



**CENTRAL POWER DISTRIBUTION COMPANY OF A.P.LTD.
MINT COMPOUND :: HYDERABAD -63**

APCPDCL Notification No. 15 /2011 - Junior Assistant (LDC)

Applications are invited On-line through APCPDCL Website www.apcentralpower.com and <http://apcentralpower.cgg.gov.in> from eligible Graduate candidates for filling up of 100 Nos Junior Assistant (LDC) vacancies on regular basis in APCPDCL-Accounts Service. The applications will be accepted from 10.00 AM of **09.02.2012 to 05.00 PM of 07.03.2012.** However the Application Processing fee will be accepted at AP-Online Centres from 10.00 AM of 09.02.2012 to 01.00 PM of 06.03.2012. The vacancies are available in Districts of Hyderabad, Ranga Reddy, Nalgonda, Medak, Mahabubnagar, Anantapur and Kurnool.

The APCPDCL has dispensed the sale of applications by post/through Sales Counter of APCPDCL. The desirous eligible Candidates may apply through ON-LINE by satisfying themselves with the terms and conditions of this recruitment.

The break-up of the vacancies, Open/Local are as follows:-

**DETAILS OF VACANCIES IN VARIOUS OPERATION CIRCLES IN
APCPDCL**

S.No	CATEGORY	HYDERABAD CENTRAL		HYDERABAD SOUTH		HYDERABAD NORTH		SOUTH RANGAREDDY		NORTH RANGAREDDY		EAST RANGAREDDY		ANANTAPUR		KURNOOL		MAHABUBNAGAR		MEDAK		NALGONDA		Corporate Office	Total
		O	L	O	L	O	L	O	L	O	L	O	L	O	L	O	L	O	L	O	L	O	L		
1	OC		3		3		3		3		3		3		3		3		3		3		3		33
2	OC(W)	1		1		1		1		1		1		1		1		1		1		1		1	12
3	OC-PH (W)		1		1		1		1		1		1		1		1		1		1		1		11
4	BC-A(W)		1		1		1		1		1		1		1		1		1		1		1		11
5	SC		1		1		1		1		1		1		1		1		1		1		1		11
6	SC(W)		1		1		1		1		1		1		1		1		1		1		1		11
7	ST(W)		1		1		1		1		1		1		1		1		1		1		1		11
TOTAL		1	8	1	8	1	8	1	8	1	8	1	8	1	8	1	8	1	8	1	8	1	8	1	100

O - Open to All Vacancy, L- Vacancy reserved for Local Candidates. W - Reserved for women.

The above vacancies and their places of utilization may vary at the time of filling-up of the posts based on the necessity.

NOTE:

1. The applicants are required to go through the detailed notification and decide themselves as to their eligibility for this recruitment carefully before applying and enter their particulars completely online.
2. Candidates are required to retain a copy of application form with Reference ID for future reference.
3. Candidates have to submit application only through online mode well in advance of the last date to avoid last day rush.
4. Hand written/typed will not be entertained by APCPDCL by post or in person.
5. **The in-service contract worker working in the organization after submitting the application On-line has to download the pdf of Application form and submit the print out of the same along with all the relevant documents including prescribed experience certificate to the Superintending Engineer/Operation Circle to which the candidate has opted as 1st preference.**

Note:- Applicants, other than In-service contract workers need not submit the pdf application forms.

The office address of the Superintending Engineer/Operation are detailed below:-

DISTRICT/ OPERATION CIRCLE	Address of Operation Circles.
ANANTAPUR	The Superintending Engineer/Opn./ Anantapur, APCPDCL Engineering College Road, Anantapur- 515001
KURNOOL	The Superintending Engineer/Opn./ Kurnool, APCPDCL Bellary Road, Kurnool-518001
MAHABUBNAGAR	The Superintending Engineer/Opn./ Mahabubnagar, APCPDCL, Mettu Gadda, Mahabubnagar-509002
NALGONDA	The Superintending Engineer/Opn./ Nalgonda, APCPDCL Near RTC Bus Stand, Nalgonda- 508 001
MEDAK	The Superintending Engineer/Opn./ Medak, APCPDCL Main Road, SangaReddy-502001, Medak District
RANGA REDDY	The Superintending Engineer /Opn./Ranga Reddy (South)/ Gr. Hyd./ APCPDCL. Nanal Nagar X Roads, Rethi Bowli/Hyderabad-500020
	The Superintending Engineer/Opn./Rangareddy (North)/ Gr. Hyd/ APCPDCL, Gun Rock, Tirumalagiri, Secunderabad-500015

	The Superintending Engineer, Operation Circle, RR East, Opp: Survey of India, NGRI Sub-Station, above E-Seva, Habsiguda, Hyderabad -
HYDERABAD	The Superintending Engineer/Opn./ North Circle Gr. Hyd., APCPDCL., Mint Compound, Hyderabad-500063
	The Superintending Engineer /Opn./ South Circle Gr. Hyd., APCPDCL., Mint Compound, Hyderabad-500063
	The Superintending Engineer /Opn./ Central Circle Gr. Hyd., APCPDCL., Mint Compound, Hyderabad-500063
	The Chief General Manager (HRD), Corporate Office, Mint Compound, APCPDCL, Hyderabad - 500063.

FEE:

i) Applicants belonging to SC/ST/BC Communities and PH shall pay Rs. 150/- (Rupees One hundred and Fifty Only) and others Rs 500/- (Rupees five hundred only) towards Application Processing & Examination Fee.

ii) Candidates belonging to other than Andhra Pradesh State will be considered in general category only and are required to pay Rs 500/- (Rupees five hundred only) towards Application Processing & Examination Fee.

Mode of Payment of Fee: The Applicant should pay the prescribed Fee as per the notification in any one of the A.P. Online centers and obtain Fee paid receipt with **Journal Number (12 digit)** in the first instance. Applicants can also pay the fee through AP Online portal.

Note:-The fee once paid will not be refunded under any circumstances.

Submission of Application: After payment of Fee, the Candidate has to logon to the website www.apcentralpower.com and at Careers on home page click on **APPLY ONLINE** link or directly visit <http://apcentralpower.cgg.gov.in> to view the detailed notification, User Guide and Application Form. The applicants have to invariably fill all the relevant fields in the Application. Immediately on submission of application the Applicant will get an acknowledgement in the form of a downloadable pdf document.

The APCPDCL reserves the right to cancel the notification/Recruitment process at any stage without assigning any reasons.

Place: Hyderabad
(HRD).
Date :

CHIEF GENERAL MANAGER

INSTRUCTIONS:

I. Instructions for Scanning of Photograph with Signature

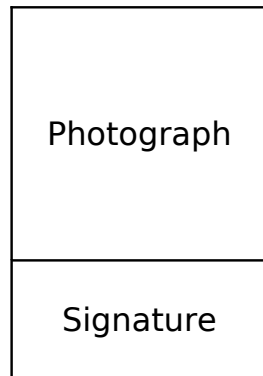


Photo width = 3.5 cm
Photo Height = 4.5 cm
Signature Space = 1.5 cm

1. Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
3. The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in *.jpg format on local machine.
4. Ensure that the size of the scanned image is not more than 50 KB.
5. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.
6. The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. It must be signed only by the candidate and not by any other person.
7. The signature must be signed only by the candidate and not by any other person.

8. The signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

Sample Photo and Signature



Eg. The Technical Specifications of the sample scanned image shown above are:

- Size of the file < 50 KB
- Dpi setting = 200 dpi
- True Colour.

The candidate has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button at the time of submission of application form.

II. ELIGIBILITY:

1. AGE: Not below 18 years and shall not be more than 36 years as on **01.07.2011**. Relaxation in upper age limit permissible up to 5 years for SC/ST/BC candidates and up to 10 years in respect of Physically Handicapped candidates and for Ex-Servicemen 3 years plus length of service rendered in the armed force.

For in-service contract workers working in the organizations of APTRANSCO/APDISCOMs the age at the time of entry into the organization as contract worker will be considered.

2. EDUCATIONAL QUALIFICATIONS:

- (i) A pass in B.A/B.Com/B.Sc from any recognized University in India established or incorporated by or under a Central Act, Provincial Act or State Act (or) any equivalent qualification.

AND

- (ii) Must possess the qualification of Diploma in Computer Applications/Post Graduate Diploma in Computer Applications from any of the recognized University/Recognized Polytechnic Institutions approved by Director of

Technical Education, Government of A.P., Institutions Owned/Registered by State or Central Government and Institutions recognized by Computer Society of India (CSI) or a certificate course in Computer Application/Office Automation(MS-office) offered by the institutions recognized by the Government of AP/Central Government.

Note:- Candidates possessing one of the subjects as Computer in the Degree/PG need not require to have DCA/PGDCA/Certificate in computer course.

Must possess the above qualifications from **as on 15.12.2011.**

If there is any deviation from the above qualification for the above post, the candidates shall produce the equivalency certificate from the authority issuing the qualification certificates viz., Register of the University or Secretary of the Institute for accepting his/her application.

III. SELECTION PROCEDURE:

i) Evaluation will be done on a scale of 100 marks with a maximum of 55 marks for written examination and a maximum of 45 marks for in-service experience in the organization of APTRANSCO/APDISCOMs as Contract worker.

ii) No interview will be conducted.

iii) Selection shall be made duly following the Rule of Reservation for SC, ST, BC & Physically Handicapped/Ex-Servicemen and following spirit of Presidential Order.

iv) Reservation to BC-E Group will be subject to the adjudications of the litigation before the Honorable Courts including final orders in Civil Appeal No: (a) 2628-2637 of 2010 in SLP.No.7388-97 of 2010, dt.25.03.2010 and orders of Government from time to time.

v) The minimum qualifying marks in the written examination for the above selection process shall be as follows:

OC	- 40%
BC	- 35%
SC/ST	- 30%
PH	- 30%

Or as per Rules

vi) **Only those candidates who qualify in the written examination and ranked high in the cumulative of the written examination marks and marks for in-service experience, community wise will be called for verification of Original Certificates in the ratio of 1:1**

vii) The in-service contract worker who have been working in the organization of APTRANSCO/DISCOMS will be given weightage marks to a maximum of 45, depending on the length of the service in APTRANSCO/DISCOMS i.e., 2 ½ marks per every half year (i.e 180 days) service as contract worker as per the memorandum of settlement dt. 18.12.2010 reached before the Additional Commissioner of Labour and Conciliation Officer, Govt. of A.P between representatives of APTRANSCO and recognized Trade Unions. Any disruption or discontinuation of service for a continuous period of 180 days and above for whatever the reason as contract worker shall be considered, as if fresh commencement from the date of resumption after such discontinuation or disruption. Service less than six months will not be considered for weightage.

viii) In service contract worker shall submit the prescribed service certificate from the concerned Divisional Engineer/Controlling Officer (not less than the rank of Class -I Officer) evidencing length of service, and continuity of in-service as contract worker/with recorded evidence through Sub-station Log-Books to be certified by the concerned Divisional Engineer **(or)** with recorded evidence of EPF.No in his name to be certified by the concerned Divisional Engineer/Controlling Officer (not less than the rank of Class-I Officer) along with the relevant enclosures and pdf Application form.

ix) For computation of period of contract service, the date of joining on such service shall be reckoned and the period of service **up to the date of notification i.e 15.12.2011 shall be computed.**

x) Break in service should not exceed more than six months (180 days) for computation or weightage of marks.

Note: Mere securing minimum qualifying marks doesn't vest, any right to a candidate for being called for verification of original certificates

and by mere calling the candidate for certificate verification doesn't vest any right to a candidate for selection.

IV. Details of Written Examination:

i) **Syllabus:** The syllabus for the written examination is placed as Annexure-I below.

ii) **Hall Tickets:** The Hall tickets will be made available for download from the website, seven days prior to the date of written examination. The candidate has to download the Hall Ticket from the website only. Hall tickets will not be sent to the candidates by post.

iii) **Date of Examination** :-The date of examination will be intimated at a later date via SMS to the mobile No. provided in the Application format. The details of the examination date will be placed in www.apcentralpower.com at Careers link and <http://apcentralpower.cgg.gov.in> .

iv) **Examination Centers:** The written examination will be held at different centers located only in Greater Hyderabad. Date, Time & Venue of the Test Centre will be given in the Hall-Ticket.

v). Instructions to Candidates at the time of Written Examination:

1. The test is of 2 hours duration. The date and time are indicated on the Hall ticket. Candidates should reach the test center in time. Candidates will be allowed in the examination hall half an hour before the scheduled starting time. Candidates will not be allowed into the examination hall after the test has started and will not be permitted to leave examination hall half an hour before the closure of test time.

2. The candidate should make arrangement for attending the written examination in Greater Hyderabad centres at their own expenditure.

3. The examination question paper will be both in English and Telugu languages and it will be of multiple-choice with only one answer being correct among the four alternatives suggested.

4. A separate O M R (Optical mark Reader) answer sheet will be provided to the candidates. The candidate has to indicate his/her response to each question by darkening the appropriate bubble with a Black Ball point Pen.

5. The candidate has to bring Black ball point pen to the examination hall.

6. The candidate has to follow meticulously all the instructions given on the question paper booklet and OMR Answer Sheet, else his/her answer sheet may not be evaluated.

7. Usage of Calculators/mathematical tables is not permitted. Candidates should not bring cell phones or any other electronic gadgets to the examination hall.

V. TERMS AND CONDITIONS OF SERVICE:

1. **Scale of Pay:** 10520-325-12145-400-14145-485-16570-590-19520.

2. **Training cum Probation:** The candidates appointed to the post shall be placed on Training-cum-Probation for a period of 2 years. During the period of Training-cum-Probation he/she will be paid pay in the above pay scale along with admissible allowances.

3. The candidate will be governed by the rules and regulations applicable or as framed by the APCPDCL and as amended from time to time. The Tripartite Agreement entered into between the APSEB, Govt of A.P and the Employees Associations is not applicable to these candidates and they shall at no stage be entitled to claim any right what so-ever arising out of the said Tripartite Agreement.

VI. EXECUTION OF BOND :

(i) The candidates appointed will be required to execute a Bond (in Non-Judicial stamp paper worth Rs.110/- (Rupees One hundred and ten only) at the time of joining, to serve APCPDCL for a MINIMUM period of 5 Years after completion of Training-cum-Probation period (2 years).

(ii) During the above 2 year Training-cum-Probation and 5 year bond period the candidate will deposit his/her original certificates such as Degree, Date of birth, Community, etc with APCPDCL. The Certificates so deposited with APCPDCL shall not be returned during the above 7 year period.

(iii) The Candidate who leaves the APCPDCL service during the Training-cum-Probation period shall refund the emoluments received

by him/her plus Rs.20,000/- (Rupees Twenty thousand only) by way of liquidated damages.

(iv) The Candidate who leaves the APCPDCL service without serving a minimum period of 5 years after completion of Training-cum-Probation period shall have to pay a sum of Rs.40,000/-(Rupees Forty Thousand Only) by way of liquidated damages.

VII. HOW TO APPLY:

HOW TO UPLOAD THE APPLICATION FORM:

i) The Applicants have to read the User Guide for Online Submission of Applications and then proceed further.

Step-I:- Payment of Fee: The Applicant should pay the prescribed Fee as per the notification in any one of the A.P. Online centers and obtain Fee paid receipt with Journal Number in the first instance. Applicants can also pay the fee through AP. Online portal.

Step-II:- Submission of Application: After payment of Fee, the Candidate has to logon to the website www.apcentralpower.com and at careers on home page click on **APPLY ONLINE** link or directly visit <http://apcentralpower.cgg.gov.in> to view the detailed notification, User Guide and Application Form. The applicants have to provide payment details (journal number and date) and upload the scanned copy of passport size photograph with signature (see instructions for scanning and uploading photograph with signature) and then invariably fill all the relevant fields in the Application. Immediately on submission of application, applicant will get an acknowledgement in the form of a downloadable pdf document.

ii) Hand written/Typed/Photostat copies/Outside printed Application Forms will not be accepted and liable for rejection.

iii) For any problems related to Online submission and downloading of Hall-Tickets please contact **Help Desk No. 9246290436** (Call Time: 10.30 A.M to 1.00 P.M & 1.30 P.M to 5.30 P.M from 09.02.2012.to till the date of examination) or log on to <http://apcentralpower.cgg.gov.in> and click on the complaint box.

NOTE:

GENERAL

1. Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this notification.
2. APCPDCL is not responsible, for any discrepancy in submitting the Applications through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.
3. Applicant must compulsorily fill-up all relevant fields of application and submit application through website only.
4. Incomplete/incorrect application form will be summarily rejected. APCPDCL under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling-up of the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
5. Applicants must compulsorily upload his/her own scanned photo with signature in **jpg** format only.
6. Applicants must compulsorily give their order of preference of the circle for selection in the Open to all vacancies where-ever applicable. Mere mentioning the order of preference of Circles does not vest any right to a candidate for selection.
7. The candidate should not furnish any false tampered, fabricated information or suppress any material information while filling up the application form.
8. Candidates will be required to appear for written test as and when conducted at their own cost.

9. Admission for written test or calling the qualified candidates in the written test to furnish documentary proof does not confer any right for appointment.

10. The Degree awarded by the Institutions/University that are recognized by the competent authority as the case may be shall only be considered.

11. The decision of the Selection Committee/APCPDCL is final in selection and allotment of candidates.

12. Candidates called for verification of certificates will be required to furnish documentary proof in evidence of the following as and when called for.

a) **Age:** Proof of age as recorded in SSC certificate or equivalent.

b) Qualification of Graduation (along with Marks Memos) from any recognized University and DCA/PGDCA or a certificate course in Computer Application/Office Automation(MS-Office)

c) Permanent Community certificate issued by MRO/Tahsildar in original or temporarily community certificates after 01-07-2011 not less than the rank of MRO in respect of SC/ST/BC candidates clearly indicating the Sub-Caste and group.

d) Physically Handicapped certificate issued by District Medical Board indicating the nature & extent of disability (40% disability or more only will be accepted)

e) Study Certificate issued by Headmaster/Residential Certificate(in case of private study) issued by the MRO/Tahsildar.

IN-SERVICE CONTRACT WORKERS.

1. The in-service contract worker working in the organization after submitting the application On-line has to download the pdf of Application form and submit the print out of the same along with all the relevant documents including prescribed experience certificate to the Superintending

Engineer/Operation Circle to which the candidate has opted as 1st preference.

Note:- The prescribed experience certificate should be issued by the Divisional Engineer/Controlling Officer (not less than the rank of Class-I Officer) evidencing length of service, and continuity of in service as Contract worker/with recorded evidence through Sub-Station Log Books (or) with recorded evidence of EPF No in his name to be certified by the concerned Divisional Engineer/Controlling Officer (not less than the rank of Class-I Officer)

2. The In-service contract workers shall take a printout of the On-line pdf application format and send to the concerned Superintending Engineer by **22.03.2012** for which the applicant has opted as 1st preference along with the following documents

- a) SSC.
- b) Graduation Certificates.
- c) Consolidate memorandum of marks of relevant examinations passed.
- d) Permanent Community Certificate/Latest Community Certificate issued by MRO/Tahisildar.
- e) School Study Certificate (as prescribed in the notification) from class IV to Class X issued by the Principal/HM or School Bonafide certificates, if private study Nativity certificate issued by MRO/Tahisildar has to be provided.
- f) Certificate issued by the Medical Board in case of Physically Handicapped candidates if any.
- g) Computer Certificate (As per notification).
- h) Experience certificate.
- i) Latest Passport size photographs – 2 Nos.

3) The In-service contract workers have to submit the pdf application along with enclosures well in advance. Applications received after the due date and time will be rejected. The APCPDCL will not be responsible for the postal delay.

4) If the information furnished in the pdf. application and other certificates is found incorrect at any time, the candidature will be liable for disqualification and termination of agreement.

X LOCAL AREA/NATIVITY: The districts of Hyderabad, Ranga Reddy, Medak, Nalgonda, Mahabubnagar, Kurnool and Anantapur will be regarded as Local area for the candidates of that particular district for this recruitment.

XI. LOCAL SELECTION:

(a) The Open to All vacancies indicated as 'O' in Details of Vacancies given above (20% of the posts) will be filled first from the combined merit list of local as well as non-local candidates and then the Local vacancies indicated as 'L' in Details of Vacancies given above (balance 80% of the posts) will be filled only by the merit list of Local candidates duly following the rule of reservation.

(b) The candidates will be selected and allotted to the Circles as per their Rank in the merit list and as per Circle preferences for allotment of candidates against vacancies available.

(c) While the Company calls for preference of candidates in respect of Circles in the application form, it is hereby clarified that the said preferences are only indicative for being considered to the extent possible but not binding. Therefore, the APCPDCL has the power to assign a successful candidate to any of the notified posts in the Circle for which he/she is considered to be qualified and eligible, subject to fulfilling the selection criteria. Mere claim of preference for any Circle for allotment against vacancy does not confer a right to selection for that Circle in particular or any Circle in general.

(d) The candidates local to the District of Hyderabad are considered as Local candidates to the vacancies notified in the Circles of Hyderabad(North), Hyderabad(South), Hyderabad(Central) and candidates local to the District of Rangareddy are considered as Local candidates to the vacancies notified in the Circles of Rangareddy(North), Rangareddy(South), Rangareddy(East) circles respectively. Though they shall be submitting the pdf application format along with the enclosures to any of the Circles as per the 1st preference either in Hyderabad or Rangareddy as per their Local status, their applications shall be considered as Local for

the circles in the corresponding district and further selection shall be as per their preferences.

XII. RESERVATION TO LOCAL CANDIDATES:

Reservation to the local candidates is applicable as provided in the Rules and as Amended from time to time in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study Certificates/Bonafide (from class IV to X on regular schooling) or Residence Certificate where the candidate has not studied in any school from classes from IV to X, in the proforma only.

The relevant certificates may be got ready with authorized signature and kept with the candidates as and when required.

XIII. DEFINITION OF LOCAL CANDIDATE: "LOCAL CANDIDATE"

herein for direct recruitment of Junior Assistant (LDC) shall be regarded as a local candidate in relation to that particular District only as such he/she may be local to any one of the districts of Anantapur, Kurnool, Mahabubnagar, Nalgonda, Medak, Rangareddy and Hyderabad on the following conditions:

(i) where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for S.S.C. or its equivalent examination. If however, he/she has not studied in any Educational Institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her Local area during the above said period.

(ii) In case the candidate does not fall within the scope of the (i) above it will be considered if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied for the maximum period out of the said period of seven years AND where the period of his/her study in two or more Local areas are equal such Local area where he/she has studied last (in such Local area) will be taken for determining the Local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and Local candidature determine with reference to the maximum period of residence or in the case of equal period where he/she has resided last.

(iii) If the claim of Local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 year period .If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Tahsildhar in independent charge of a Mandal

(iv) If, however, a candidate has resided in more than one Mandal during the relevant 4/7 years period but with in the same District or Zone as the case may, be separate Certificates from the Tahsildars exercising jurisdiction have to be obtained in respect of different areas.

(v) In cases where Visually Handicapped and Hearing Handicapped persons studied in the special schools meant for them, the native place of the parents of such Visually Handicapped and Hearing Handicapped persons will be the local area.

NOTE:

A. Single Certificate, whether the Study or Residence would be sufficient for enabling the candidate to apply as a “LOCAL CANDIDATE “.

B. Resident Certificate will not be accepted, if a candidate has studied in any Educational Institution upto S.S.C. or equivalent examination, such candidates have to produce Study Certificates invariably.

ANNEXURE-1

SYLLABUS FOR WRITTEN EXAMINATION JUNIOR ASSISTANT (LDC)

Sl. No.	Syllabus	Weightage
1	Numerical ability (Indices, Ratios, Proportions, Profit & Loss, Menstruation, Algebra, Geometry and Statistics.	30 Questions
2	English Language proficiency (Vocabulary, Sentence Corrections, Comprehension)	30 Questions
3	Computer Awareness	30 Questions
4	General Knowledge	10 Questions

ANNEXURE-II

Affix a recent pass
port size photo
graph duly attested
by Divisional
Engineer

CERTIFICATE

This is to certify that on verification of the Log book, daily Log Sheet, Attendance Register maintained at ----- Sub-Station/Office and the Aquitence Rolls maintained by the Contractor, Sri ----- (Full Name with Surname) S/o.Sri ----- (Full Name with Surname) has worked as ----- (Designation of post) at -----Sub-Station/Office/Section for the period from----- to -----.

The particulars of Sri ----- are noted below.

1) Particulars of Agreement.

Sl. No.	Name of the Incumbent	Name of the Contractor	Particulars of Agreement with Nos.	Particulars of Work Order with Nos.	Particulars of Check Measurement	No. of days present during the period from -----	Working in Sub-Station/Section Office/any other Office	Whether continuing as on date of Notification

II) Particulars of EPF: (EPF Account No. _____)

Sl. No.	Name of the incumbent	Name of the	Particulars of remittance of EPF	Period	No. of days
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		Contractor	Challan No.	Date	Amount		

III) Particulars of Group Insurance:

Sl. No.	Name of the incumbent	Name of the Contractor	Insurance Policy No.	Period	
				From	To

IV) Spells of absence for more than 180 days:

Sl. No.	Name of the incumbent	Name of the Contractor	Spells of Absence		
			From	To	No.of Days

Total No.of Man days(excluding absence period)-----

This certificate is issued only for the purpose of enabling Sri-----
to apply for the post of Junior Assistant(LDC)in APCPDCL.

**DIVISIONAL ENGINEER/
CONTROLLING OFFICER
APCPDCL.**

NOTE: The above particulars of Agreement, Check Measurement and Attendance are to be based on records only and Xerox copy of the records duly attested by the concerned Divisional Engineer/APCPDCL are to be enclosed to this Certificate. The above particulars are to be verified by the Divisional Engineer personally and he is responsible for the correctness of the particulars. In case where the post of Divisional Engineer is not available, then Controlling Officer not less than the Divisional Engineer Rank shall issue the certificate. Certificates of the Lower Officers and counter signed by Divisional Engineer are not permitted.

PROFORMA FOR SCHOOL STUDY CERTIFICATE

Name of the Candidate :

Date of Birth :

Fathers Name :

Class	Name and Place of School	District	Duration of Study giving month and year
IV			
V			
VI			
VII			
VIII			
IX			
X or SSC			

It is certified that the particulars furnished above are as per our records.

STATION:
the
DATE:
Institute(s)

Signature of the Head of
Educational
along with seal

NOTE: Should be obtained from the Head of Educational Institution(s). If studied in different schools separate certificates giving the relevant study particulars should be furnished.

PROFORMA FOR CERTIFICATE OF RESIDENCE

(To be produced by such candidates who have not studied in any educational institution during the whole or any part* of the relevant 4/7 years period but claim to be local candidates by virtue of residence for Post Codes for which there is reservation for Local Candidates)

It is here by certified

(a) That Sri/Smt./Kum. _____, S/o. W/o. D/o. _____ appeared for the first time for the Matriculation (S.S.C) Examination in _____ (Month) _____ (Year)

(b) That he/she has not studied in any educational institution during the whole/or part of the 4/7 consecutive academic years ending with the academic years ending with the in which he/she first appeared for the aforesaid examination.

(c) That in the 4/7 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/places namely;

Sl.No	Village	Mandal	District	Period
1				
2				
3				
4				
5				

OFFICE SEAL:

STATION:

DATED:

Officer of Revenue Department not below the rank of Mandal Revenue Officer holding independent Charge of a Mandal.

* STRIKE OFF "WHOLE"/PART AS THE CASE MAY BE.