



**SOUTHERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED**  
Corporate Office, Behind Sreenivasa Kalyanamandapam, Kesavayanagunta, Tirupati

**DETAILED NOTIFICATION DATED: 27.08.2014**  
**RECRUITMENT FOR THE POST OF JUNIOR ACCOUNTS OFFICERS**

Applications are invited on-line through APSPDCL Website <http://apspdcl.cgg.gov.in> from **28.08.2014** to **27.09.2014** from eligible candidates for filling up the following vacancies on regular basis in APSPDCL

The Desirous eligible candidates may apply On-line by satisfying themselves with the terms and conditions of this recruitment.

**IBREAKUP OF VACANCIES:** The Break up of total vacancies community wise are detailed below under General Recruitment.

JUNIOR ACCOUNTS OFFICERS																						
OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH(OH)		PH(HH)		PH(VH)		Total
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
2	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1 Backlog	5

G=General; W=Women

The above vacancies include backlog vacancies.

The vacancies will be filled with spirit of presidential order.

**RESERVATION TO LOCAL CANDIDATE**

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.

The Government of A.P. has issued orders for transfer of Ananthapur & Kurnool Districts from erstwhile APCPDCL to APSPDCL under the provisions of AP reorganization act 2014. Now the APSPDCL jurisdiction Consists of Eight districts (Viz, Krishna, Guntur, Prakasam, Nellore, Chittoor, Kadapa, Anantapuram, Kurnool) shall be declared as the local area for localizing the Junior Accounts Officer cadre in Accounts Service for the purpose of recruitment for following the spirit of Presidential Order.

The following percentage of reservation of posts in respect of local candidates shall be followed while making direct recruitment in APSPDCL for following the spirit of Presidential Order.

“70% of the posts to be filled by Direct Recruitment shall be reserved for local candidates in respect of Junior Accounts Officer in Accounts Service, in SPDCL as unit which was declared as local area for the said post. The remaining 30% of the posts shall be filled by open competition wherein local and non local candidates can compete.

Local Candidates	-	70%
Open Competition	-	30%

**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 on the following conditions:-

- (i) Who has studied for the maximum period out of seven years immediately preceding the passing of the qualifying examination or Xth class whichever is lower in the concerned local area i.e., the jurisdiction of APSPDCL consisting of eight districts viz., Krishna, Guntur, Prakasam, Nellore, Chittoor, Kadapa, Kurnool & Ananthapuram.
- (ii) Where the periods of his/her residence is in two or more local areas and if they are equal such local area where he has resided last in such equal periods will be considered.
- (iii) 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. A Study certificate from IV to X class would suffice for enabling the candidate to apply as a **“LOCAL CANDIDATE”**
- B. Residence Certificate in prescribed proforma only for those candidates who have not studied in any educational institutions as the case may be will be accepted.

Sl.No	Category	Open	Local	Total
		O	L	
1	OC	1	1	2
2	OC(W)	0	1	1
3	BC-B (W)	0	1	1
4	OC-PH- VH(W) Backlog	1	0	1
Total		2	3	5

O- Open Competition Vacancies (Local/Non Local candidates can complete)

L- Vacancies reserved for local candidates only.

In view of AP reorganization Act 2014, the state of residual AP consisting of 13 Districts only w.e.f. 02.06.2014. The candidates belonging to states other than A.P. will be considered as General Category only i.e., OC category irrespective of their caste.

These vacancies are subject to variation at the time of recruitment based on the necessity.

**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/- (Rs.Three hundred and fifty only)** towards Examination 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 required to pay the above prescribed fee of **Rs.350/- (Rs.Three Hundred and fifty Only)**

**Note:** The Fee once paid will not be refunded at any cost.

Starting date for Payment of Fee at A.P. Online is 27.08.2014

Starting date for Application Submission through on-line is 28.08.2014

Last date for Payment of Fee at AP Online is 26.09.2014

Last date of submission of Application is 27.09.2014 up to 05.00 AM/P.M

**INSTRUCTIONS**

**I. Instructions for Scanning of Photograph with Signature**

Photo width= 3.5cm



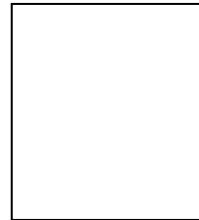
Signature Space = 1.5 cm

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 50KB
5. If the size of the file is more than 50KB, 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**

Photo width= 3.5cm



Signature Space = 1.5 cm

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.JOB SPECIFICATION:** Assisting in all matters relating to Accounts section work in addition to maintenance of Operational Records, Petty Cash Book, Collection of DDs, remittance monthly M.I.S. etc.

### III.ELIGIBILITY

1. **a) AGE :** Age not below 18 years and not more than 34 years as on date of Notification Upper age limit will be relaxed up to 5 years in respect of SC/ST/BC candidates and up to 10 years in respect of P.H candidates.
2. **b) QUALIFICATIONS :**
  - a) I class Post Graduate Degree of M.Com., of any University in India Established or incorporated by or under a Central Act, Provincial Act, or a State Act or any equivalent qualification under regular basis.  
OR
  - b) B.Com., I Class or its equivalent of any recognized university of India under regular basis.  
OR
  - c) Pass in intermediate examination of Chartered Accountancy Examination.  
OR
  - d) Pass in Intermediate examination of I.C.W.A.

**Note:** The Qualification acquired from other state Universities through Distance Mode will not be considered as per Memo.No.CGM/HRD/DSI/AS-II/POIV/JPO/D.No.73/11, Dt.20.01.2011. The content of the Memo is as follows:

“As per the clarification issued by A.P.State Council of Higher Education and the orders of APTRANSCO issued vide Memo.Dated:16.12.2010, the degrees awarded to the courses offered under distance mode through study centers by other state universities beyond the territorial jurisdiction of the respective state are not legally valid. Therefore they cannot be considered for recruitment, promotions, incentive increments or any other service benefits.”

**The qualification acquired with in state universities through distance mode will be accepted if it is having DEC approval only.**

### IV.SELECTION PROCEDURE

- (i) The selection of candidates for appointment will be made 100% on written examination
- (ii) Only those who qualify in the written examination by being ranked high, community wise will be called for verification of Original Certificates in 1:1 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%
PH -	30%

**Note:-** Mere securing minimum qualifying marks doesn't vest, any right to a candidate for being called for verification of Original Certificates.

**V. Details of Written Examination:**

- i) **Syllabus:** The Syllabus for the written examination is placed at Annexure.

**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.

**VI. TERMS AND CONDITIONS OF SERVICE**

**a).SCALE OF PAY :** 19450-800-20250-955-25025-1115-30600-1280-31880

**b).TRAINING CUM PROBATION:** The candidate appointed to the post shall be placed on Training – cum – Probation for a period of two years. During the period of Training – cum – Probation he/she will be paid the minimum of the pay scale along with admissible allowances.

The candidate will be governed by the rules and regulations applicable or as framed by the APSPDCL and as amended from time to time. The Tripartite agreement entered into between the APSEB, Government 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 whatsoever arising out of the said Tripartite agreement

**c).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 APSPDCL 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 APSPDCL. The certificate so deposited with APSPDCL shall not be returned until the completion of bond period.
- (iii) If the candidates desire to take back their original certificates during the above bond period they have to pay for an amount of Rs.60000/- towards deposit amount which will be refundable after re-submission of original certificates.

- (iv) The candidate who leaves the APSPDCL service during the Training – Cum -Probation period shall refund the emoluments received by him/her plus 30000/- (Rupees Thirty thousand only) by way of liquidated damages.
- (v) The candidate who leaves APSPDCL service without serving a minimum period of 5 years after completion of training – cum -probation period shall have to pay a sum of Rs.60000/- (Rupees Sixty Thousand Only) by way of liquidated damages.

## **VII.HOW TO APPLY:**

### **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 in any one of the A.P. Online centers and obtain Fee paid receipt with Journal Number \_\_\_\_\_ digit in the first instance. Applicants can also pay the fee through AP Online portal.

**II Step:- Submission of Application:** After payment of Fees, the Candidate has to logon to the Website <http://apspdcl.cgg.gov.in> and click on **Apply Online** link 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.

### **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 /Outside printed Application Form will not be accepted and liable for rejection.**
5. For any problems related to Online Submission and downloading of Hall-Tickets please contact **Help Desk No. \_040-23120118\_** (Call Time:10:30 A.M

to 1:00 P.M & 2:00 P.M to 5:00 P.M) or log on to <http://apspdcl.cgg.gov.in> click on to complaint box.

6. APSPDCL 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.
7. Applicant must compulsorily fill-up all relevant fields of application and submit application through website only.
8. Incomplete / incorrect application form will be summarily rejected. APSPDCL 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, his/her candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
9. Before payment of fee and submission of application form, the candidates should carefully ensure his/her eligibility for the post of Assistant Engineer/El as per the terms & conditions of notification. No relevant column of the application form should be left blank; otherwise application form will not be accepted. Fee once paid will not be refunded at any cost.
10. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the APSPDCL will not be held responsible for any kind of discrepancy.
11. Applicants must compulsorily upload his/her own scanned photo with signature in JPG format only.

**General Conditions:**

- The Candidate should not furnish any false tampered, fabricated information or suppress any material information while filling up the application form.
- Candidates will be required to furnish documentary proof in evidence following as and when called for to verification of original certificates.
  - a) Age: Proof of age as recorded in SSC certificate or equivalent.
  - b) Certificates of M.Com/B.Com/CA/ICWA or equivalent qualification in the similar discipline 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 six



months latest to the date of notification 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 from IV to X Class.
  - f) 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 (In respect of candidates who have not studied in any Educational Institutions up to SSC).
  - g) Latest Passport size Photo.
- 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 decision of the Selection Committee/APSPDCL is final in selection and allotment of candidates
  - Disqualification :- Conviction in Criminal Cases involving moral turpitude or declared insolvent.
  - Medical fitness certificate should be furnished at the time of joining.
  - The APSPDCL shall have a right to cancellation/modification of notification at any time.

**Sd/- XXX**  
**CHIEF GENERAL MANAGER/HRD**  
**APSPDCL :: TIRUPATI**

FORM FOR COMMUNITY, NATIVITY 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, NATIVITY 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

NOTE: Should be obtained from the Head of Educational Institution(s).

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

STATION:  
DATE:

Signature of the Head of the  
Educational Institute(s)

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.

(iv) STRIKE OFF "WHOLE"/PART AS THE CASE MAY BE.