5 8** Date: **11 3 NOV 2024**

C I R C U L A R

Sub: Scheduled Programme of **Online Departmental Examinations** from January 2025 to June 2025.

The Scheduled Programme of **Online Departmental Examinations** from January 2025 to June 2025 is given as below. Applications are invited from the eligible employees who intend to appear to respective examination.

Sr. No.	Name of Examination	Date of Exam.	Due / last date for submission
1	104rd Professional Exam for Engineers.	01/02.02.2025	31/12/2024
2	118 th Proficiency Exam for HR Cadre	05/06.04.2025	03/03/2025
3	110 th Proficiency Exam for Accounts Cadre	17/18/19.05.2025	04/04/2025
4	118 th Marathi Language Exam.	15.06.2025	09/05/2025

The necessary details in the regards along with emergency changes occurred in programme schedule will be intimated accordingly.

Instruction:

All the applicants shall ensure their presence for the examination.
Sending of proper scan copy of application form on E-mail Id (amhrexam@gmail.com) is only for correspondence.

Mobile photos will not be considered for enrollment.

Submission of the "HARD COPY" of the application form is "COMPULSORY".

Applicant should take care that their applications are received in this office on or before the due / last date of submission mentioned against respective examination in the circular.

Applications received after due / last 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.

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 **Employee Portal** & on **Company's website** below to this circular. Each candidate / examinee should write his / her Full Name & C.P.F. No. on the application form. Each and every column of the application form should be filled in neatly and properly.

The applicant should mention all details of the examination (Point No. 15) 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.

104rd Professional Examination for Engineers

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
01.02.2025	10.00 to 12.00	1	The Electricity Act & CEA Regulations (100 marks) (with books)
01.02.2025	10.00 to 11.00 (Civil Cadre)	1	The Electricity Act 2003 & CEA Regulations (50 marks) (with books)
01.02.2025	14.00 to 16.00	2	National Policies, Acts & MERC Regulations (100 marks) (with books)
01.02.2025	14.00 to 15.00 (Civil Cadre)	2	Construction Practices & Land Revenue Matters (50 marks) (with books)
02.02.2025	10.00 to 12.00	3	Elements of Commercial Accounts & Cost Accounts (100 marks) (without books)
02.02.2025	14.00 to 16.00	4	Professional Laws & HR Regulations (100 marks) (with books)

Note: 1) For Civil Engineer - Paper I & II each will be of 50 marks and of 1.00 hrs duration. Paper III & IV will be of 100 marks and of 2.00 hrs duration.

2) It is necessary for Junior Engineers & Assistant Engineers (T&D) / (Civil) to pass in Paper No. I & II and Paper III, IV for Dy.EE and above.

118th Proficiency Exam for HR Cadre

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
05.04.2025	14.00 to 17.00	1	Noting and Drafting (100 marks) (with books)
06.04.2025	10.00 to 12.00	2	HR Regulations & Commercial Matters (MCQ) (100 marks) (with books)
06.04.2025	14.00 to 16.00	3	Professional Laws & The Electricity Act, 2003 (MCQ) (100 marks) (with books)

110th Proficiency Exam for Accounts Cadre

Date of Exam.	Time of exam.	Paper No.	Subject/topic
17.05.2025	10.00 to 12.00	1	Advance Accounting & Auditing (MCQ) (100 marks) (without books)
17.05.2025	14.00 to 16.00	2	Stores Accounting and Delegation of power (MCQ) (100 marks) (with books)
18.05.2025	10.00 to 12.00	3	Cost & Works Accounting (MCQ) (100 marks) (without books)
18.05.2025	14.00 to 15.00	4	HR Regulations, Online (50 marks) (with books)
	15.00 to 16.30		Noting and Drafting, Off Line (50 marks) (with books)
19.05.2025	10.00 to 12.00	5	Professional Laws (MCQ) (100 marks) (with books)
19.05.2025	14.00 to 16.00	6	The Electricity Act, MERC & CEA Regulations (MCQ) (100 marks) (with books)

118th Marathi Language Examination.

Date of Exam.	Time of Exam.	Paper No.	Subject/topic
15.06.2025	10.00 to 11.30	1	Written Examination (50 marks)
15.06.2025	11.30 to 13.00	2	Oral Examination (50 marks)

118th Marathi Language Exam- (For employees of Class I , II & III who have not passed SSC/HSC Examination with Marathi Subject, Written & Oral Exam is compulsory) for Pay Group IV employees only Oral exam.

Address for sending Applications:- amhrexam@gmail.com


Asstt. Gen. Manager (HR),
Department of Training & Safety,
M. S. E. D. C. L. Chummary No. I,
At Post: Eklahare, Taluka: Nashik,
District - Nashik - 422 105

No accommodation facility is provided.

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.

The candidate must bring Original Hall Ticket/Letter of Cognizance COMPULSORY in the prescribed format only 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 also made available on Employee Portal and Company's web site.
Hard copy of this Circular is will not be sent to any Office.


(D.R. Bansode)
Chief General Manager (T&S)
Eklahare, Nashik.

Copy submitted with respect to:

- 1) The Director (HR), M.S.E.D.C.L., Prakashgad, Mumbai.

Copy s.w.c. to:

- 1) The Chief General Manager (IT), M.S.E.D.C.L., Prakashgad, Mumbai.

----- For kind information please.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD
(A Govt.of Maharashtra Undertaking)
CIN:U40109MH2005SGC153645
ISO 9001:2015

**Common Examination Form application to all departmental Examinations
(PROFESSIONAL EXAM FOR ENGINEERS/ PROFICIENCY EXAM FOR HR & ACCOUNTS CADRE/
MARATHI LANGUAGE EXAM) to all employees working in MSEDCL only**

Name & No. of Exam:	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.

Affix recent passport size
photograph with duly
attested Signature of
Controlling Officer with
seal of Office.
(DO NOT STAPLE)

PART I (To be filled in by Exam Cell)

ROLL NO / SEAT NO.	
---------------------------	--

PART II

- Name in Full Surname :-
First Name :-
Father's/Husband's Name :-
- C.P.F. No. :-
- Mobile No. :-
- Present Designation :-
- Designation at the time of joining :-
- Date of joining in the Board :-
- Date of joining in the Present Post :-
- Cadre to which allotted
(Accounts /HR/ Technical/Civil) :-
- Present place of working S/Dn : Divn :
Circle : Zone :
- Examination Centre :-
- Educational Qualification :-

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 appearing now :-

Note : Candidate must have to appear for papers applied as mention in Point - 14.

15. Whether appearing for part thereof, if no, give details of exemptions and previous exam passed.

(Attach attested Xerox copies of exemptions order)

(All columns, should be filled in)

Exempted in which papers	Exam No	Roll No	Marks out of 100	Result/Exemption Office Order No & Date

16. Whether permission given for switchover from Accounts to GAD cadre or vice versa, if so give details as below.

17. Give details of Office Order No. & Date :-

(Also, attach attested Xerox copy of the switch over order)

18. If permission in as above in not granted, please mention whether necessary written undertaking as per G.O.7 & C.S. No. 6 dtd 02-07-73 to GSO110 is submitted Or otherwise (give details)

19. Date of submission of application :-

20. Remarks if any :-

Instructions :

1) All the applicants shall ensure their presence for the examination.

2) Sending of proper scan copy of application form on E-mail Id (amhrexam@gmail.com) is only for correspondence.

Mobile photos will not be considered for enrollment.

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 order 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 Candidate
CPF No

PART IV

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 Gr I Officer of the Company are seen by me and they are found to be correct. The copies are attached herewith.

**Signature of Certifying/Controllar Officer with
Name of Office (Office Rubber Stamp)
(To be signed not below the Rank of
Executive Engr. / Dy.EE)**

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 as "Not applicable". Incomplete applications/ Not submitted through proper Controlling Officers, are rejected/ filled without any action and correspondence, please note.

APPLICATION FORM FOR VERIFICATION OF MARKS

*(Only for Paper I of Proficiency Exam for HR Cadre
Paper IV of Proficiency Exam for Accounts Cadre (Offline)
Paper I of Marathi Language Examination (Written)*

1.	CPF No.	:	
2.	Name of Employee	:	
3.	Designation	:	
4.	Mobile No.	:	
5.	Present place of working <i>(Full office address with pin code is necessary)</i>	:	
6.	Exam Number & Name	:	
7.	Date of holding examination	:	
8.	Roll No.	:	
9.	O. O. No. & Date under which Result has been declared	:	
10.	Marks obtained	:	() out of ()
11.	Particulars of verification Fees (Candidate should attach original Money Receipt with application form)	:	To be filled by employee 1) Amount : 2) M.R. No. : 3) Date :

*Note : As per MSEB's Admin Circular No. 393 dtd 27.06.2003 - Time limit for re-verification within 30 days from date of result only (**Application required through proper channel**).*

Date :

Place :

Signature of Applicant.

Signature of the Officer
of the rank of Divisional
Officer & above.

To,
The Chief General Manager (T&S)
M.S.E.D.C.L. Eklahare, Nashik Rd