

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

Office of the Chief Engineer(T&S)MSEDCL,Chemmary No.1,Eklahare,Nashik.Road.

No.CE/T&S/NSK/GAD/Depttl.Exam./2236

Date: 22.12.2009

Sub : Syllabus of all Departmental Examinations.....

SYLLABUS FOR PROFESSIONAL EXAMINATION FOR JE,AE & Dy.EE (E&M)/(CIVIL).

For JE(E&M)(Paper I) & for AE(E&M)/Dv.EE(E&M)(Paper II,III &IV)

Paper I - Total – 100 Marks Duration 3 Hours

A] The Indian Electricity Rules 1956 –[On revision of IE Rules as per the provisions of Electricity Act 2003 the same would be applicable].

B] The Electricity Act 2003 : (as amended from time to time with following chapters.

- Part-I : Preliminary.
- Part-IV : Licensing.
- Part-VI : Distribution of Electricity.
- Part-VIII : Works.
- Part-XII : Investigation and Penalties.
- Part-XIV : Offences and Penalties.
- Part-XV : Special Courts.
- Part-XVI : Disputes. Resolutions and
- Part-XVII : Other Provisions.

Paper II - Total – 100 Marks Duration 3 Hours

A] Indian Telegraph Act, 1885 :

B] The Electricity Act. 2003 : (as amended from time to time with following chapters.

- Part-II : National Electricity Policy and Plan.
- Part-III : Generation of Electricity.
- Part-V : Transmission of Electricity.
- Part-VII : Tariff.
- Part-IX : Central Electricity Authority.
- Part-X : Regulatory Commission.
- Part-XI : Appellate Tribunal for Electricity.
- Part-XIII : Reorganisation of Board.
- Part-XVIII : Miscellaneous.

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1. For AE (Civil)/Dy.EE(Civil) :

Paper I - Total – 50 Marks Duration 1.5 Hours

Rules made under Indian Electricity Act – 1956 and following parts under the Electricity Act. 2003.

- Part –I : Preliminary – Section 1 & 2.
- Part –II : National Electricity Policy & Plan-Sec.3 to 6
- Part –III : 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

Paper II - Total – 50 Marks Duration 1.5 Hours

The Indian Telegraph Act. 1885.

Paper III - **Elements of Commercial Accounts and Cost Accounts**

[3 Hours] [100 Marks] [Without Books].

a) The following chapters from the book `First steps in Double Entry Book Keeping by Shri J.R. Batliboi.

- Chapter-I : (Complete) Elements of Double Entry.
- Chapter-II : (Complete) Rules of Journalising.
- Chapter-III : (Complete) Ledger Accounts.
- Chapter-IV : (Complete) Sub Divisions of Journal.
- Chapter-V : (Complete) Cash Book.
- Chapter-VI : (Complete) Banking Transactions.
- Chapter-VII : (Complete) 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. ..3..

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- Chapter VIII : (Complete) The Journal Proper.
- Chapter-IX : (Complete) The Trial Balance.
- Chapter-XI : (Complete) The Profit and Loss Account.
- Chapter-XII : (Complete) Balance Sheet.
- Chapter-XIII : (Complete) Company Accounts Entries in regard to share capital and Debenture issued, Debentures Interest Book, Issue of Debentures at Discount, Issue of Debentures at a Premium Redemption of Debentures.
- Chapter-XIV : (Complete) Depreciation and Reserve and other funds.
- Chapter-XV : (Complete) Capitals and revenue expenditure receipts and payments and Income and expenditure Accounts.
- Chapter-XVI : (Complete) Self Balance Ledger.
- Chapter-XVII : (Part) Excluding Foreign Branches.

b) Question and Answers from this Book relating to the chapters mentioned above.

c) The syllabus for paper on Cost Accounts should consist of following topics :=

- 1} Elements of Cost.
- 2} Factory Organisation in conjunction with the Costing system.
- 3} Purchasing procedure.
- 4} Store routine.
- 5} Method of valuing material issues.
- 6} Wages.
- 7} Overhead absorption by production.
- 8} Overhead depreciation and interest.
- 9} On Capital.
- 10} Uniform Costing.
- 11} Marginal Costing.

Books refer for, Cost Accounting Method & Problems – author by B.K. Bhar & Cost Accounting – author by R.S.N. Pillai/B. Bhagavati.

Paper – IV : Labour Laws : (With books) (3 hours) (100 Marks)

SECTION -I (70 MARKS)

- i) Factories Act – 1948.
- ii) Industrial Dispute Act 1947 and the Industrial Dispute Rules 1957.
- iii) Bombay Shops and Establishment Act – 1948.
- iv) Workmen’s Compensation Act as amended by
- v) Industrial Employment (Standing Orders) Act 1946.

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SECTION -II (30 MARKS)

- vi) Board’s Standing Orders.
- vii) Board’s Service Regulations and Provident Fund Rules.

FOR JUNIOR ENGINEER (E&M)

Paper - I : Electricity Act.2003 and the Indian.

Electricity Rules 1956.

Paper -III : Elements of Commercial Accounts and Cost Accounts.

[**OPTIONAL**]

FOR Assistant ENGINEER (E&M)

Paper I : If not passed as Junior Engineer.

: Electricity Act.2003 and the Indian Electricity Rules 1956.

Paper II : Electricity Act.2003 and the Indian Telegraph Act 1885.

Paper III : Elements of Commercial Accounts & Cost Accounts.

Paper IV : Labour Laws.

FOR Assistant ENGINEER (CIVIL) (50 Marks 1.1/2 Hrs.)

Paper I : Selected Sections of the Electricity Act. 2003 and I.E. rules 1956 Section 1,2, 12, to 19, 31 to 34 and 51 to 58 and schedules IV to VII and XVI & XVII.

Paper II : **Indian Telegraph Act. 1885 (50 Marks 1.1/2 Hrs.)**

Paper III : Elements of Commercial Accounts & Cost Accounts.

Paper IV : Labour Laws.

FOR DEPUTY EXECUTIVE ENGINEER (E&M)/(CIVIL)

Those who have not passed the above examination have to pass the examination in the papers meant for Assistant Engineers.



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HIGHER ACCOUNTS EXAMINATION

(Accompanied to c.s. No. 12, dtd.5/02/90 to G.O.7 dt. 03/08/62).

Revised Syllabus.	Marks.
<u>Paper – I</u> Time-3 Hours.	100
Advance Accounting & Auditing (Without Books).	100
(a) Advance Accounting. Fundamental Principles of Double Entry. Final Accounts, Preparation of Trading, Manufacturing & Profit & Loss Accounts & Balance Sheet. Capital & Revenue Income Expenditure & Receipts & Payments Accounts. Company Accounts. Double Accounts System including Public Utility Accounts. Departmental & Branch Accounts. Tabular & Columner Book keeping. Hire Purchase & Installments. Mechanised Accounting – Development, Type of Machine in use and Computers.	70

Definition of the following terms under Income Tax Act 1961, Income Exempted Income, Agricultural Income Method of Accounting, Previous Year, Assessment year & Assesses , Computation of Income, (Simple Problems on Salary Income only).

(Auditing).

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.

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Books Recommended :

Advance Accounting – J.R. Batliboi.

Advance Accounts - M.C. Shukla & T.S. Grewal

Practical Auditing by Walter W. Bigg.

(Indian Edition by S.V. Ghatalia).

Practical Auditing by B.N. Tend on.

Principles & Practice of Auditing by J.R. Batliboi.

Income Tax for deduction of Tax at source.

(Accompanied to c.s. No. 12, dtd.5/02/90 to G.O.7 dt. 03/08/62).

Revised Syllabus.		Marks
Paper – II		Time - 3 Hours
Title-		
Stores & Works Accounting (With Books)		
(A)	(I)Stores Accounting Procedure.	100
	(i) Accounts Code Vol.III	
	(ii) Accounting & Material lost/stolen etc.Deptt. circular No. 19 issuing under AD/BA/50/24135 dt. 18.11.1986.	
	(iii) Procedure regarding Accounting of shortages of material & Rlys. Insurance claims thereof.	
	(iv) Rejected materials and recovery thereof from suppliers. Deptt. Circular No.24 issued under AD/BA/AP/31/15197, dt. 21.08.1984.	
	(v) Disposal of surplus & Unserviceable Matterials.	
	(vi) Procedure regarding Annual Physical Verification of Stores (w.r.t. Departmental Circulars in this respect issued from time to time).	
	(II) Works Accounts.	
	(Accounts Code Vol. V)	

Revised Syllabus.	Marks
Paper – III Time - 3 Hours	100
Cost Management Accounting (Without Books). (i) Budget & Budgetary Control including. Cash Budget, Fund Flow Statement. (ii) Cost Accounting – Introduction, Direct Material, Direct Labour , Direct Expenses, Indirect Expenses, Apportionment of Expenses, Over Cost Units, Reconciliation of Financial and Costing results.	
Books Recommended – Advanced Accounts – M.C. Shukla & T.S. Grewal.	

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(Accompanied to c.s. No. 12, dtd.5/02/90 to G.O.7 dt. 03/08/62).

Revised Syllabus.	Marks
Paper- IV. Time 3 Hours.	100
(A) Precis Writing, Report Writing. (B) Service Regulations Chapters 1 to 9 with all Schedules & Appendices. (C) C.P.F. Regulations. (D) Recruitment Regulaions. (E) Seniority Regulations. (Books allowed : Board's Service Regulations, C.P.F. Regulations and relevant G.Os.)	

(Accompanied to c.s. No. 12, dtd.5/02/90 to G.O.7 dt. 03/08/62).

Revised Syllabus.	Marks
Paper- V. Time 3 Hours.	100
Industries Laws & G.Os. (A) The following Sections from the Bombay. Shops & Establishment Act.1948. (as amended by Maharashtra Act No.XXXV of 1986) Chapter I – Sections 1 to 6 Chapter III - 10,13,14,15,17 & 18. Chapter VII - Section 35 to 38 C. Chapter XI - Section 63. (B) The following Sections from the Factories Act.1948. Chapter I – Sections 1 to 5 Chapter VI - Section 51 to 66 Chapter VIII - Section 78 to 82 Chapter IX - Section 85 to 90.	

- (C) The following Sections from the Industrial Disputes Act. 1947.
 Disputes Act. 1947.
 Chapter I - Sections 1 to 2
 Chapter V - Section 22 to 25
 Chapter V A - Section 25A to 25J.
 Chapter VII - Section 33 to 33ABC, 35,36,26-A,36-B.
- (D) The following Sections from the Workmen's Compensation Act.1923.
 Chapter I - Sections 1 to 2
 Chapter II - Section 3 to 18A Schedule I to IV
 Chapter III - Section 19 to 31.
- (E) Payment of Bonus Act.(All Sections).
- (F) Following G.O.s of MSEB & amendments issued thereetc.
 (i) General Order (Personnel) No.3 dt. 30.04.62.
 (ii) G.O.65 HBA (Surety/Mortgage) with relevant circulars.
 (iii) G.O.20 Medical Reimbursement Scheme.
 (iv) G.O.26 Residential Accommodation & Allied Matters.
 (v) G.O.93 L.T.C.

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Revised Syllabus.	Marks
<p>Paper- VI. Time 3 Hours.</p> <p>Electricity Acts, Rules & M.S.E.B. procedures.(With Books).</p> <p>(a) The following Sections from the Indian. Electricity Act.1910. Section 1 to 11 Sections 26,27,35,36A,39,40,41,42 to 50.</p> <p>(b) The following Sections from the Electricity. (Supply) Act. 1948. All Section in Chapter I to VI (i.e. Sections 1 to 69). Chapter VII Sections 74,75,75A,76,78,78A,79,79A,80,81 with all Schedules.</p> <p>(c) The Maharashtra Electricity (supply) Mules, 1963. (d) The Administration of Funds & Properties Regulations 1980. (e) Accounts Code Volumes I,II,IV,VI &VII.</p> <p>(f) Uniform Commercial Accounting : The Electricity (supply) (Annual Accounts) Rules, 1985 & Circular Nos. 15 & 16 issued under Uniform Commercial Accounting Procedure.</p> <p>(g)Tariff : For supply of Electricity at L.T. & H.T. (h)Conditions & Miscellaneous charges for supply of electrical energy. (i) General Conditions of Contract. (j) Departmental Circulars including Code of Instructions & Circulars for recovery arrears.</p>	<p>100</p>

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LOWER ACCOUNTS EXAMINATION

(Accompanied to C.S.No.12 dtd.5.2.1990 to G.O.7 dt.3.8.1962)

Revised Syllabus	Marks
<u>PAPER I</u>	
Time 3 Hours	
<u>Establishment Matters and Praxis writing</u>	<u>STATEMENT I</u>
	(Total Marks 100)
(i) Precis :- Condensing a given passage of its length so as to test the candidates ability to grasp the essential points in the given passage and to condense as required.	20
(ii) Noting & Inter Departmental Communication	20
(iii) Establishment Matters:	
(a) The following chapters: From the MSEB Employees' Service Regulations	60

(With Books).

Chapter – II : Definitions and Interpretations

Chapter – III : General Conditions of Service

Chapter – IV : Pay

Chapter – V : Leave

Chapter – VI : Travelling Allowance and relevant
Schedules.

(Books allowed: The MSEB Employees'
Service Regulations)

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Paper II

Office Procedure, Consumers Billing and C.P.F. Regulations.

Time : 3 Hrs.

Total Marks : 100

(I) General Office Procedure.

(i) Simple questions on office procedure and the
procedure for the disposal of the work.

(ii) The organizational set up of the Board.

(iii) Simple commercial and procedural terms used in the
Board's working.

(No books are prescribed for this section of the paper)

(II) (i) C.P.F. Regulations.

(ii) G.O.59 dt.27.6.1970- Leave on Average Pay
Payment of leave salary, surrender thereof.

G.O.93 (L.T.C.) dt.5.3.1980

Travel concessions to Board's employees during regular leave.

(Books allowed: CPF Regulations & relevant GOs & GSOs)

III (i) Consumers Energy Billing & Accounting Procedure.

(ii) Conditions & Misc. charges for supply of Electrical Energy

(Books Allowed: Accounts Code Vol. II & Conditions & Misc.
charges for supply of Electrical Energy)

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PAPER III

Time: 3 Hours

Marks: 100

Title: Book Keeping & Elementary Costing.

(Without Books)

(A): Book Keeping :-

Elements of Double Entry Book-keeping.

Rules of Journalising.

Ledger Accounts.

Sub Divisions of Journals

Cash Book

Bank Transactions.

Promissory Notes & Cheques.

Acceptance of Bills.

Dishonour of Bills.

Noting & Protesting.

Discounting Bills.

Renewal of Bills.	
Bills Payable Account.	
Dishonour of Bills payable.	
Retiring Bills payable.	
Under Discount.	
The Journal Proper	
Preparation of Trial Balance and	
Profit & Loss Account & Balance Sheet.	
Depreciation & Reserves & other Funds.	..12..
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(B) Elementary Costing :-

- (i) Introduction - Definitions
 - Objects
 - Advantages & Limitations of Costing
- (ii) Types of Costs Cost Unit, Cost Centres.
- (iii) Method of valuing Material Issues.
- (iv) Labour - Methods of Remuneration.

Books Recommended :-

Double Entry Book Keeping- By J.R.Batliboi.

Advanced Accounts- Shukla & Grewal

Questions & Answers in Book Keeping &
Accounting- by J.R.Batliboi

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SYLLABUS FOR HIGHER GAD (NON ACCTS) EXAMINATION

The Examination consists of three papers are under.

PAPER I : 100 MARKS	SECTION I	DURATION 2 HOURS	Marks
1. Noting and drafting on given file (no reference books)			70

SECTION II

2. Establishment procedure, relating to pay, Leave T.A. Etc.(With reference book)			30
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Paper II : 100 Marks	SECTION I (70 Marks)	DURATION 3 HOURS	Marks
{With reference Books}		{ESTABLISHMETNS MATTERS}	

A} Service Regulation, C.P. Regulations, Recruitment Regulations.

Seniority Regulations, Gratuity Regulations and any other set of Regulations, relating to service to service conditions of employees, that may be prescribed. Allocation of marks shall be as under.

- | | |
|---|-----------|
| a) Service Regulations General conditions, payment, pay fixation, Leave, T.A., conduct, discipline etc. | 30 |
| b) C.P.F. Regulation. | 05 |
| c) Recruitment Regulations | |
| d) Seniority Regulations. | 15 |
| e) Gratuity Regulations. | 05 |

- f) M.S.E.B. Employees Medical Reimbursement Scheme (G.O. 20). }
- g) M.S.E.B. House/Flat Building advance Regulations G.O.59 (Leave Encashment). }10
- h) G.O.26 (Residential accommodation and allied matters. }
- i) G.O.46 (Foreign Training, Terms and condition of Deputation).
- j) G.O.50 (Private use of Board Vehicle). 10
- k) G.O.02 regarding (cycle advance/Motor Car advance).
- l) Legal Procedure G.S.O.212 dt. 28.05.59,568 dt.29.04.60.
- m) Procedure Festival advance (G.S.O. 375).

SECTION II (15 marks) (Commercial Matter).

B} a. Schedule G.S.O. are circulars, relating to procedure pertaining to the commercial matters, regarding electrification of villages, Street Light charges, execution, agreement, waiving of delayed payment charges shifting of L.T. Service lines, annual guarantee for consumers, tariff for supply of electricity etc.viz.

1. Commercial Circular No.162.
 2. Commercial Standing Order No.10
 3. G.S.O.No.11
 4. Commercial Circular No.20. ..14..
- ..14..

Condition of Supply of Power (Printed Books).

- 1.Procedure for giving service connection to new consumer.
- 2.Laying & Shifting of service lines.
- 3.Service Line charges, execution of agreement and period.
- 4.Point of supply, inspection and testing.
- 5.Security Deposit and repayment.
6. Payment of bills, disconnection notices and reconnections.
7. Miscellaneous charges to L.T. consumer.

SECTION III (15 Marks) (STORES MATTERS).

- 1.Stores purchase procedure, administration of funds and properties regulations, etc. viz.
 - a. G.S.O.192 dtd. 6.4.1957 (principles of Stores purchase).
 - b. G.S.O.517 dtd. 26.11.1959 as modified by G.S.O.1 dtd. 2.7.1960.GSO 90 dt.23.09.61

- c. Delegation of powers in general regarding the various item of purchase procedure and its observance in cases of extn. time, waival, penalty etc. (G.O.2) (Supplies and) services.
- d. Administration of funds and properties regulations (G.S.O. 295 dtd. 30.12.57 and 532 dtd. 9.02.60.

Paper IIND (100 marks)

Duration 3 Hours.

SECTION I (20 marks)

Selected Sections and rules from the following Acts and Rules of mentioned below.

1. Industrial Disputes Act. 1947 (15 marks).

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|------------|---|--------|
| 1. Chapter | I Sections 1&2 definitions etc. | |
| 2. -do- | II Authorities under the Act. | |
| 3. -do- | III Notice of change and procedure to be followed. | |
| 4. -do- | V Strikes and lockouts. | |
| 5. -do- | VI Layoff and retrenchment. | |
| 6. -do- | VII Sections 33,34A and 36 conciliation proceedings, representation of Parties etc. | ..15.. |

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2. Factories Act. (10 Marks)

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|------------|--|--|
| 1. Chapter | I Section 1 to 5 Definitions etc. | |
| 2. -do- | VII Section 51 to 63 working hours. | |
| 3. -do- | VIII Section 78 to 82 Leave with wages, payment of wages is advance etc. | |
| 4.-do- | IX Sections 85,87 to 90 special provisions. | |

3. Payment of Wages Act. 1936: All Section are to be studied. (10 marks)

4. Workmen's Compensations Act. (1923) (15 marks)

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|------------|---|
| 1. Chapter | I Allocations, definitions etc. |
| 2. -do- | II All sections and schedule IV employees |

Liability for compensation, method of

Calculations, compensation in case of death.

3. Procedures for payment for monthly compensations :

Payment of compensation for payment partial disablement deposit of compensation in fatal cases, reports of fatal accident etc.

4. Facilities in accidental cases admissible to Boards employees.

a. Circular No. E/IV/Misc/WCA/18750 dtd. 02.04.64.

b. Circular No. E/IV/Misc/WCA/48810/dtd.11.10.61.

c. G.S.O. 116

d. G.S.O.377

e. G.S.O.33

f. G.O. 48.

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5. Shops and Establishment Acts.1948.

(7 marks)

1. Chapter I Sections 1 to 6.

2. -do- III Sections 10,13,14,15,17,18.

3. -do- VII Sections 35,36,37 and 38.

4. -do- IX Section 63.

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6. Payment of Bonus Act.1965 (All Sections) }

(13marks)

7. Payment of Gratuity Act.1972 (All Sections) }

SECTION II (30 marks)

8. Electricity (Supply) Act and Rules there under (1948).

Section 2 to 18,23,24,26,51,55,57 to 70,75,76, to 79 and sixth schedule (15 marks).

Indian Electricity Act, 1910 and Rules there under.

(15 marks).

Section 2 to 17,21 to 28,33,52,53 and Schedules Classes VI and VIII.

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NOTE :

- 1.Reference books means printed regulations of the Board and shall include cyclostyled G.S.O.'s G.O.'s and correction slips thereto, but do not include notes etc.
- 2.Syllabus shall include correct slips, circulars issued upto the date prior to a months of the date of examination.

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Lower GAD (NON.ACCOUNTS) Exam.

The Examination consists of one Paper of three hours, carrying 100 marks as under and covers the following subjects(with reference books)

SECTION I (GAD MATTERS)	Marks
1. Service Regulations	80
2. C.P.F.Regulations	40
3. Recruitment Regulations	5
	5

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|--|-------|----|
| 4. Seniority Regulations | Marks | 5 |
| 5. G.O. 20 (MSEB Employees' Medical Reimbursement Scheme) | Marks | 5 |
| 6. G.O. 59 (Leave encashment) | Marks | 5 |
| 7. G.O. 65 (MSEB House/Flat Building Adv Regulations) | Marks | 5 |
| 8. Any other set of Regulations relating to service conditions
of employees that may be prescribed. | Marks | 10 |
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SECTION II (STORES MATTERS)

Marks 10

2. Selected G.S.O's relating to procedure connected with Stores & Works matters.
- a. G.S.O, 192 of 6/4/1957 (Broad principles of Stores, Purchase & Works procedures).
 - b. G.S.O.5177 of 26-11-1959 as modified by G.S.O. 1 of 2.7.60 and G.S.O. 90 of 23.9.61 (Registration of Contractors, etc)
 - c. Circulars regarding supply of uniform (No. GAD/G/26/49695 dtd. 14.12.70 and subsequent amendments).
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SECTION III (COMMERCIAL MATTERS)

Marks 10.

- a. Conditions of supply of power (printed booklet)

NOTE:-1.Reference books means printed Regulations of the Board and shall include cyclostyled General Orders, G.S.O.'s and correction slips thereto, but do not include notes etc.2.Syllabus shall include correction slips, circulars etc. issued upto the date prior to 3 months of the date of examination. 3. All aforesaid three sections should be written in separate answer books.

