



**NOTICE FOR DOCUMENT VERIFICATION FOR THE POST OF ASSISTANT
ACCOUNTS OFFICERS**

The result of the CBT Test for the posts of Assistant Accounts Officer of APDCL/AGCL will be announced shortly. The document verification of the provisionally selected candidates will be held on **February 11, 2021 at National Power Training Institute(NPTI), North Eastern Region, Dakhingaon Road, Kahilipara, Guwahati-19.**

The prospective candidates are requested to be ready with the documents needed for verification of their candidature as per the following instruction:

All candidates called for document verification will have to bring with them 2 (two) files of the following documents in the order as mentioned below without which they will not be considered for appointment.

Sl No	Document	File 1	File 2
1	Call Letter for document verification	Printout	Printout
2	Online Application of the Candidate	Printout	Printout
3	Proof of Domicile of Assam (PRC/Draft NRC/Domicile Certificate)	Original	Self-attested photocopy
4	Photo Identity and Address Proof (Aadhar Card/Passport/Driving License/ Voter Card)	Original	Self-attested photocopy
5	Age Proof (HSLC admit/ HSLC Pass certificate/Birth Certificate)	Original	Self-attested photocopy
6	HSLC Pass Certificate	Original	Self-attested photocopy
7	HSLC Mark Sheet	Original	Self-attested photocopy
8	HSSLC Certificate, if applicable	Original	Self-attested photocopy
9	HSSLC Marksheet, if applicable	Original	Self-attested photocopy
10	Degree / Diploma Certificate	Original	Self-attested photocopy
11	Degree / Diploma Mark sheet/Grade Card	Original	Self-attested photocopy
12	Post-graduate Degree / Diploma Certificate, if applicable	Original	Self-attested photocopy
13	Post-graduate Degree / Diploma Mark sheet/Grade Card	Original	Self-attested photocopy
14	Certificate of Category (SC/STP/STH/OBC/MOBC), if applicable	Original	Self-attested photocopy
15	Computer Proficiency Certificate	Original	Self-attested photocopy
16	Certificate of EWS, if applicable	Original	Self-attested photocopy
17	Certificate of Physical Disability, if applicable	Original	Self-attested photocopy
18	"No Objection Certificate" from the employer for Candidates working in Govt./Semi-Govt./Public Sector undertakings	Original	Self-attested photocopy
19	Certificate of Employment at APDCL/AGCL/AEGCL, if applicable	Original	Self-attested photocopy

Please attach a LIST OF DOCUMENTS on the top of each file.

Please note that:

- After verification of the documents the File 1 of Original Documents will be returned and the File 2 of the photocopies will be retained.
- All necessary documents must be produced and in case any document is missing or not found authentic, the candidate will not be appointed.
- In case conversion formula from Grade Point to Percentage Marks is not mentioned in the Grade Card of the candidate, the candidate will have to produce a certified conversion formula from the University/Institution.
- Request for change of venue, date and time of document verification will not be entertained in any circumstances.
- Appearing in the document verification process does not guarantee any appointment.
- No TA/DA will be paid for appearing in the document verification process.
- Canvassing in any form will disqualify the candidature.
- Parents/Guardians/Friends, except an escort for candidates with physical disability category, will not be allowed to enter in the campus of the venue.
- Candidates will have to abide by all COVID-19 protocols while appearing in the document verification process.
- Mobile phones will not be allowed during document verification process.

W.L.
04/02/21
Chairman – Selection Committee,
APDCL, Bijulee Bhawan, Guwahati – 1