



(A Govt. of Maharashtra Undertaking)
CIN: U40109MH2005SGC153645
Email: cetrd@mahadiscom.in
Website: www.mahadiscom.in

CGM/T&S/Dept.Exam/Re.syllabus/No:920 dtd: 2/12/2020
Maharashtra state Electricity Distribution Co. Ltd
Office of the Chief General Manager,
Department of Training & Safety,
Yashodeep, Chummary No: 1, NTPS,
Eklahare Nashik (M.S) 422 105
Ph.No: 0253-2810046

Department of Training & Safety Circular


Sub: Revised Syllabus for various Departmental Exams of MSEDCL employees.

The syllabus of various departmental exams for our employees was last revised in the year 2004 only for Professional Exam Paper I & Paper II. Over the period of time lots of amendments in the various Acts, Regulations, Government policies have taken place. Also new Acts, Regulations, Policies are come into force. Hence, it was need of time to revise the syllabus taking into account current scenario. Accordingly, in continuation to the approval from the Competent Authority an expert committee for revision of syllabus was formed. Further, a separate committee was formed for drafting the revision in syllabus at Department of Training & Safety. Over numerous meetings held of the committee were conducted. The valuable suggestions from the committee members incorporated in the syllabus draft and the draft of the revised syllabus was submitted for the approval of the Competent Authority.

2. Now, the Hon. Chairman & Managing Director (MSEDCL) in consultation with Director (H.R), Director (Finance) and Director (Operation) has accorded approval to the revised syllabus for Various Departmental Exams. All the Departmental Exams, henceforth, will be conducted based on this revised syllabus only.

3. This circular shall come into force with immediate effect.

4. This circular is made available on company's website/ e-Library. No hard copy of this circular will be sent to any office, please note.


02/12/2020

Sunder Latpate
Chief General Manager
Training & Safety, Eklahare, Nashik

PROFESSIONAL EXAM FOR ENGINEERS

Paper I - The Electricity Act 2003 & CEA Regulations - 100 Marks
(With Books)

Section I: The Electricity Act - 2003 (40 Marks)

1. The Electricity Act - 2003.
 - Part-I : Preliminary.
 - Part-IV : Licensing.
 - Part-V : Transmission of Electricity
 - Part-VI : Distribution of Electricity.
 - Part-VII : Tariff.
 - Part-VIII : Works.
 - Part-IX : Central Electricity Authority.
 - Part-X : Regulatory Commission.
 - Part-XI : Appellate Tribunal for Electricity
 - Part-XII : Investigation and Penalties.
 - Part-XIV : Offenses and Penalties.
 - Part-XV : Special Courts.
 - Part-XVI : Disputes, Resolutions
 - Part-XVII : Other Provisions
2. The Intimation of Accidents (Form & Time of Service of Notice) Rules, 2004.
3. The Electricity Rules, 2005 (as amended from time to time).
4. The Qualification Power Functions of Chief Electrical Inspector & Electrical Inspectors Rules, 2006.
5. The Works of Licensees Rules, 2006.

Section II: CEA Regulations (60 Marks)

1. The Central Electricity Authority (Measures relating to Safety & Electrical Supply) Regulation 2010

- Chapter I : Definition
- Chapter II : Designating Persons to operate electric lines
- Chapter III : General Safety Requirements
- Chapter IV : General Conditions to supply & Use of electricity
- Chapter V : Safety Provisions for electrical installation & apparatus of voltage not exceeding 650 V
- Chapter VI : Safety Provisions for electrical installation & apparatus of voltage exceeding 650 V
- Chapter VII : Safety requirements for O.H. Lines & U.G Cables
- Chapter X : Miscellaneous
- Schedule IV : Forms of Inspection Reports

2. The Central Electricity Authority (Technical Standards for Construction of Electrical Plants & Electric Lines) Regulation, 2010

Chapter I : General Requirement

Chapter IV : Technical standard for construction of substation & switch yard

Part B - Substations (33/11, 33/22, 22/11KV)

Part C - Distribution Substation (DSS): -

Chapter V: Technical standard for construction of electric Lines

Part B - Electric Lines (33 KV & Below)

3. The Central Electricity Authority (Safety Requirement for Construction, Operation & Maintenance of Electrical Plants & Electric Lines) Regulation, 2011

- a) Definitions
- b) Safety provisions relating to owner
- c) Safety manual
- d) Safety officer & safety committee
- e) Safety provisions relating to contractor
- f) Emergency management plan
- g) Medical facilities

4. The Central Electricity Authority (Installation & Operation of Meters) Regulations, 2006

- a) Definition
- b) Applicability Regulations
- c) Types of Meter
- d) Standards
- e) Ownership of Meters
- f) Location of Meters
- g) Accuracy Class of Meters
- h) Installation of Meters
- i) Operation, Testing & maintenance of Meters
- j) Access to Meter
- k) Sealing of Meters
- l) Safety of Meters
- m) Meter Reading & recording
- n) Meter failure or discrepancies
- o) Anti-tampering features of meters

Part I – Standard common to all types of meter

Part II – Standard for Interface meter

Part III – Standard for Consumer meter

Part IV – Standard for Energy Accounting & Audit Meter

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

Paper II - National Policies, Acts & MERC Regulations - 100 Marks
(With Books)

1. National Tariff policy 2016 (Provisions under Section 3, 61 & 79 of The Electricity Act, 2003).
2. The Energy Conservation Act, 2001.
3. Provisions under Section 160 of The Electricity Act, 2003 for protection of telegraphic lines, activities of PTCC.
4. The Indian Electricity Grid Code, 2010.
5. MERC Regulations (Section 86 of The Electricity Act, 2003).
 - a) Multi Year Tariff Regulation, 2019 & Associated Tariff Order.
 - b) Electricity Supply Code and Other Conditions of Supply Regulations, 2005 & MSEDCL Condition of Supply.
 - c) Standards of Performance of Distribution Licensees, Period for Giving Supply & Determination of Compensation Regulations, 2014.
 - d) Grid Interactive Rooftop Renewable Energy Generating Systems Regulations, 2019.
 - e) Renewal Purchase Obligation, Its compliance And Implementation of Renewable Energy Certificate Framework Regulations, 2019.
 - f) Demand Side Management Measures & Programs' Cost Effectiveness Assessment Regulations, 2010 & Implementation Framework Regulations, 2010.
 - g) Distribution Open Access Regulations, 2016 & Amendments.
 - h) Authorized Consumer Representative Regulations, 2012.
 - i) Appeal to Appellate Authority Rules, 2004.
 - j) Maharashtra Electricity work of Licensees Rules, 2012.
 - k) General Conditions of Distribution Licence Regulations, 2006.
 - l) Fees and Charges Regulations, 2017.
 - m) Consumer Grievance Redressal Forum & Electricity Ombudsman Regulations, 2006.

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

Paper I - The Electricity Act, 2003 & CEA Regulations - 50 Marks
(For Civil only) (With Books)

1. The Electricity Act - 2003 as amended from time to time.
 - Part –I : Preliminary – Section 1 & 2.
 - Part –IV : Licensing Section -10.
 - Part –V : Transmission of Electricity-Section 39, 40 & 41
 - Part –VI : Distribution of Electricity – Section 42 & 43.
 - Part – VIII : Works – Section 67, 68 & 69.
 - Part – XVII : Other Provisions – Section 159 to 165

2. The Electricity Rules - 2005.
3. The Works of Licensee Rules - 2006.
4. The Central Electricity Authority (Technical Standard for Construction of Electric Plants & Lines) Regulation 2010
 - Chapter I : General Requirement
 - Chapter IV : Technical standard for construction of substation & switch yard
 - Part B: - Substations (33/11, 33/22, 22/11KV)
 - Part C: - Distribution Substation (DSS): -
 - Chapter V : Technical standard for construction of electric Lines
 - Part B: - Electric Lines (33 KV & below)
5. Provisions under Section 160 of The Electricity Act - 2003 for protection of telegraphic lines, activities of PTCC.

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

Paper II - Construction Practices & Land Revenue Matters - 50 Marks
(For Civil only) (With Books)

1. The Central Electricity Authority (Technical Standard for construction of substation) Regulation 2010.
2. Land Acquisition Act 1894, 1948 & Acquisition process for Govt., Private & MIDC Land, and Acquire Land through negotiation, M.R.T.P (The Maharashtra Regional and Town Planning Act) Act -1966.
3. N.A Tax calculations for MSEDCL Lands /Properties. (Gram - Panchayat Tax, Municipal Corporation Tax) & acquiring the asset for MSEDCL on hired basis.
4. Firefighting Systems for Buildings, Rules & Regulations.
5. Rain Water Harvesting.

Reference Books -

1. Fire Safety in Buildings - V. K. Jain
2. Environmental Engineering - S. V. Garg

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

Paper III - Elements of Commercial Accounts & Cost Accounts - 100 Marks
(Without Books)

Section I - Elements of Commercial Accounts (40 Marks)

1. Elements of Double Entry.
2. Rules of Journalising.
3. Ledger Accounts.
4. Sub Divisions of Journal.
5. Cash Book.
6. Banking Transactions.
7. Bill Transactions - Acceptance of bills, Dishonor of bills, Notice and Protesting, Discounting bills, Renewal of bills, Bills payable Accounts. Dishonor of bills payable, Retiring bills payable under Discount Foreign and Documentary bills.
8. The Journal Proper.
9. The Trial Balance.
10. The Profit and Loss Account.
11. Balance Sheet.
12. Company Accounts Entries in regard to share Capital & Debenture issued, Debentures Interest Book, Issue of Debentures at Discount and Issues of Debentures at Premium Redemption of Debentures.
13. Depreciation and Reserve and other funds.
14. Capitals and revenue expenditure receipts and Payments & Income and expenditure Accounts.
15. Self-Balance Ledger excluding Foreign Branches.

Section II (Cost Account) (30 Marks)

1. Elements of Cost.
2. Factory Organization in conjunction with the Costing system.
3. Cost Accounting - Introduction, Rules & Records.
4. Purchasing procedure.
5. Store Accounting.
6. Method of valuing material issues.
7. Direct Material, Direct Labour, Direct Expenses.
8. Indirect Expenses, Apportionment of Expenses, over cost units.
9. Absorption of overheads - Depreciation and Interest on capital.
10. Uniform Costing.
11. Marginal Costing.

Section III**(Current Affairs)****(30 Marks)**

1. Introductory knowledge of all modules in SAP.
2. Electricity Duty & Tax on Sale.
3. FOCA
4. Introductory part of GST & Income Tax .

Reference Books -

1. Double Entry Book Keeping - J. R. Batliboi, M. C. Shukla, T. S. Grewal.
2. Cost Accounting Method & Problems - B.K. Bhar.
3. Cost Accounting - R.S.N. Pillai / B. Bhagavati.
4. Cost Accounting - N. K. Prasad
5. Latest notification issued by Government of India regarding GST.
6. Latest Income Tax manual & ready reckoner - P. S. Shah & R. S. Kadakia

Paper IV - Professional Laws & HR Regulations**- 100 Marks****(With Books)****SECTION - I: Professional Laws (50 Marks)**

1. The Factories Act - 1948.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter III :- Section 11 to 20.
 - c) Chapter VI :- Section 51 to 63.
 - d) Chapter VIII :- Section 78 to 82.
 - e) Chapter IX :- Section 85, 87 to 90
2. The Industrial Dispute Act - 1947.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 3 to 7.
 - c) Chapter II-A :- Section 9-A & 9-B
 - d) Chapter V :- Section 22 to 25.
 - e) Chapter V-A :- Section 25-A to 25-J
 - f) Chapter VII :- Section 33, 33-A to C, 35, 36 to 36-A & 36-B
3. The Bombay Shops and Establishment Act - 1948.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 7 to 9.
 - c) Chapter III :- Section 10, 11, 13 to 18
 - d) Chapter VIII :- Section 39 to 42-A.
 - e) Chapter XI :- Section 62, 66
 - f) Schedule I-A (Sec. 2 Clause 15)
:- Serial No. 102, 126, 129, 190, 252, 287, 303 & 304.
 - h) Schedule II (Sec. 4) :- Serial No. 12.

4. The Employee's Compensation Act - 1923.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 3 to 14-A, 15-B to 17.
 - c) Chapter III :- Section 19 to 31
 - d) Schedule :- I, II & IV
5. The Contract Labour (Regulation and Abolition) Act - 1970.
 - a) Chapter I :- Section 2.
 - b) Chapter II :- Section 3 to 5.
 - c) Chapter III :- Section 6 to 10.
 - d) Chapter IV :- Section 11 to 14.
 - e) Chapter V :- Section 16 to 19 & 21.
 - f) Chapter VII :- Section 28, 31 & 32.
6. The Payment of Wages Act - 1936 :- All Sections.
7. The Minimum Wage Act - 1948. :- Sections 1 to 5, 11 to 18, 22-C, 22-D, 23 to 26.
8. The Payment of Bonus Act - 1965. :- All Sections.
9. The Payment of Gratuity Act - 1972. :- All Sections.
10. The Employees State Insurance Act - 1948.
 - a) Chapter I :- Section 1, 2, 2-A.
 - b) Chapter IV :- Section 38 to 45-I.
 - c) Chapter V :- Section 49 to 59-A, 63, 64, 69 to 73.
11. The Employee Provident Fund and Misc. Provision Act - 1952.

:- Section 1 to 5, 5-B, 6-A, 6-C, 7-A to 7-D, 7-I, 7-L,
7-Q, 8, 10 to 12, 14-A, 16-A & 17-B, Schedule - I
12. The Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practice Act - 1971.
 - a) Chapter I :- Section 1 to 3.
 - b) Chapter II :- Section 4 to 9.
 - c) Chapter V :- Section 24 to 25.
 - d) Chapter VI :- Section 26 to 29.
 - e) Chapter VII :- Section 31 to 36.
13. The Right to Information Act - 2005.
 - a) Chapter I :- Section 2.
 - b) Chapter II :- Section 3 to 9 & 11.
 - c) Chapter III :- Section 12.
 - d) Chapter IV :- Section 15.
 - e) Chapter V :- Section 18 to 20.
 - f) Chapter VI :- Section 21, 23 & 24.

14. The Indian Contract Act - 1872.

- a) Chapter I :- Section 2 & 4.
- b) Chapter II :- Section 10, 11, 13 to 18, 24, 25, 27 & 28.
- c) Chapter IV :- Section 37 to 39.
- d) Chapter V :- Section 68.
- e) Chapter VI :- Section 73 to 75.
- f) Chapter VIII :- Section 124 to 128.
- g) Chapter X :- Section 182 to 184, 190, 191 & 201.

15. The Apprentice Act - 1961. :- CHAPTER I & CHAPTER II

16. The Prevention of Corruption Act - 1988. :- Section 7 & 13

SECTION -II: HR Regulations (50 Marks)

1. MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005, Contributory Provident Fund Regulation-1960, All MSEDCL Administrative Circulars and Correction Slips related to MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005.
2. MSEDCL General Orders
 - a) GO.20 - Maharashtra State Electricity Board Employees Medical Reimbursement Scheme & Other allied Matter.
 - b) GO-26 - Residential Accommodation & Allied Matters.
 - c) GO-59 - Leave on Average Pay, Surrender of Payment of Leave Salary.
 - d) GO-74 - Rules regulating promotion to higher posts, grades in respect of employees who have remained in given post for ten years or more on 01.05.1974.
 - e) GO-85 - Compulsory/Voluntary Retirement.
 - f) GO-89 - Grant of conveyance Allowance.
 - g) GO-90 - Grant of conveyance Allowance to employees other than sectional officers in rural areas.
 - h) GO-93 - Travel Concessions to Boards employees during regular leave.
 - i) GO-100 - Grant of Special Conveyance Allowance to blind and orthopaedically handicapped employees of the board.
 - j) GO-111(P)- De-Stagnation Measures for engineering, diploma & degree holder subordinate engineers effective from 01.04.1979.
 - k) GSO-117 - Marathi Language Examination Regulation, 1962.
 - l) GO – 142 - Grant of Special Compensatory Leave on Average Pay.
3. Employee Welfare and Related Schemes (MMB, Employee Welfare Benefits, Employee Pension Scheme, Reward and Recognition, Sports and Drama, CS-28, Mediclaim Policy, MPR)

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

PROFICIENCY EXAM FOR ACCOUNTS CADRE

Paper No I - Advance Accounting & Auditing - 100 Marks

(Without Books)

Section - I: Advance Accounting (70 Marks)

1. Fundamental Principles of Double Entry.
2. Final Accounts, Preparation of Trading, Manufacturing & Profit & Loss Accounts & Balance Sheet.
3. Capital & Revenue Income Expenditure & Receipts & Payments Accounts.
4. Company Accounts.
5. Double Accounts System including Public Utility Accounts.
6. Departmental & Branch Accounts.
7. Tabular & Columnar Book keeping.
8. Hire Purchase & Installments.
9. Mechanized Accounting – Development, Type of Machine in use and Computers.
10. Definition of the following terms under Income Tax Act 1961, Income Exempted Income, Previous Year, Assessment year & Assesses, Computation of Income, (Simple Problems on Salary Income only).
11. Assets Accounting.
12. Basics of Indian Accounting Standards (Ind-AS).

Section - II: Auditing (30 Marks)

Principles of Auditing Definitions, Nature, Objects & Advantages of auditing - Detection of frauds & errors - Various classes of audit - Audit Programme - Audit Note Book & Working papers. Internal check, Internal Audit & Internal Control. Vouching and routing checking of Cash & Trading Transactions. Verification of Assets & Liabilities.

Reference Books :

- | | |
|--|----------------------------------|
| a) Advance Accounts | - M. C. Shukla & T. S. Grewal |
| b) Practical Auditing | - Walter W. Bigg & B. N. Tendon. |
| c) Principles & Practice of Auditing | - J. R. Batliboi. |
| d) Indian Accounting Standards (Ind-AS)
(latest addition) | - D. S. Rawat. |
| e) Latest Income Tax manual & ready reckoner | - P. S. Shah & R. S. Kadakia |

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall be considered)

Paper II - Stores Accounting and Delegations of Powers - 100 Marks

(With Books)

Section - I: Stores Accounting (50 Marks)

1. Accounting & Material lost / stolen etc. Departmental Circular No. 19 issuing under AD/BA/50/24135 dt. 18.11.1986.
2. Procedure regarding Accounting of shortages of material & Rlys. Insurance claims thereof.
3. Rejected materials and recovery thereof from suppliers. Departmental Circular No. 24 issued under AD/BA/AP/31/15197, dt. 21.08.1984.
4. Disposal of surplus & Unserviceable Materials.
5. Procedure regarding Annual Physical Verification of Stores (w.r.t. Departmental Circulars in this respect issued from time to time).

Section - II: Delegations of Powers (20 Marks)

1. Section I - Works (supply and services)
2. Section II - Works
3. Section III - Cash, Imprest etc.
4. Section IV - Miscellaneous Matters.
5. Section V - Legal Matters.

Section - III: Current Affairs (30 Marks)

1. Introductory knowledge of all modules in SAP
2. Grievance Redressal Mechanism (IGRC, CGRF)
3. Electricity Duty & Tax on Sale of Electricity.
4. GST.
5. Latest multi year tariff (MYT) order.
6. Direct Tax.

Reference Books :

1. Accounts Code Vol. III.
2. Delegation of Powers (GO2) - (CGM/(F&A)/MAHAVITRAN/1604 DATE 04.08.2006) (With latest amendment).
3. Latest notification issued by Government of India regarding GST.
4. Electricity duty Act and Tax on sale of electricity Act .
5. Latest Income Tax manual & ready reckoner - P. S. Shah & R. S. Kadakia

Paper No. III - Cost & Works Accounting
(Without Books)

- 100 Marks

Section - I: Cost Accounting (50 Marks)

1. Elements of Cost.
2. Factory Organization in conjunction with the Costing system.
3. Cost Accounting - Introduction, Rules & Records.
4. Purchasing procedure.
5. Store Accounting.
6. Method of valuing material issues.
7. Direct Material, Direct Labour, Direct Expenses.
8. Indirect Expenses, Apportionment of Expenses, over cost units.
9. Absorption of overheads - Depreciation and Interest on capital.
10. Uniform Costing.
11. Marginal Costing.
12. Budget & Budgetary Control including Cash Budget, Cash & Fund Flow Statement, Ratio analysis.
13. Reconciliation of Financial and Costing results.

Section - II: Works Accounting (50 Marks)

1. Procedure for preparation of works estimate up to capitalization of Assets.
2. Works Accounts. (Accounts Code Vol. V)

Reference Books:-

- | | |
|--------------------------------------|---------------------------------|
| 1. Advanced Accounts | - M. C. Shukla |
| 2. Advanced Accounts | - T. S. Grewal. |
| 3. Advanced Accounts | - B. K. Bhar |
| 4. Advanced Accounts | - N. K. Prasad. |
| 5. Cost Accounting Method & Problems | - B.K. Bhar. |
| 6. Cost Accounting | - R.S.N. Pillai / B. Bhagavati. |
| 7. Cost Accounting | - N. K. Prasad |

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall be considered)

Paper IV - Noting and Drafting & HR Regulations

- 100 Marks

(With Books)

Section – I: Noting and Drafting

(50 Marks)

1. **Precis Writing, Noting and Drafting –**

- a) Letter writing
- b) Office note
- c) Drafting of Circulars, Admin. Circulars & Correction Slips
- d) Drafting of Notifications
- e) Drafting of D.O. Letters
- f) Case studies
- g) Drafting of show cause notice & explanation letter.

Section – II: HR Regulations

(50 Marks)

1. MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005, Contributory Provident Fund Regulation-1960, All MSEDCL Administrative Circulars and Correction Slips related to MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005.

- a) GO-20 - Maharashtra State Electricity Board Employees Medical Reimbursement Scheme & Other allied Matter.
- b) GO-26 - Residential Accommodation & Allied Matters.
- c) GO-59 - Leave on Average Pay, Surrender of Payment of Leave Salary.
- d) GO-74 - Rules regulating promotion to higher posts, grades in respect of employees who have remained in given post for ten years or more on 01.05.1974.
- e) GO-85 - Compulsory/Voluntary Retirement.
- f) GO-89 - Grant of conveyance Allowance.
- g) GO-90 - Grant of conveyance Allowance to employees other than sectional officers in rural areas.
- h) GO-93 - Travel Concessions to Boards employees during regular leave.
- i) GO-100 - Grant of Special Conveyance Allowance to blind and orthopedically handicapped employees of the board.
- j) GO-111(P) - De-Stagnation Measures for engineering, diploma & degree holder subordinate engineers effective from 01.04.1979.
- k) GSO-117 - Marathi Language Examination Regulation, 1962.
- l) GO - 142 - Grant of Special Compensatory Leave on Average Pay.

2. **Employee Welfare and Related Schemes (MMB, Employee Welfare Benefits, Employee Pension Scheme, Reward and Recognition, Sports and Drama, CS-28, Mediclaim Policy)**

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

(With Books)

1. The Factories Act - 1948.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter III :- Section 11 to 20.
 - c) Chapter VI :- Section 51 to 63.
 - d) Chapter VIII :- Section 78 to 82.
 - e) Chapter IX :- Section 85, 87 to 90
2. The Industrial Dispute Act - 1947.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 3 to 7.
 - c) Chapter II-A :- Section 9-A & 9-B
 - d) Chapter V :- Section 22 to 25.
 - e) Chapter V-A :- Section 25-A to 25-J
 - f) Chapter VII :- Section 33, 33-A to C, 35, 36 to 36-A & 36-B
3. The Bombay Shops and Establishment Act - 1948.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 7 to 9.
 - c) Chapter III :- Section 10, 11, 13 to 18
 - d) Chapter VIII :- Section 39 to 42-A.
 - e) Chapter XI :- Section 62, 66
 - f) Schedule I-A (Sec. 2 Clause 15)
:- Serial No. 102, 126, 129, 190, 252, 287, 303 & 304.
 - g) Schedule II (Sec. 4) :- Serial No. 12.
4. The Employee's Compensation Act - 1923.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 3 to 14-A, 15-B to 17.
 - c) Chapter III :- Section 19 to 31
 - d) Schedule :- I, II & IV
5. The Contract Labour (Regulation and Abolition) Act - 1970.
 - a) Chapter I :- Section 2.
 - b) Chapter II :- Section 3 to 5.
 - c) Chapter III :- Section 6 to 10.
 - d) Chapter IV :- Section 11 to 14.
 - e) Chapter V :- Section 16 to 19 & 21.
 - f) Chapter VII :- Section 28, 31 & 32.
6. The Payment of Wage Act - 1936. :- All Sections.
7. The Minimum Wage Act - 1948. :- Sections 1 to 5, 11 to 18, 22-C, 22-D, 23 to 26.

8. The Payment of Bonus Act - 1965. :- All Sections.
9. The Payment of Gratuity Act - 1972. :- All Sections.
10. The Employees State Insurance Act - 1948.
 - a) Chapter I :- Section 1, 2, 2-A.
 - b) Chapter IV :- Section 38 to 45-I.
 - c) Chapter V :- Section 49 to 59-A, 63, 64, 69 to 73.
11. The Employee Provident Fund and Misc. Provision Act - 1952.
 - :- Section 1to5, 5-B, 6-A, 6-C, 7-A to 7-D, 7-I, 7-L, 7-Q, 8, 10 to 12, 14-A, 16-A & 17-B, Schedule - I
12. The Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practice Act - 1971.
 - a) Chapter I :- Section 1 to 3.
 - b) Chapter II :- Section 4 to 9.
 - c) Chapter V :- Section 24 to 25.
 - d) Chapter VI :- Section 26 to 29.
 - e) Chapter VII :- Section 31 to 36.
13. The Right to Information Act - 2005.
 - a) Chapter I :- Section 2.
 - b) Chapter II :- Section 3 to 9 & 11.
 - c) Chapter III :- Section 12.
 - d) Chapter IV :- Section 15.
 - e) Chapter V :- Section 18 to 20.
 - f) Chapter VI :- Section 21, 23 & 24.
14. The Indian Contract Act - 1872.
 - a) Chapter I :- Section 2 & 4.
 - b) Chapter II :- Section 10, 11 13 to 18,24, 25 27&28.
 - c) Chapter IV :- Section 37 to 39.
 - d) Chapter V :- Section 68.
 - e) Chapter VI :- Section 73 to 75.
 - f) Chapter VIII :- Section 124 to 128.
 - g) Chapter X :- Section 182 to 184, 190, 191 & 201.
15. The Prevention of Corruption Act, 1988. :- Section 7 & 13

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

Paper VI - The Electricity Act, MERC, CEA Regulations & Other - 100 Marks
(With Books)

SECTION-I: The Electricity Act 2003 (65 Marks)

1. The Electricity Act - 2003
 - Part-I : Preliminary
 - Part-II : National Electricity Policy & Plan
 - Part-VI : Distribution of Electricity
 - Part-VII : Tariff
 - Part-XI : Appellate Tribunal for Electricity
 - Part-XIV : Offences & penalties
 - Part-XV : Special Courts
 - Part-XVI : Dispute Resolution

2. Maharashtra Electricity Regulatory Commission (Multi Year Tariff) Regulations, 2019

3. Conditions of Supply Based on the Maharashtra Electricity Regulatory Commission (Electricity Supply Code & other Conditions of Supply) Regulations, 2005.
 - a) Title
 - b) Definition
 - c) Recovery of Charges
 - d) Application for Supply
 - e) Processing of Application
 - f) Agreements
 - g) Maintaining the Property of Distribution Licensee
 - h) Access to Consumer Premises
 - i) Wiring of Consumer Premises
 - j) Change of Name
 - k) Security Deposit
 - l) Power Factor Harmonics
 - m) Classification & Reclassification of Consumers and Tariff categories
 - n) Meters
 - o) Supply & Cost of Meters

4. Commercial Circular No. 322 (Roof Top Metering)

5. Maharashtra Electricity Regulatory Commission (Standards of Performance of Distribution Licensees, Period for Giving Supply and Determination of Compensation) Regulations, 2014 (Complete)

6. The Central Electricity Authority (Installation & Operation of Meters) Regulations, 2006

SECTION - II:**(35 Marks)**

1. Uniform Commercial Accounting
2. CVC Guidelines
3. Account code Volume I, II, IV, VI & VII
4. Circular regarding Tariff latest.

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

PROFICIENCY EXAM FOR HR CADRE**Paper I : NOTING & DRAFTING****- 100 Marks****(With Books)**

1. Letter writing
2. Office note
3. Drafting of Circulars, Admin. Circulars & Correction Slips
4. Drafting of Board Resolutions
5. Drafting of Notifications
6. Drafting of D.O. Letters
7. Drafting of Recruitment Advertisements
8. Drafting of Appointment Letters
9. Drafting of Promotion & Transfer Orders
10. Drafting of all Disciplinary Action Letters
11. Case studies

Note: The questions will be based on MPR, MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005, Contributory Provident Fund Regulation-1960, All MSEDCL Administrative Circulars and Correction Slips related to MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005, GO.20 - Maharashtra State Electricity Board Employees Medical Reimbursement Scheme & Other allied Matter, GO-26 - Residential Accommodation & Allied Matters, GO-59 - Leave on Average Pay, Surrender of Payment of Leave Salary, GO-74 - Rules regulating promotion to higher posts, grades in respect of employees who have remained in given post for ten years or more on 01.05.1974, GO-85 - Compulsory/Voluntary Retirement, GO-89 - Grant of conveyance Allowance, GO-90 - Grant of conveyance Allowance to employees other than sectional officers in rural areas, GO-93 - Travel Concessions to Boards employees during regular leave, GO-100 - Grant of Special Conveyance Allowance to blind and orthopaedically handicapped employees of the board, GO-111(P) - De-Stagnation Measures for engineering, diploma & degree holder subordinate engineers effective from

01.04.1979, GSO-117 - Marathi Language Examination Regulation, 1962, GO – 142 - Grant of Special Compensatory Leave on Average Pay. Employee Welfare and Related Schemes (MMB, Employee Welfare Benefits, Reward and Recognition, Sports and Drama, CS-28, Mediclaim Policy)

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

Paper II - HR Regulations & Commercial Matters - 100 Marks
(With Books)

Section-I: HR Regulations (70 Marks)

1. MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005, Contributory Provident Fund Regulation-1960, All MSEDCL Administrative Circulars and Correction Slips related to MSEDCL Service Regulations-2005, MSEDCL Seniority Regulations-2005, MSEDCL Recruitment Regulations-2005.
2. General Orders:
 - a) GO-20 - Maharashtra State Electricity Board Employees Medical Reimbursement Scheme & Other allied Matter.
 - b) GO-26 - Residential Accommodation & Allied Matters.
 - c) GO-59 - Leave on Average Pay, Surrender of Payment of Leave Salary.
 - d) GO-74 - Rules regulating promotion to higher posts, grades in respect of employees who have remained in given post for ten years or more on 01.05.1974.
 - e) GO-85 - Compulsory/Voluntary Retirement.
 - f) GO-89 - Grant of conveyance Allowance.
 - g) GO-90 - Grant of conveyance Allowance to employees other than sectional officers in rural areas.
 - h) GO-93 - Travel Concessions to Boards employees during regular leave.
 - i) GO-100 - Grant of Special Conveyance Allowance to blind and orthopedically handicapped employees of the board.
 - j) GO-111(P) - De-Stagnation Measures for engineering, diploma & degree holder subordinate engineers effective from 01.04.1979.
 - k) GSO-117 - Marathi Language Examination Regulation, 1962.
 - l) GO - 142 - Grant of Special Compensatory Leave on Average Pay.
3. Employee Welfare and Related Schemes (MMB, Employee Welfare Benefits, Employee Pension Scheme, Reward and Recognition, Sports and Drama, CS-28, Mediclaim Policy)
4. General Awareness about IT systems used in MSEDCL (Sampark Portal, Employee Portal)

SECTION II - Commercial Matters (30 marks)

1. GO. 2 – (Related to HR)
2. Commercial Circular No. 306: Regarding No due Certificate.
3. Commercial Circular 290: Incentive to Retired Employees of MSEDCL for PD Recovery (review).
4. Commercial Circular No. 288: Guide Book for actions regarding theft of electricity u/s 135 and u/s 126 of Electricity Act, 2003.
5. The Indian Stamp Act - 1899.
6. Mode of communication & legal implication thereof.
7. Professional tax, Income tax. (HR related)

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)

Paper III : Professional Laws & The Electricity Act 2003 - 100 Marks
(With Books)

Section-I Professional Laws (70 Marks)

1. The Factories Act - 1948.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter III :- Section 11 to 20.
 - c) Chapter VI :- Section 51 to 63.
 - d) Chapter VIII :- Section 78 to 82.
 - e) Chapter IX :- Section 85, 87 to 90
2. The Industrial Dispute Act - 1947.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 3 to 7.
 - c) Chapter II-A :- Section 9-A & 9-B
 - d) Chapter V :- Section 22 to 25.
 - e) Chapter V-A :- Section 25-A to 25-J
 - f) Chapter VII :- Section 33, 33-A to C, 35, 36 to 36-A & 36-B
3. The Bombay Shops and Establishment Act - 1917.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 7 to 9.
 - c) Chapter III :- Section 10, 11, 13 to 18
 - d) Chapter VIII :- Section 39 to 42-A.
 - e) Chapter XI :- Section 62, 66
 - f) Schedule I-A (Sec. 2 Clause 15)
:- Serial No. 102, 126, 129, 190, 252, 287, 303 & 304.
 - h) Schedule II (Sec. 4) :- Serial No. 12.

4. The Employee's Compensation Act - 1923.
 - a) Chapter I :- Section 1 & 2.
 - b) Chapter II :- Section 3 to 14-A, 15-B to 17.
 - c) Chapter III :- Section 19 to 31
 - d) Schedule :- I, II & IV
5. The Contract Labour (Regulation and Abolition) Act - 1970.
 - a) Chapter I :- Section 2.
 - b) Chapter II :- Section 3 to 5.
 - c) Chapter III :- Section 6 to 10.
 - d) Chapter IV :- Section 11 to 14.
 - e) Chapter V :- Section 16 to 19 & 21.
 - f) Chapter VII :- Section 28, 31 & 32.
6. The Payment of Wage Act - 1936. :-All Sections.
7. The Minimum Wage Act - 1948. :- Sections 1 to 5, 11 to 18, 22-C, 22-D, 23 to 26.
8. The Payment of Bonus Act - 1965. :- All Sections.
9. The Payment of Gratuity Act - 1972. :- All Sections.
10. The Employees State Insurance Act - 1948.
 - a) Chapter I :- Section 1, 2, 2-A.
 - b) Chapter IV :- Section 38 to 45-I.
 - c) Chapter V :- Section 49 to 59-A, 63, 64, 69 to 73.
11. The Employee Provident Fund and Misc. Provision Act - 1952.

:- Section 1 to 5, 5-B, 6-A, 6-C, 7-A to 7-D, 7-I, 7-L,
7-Q, 8, 10 to 12, 14-A, 16-A & 17-B, Schedule-I.
12. The Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practice Act - 1971.
 - a) Chapter I :- Section 1 to 3.
 - b) Chapter II :- Section 4 to 9.
 - c) Chapter V :- Section 24 to 25.
 - d) Chapter VI :- Section 26 to 29.
 - e) Chapter VII :- Section 31 to 36.
13. The Right to Information Act - 2005.
 - a) Chapter I :- Section 2.
 - b) Chapter II :- Section 3 to 9 & 11.
 - c) Chapter III :- Section 12.
 - d) Chapter IV :- Section 15.
 - e) Chapter V :- Section 18 to 20.
 - f) Chapter VI :- Section 21, 23 & 24.

- 14.** The Indian Contract Act - 1872.
- a) Chapter I :- Section 2 & 4.
 - b) Chapter II :- Section 10, 11 13 to 18, 24, 25 27 & 28.
 - c) Chapter IV :- Section 37 to 39.
 - d) Chapter V :- Section 68.
 - e) Chapter VI :- Section 73 to 75.
 - f) Chapter VIII :- Section 124 to 128.
 - g) Chapter X :- Section 182 to 184, 190, 191 & 201.
- 15.** The Apprentice Act - 1961. :- CHAPTER I & CHAPTER II
- 16.** The Prevention of Corruption Act - 1988. :- Section 7 & 13

SECTION II The Electricity Act 2003 (30 marks)

1. The Electricity Act - 2003.
- a) Part I :- Section No. 2.
 - b) Part II :- Section 3 to 6.
 - c) Part IV :- Section 12, 14 to 20 & 24.
 - d) Part V :- Section 25 to 28, 30 to 32, 38 & 39.
 - e) Part VI :- Section 42 to 47 & 56.
 - f) Part VII :- Section 61 to 66.
 - g) Part VIII :- Section 67 to 69.
 - h) Part IX :- Section 70 to 73.
 - i) Part X :- Section 76 to 80, 82,83, 87, 90, 95.
 - j) Part XI :- Section 110 to 115.
 - k) Part XII :- Section 126 to 129.
 - l) Part XIV :- Section 135 to 140, 145, 146, 150 to 152.
 - m) Part XV :- Section 153 to 156.
 - n) Part XVII :- Section 160 to 164.
 - o) Part XVIII :- Section 167 & 168.
2. The Central Electricity Authority (measures relating to safety & electric supply) Regulation, 2010.
- a) Chapter I :- Regulation No. 2.
 - b) Chapter II :- Regulation No. 3 to 7.
 - c) Chapter III :- Regulation No. 12 to 14, 16, 18, 23, 24, 28 & 30.
 - d) Chapter IV :- Regulation No. 33 to 39.
 - e) Chapter V :- Regulation No. 40 to 42.
 - f) Chapter VI :- Regulation No. 43 & 44.
 - g) Chapter VII :- Regulation No. 63, 65 to 71.

(Note: Amendments issued from time to time for all Acts/Rules/Regulations shall also be considered)