

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

TRAINING INSTITUTE :: IBRAHIMPATNAM - 521456,
Ph/Fax: 0866 - 2882308/2881973, mail: vtgs.cetrg@apgenco.gov.in

DEPARTMENTAL TESTS FOR THE EMPLOYEES OF APGENCO, APTRANSCO APSPDCL AND APEPDCL

Notification No. **03/CE/TI/APGENCO/PO/DEPT.TEST/D.NO. 770** -2016-17, Dt. **29.09.16**

Notification to all CEs., SEs etc. of APGENCO, APTRANSCO, APSPDCL and APEPDCL IN A.P.

In pursuance of rules 5 and 6 of Departmental Test Rules 1973 approved in A.P.S.E.B. Board Memo.No.3093/A2/72 - 14, Dt.10.12.1973 and service Regulations notified that the following Departmental Examinations will be held on 10th and 11th of December, 2016.

- (1) **TESTS :** The following departmental tests will be conducted for the employees of APGENCO, APTRANSCO, APEPDCL and APSPDCL.

i.	Accounts Test for AEs/AAs(E/M/ Electronics) (With Books)	Each Test consisting of 2 papers each of 3 hours duration
ii.	Accounts Test for AEs/AAs(Civil) (With Books)	
iii.	Accountancy Higher Grade Examination (Without Books)	

(2) **ELIGIBILITY TO APPEAR FOR THE TESTS:**

I) **Accounts Test for AEs/AAs(Elec/Mech/Electronics): (With Books)**

The candidates who are appointed as AEs/AAs(E/M/Electro) temporary or regular or on deputation to other departments are eligible to appear for the test. Those technical personnel below the cadre of AE/AE (E/M/Electro) 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 AEs and the employees below the cadre of AE who were appointed as trainees 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) Accounts Test for AES/AES(Civil): (with Books)

The candidates who are appointed as AEs/AEs(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/AE(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 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) Accountancy Higher Grade Examination: (without Books)

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

However those Accounts personnel below the cadre of Senior Assistants/Senior-Stenos /Typists/Jr.Assistants 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 employees below the cadre of Senior Assistants /Senior-Stenos/Typists/Jr.Assistants who were appointed as trainees 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 mention in the above Para.

Personnel of Accounts service who possess B.Com degree of a University need 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 dated 07.02.2011 specifies "irrespective of the cadre the employees are allowed to appear for the departmental tests concerned, being conducted by APGENCO. 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.

(3) APPLICATION FORM:

The Application form and detailed instructions to fill the application form is available at APGENCO Website" <http://depttest.apgenco.gov.in>"

(4) EXAMINATION FEE:

The applicant should pay the fee of Rs.200/- through Online by using Debit card/Credit card/Net Banking.

Applicant should also upload copies of the following (both)

- a) The certificate issued by the concerned Controlling Officer duly attested photo is compulsory
- b) Service Certificate issued by pay officer or last increment received copy with attestation of Controlling Officer.

(5) EXEMPTION FROM PAYMENT OF FEES:

Each applicant must pay Rs.200/- (Rupees Two Hundred only) towards Online Application Processing Fee. Employees eligible for exemption as per Service Regulation part -III, Annexure -IV from payment of examination fee for the above tests can claim reimbursement by producing, acknowledgement/counter slip from their concerned Head of the office in which they are working. However the guidelines for claiming exemption from payment of fee 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 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) but the candidate and the same is to be recorded in the S.R before making the reimbursement of examination fee of Rs200/-

NOTE: Such of those candidates who are below cadres of AE/AEE (E/M/ Electronics), AE/AEE (Civil), Senior Assistant/ Senior-Steno and applied for the above tests i.e., 3(i) to 3(iii) are not entitled for claiming exemption from examination fees.

(6) LISTED CENTERS FOR CONDUCTING THE EXAMINATION:

Visakhapatnam, Vijayawada, Tirupathi in A.P

VISAKHAPATNAM CENTRE: Employees working in all the offices of APGENCO ,APTRANSCO , APSPDCL and APEPDCL located in East Godavari (Rajahmundry circle), Visakhapatnam, Vizianagaram, Srikakulam Districts including Sileru complex (upper Sileru, Lower Sileru & donkarayi) and Machkund.

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

TIRUPATHI CENTRE: : Employees working in all the offices of APGENCO ,APTRANSCO , APSPDCL and APEPDCL located in Kurnool, Ananthapur, YSR District , R.T.P.P., T.B. Dam, Hospet and Penna Ahobilam, Chittoor, Nellore including SDSTPS Districts.

If the minimum candidates are not available for each center then the exam centers may be reduced to one number i.e. Vijayawada center.

(7) MODE OF SUBMISSION OF APPLICATION:

A. HOW TO UPLOAD THE APPLICATION FORM:

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

I Step:

Payment of Fee: The Applicant should pay the prescribed Fee as per the notification.

II Step:

Submission of Application: After payment of Fee, the Candidate has to **logon** to the website "**http://depttest.apgenco.gov.in**" to view the detailed notification, User Guide and Application Form 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.

NOTE:

1. Candidates have to submit application only through **online mode** well in advance of the last date to avoid last day rush.
2. **Hand written/ Typed/ Photostat copies/ Outside printed Application Form will not be accepted and liable for rejection.**

B. GENERAL PROVISIONS:

- I. Applicants must compulsorily fill up all relevant columns of application and submit the application through website only. The particulars made available in the website shall be processed through Computer and the eligibility decided in terms of notification.
- II. The Applications received online in the prescribed proforma available in the website and within the time shall only be considered and APGENCO will not be held responsible for any kind of discrepancy.
- III. Applicants must upload his / her own scanned photo and signature through **jpg format** in the following steps

Instructions for Scanning of Photograph with Signature

Photo width= 3.5cm

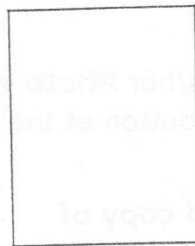


Photo Height= 4.5cm

Signature Space = 1.5 cm

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.

Scan the above required size containing photograph and signature. Please do not scan the complete page.

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.

Ensure that the size of the scanned image is not more than **50KB**.

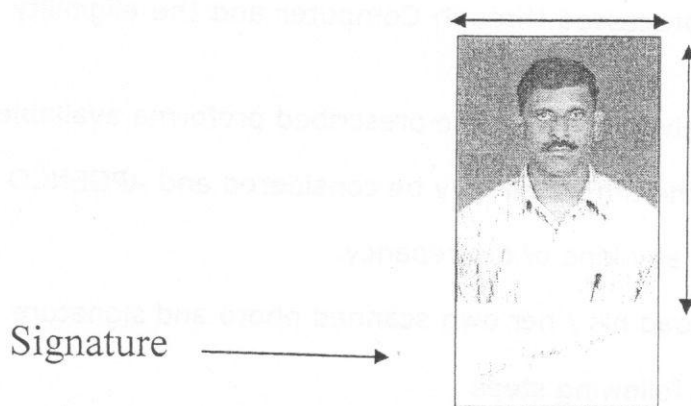
If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colors etc., during the process of scanning.

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.

The signature must be signed only by the candidate and not by any other person.

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



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

Size of the file < 50 KB
Dpi setting = 200 dpi True color

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.

(08) Applicant should also upload copy of

- (a) **The certificate issued by the concerned Controlling Officer duly attested photo is compulsory. (Format enclosed)**
- (b) **Service Certificate issued by pay officer or last increment received copy with attestation of Controlling Officer.(Format enclosed)**

(09) The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

- (10) APGENCO is not responsible, for any discrepancy in submitting through Online and rejecting the application. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.
- (11) Incomplete/incorrect application form will be summarily rejected and under any circumstances will not entertain the information if any furnished by the candidate subsequently, and further no correspondence, queries allowed
- (12) Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this notification. Fee once paid will not be refunded.
- (13) To avoid last minute rush and delays, applicants are advised to submit the applications well in advance.
- (14) Candidates are required to retain a photocopy of submitted application form with Reference ID for future reference.
- (15) **LAST DATE FOR APPLYING:** The last date for payment of fee and submitting application and relevant documents are as follows:
- Starting date for online Application submission is 05.10.16.
 - Last date for payment of Fee at Online is 24.10.16 @13.00 Hrs.
 - Last date for submission of Online Application is 29.10.16 @24:Hrs
- (16) **HALL TICKETS:** For downloading, Hall tickets will be placed in the website **fifteen days** prior to the date of examination. The candidate has to down load the Hall ticket from the website only. No Hall tickets will be sent to the candidates by post from this office.
- (17) **PASS MARKS:** The candidate has to secure a minimum of 40 marks in each paper to pass the above test.

- (18) PUBLICATION OF RESULTS:** Results will be displayed in APGENCO website i.e w.w.w.apgenco.gov.in and <http://depttest.apgenco.gov.in> as well as in the notice Board of the offices of Chief Engineer, Training Institute, APGENCO, Ibrahimpatnam-521456, Krishna Dist. and communication will be sent to all the Chief Engineers of APGENCO ,APTRANSCO , APSPDCL and APEPDCL
- (19) MEMORANDUM OF MARKS:** Memorandum of marks will be issued on making application to the Chief Engineer, Training Institute, APGENCO, Ibrahimpatnam-521456, A.P. by the candidate and also a self addressed envelope of size 10'5' with pin code and affixed with Rs 10/- postage stamps for dispatching the memorandum of Marks. The application for issuing the Memorandum of Marks shall be made within three months from the date of publishing results. No marks memo will be issued, for the passed candidates. Only who have failed may apply for marks sheet for Rs.40/-and the DD may be drawn in favour "ACCOUNTS OFFICER/O&M/Dr.NTTPS" payable at State Bank of Hyderabad (IFSC Code SBHY 0020779) Ibrahimpatnam Branch-521456, AP drawn prior to the date of results notification and after the last date of three months from the date of results declared.
- (20) REVALUATION:** Revaluation of answer scripts in any test is not permissible under any circumstances.
- (21) RECOUNTING OF MARKS:** Recounting of marks shall not be entertained.

K.P.S. Anu
29/9/2016
CHIEF ENGINEER
TRAINING INSTITUTE:: APGENCO

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)

Affix Latest
Photo graph and
to be attested
by controlling
officer only with
office stamp

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 :

Signature of the Controlling Officer
(With office seal)

Date :

SERVICE CERTIFICATE
(To be issued by the Pay Officer only)

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 sate that he / she is eligible for the
Departmental Tests

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

Place :

Date:

Signature of the Pay Officer
(with office seal)

Name : _____

Designation: _____