

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

DEPARTMENTAL TESTS, JUNE - 2012

FOR THE EMPLOYEES OF APTRANSCO / APGENCO AND DISTRIBUTION COMPANIES

Notification No.JS/AS(Exams)/CDE/PO(Exams)/JUNE-2012/J1/D.No.051/2012,Dt:27.02.2012

Notification to all CEs., SEs etc. of APTRANSCO, APGENCO AND DISTRIBUTION COMPANIES:

In pursuance of rules 5 and 6 of Departmental Test Rules 1973 approved in A.P.S.E.Board Memo.No.3093 / A2 / 72-14, Dt:10-12-1973 and Service Regulations Part-III, Annexure-IV and the orders issued from time to time accordingly it is hereby notified that the following Departmental Examinations will be held on **09-06-2012 and 10-06-2012.**

(1) TESTS : The following departmental tests will be conducted for the employees of APTRANSCO, APGENCO and Four DISCOMs.

- | | | |
|--|---|--|
| i) Account Test for AEs / AAEs (EMT) (With Books) | } | Each test consisting of 2 papers each of 3 hours duration. |
| ii) Account Test for AEs / AAEs (Civil) (With Books) | | |
| iii) Departmental Test for AOs / AAOs (Without Books) | | |
| iv) Accountancy Higher Grade Examination (Without Books) | | |

(2) APPLICATION FORM The Application form shall be downloaded in two separate legal size papers from APTRANSCO Website (www.aptransco.gov.in / **About us / Employee Details / Training / Notification**) or the application form should be neatly typed in the prescribed format in two separate legal Xerox papers only. The application forms are also available with Controller of Departmental Exams / CTI at free of cost. Applications printed on normal white paper / printed in more than two pages / printed in landscape orientation are **strictly liable for rejection.**

(3) ELIGIBILITY TO APPEAR FOR THE TESTS :

i) Account Test for AEs / AAEs (EMT) : (With Books)

The candidates who are appointed as AEs/ AAEs (EMT) temporary or regular or on deputation to other departments are eligible to appear for the test. Those technical personnel below the cadre of AE / AAE(EMT) may also apply for the test. **Those who have completed a minimum of one year of service in the feeder cadre as direct recruitee exclusive of EOL period if any, are only eligible for applying the test. The Candidates should produce the documentary evidence to that effect viz.. a copy of last increment release orders duly attested by the Controlling Officer or the service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his / her control and which should project the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.**

The AEs and the employees below the cadre of AE who were appointed as trainees / on contract basis and not completed one year of service period and whose services are not appointed to regular time scale are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above para.

ii) Account Test for AEs / AAEs (Civil) : (With Books)

The candidates who are appointed as AEs / AAEs (Civil) temporary or regular or on deputation to other departments are eligible to appear for the test. Those technical personnel below the cadre of AE / AAE (Civil) may also apply for the test. **Those who have completed a minimum of one year of service in the feeder cadre as direct recruitee exclusive of EOL period if any, are only eligible for applying the test. The Candidates should produce the documentary evidence to that effect viz.. a copy of last increment release orders duly attested by the Controlling Officer or the service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his / her control and which should project the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.**

The AEs and the employees below the cadre of AE who were appointed as trainees / on contract basis and not completed one year of service period and whose services are not regularized are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above para.

iii) Departmental Test for AOs / AAOs : (Without Books)

The candidates who are appointed as AAOs temporary or regular or on deputation to other departments are eligible to appear for the test.

However those accounts personnel below the cadre of AAO may also apply for the test. **Those who have completed a minimum of one year of service in the feeder cadres as direct recruitee (viz.. JAO, Junior Assistant, Junior Assistant cum Computer Operator, Typist, etc.) exclusive of EOL period if any, are only eligible for applying the test. The Candidates should produce the documentary evidence to that effect viz.. a copy of last increment release orders duly attested by the Controlling Officer or the service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his / her control and which should project the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.**

The employees below the cadre of AAO who were appointed as trainees / on contract basis and who have not completed one year of service period and whose services are not appointed to regular time scale are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above para.

The UDCs / Senior Assistants who got one time exemption for promotion as JAO are not eligible for appearing the Test.

iv) Accountancy Higher Grade Examination: (Without Books)

The candidates who are appointed as UDCs / Senior Assistants / UD-Stenos temporary or regular or on deputation to other departments are eligible to appear for the test.

However those accounts personnel below the cadre of UDCs / Senior Assistants / UD-Stenos may also apply for the test. **Those who have completed a minimum of one year of service in the feeder cadre as direct recruit exclusive of EOL period if any, are only eligible for applying the test. The Candidates should produce the documentary evidence to that effect viz.. a copy of last increment release orders duly attested by the controlling Officer or the service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his / her control and which should project the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.**

The employees below the cadre of UDCs / Senior Assistants / UD-Stenos who were appointed as trainees / on contract basis and not completed one year of service period and whose services are not appointed to regular time scale are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above para.

Members of Accounts service who possess B.Com degree of a University shall not be required to pass this test as mentioned under Class – III, Category – I of Annexure - IV of APSEB Service Regulations Part - III.

NOTE: The orders of APTRANSCO issued in TOO. Ms. No.468, Dt:07.02.2011 specifies “irrespective of the cadre, the employees are allowed to appear for the Departmental Tests concerned, being conducted by APTRANSCO. However, mere passing of any test other than the prescribed Departmental Test does not confer any right on the employee for claiming promotion to the next higher cadre as envisaged in the Service Regulations Part-III, Annexure - IV.”

4) EXAMINATION FEE:

THE EXAMINATION FEE of Rs.200/- for each test shall be remitted by way of Demand Draft drawn in favour of “**SENIOR ACCOUNTS OFFICER, CORPORATE TRAINING INSTITUTE, APTRANSCO, HYDERABAD**” on any Nationalized Bank, Payable at Hyderabad only. The D.D. for Rs.200/- towards the examination fee should be enclosed to the application form. The D.D. Drawn prior to the date of notification i.e. **02.03.2012** and after the last date for submission of applications i.e. **30.03.2012** will not be accepted, and the application is liable for rejection. Postal orders or Money Orders will not be accepted. **The fees once remitted shall under no circumstances be refunded or adjusted.**

(5) EXEMPTION FROM PAYMENT OF FEES:

All the employees shall invariably pay the Examination fees of Rs.200/-. Employees eligible for exemption as per Service Regulation Part - III, Annexure – IV from payment of Examination Fees for the above tests can claim reimbursement by producing D.D. counter slip / Photostat copy of the D.D. from their concerned Head of the Office in which they are working. However the guidelines for claiming exemption from payment of fees are as follows:

(i) If the test is prescribed AS PART OF PROBATION OR FOR EARNING INCREMENTS, NO FEE WILL BE LEVIED FOR THE FIRST TWO ATTEMPTS.

(ii) The Head of the Office / Controlling Officer is the competent authority for reimbursement of the Examination Fee after duly verifying the service register of the respective employee.

(iii) The Head of Office / Head of Department should verify carefully that the number of free chances availed (two only) by the candidate and the same is to be recorded in the service register before making the reimbursement of Examination Fee of Rs.200/-.

NOTE:- Such of those candidates who are below the cadres of AE/AAE(EMT), AE/AAE(Civil), AAO, UDC / Senior Assistant / UD Steno and applied for the above tests i.e. 3(i) to 3(iv) respectively are not entitled for claiming exemption from examination fees.

(6) SELECTION OF EXAMINATION CENTRES: The following are the centres at which the examinations will be held:

- i) **HYDERABAD** ii) **KADAPA** iii) **KURNOOL** iv) **PALONCHA**
v) **TIRUPATI** vi) **VIJAYAWADA** vii) **VISAKHAPATNAM** & viii) **WARANGAL**

HYDERABAD CENTRE: Employees working in all the offices of APTRANSCO, APGENCO and Distribution Companies located in Hyderabad, North Circle, South Circle, Central Circle, R.R.North Circle, R.R. South Circle, Medak Circle, Nalgonda Circle including Nagarjunasagar, Singur projects and Projects of Srisailem.

KADAPA CENTRE: Employees working in all the offices of APTRANSCO, APGENCO and Distribution Companies located in Kadapa District, R.T.P.P., T.B. Dam, Hospet and Penna Ahobilam.

KURNOOL CENTRE: Employees working in all the offices of APTRANSCO, APGENCO and Distribution Companies located in Kurnool, Anantapur and Mahaboob Nagar Districts.

PALONCHA CENTRE: Employees working in KTPS, Lower Sileru and Donkarayi and offices of APTransco, APGenco and Distribution companies located in Kothagudem and Bhadrachalam.

TIRUPATI CENTRE: Employees working in all the offices of APTRANSCO, APGENCO and Distribution Companies located in Chittoor, Nellore including NTS and Prakasam (Ongole) Districts.

VIJAYAWADA CENTRE: Employees working in all the offices of APTRANSCO, APGENCO and Distribution Companies located in Guntur, Krishna, West Godavari Districts including Dr. NTTPS and Elur Circle.

VISAKHAPATNAM CENTRE: Employees working in all the offices of APTRANSCO, APGENCO and Distribution Companies located in East Godavari (Rajahmundry circle), Visakhapatnam, Vizianagaram, Srikakulam Districts including Upper Sileru and Machkund.

WARANGAL CENTRE: Employees working in all the offices of APTRANSCO, APGENCO and Distribution Companies located in Adilabad, Nizamabad, Karimnagar, Warangal, Khammam (other than Kothagudem, Bhadrachalam areas) Districts including Pochampad, KTPP, RTS - Ramagundam.

(7) MODE OF SUBMISSION OF APPLICATION:

The candidate has to verify the following before submission of filled-in Application form scrupulously.

- i. All the columns in the application form & Hall Ticket shall be filled neatly and legibly with candidate own hand writing and duly signed by the candidate.
- ii. Latest identical passport size photographs to be affixed on the application form and Hall Ticket forms and shall be attested by the Controlling Officer concerned.
- iii. The Demand Draft towards Examination fees of Rs.200/- shall be enclosed.
- iv. Copy of last increment release orders duly attested by the Controlling officer concerned or a service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his / her control and which should project EOL period also.
- v. Correct self addressed envelope of size 10'X5' with pin code and affixed with Rs.10/- postage stamps shall be enclosed for dispatching the Hall Ticket, Time Table & Instructions to candidate.

(8) LAST DATE FOR SUBMISSION OF APPLICATION FORM :

The last date for receipt of filled-in applications for all the Departmental Tests to be conducted by the APTRANSCO is **30.03.2012** and applications received after due date will not be entertained. The Filled in Applications shall be sent to **THE CONTROLLER OF DEPARTMENTAL EXAMINATIONS, CORPORATE TRAINING INSTITUTE, APTRANSCO, GTS COLONY, HYDERABAD – 45.**

(9) REJECTION OF APPLICATIONS : Applications will be rejected for the following reasons and neither intimation nor further correspondence will be entertained, if the following lapses are noticed:

- i) If the applications are received after the last date.
- ii) If the application form is not in the prescribed Pro-forma, i.e, on two separate legal size papers.
- iii) If the application form is printed on normal white paper / printed in landscape orientation / split into more than two pages.
- iv) If the application form is not completely and correctly filled in by the candidate's own hand writing or if any particulars are not furnished.
- v) If Hall Tickets columns in application form are not correctly completely filled in and not signed in the prescribed columns.
- vi) If wrong information is furnished anywhere in the application form.
- vii) If the signature of candidate is missing even at one place.
- viii) If Office Seal / Signature of Controlling officer is missing in the application.

- ix) If photos are not affixed on the application form or not affixed with identical photos on the application form and Hall Tickets.
- x) If the photos are not attested i.e. Office seal / Signature of controlling officer is missing on photos.
- xi) If the prescribed examination fee is not drawn in the form of D.D / If fee paid is less / if D.D not drawn on Nationalized Bank and not payable at Hyderabad.
- xii) If the Demand Draft paid towards Examination fee is not in favour of "Senior Accounts Officer / CTI / APTRANSCO / Hyderabad".
- xiii) If the Demand Draft paid towards Examination fee is dated prior to the Notification of Departmental Examinations or after the last date for submission of application form.
- xiv) If the Demand Draft paid towards Examination fee is without Banker Signature / Date of issue / Name of Branch / Code number of Branch.
- xv) If the candidate has not mentioned the name of test to which he / she is willing to appear the test.
- xvi) If the candidate applies for more than one test in a single application form.
- xvii) If the applicant is not eligible to appear the Examination to which he/she applied for.
- xviii) If the candidate has not enclosed correct self addressed envelop of size 10' x 5' with pin code and affixed with Rs.10/- postage stamps for dispatching the Hall Ticket, Time Table and Instructions to Candidate etc.
- xix) If Photostat copies of last increment release orders duly attested by the Controlling officer concerned or a service certificate issued by controlling officer is not enclosed.

(10) PASS MARKS:

The candidate has to secure a minimum of 40 (Forty) marks in each Paper to pass the above tests.

(11) PUBLICATION OF RESULTS:

Results will be displayed on the APTRANSCO website www.aptransco.gov.in / **About us / Employee Details / Training / Test Results** as well as in the Notice Board of the Office of Controller of Departmental Examinations, Corporate Training Institute, APTRANSCO, Hyderabad - 45 and will also be communicated to Head Offices of all APTRANSCO, APGENCO and DISCOMs and **will also be published in A.P. Gazette part-II.**

(12) MEMORANDUM OF MARKS: Memorandum of marks will be supplied on application within **three months** from the date of display of results on the Notice Board of Controller of Departmental Examinations, Corporate Training Institute, GTS Colony, Hyderabad – 45 along with a **DD for Rs.40/- drawn in favour of "Senior Accounts Officer, Corporate Training Institute, APTRANSCO, Hyderabad" on any Nationalized Bank and payable at Hyderabad only.** No marks memo will be issued if the D.D drawn prior to the date of Results Notification and after the last date of three months from the date of Results declared.

(13) REVALUATION : Revaluation of answer scripts in any test **is not permissible** under any circumstances.

(14) RECOUNTING OF MARKS:

The process of Recounting of marks has been dispensed from the session of December, 2010 onwards.

(15) GENERAL INSTRUCTIONS:

- i) Every candidate who submits his / her application to the Controller of Departmental Examinations to appear for a test will be deemed to have given an undertaking that he / she shall abide by all the rules in force and all the other rules which may hereafter be brought into force in respect of the tests.
- ii) While forwarding the filled-in applications the controlling officer should ensure eligibility criteria of the candidate as per the clause (3) above.
- iii) The controlling officer concerned only should sign and affix his / her seal of office duly certifying the signature of the candidate on 3 Nos. of photographs affixed on the Application form and on the Hall Ticket forms.
- iv) The candidate should specifically mention on the application form in the column (5) "Name of the Test Applied", the name of the examination to which he / she desires to appear. Any change of test or change in examination centre will not be entertained at a later date.
- v) The Hall Ticket for admission to the tests along with the time-table and Instructions to the candidate will be sent to the candidates well in advance to the date of Examinations.

Place : Hyderabad
Date : 27.02.2012.

Yours faithfully,


Assistant Secretary (Exams) /
Controller of Departmental Examinations

Last date for receipt of application : 30.03.2012
APPLICATION FOR DEPARTMENTAL TESTS JUNE, 2012
FOR THE EMPLOYEES OF APTRANSCO/APGENCO/DISCOMS

Affix latest photograph and to be attested by controlling officer only with office stamp.

Application No.
 (for office use only)

Hall Ticket No.
 (for office use only)

- Note:** 1) Application should be printed in two separate legal size papers only.
 2) Please **read the instructions** carefully in the NOTIFICATION OF DEPARTMENTAL TESTS **before filling the application form.**
 3) Candidate should fill the each column of the application including Hall Tickets Columns with his own handwriting legibly & photos to be attested by Controlling Officer only with office stamp. If the photos are attested by other than controlling officer, the application is liable to be rejected.

Name of the Centre :

- 1) Name of the Employee (in block letters) :
- 2) Date of Birth :
- 3) Particulars of Service:
 - i) Present Designation of the Candidate :
 - ii) Date of joining in the present Cadre :
 - iii) Date of joining into service / organization :
 - iv) If appointed on contract basis
 - a) Date of joining on contract basis :
 - b) Date of appointment to regular time scale :
 (Last increment release orders copy to be enclosed duly attested by Controlling Officer concerned)
(Those who are not appointed to regular time scale are not eligible to appear Deptl. Exams)
 - v) Office Address with pin code of the
 Controlling Officer of the Employee &
 Name of the Organization.
- 4) Employee contact No.(Cell No.)/Office No.(with STD Code.No.).....
- 5) Name of the test applied } (1) Acct. Test for AEs/AAs(EMT) (3) Deptl. Test for AOs/AAs
 for - tick (v) the box } (2) Acct. Test for AEs/AAs(Civil) (4) A/cy Higher Grade Exam
- 6) Particulars of Exam Fee: D.D. No., Date:.....
 Name of the Bank drawn, Name of Branch:.....
(D.D. to be drawn in favour of 'SAO/ CTI / APTRANSCO / HYD' for Rs.200/- on any Nationalized Bank Payable at Hyderabad only)
- 7) Signature of the Employee :

CERTIFICATE

(Certificate columns shall be filled in by controlling officer only. If the certificate is filled in and signed by other than controlling officer, the application will be summarily rejected)

Certified that :

- i) The photos affixed on the application & Hall Tickets are that of Sri/Smt/Kum.....
- ii) The entries made by the candidate in the application i.e. Name, Date of Birth, Date of joining, Date of appointment to regular time scale and other relevant information furnished are verified with service book and found correct.
- iii) Sri/Smt/Kum has served a minimum period of one year service excluding EOL period if any, in the organization **and has been working in the office from to till date** and he / she is eligible to apply the said examination.
- iv) An attested copy of **last increment release orders or a service certificate** is enclosed here with.
- v) The entries made in the application are true and correct and **do not require any amendments what so ever in future.**

Station:
 Date :

Signature of the Controlling Officer
 (with office seal)

-: For Office use only :-

ADMIT
REJECT **JPO** **P.O.(Exams)** **CONTROLLER OF DEPTL. EXAMINATIONS**

FILLED IN APPLICATIONS SHALL BE SENT TO THE CONTROLLER OF DEPARTMENTAL EXAMINATIONS, CORPORATE TRAINING INSTITUTE, APTRANSCO, GTS COLONY, HYDERABAD – 45.

(1) MODE OF SUBMISSION OF APPLICATION:

The candidate has to verify the following before submission of filled-in Application form scrupulously.

- i. All the columns in the application form & Hall Ticket columns shall be filled neatly and legibly with candidate own hand writing and duly signed by the candidate.
- ii. Latest passport size photographs to be affixed on the application form and Hall Ticket forms and shall be attested by the Controlling Officer concerned.
- iii. The Demand Draft towards Examination fees of Rs.200/- shall be enclosed.
- iv. Copy of last increment release orders duly attested by the Controlling officer concerned or a service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his / her control and which should project EOL period also.
- v. Correct self addressed envelope of size 10'X5' with pin code and affixed with Rs.10/- postage stamps shall be enclosed for dispatching the Hall Ticket, Time Table & Instructions to candidate.

(2) REJECTION OF APPLICATIONS :

Applications will be summarily rejected without any intimation for the following reasons:

- i) If the applications are received after the last date.
- ii) If the application form is not in the prescribed Pro - forma, i.e, on two separate legal size papers.
- iii) If the application form is printed on normal white paper / printed in landscape orientation / split into more than two pages.
- iv) If the application form is not completely and correctly filled in by the candidate's own hand writing or if any particulars are not furnished.
- v) If Hall Tickets columns in application form are not correctly, completely filled in and not signed in the prescribed columns.
- vi) If wrong information is furnished any where in the application form.
- vii) If the signature of candidate is missing even at one place.
- viii) If Office Seal / Signature of Controlling officer is missing in the application.
- ix) If photos are not affixed on the application form or not affixed with identical photos on the application form and Hall Tickets.
- x) If the photos are not attested i.e. Office seal / Signature of controlling officer is missing on photos.
- xi) If the prescribed examination fee is not drawn in the form of D.D / If fee paid is less / if D.D not drawn on Nationalized Bank.
- xii) If the Demand Draft paid towards Examination fee is not in favour of "Senior Accounts Officer / CTI / APTRANSCO / Hyderabad".
- xiii) If the Demand Draft paid towards Examination fee is dated prior to the Notification of Departmental Examinations or after the last date for submission of application form.
- xiv) If the Demand Draft paid towards Examination fee is without Banker Signature / date of issue / name of Branch / Code number of Branch.
- xv) If the candidate has not mentioned the name of test to which he/she is willing to appear the test.
- xvi) If the candidate applies for more than one test in a single application form.
- xvii) If the applicant is not eligible to appear the Examination to which he/she applied for.
- xviii) If the candidate has not enclosed correct self addressed envelope of size 10 ' x 5' with pin code and affixed with Rs.10/- postage stamps for dispatching the Hall Ticket, Time Table and Instructions to Candidate etc.
- xix) If Photostat copies of last increment release orders duly attested by the Controlling officer concerned or a service certificate issued by controlling officer concerned is not enclosed.

**DEPARTMENTAL TESTS JUNE - 2012
HALL TICKET**

Hall Ticket No. (To be filled in by the candidate)

- 1) Name of the Employee :
- 2) Designation :
- 3) Name of the Organization :
- 4) Name of the Test applied for :
- 5) Signature of the Employee :

**Affix latest
photograph and to
be attested by
controlling officer
only with office
stamp**

Controller of Deptl. Examinations / APTRANSCO

**DEPARTMENTAL TESTS JUNE - 2012
HALL TICKET**

Hall Ticket No. (To be filled in by the candidate)

- 1) Name of the Employee :
- 2) Designation :
- 3) Name of the Organization :
- 4) Name of the Test applied for :
- 5) Signature of the Employee :

**Affix latest
photograph and to
be attested by
controlling officer
only with office
stamp**

Controller of Deptl. Examinations / APTRANSCO

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CHECKLIST TO BE VERIFIED BY THE CANDIDATE BEFORE SUBMISSION OF APPLICATION FORM :-

- 1) Application Form is submitted in two separate legal size papers only. YES / NO
- 2) Latest 3 Nos. identical passport size photographs to be affixed properly with attestation by their Controlling Officer concerned with office stamp and all the columns in the Hall Ticket are filled in correctly. YES / NO
- 3) D.D. drawn in favour of 'SAO / CTI / APTRANSCO / HYD' for Rs.200/- towards Examination Fee is enclosed. YES / NO
- 4) A copy of **Last Increment release orders** duly attested by the Controlling Officer concerned or a **Service Certificate** which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his / her control and which should project EOL period also. YES / NO
- 5) Correct Self addressed envelope (size 10"X5") with pin code and affixed with Rs.10/- postage stamp is enclosed. YES / NO

(SPECIMEN COPY)

(To be issued by the Controlling Officer only)

SERVICE CERTIFICATE

(To be typed in separate sheet)

It is to certify that Sri / Smt / Kum(DOB.....)
has joined in the organization on and presently working as
in the office of
from to till date under the control of
During the period, his / her service is found to be satisfactory and * he / she has not availed
any EOL as on date / * Availed the EOL from to Further, it is
to state that he / she is eligible to appear for the Departmental Tests - June 2012.

NOTE : * Strike out the sentence whichever is NOT applicable..

Place :

Date:

Signature of the Controlling Officer:

Name & Designation :

Office Address with stamp: