



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD**

**(A Govt. of Maharashtra Undertaking)**

**CIN : U40109MH2005SGC153645**

**Office of Chief General Manager(T&S)**

**Institute of Training & Safety,**

**MSEDCL, Chummary No.1, NTPS Colony,**

**Eklahare, Nashik (M.S.) 422105**

**ISO 9001:2008**

**Email: amhrexam@gmail.com**

**Phone No: 0253-2810046**

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**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)**

**Alternate No : 2)**

**Place of working:**

**Name of the company:**

**Name of Div.,Circle,Zone:**

**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 of 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,(2 Copies) 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 to the Candidates :-**

- 1 All examinees must bring their "Letter of Cognisance" and only valid "Identity Card" of company for appearing the examination in examination hall, unless having above documents employee will not be permitted to appear for examination.**
- 2 After display of Roll No list, no further Roll Nos will be allotted at the Examination Centre.**
- 3 There is no provision of departmental exam for Jr.Office Assistants, /Accounts Assistants. Hence,their candidature not considered for examination.**
- 4 Office Asstt/LDC who are going to appear for this examination those who have not completed 1 year service in existing post as per C.S 3 dt 15-03-73 to GSO 110 dtd 25-**
- 5 Candidates appearing for the examination should make their own arrangement of accommodation.**
- 6 Candidates are advised to reach the examination centre sufficiently early & occupy the allotted seat 30 minutes before the commencement of the examination.**
- 7 No candidates will be allowed to enter the hall 30 minutes after the commencement of the examination.**
- 8 Candidates will not be allowed to leave the examination hall during examination period.**
- 9 Candidates are not allowed to bring any handwritten or printed material except Companays prescribed books & circulars.**
- 10 Misconduct and malpractice in any form could lead to disqualification of the candidate.**
- 11 Mobile phones are strictly not allowed in the examination hall, possession of mobile phone will lead to disqualification of the candidate.**
- 12 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.**