



**CENTRAL POWER DISTRIBUTION COMPANY OF A.P.LTD.
MINT COMPOUND :: HYDERABAD -04**

APCPDCL NOTIFICATION.NO. 02/2010-JAO

Applications are invited On-line through APCPDCL Website www.apcentralpower.com and <http://apcentralpower.cgg.gov.in> from 02.06.2010 to 18.06.2010 (02.06.2010 to 16.06.2010 for payment of fees) from eligible Graduates for filling up of 32 vacant posts of JUNIOR ACCOUNTS OFFICERS by direct recruitment on regular basis in APCPDCL-Accounts Service. The vacancies are available in the districts of Anantapur, Kurnool, Mahabubnagar, Medak Hyderabad and Ranga Reddy.

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

The break-up of 32 vacancies community wise, Open/Local are as follows:-

BREAK-UP OF VACANCIES

Roster Community	OC	OC W	BC A	BC B	BC C	BC D	BC D W	BC E W	SC	SC W	ST	OC PH	Total
Open to All	3	1	1	0	1	0	1	1	1	1 (*BL)	0	0	10
Local Vacancies	8	3	1	2	0	1	0	0	2	1	2	2 # (1 BL)	22
Total	11	4	2	2	1	1	1	1	3	2	2	2	32

*BL- Backlog

1 No Visually Handicapped(Women) and 1 No Hearing Handicapped

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

The above vacancies are arrived duly following the 100 point ROR. BCs 25% + 4% Muslim reservation, subject to orders of Government from time to time., SC 15%; ST 6%; PH 3%

- 33 1/3 % reservation for women is followed as per rules.
- 70% reservation for Local candidates belonging to the districts of Hyderabad, Rangareddy, Medak, Nalgonda, Mahabubnagar, Kurnool and Anantapur.

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 the particulars completely online.
2. Candidates are required to retain a photocopy 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 / Photostat copies/ printed application form will not be entertained by APCPDCL by post or in person.

FEE:

Each applicant must pay Rs. 150/- (Rupees One hundred and Fifty Only) towards Application Processing Fee.

i) Applicants under General category must also pay Rs.350/- (Three Hundred and Fifty Only) towards Examination Fee in addition to the Application processing fee. (Applicants belonging to SC/ST/BC Communities and PH need not pay this fee).

ii) Candidates belonging to States other than Andhra Pradesh will be considered in general category only and are required to pay the above prescribed 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.

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.

Starting date for Payment of Fee and Application submission is 02.06.2010.

Last date for payment of Fee at AP Online is 16.06.2010

Last date for submission of Application is 18.06.2010 up to 5 P.M

Place: Hyderabad
Date :

CHIEF GENERAL MANAGER
(HRD)

INSTRUCTIONS:

I. Instructions for Scanning of Photograph with Signature

Photograph
Signature

Photo width= 3.5cm

Photo Height= 4.5cm

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.
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



e.g. 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 34 years as on 01.05.2010. Upper age limit will be relaxed upto 5 years in respect of SC/ST/BC candidates and up to 10 years in respect of P.H candidates.

2.EDUCATIONAL QUALIFICATIONS:

Must possess B.COM 1ST Class or M.COM 1ST Class or pass in CA/CA-INTER, ICWA from any recognized University in India. Should have acquired the qualification as on 01.06.2010.

III.SELECTION PROCEDURE:

i) The selection of candidates for appointment will be made 100% on Written examination duly following the Rule of Reservation/Local area reservation and other terms notified or modified from time to time

ii) Only those candidates who qualify in the written examination by being ranked high, community wise will be called for verification of Original Certificates in 1:2 ratio.

(iii) The minimum qualifying marks in the written test for the above selection process shall be as follows:

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

Or as per Rules

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 in the ratio of 1:2 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 at Annexure I.
- ii) **Hall Tickets:** The hall tickets will be placed on the website seven days prior to the date of 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 written examination will be held on 18.07.2010 from 02 P.M. to 04 P.M.
- iv) **Examination Centers:** The written examination will be held at different centers located only in Hyderabad & Secunderabad.
- v). **Instructions to Candidates at the time of Written Examination:**
 1. The test is of two 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 to 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 before the closure of test time under any circumstances.
 2. The test will be of objective type with multiple-choice questions with only one answer being correct among the four alternatives suggested.
 3. A separate O M R (Optical mark Reader) answer sheet will be provided to the candidates. The candidate has to indicate his response to each question by darkening the appropriate bubble with a HB Pencil.
 4. The candidate has to bring a good quality HB Pencil, eraser, sharpener and blue/black pen or ball point pen to the examination hall.
 5. The candidate has to follow meticulously all the instructions given on the question paper booklet and OMR Answer Sheet, else his answer sheet may not be valued.
 6. 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:** Rs. 19450-800-20250-955-25025-1115-30600-1280-31880

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 the minimum pay in the above pay scale along with admissible allowances.

3. **Place of posting:** The candidates appointed shall be required to work predominantly in rural areas for a minimum period of 3 years.

4. 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 bond period the candidates will deposit his/her original certificates such as Degree, date of birth and community, etc with APCPDCL. The Certificates so deposited with APCPDCL shall not be returned during the above bond 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.30,000/- (Rupees Thirty 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.60,000/-(Rupees Sixty 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.

I Step:- 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.

II Step:- 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 Form will not be accepted and liable for rejection.

iii) Only applicants willing to serve anywhere in the Districts of Anantapur, Kurnool, Mahabubnagar, Nalgonda, Medak, Rangareddy and Hyderabad should apply.

For any problems related to Online submission and downloading of Hall-Tickets please contact **Help Desk No. 9246572520** (Call Time: 10.30 A.M to 1.00 P.M & 1.30 P.M to 5.30 P.M from 02.06.2010. to 18.06.2010) or log on to <http://apcentralpower.cgg.gov.in> and click on the complaint box.

VIII. FEE

i) Each applicant must pay Rs. 150/- (Rupees One hundred and Fifty Only) towards Application Processing Fee.

ii) Applicants under General category must also pay Rs.350/- (Three Hundred and Fifty Only) towards Examination Fee in addition to the Application processing fee. (Applicants belonging to SC/ST/BC Communities and PH need not pay this fee).

iii) Candidates belonging to States other than Andhra Pradesh will be considered in general category only and are required to pay the above prescribed fee.

NOTE:

1. APCPDCL is not responsible, for any discrepancy in submitting through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.

2. Applicant must compulsorily fill-up all relevant fields of application and submit application through website only.
3. 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.
4. Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this notification. No relevant column of the application form should be left blank; otherwise application form will not be accepted.
5. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the APCPDCL will not be held responsible for any kind of discrepancy.
6. Applicants must compulsorily upload his/her own scanned photo with signature in jpg format only.

General

- Candidates belonging to States other than Andhra Pradesh will be considered in general category only and are required to pay the above prescribed fee.
- The candidate should not furnish any false tampered, fabricated information or suppress any material information while filling up the application form.
- 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 B.COM 1ST Class or M.COM 1ST Class or pass in CA/CA-Inter/ICWA from any recognized University in India.
 - c) Permanent Community certificate issued by MRO in original or Original caste certificate issued by Revenue Officer not less than the rank of MRO issued on or after 01-01-2010 in respect of SC/ST & BC candidates clearly indicating the Sub-Caste and group.
 - d) Physically Handicapped certificate indicating the minimum 40% of disability issued by District Medical Board.
 - e) Study Certificate issued by Headmaster/Residential Certificate issued by the Officer of the Revenue Department not below the rank of Tahsildar in independent charge of Mandal as the case may be.
- Candidates will be required to appear for written test as and when conducted at their own cost.

- Admission for written test or calling the qualified candidates in the written test to furnish documentary proof does not confer any right for appointment.
- The degrees awarded by the Universities/institutions that are recognized by the U.G.C, D.E.C (Under IGNOU) as the case shall only be considered.
- The decision of the Selection Committee/APCPDCL is final in selection and allotment of candidates.

X LOCAL AREA/NATIVITY: The districts of Hyderabad, Rangareddy, Medak, Nalgonda, Mahabubnagar, Kurnool and Anantapur which are under the jurisdiction of APCPDCL will be regarded as Local area for this recruitment.

LOCAL SELECTION:

The Open to All vacancies (30% 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 (balance 70% of the posts) will be filled only by the merit list of Local candidates duly following the rule of reservation.

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 (from class IV to X) or Residence Certificate in the proforma only for those candidates who have not studied in any Educational Institutions as the case may be.

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

DEFINITION OF LOCAL CANDIDATE: "LOCAL CANDIDATE" means a candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area (herein 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 Tahsildhars 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 of study or Residence would suffice 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 up to S.S.C or equivalent examination, such candidates have to produce study certificates invariably.

ANNEXURE - I
Syllabus for Written Test for Junior Accounts Officers selection- 2010

ACCOUNTANCY INCLUDING ADVANCED ACCOUNTANCY (English & Telugu)
(35 Marks)

Basic concepts and conventions-accounting process upto and including preparation of financial accounts. Bank reconciliation statement, Bills of exchange, Preparation of trial balance, final statements of accounts, errors and their rectification, consignment, joint ventures, Depreciation, Provision and Reserves.

Self Balancing Ledgers, Royalties, Hire Purchases Installment Systems, singly entry, non-trading concerns, Accounts from incomplete records, Accounts of non-trading concerns, Partnership Accounts (including admission, retirement, death and dissolution), Branch Accounts, Company accounts (Issues and forfeiture of Shares and Debentures-redemption of debentures-bonus shares and final accounts)-Accounting standards-liquidation of companies, Life Insurance Companies, Bank Accounts, Amalgamation, absorption and re-construction, valuation of goodwill and shares and Ratio Analysis.

COST ACCOUNTING (English & Telugu) **(25 Marks)**

Fundamentals, Materials, Labour costs and Overheads, Methods of Costing: (a) Unit or output costing, (b) job and contract costing, (c) Operating costing (d) Process costing and Marginal Costing and Break even analysis, Standard costing and variance analysis, financial statement analysis – Ratio analysis –Working Capital- Funds flow and Cash Flow, Budgetary control.

AUDITING (English & Telugu) **(25 Marks)**

Fundamentals, Internal Check and control, Vouching and Verification, Audit of Companies, Divisible Profits.

COMPUTER FUNDAMENTALS (in English only) **(15 Marks)**

Introduction to computer systems, specifications and peripherals. Computer Language and Developments. Various Computer Languages, flow charts and algorithms. Concepts of Computer Programming and various softwares. Application and usage of MS Office.

Model of Question Paper

The Question paper consists of one hundred multiple choice objective type questions, to be answered on the OMR Answer sheet using HB pencil in 2 hours. A few questions are given as a model below. (CALCULATORS ARE NOT ALLOWED INTO THE EXAMINATION HALL. CANDIDATES HAVE TO BRING THEIR OWN PENCILS AND ERASERS)

1. An estimate of Assets and liabilities on a given date (a)Balance Sheet (b) Statement of Capital (c) Statement of Assets (d) Statement of Affairs	a O	b O	c O	d O
2. Overhead is recovered on the basis of (a) Cost (b)Labour (c) Indirect expenses (d) Direct Expenses	a O	b O	c O	d O
3. In WORD, the command used to select line spacing is (a) Edit (b) Tools (c) Views (d) Format	a O	b O	c O	d O

FORM FOR COMMUNITY AND DATE OF BIRTH CERTIFICATE

Serial No.

S.C.

S.T.

B.C.

Certificate No:

Seal of the
Issuing Office

District Code:

Mandal Code:

Village Code:

COMMUNITY AND DATE OF BIRTH CERTIFICATE

(1) This is to certify that
Sri/Smt/Kum. _____
Son/Daughter of Sri. _____ of Village/Town
_____ Mandal _____ District
_____ of the state of Andhra Pradesh belongs to
_____ Community which is recognized as(*) S.C./S.T./B.C. sub-group

The Constitution (Scheduled Castes) Order, 1950

The Constitution(Schedule Tribes) Order, 1950

G.O.Ms.No.1793, Education, dated 25.9.1970 as amended from time to time
(BCs)/SCs, STs list (modification) Order, 1956 S.Cs and S.Ts (Amendment) Act,
1976.

(2) It is certified that Sri/Smt/Kum. _____
is a native of _____ Village/Town _____ Mandal
_____ District of Andhra Pradesh.

(3) It is certified that the place of birth of Sri/Smt/Kum. _____
_____ is _____ Village/Town
_____ Mandal _____ District of Andhra Pradesh.

(4) It is certified that the date of birth of
Sri/Smt/Kum. _____ is _____ Day
_____ Month _____ Year _____ (in words)
_____ as per the declaration given by his / her
/father/mother/guardian and as entered in the school records where he/she studied.

Signature:

Date:

Name in Capital Letters:

Designation:

(seal)

Explanatory Note:- While mentioning the community, the Competent Authority must
mention the sub-caste(in case of Scheduled Castes) and sub-tribe or sub-group(in
case of Scheduled Tribes) as listed out in the S.Cs and S.Ts (Amendment) Act, 1976.

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:
DATE:

Signature of the Head of the
Educational Institute(s)
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.

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.