

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA.

NOTIFICATION

APGENCO is the largest Power Generating Company of Andhra Pradesh State with installed capacity of 4588 MW, comprising 2810 MW (61.25%) Thermal, 1772.6 MW (38.63%) Hydro and 5 MW (0.12 %) Solar Power Stations, contributes 41% of total energy requirement of Andhra Pradesh and want to be the best power utility in the Country and one of the best in the World, offers excellent opportunities to professionals.

Position	No of vacancies
Notification No.1 JS (Per)/2017 Trainee Junior Accounts Officers	22 + Backlog (4)

Note: The above vacancies are subject to variation based on the necessity and shall be filled as per Rule of Reservation in vogue.

Date of Written Test : 30.12.2017

How to apply : The candidate has to login to the website [http:// www.apgenco.gov.in](http://www.apgenco.gov.in) and click on APPLY ON LINE link or directly visit <http://apgenco.cgg.gov.in> to view detailed notification, user guide and to submit application form. Online application is accessible from 13.11.2017 to 02.12.2017.

K.VIJAYANAND
MANAGING DIRECTOR

NOTIFICATION No. 1/JS(PER)/2017 Dated.10.11.2017.

01) BREAK UP OF VACANCIES OF THE POSTS OF JUNIOR ACCOUNTS
OFFICER
(General Recruitment) & (Limited Recruitment)

Zone	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH/ VH		Total
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
HQs	6	3		1		1	1			1			2	1		1		1	18
I (GR)	1													1					02
II (GR)													1						01
III (LR)						1								1		1		1	04
IV (GR)	1																		01

GR – General Recruitment
G: General W: Women

LR-Limited Recruitment

02) SCALE OF Pay : Rs. 34630-1425-36055-1700-44555-1985-
54880-2280-56760

03) How to Apply : The candidate has to apply online through APPLY ON
LINE link at www.apgenco.gov.in or directly through
<http://apgenco.cgg.gov.in> link after carefully going
through the instructions mentioned therein.

04) AGE : Shall not be more than 34 years as on 01.10.2017 upper
age limit will be relaxed up to 5 years for SC/ST/BC
candidates and 10 years in respect of Physically
challenged (handicapped) (having disability of more
than 40% and above in respect of VH,OH & 75%
above for HH)

Note:

- i) The Recruitment will be processed as per this Notification and also as per the rules and instructions issued by the Government/Corporation from time to time.
- ii) **Caste & Community** : Community certificate issued by the competent authority should be submitted at appropriate time. Backward Classes, Schedule Castes and Schedule Tribes belonging to other states are not entitled for reservation.

- iii) Posts notified for Head Quarters shall be filled up first from the General Merit list duly following the ROR. After completion of the said selection, candidates will be selected for Zonal posts.
- iv) **Zonal/Local:** The selection List will be drawn in two parts. The first part will comprise 30% of the posts consisting of combined merit list of local as well as non-local and the remaining second part will comprise the balance 70 % of the posts consisting of locals only and the posts will be filled only following the rule of Reservation.
- v) The whole Recruitment and selection process is carried out with utmost, secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed. A candidate shall be disqualified for appointment, if he himself/herself or through relations or friends or any others has canvassed are endeavoured to enlist for his/her candidature, extraneous support, whether from official or non- official sources for appointment to this service.

05) **EDUCATIONAL QUALIFICATION:**

Trainee Junior Accounts Officer. The candidate should possess the following qualifications as on 01.10.2017.

B.Com First Class or its equivalent of any recognised university of India.
(Or)

First Class Post Graduate Degree of M.Com of any university in India established or incorporated by or under a Central Act, Provincial Act, or State Act or any equivalent qualification.
(Or)

Pass in IPCC (formally known as Intermediate) the Institute of Chartered Accountants of India.

(Or)

Pass in Intermediate Examination of the Institute of Cost Accountants of India.

06) **FEE** :

Open category/ Candidates belonging to other states:

Fee prescribed Rs. 500/- (Rs. 350/- towards examination fee and Rs.150/- towards application registration fee)

Reserved categories:

SC,ST, BC and Physically challenged (having disability of more than 40% and above in respect of VH, OH and more than 75% for HH)Rs. 150/- towards application registration fee.

07. **SELECTION PROCEDURE:**

A) Written test will be conducted in the following manner.

Section – A : On core academic curriculum.

Section – B : Computer Awareness.

Section – C : On analytical aptitude

Section – D : on Language proficiency (Vocabulary, Sentence corrections, Reading comprehension)

Each candidate should secure minimum 30% Marks **in each section** otherwise shall be treated as disqualified.

B) The minimum qualifying marks in the written test for the above selection process shall be for OCs – 40%, BCs 35%, SCs, STs and Physically challenged – 30%.

N.B. Mere securing minimum qualifying marks does not vest any right to a candidate for selection to the post of Trainee Junior Accounts Officer.

C) Only those candidates who qualify in the written examination by being ranked high, community wise will be selected as per rules in vogue.

D) The candidates will be selected and allotted to Head Quarter posts as per their rank in the general Merit List.

E) The candidates will be selected and allotted to Zones/Generating stations as per their Rank in the merit list and as per zonal preferences for allotment of non-local candidates against vacancies available. Selection shall be made on State Wide merit, in respect of non-local candidates and allotment to Zones shall be made as per the preference given by candidate in his/her online application, against the actual vacancies.

The said preferences are only indicative for being considered to the extent possible but no binding. Therefore, the APGENCO has the power to assign a successful candidate to any notified post in the zone in respect of non-local candidates, for which, he/she is considered to

be qualified and eligible, subject to fulfilling the selection criteria. Mere claim of preference for any zone for allotment against vacancy does not confer any right to selection for that Zone in particular or any Zone in general.

- F) Candidates have to produce original documents viz. Date of Birth Certificate, Educational Qualification certificate/s, community certificate, physical disability certificate (disability not less than 40% pertaining to VH and OH and 75% in respect of HH) issued by the concerned competent Medical Board Viz.: VH – Regional Eye Hospital, Visakhapatnam, HH –Govt ENT Hospital, Visakhapatnam OH – King George Hospital, Visakhapatnam, if any, study/residence certificate and other particulars for verification as and when required and called for. If the particulars furnished in the Online Application Form do not tally with the original documents produced by the Candidates, his/her candidature will be rejected.
- G) The persons already in Government Service/autonomous bodies/other Corporations etc., whether in permanent or temporary capacity or as work charged employees must take print out of the application after properly filled and get it endorsed by his/her employer and keep it with him/her ready, so as to , submit the same as and when called for.
- H) The appointment of selected candidates will be subject to their being found medically fit in the appropriate medical classification.

08) **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 as 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 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 for verification as and when required.

09) **DEFINITION OF LOCAL CANDIDATE:**

- (i) “Local Candidate” means a candidate for direct recruitment to any post in relation to that Local areas 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 SSC 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 an 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 Institutions(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) In cases where visually handicapped and hearing impaired persons, studied in the special schools meant for them, the native place of parents of such visually handicapped and hearing impaired persons will be the local area.
- iv) 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 years 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 Tahsildar an independent charge of a Mandal.
- (v) If, however, a candidate has resided in more than one Mandal during the relevant 4/7 years period but within the same District or Zone as the case may be, separate certificates from the Tahsildar exercising jurisdiction have to be obtained in respect of different areas.
- vi) In terms of G.O.Ms.No. 132 (General Administration (SPF & MC) Department) dated 13.06.2016 candidates who migrate to any part of the state of Andhra Pradesh from the state of Telangana within a period of three years from the 2nd day of June 2014 shall be regarded as the local candidate in the state of Andhra Pradesh at the place of his/her residence and be treated at par with the local candidates residing in that area, for the purpose of employment. To this effect, candidates who migrated from Telangana to Andhra Pradesh as per terms laid out in circular memo No. 4136 /SPF & MC/2015-5 dated 08.08.2016 of Government of Andhra Pradesh shall obtain the Migration certificate issued by the Tahsildar and produce at the time of the verification.

NOTE:

- A. Single certificate, whether of study or residence would suffice for enabling the candidate to apply as a "Local Candidate".

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- B. Resident certificate will not be accepted, if a candidate has studied in any Educational Institution upto SSC or equivalent examination, such candidates have to produce study certificates invariably.
- C. Each of the following zones comprises the Districts mentioned against each zone:

Zones	Districts	Generating Stations
01	Srikakulam, Vizianagaram & Visakhapatnam	Upper Sileru Hydro Electric Scheme, Machkund.
02	East Godavari, West Godavari & Krishna	Donkarai, Lower Sileru HES Chettipeta, Dr.NTTPS, Polavaram.
03	Guntur, Prakasam & Nellore	Nagarjunasagar Right Canal Power House, Nagarjuna Sagar Tail Pond Dam.
04	Chittoor, Cuddapah, Anantapur & Kurnool	Rayalaseema Thermal Power Project, Penna Ahobilam Balancing Reservoir Hydro Electric Scheme, Srisailam Right Bank Hydro Electric Scheme & Tungabhadra Hydro Electric Scheme.

10) **TRAINING:**

Selected candidates shall undergo training for a period of one year. At the time of joining training, they shall have to deposit their original certificates, such as, Degree, Date of Birth, Caste and Study/Residence/Migration Certificates and PH certificate (for those selected under the said category) Selected candidates will be on training for a period of one year. During the training period, they will be paid initial scale of pay of Junior Accounts Officer with usual allowances admissible at the place of training.

11) **EXECUTION OF SERVICE BOND:**

- a) At the time of joining Training, the candidates shall have to execute a Bond to service the APGENCO for a minimum period of 5 years thereafter.
- b) The candidates who leave the Corporation during the training period shall refund to the Corporation, the emoluments received by them +Rs.50,000/- (Rupees fifty thousand only) by way of liquidated damages.

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- c) The candidates who leave the Corporation service without serving a minimum period of 5 years after completion of training shall pay to the Corporation a sum of Rs.1,00,000/- (Rupees one lakh only) by way of liquidated damages.

12) **SENIORITY:**

Zone wise selection list will be merged in the merit order taking into consideration the marks secured in the written examination and fitted into the Roster duly protecting the relative merit in each community. The order in the roster shall be the seniority of the candidate to consider them for next promotion.

- 13) The written examination will be held at **Vijayawada** only.

14) **INSTRUCTIONS TO THE CANDIDATE:**

- * The candidate must note that his/her admission to the examination is strictly provisional. The mere fact that the admission has been issued to him/her does not imply that his/her candidature has been finally cleared by the Corporation or that the entries made by the candidate in his/her application have been accepted by the Corporation as true and correct.
- * The candidates are expected to be have in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet, the candidature will be rejected and in case of impersonation/disorder/ misbehaviour during written examination, necessary FIR for this incident will be lodged with concerned Police Station, apart from disqualifying appointment in future.
- * Merit is only criteria that decide the selection. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence what so ever will be entertained from the candidate. The candidature and conditions specified here are subject to latest rules/orders come into force during the process of recruitment.

15) **DEBARMENT:**

- i) Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declarations regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from appearing for any examinations conducted by the corporation and summarily rejection of their candidature for this recruitment.

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- ii) Any candidate is or has been found impersonating or procuring impersonation by any or resorting to nay other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means such a candidates may in addition to rendering himself/herself liable for Criminal Prosecution, will also be liable to be debarred permanently.
 - iii) Corporation's decision to be final. The decision of the Corporation in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be. Conduct of examination and at all consequent stages culminating in the selection or otherwise shall be final in all respects and binding on all concerned. The Corporation also reserves its right to alter and modify regarding time and conditions laid down in the notification for conducting the various stages up to selection duly intimating details thereof to all concerned, as warranted by any unforeseen circumstance arising during the course of this process, or as deemed necessary by the corporation at any stage.
- 16) The employees working in APGENCO in the cadre of JAO and above are not eligible to apply; if found, they are liable for disciplinary action apart from prosecution.
- 17) Candidates shall appear for written test at their own cost.

K.VIJAYANAND
MANAGING DIRECTOR

ANNEXURE

**SYLLABUS FOR THE COMPETITIVE TEST FOR THE RECRUITMENT OF
JUNIOR ACCOUNTS OFFICER**

(PART-A (ACCOUNTANCY INCLUDING ADVANCED ACCOUNTANCY))

- 01) Basic concepts and conventions – Accounting process up to and including preparation of Final Accounts.
- 02) Bank Reconciliation.
- 03) Bills of Exchange
- 04) Errors and their rectification.
- 05) Consignments
- 06) Depreciation, Provisions and Reserves.
- 07) Self-balancing ledgers.
- 08) Royalties, Hire Purchase and Instalment systems
- 09) Accounts from incomplete records.
- 10) Accounts of Non-Trading concerns
- 11) Partnership Accounts (including Admission, Retirement, death and dissolution)
- 12) Branch Accounts
- 13) Company Accounts – Issue and forfeiture of shares and debentures – redemption of debentures – bonus shares – Final Accounts
- 14) Amalgamation, Absorption and Reconstruction
- 15) Valuation of goodwill and shares
- 16) Ratio Analysis
- 17) Accounting standards
- 18) Financial Statement Analysis
- 19) Working Capital
- 20) Funds Flow and Cash flow.

PART – B (COST ACCOUNTING)

- 01) Fundamentals.
- 02) Materials
- 03) Labour Costs
- 04) Overheads
- 05) Methods of costing
 - a) Unit or output costing.
 - b) Job and contract costing
 - c) Operating Costing

- d) Process costing
- 06) Marginal Costing
- 07) Standard Costing and Variance analysis
- 08) Budgetary control.

PART - C (AUDITING)

- 01) Fundamentals
- 02) Internal Check and Control
- 03) Vouching and Verification
- 04) Audit of Companies
- 05) Divisible Profits
- 06) Audit and Investigation.