

**Last date for receipt of application : 22.11.2018**  
**APPLICATION FOR DEPARTMENTAL TESTS DECEMBER, 2018 SESSION**  
**FOR THE EMPLOYEES OF TSTRANSCO/TSGENCO/TSSPDCL AND TSNPDCL**

**Affix latest photograph and to be attested by controlling officer only with office stamp.**

Application No.   
 (for office use only)

Hall Ticket No.   
 (for office use only)

- Note:** 1) Application should be printed in four separate legal size papers only.  
 2) Please **read the instructions** carefully in the NOTIFICATION OF DEPARTMENTAL TESTS **before filling the application form.**  
 3) Candidate should fill the each column of the application including Hall Tickets columns with his own handwriting legibly & photos to be attested by Controlling Officer only with office stamp. If the photos are attested by other than controlling officer, the application is liable to be rejected.

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**Name of the Centre :** .....

1) Name of the Employee (in **BLOCK LETTERS**) : .....

2) Employee ID.No : .....

(TSTRANSCO/TSGENCO/TSSPDCL/TSNPDCCL)

2) Date of Birth : .....

3) Particulars of Service:

i) Present Designation of the Candidate : .....

ii) Date of joining in the present Cadre : .....

iii) Date of joining into service / organization : .....

iv) If appointed on contract basis

a) Date of joining on contract basis : .....

b) Date of appointment to regular time scale : .....

(Last increment release orders copy to be enclosed duly attested by Controlling Officer concerned)

**(Those who are not appointed to regular time scale are not eligible to appear Deptl. Exams)**

v) Office Address with pin code of the .....

Controlling Officer of the Employee & .....

Name of the Organization. ....

4) Employee contact No. (Cell No.)/Office No.(with STD Code.No.) .....

5) Paper I OR paper II passed earlier is to be specified with date of passing .....

6) Name of the test applied for - tick (✓) the box

(1) Account Test for AEs/AAs (EMT) PAPER – I  PAPER - II

(2) Account Test for AEs/AAs (Civil) PAPER – I  PAPER - II

(3) Accountancy Higher Grade Exam PAPER – I  PAPER - II

7) Particulars of Exam Fee: D.D. No. .... Amount ....., Date:.....

Name of the Bank drawn ....., Name of Branch:.....

**(D.D. to be drawn in favour of 'SAO/ CTI/ TSTRANSCO / HYD' for Rs.200/- / Rs.400/- on any Nationalized Bank Payable at Hyderabad only)**

8) Signature of the Employee : .....

**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)**

**Certified that :**

- i) The photos affixed on the application & Hall Tickets are that of Sri/Smt/Kum.....  
Employee ID.No: .....
- 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 was passed the said examination Paper I  **OR** Paper II  on dt.....
- iv) An attested copy of **last increment released 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:  
Date :

Signature of the Controlling Officer  
(with office seal)

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**-: For Office use only :-**

ADMIT

REJECT

PO

ADE(TOT-IV)

CONTROLLER OF DEPTL. EXAMINATIONS

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**FILLED IN APPLICATIONS SHALL BE SENT TO THE CONTROLLER OF DEPARTMENTAL EXAMINATIONS, CORPORATE TRAINING INSTITUTE, TSTRANSCO, GTS COLONY, HYDERABAD – 45.**

**(1) MODE OF SUBMISSION OF APPLICATION:**

The candidate shall ensure the following before submission of filled-in Application form .

- i. All the columns in the application form & Hall Ticket columns shall be filled neatly and legibly with candidate's own hand writing and duly signed by the candidate.
- ii. Latest passport size photographs to be affixed on the application form and Hall Ticket forms and shall be attested by the Controlling Officer concerned, only.
- iii. The Demand Draft towards Examination fees of Rs.200/- for each paper / Rs.400/- for both papers (Including Tax) shall be enclosed.
- iv. Copy of last increment release orders duly attested by the Controlling officer concerned or a 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 EOL period also.
- v. Correct self addressed envelope of size 10'X5' with pin code and affixed with Rs.10/- postage stamps shall be enclosed for dispatching the Hall Ticket, Time Table & Instructions to candidate.

**(2) REJECTION OF APPLICATIONS :**

**Applications will be summarily rejected without any intimation for the following reasons:**

- i. If the applications are received after the last date.
- ii. If the application form is not **in the prescribed Pro - forma, i.e, on four separate legal size papers.**
- iii. If the application form is printed on normal white paper / printed in landscape orientation / split into more than four pages.
- iv. If the application form is not completely and correctly filled in by the candidate's own hand writing or if any particulars are not furnished.
- v. If Hall Tickets columns in application form are not correctly, completely filled in and not signed by the candidate in the prescribed columns.
- vi. If wrong information is furnished anywhere in the application form.
- vii. If the signature of candidate is missing even at one place.
- viii. If Office Seal / Signature of Controlling officer is missing in the application.
- ix. If photos are not affixed on the application form or not affixed with identical photos on the application form and Hall Tickets.
- x. If the photos are not attested i.e. Office seal / Signature of controlling officer is missing on photos.
- xi. If the prescribed examination fee is not drawn in the form of D.D / If fee paid is less / if D.D not drawn on Nationalized Bank.
- xii. If the Demand Draft paid towards Examination fee is not in favour of "Senior Accounts Officer / CTI / TSTRANSCO / Hyderabad".
- xiii. If the Demand Draft paid towards Examination fee is dated prior to the Notification of Departmental Examinations or after the last date for submission of application form.
- xiv. If the Demand Draft paid towards Examination fee is without Banker Signature / date of issue / name of Branch / Code number of Branch.
- xv. If the candidate has not mentioned in the application form the name of test to which he/she is willing to appear the test.
- xvi. If the candidate applies for more than one test in a single application form.
- xvii. If the applicant is not eligible to appear the Examination to which he/she applied for.
- xviii. If the candidate has not enclosed correct self addressed envelop of size 10 ' x 5' with pin code and affixed with Rs.10/- postage stamps for dispatching the Hall Ticket, Time Table and Instructions to Candidate etc.
- xix. If Photostat copies of last increment release orders duly attested by the Controlling officer concerned or a Service Certificate issued by controlling officer concerned is not enclosed.

**CHECKLIST TO BE VERIFIED BY THE CANDIDATE BEFORE SUBMISSION OF APPLICATION FORM :-**

- 1) Application Form is submitted in four separate legal size papers only. YES / NO
- 2) Latest 3 Nos. identical passport size photographs to be affixed properly with attestation by their Controlling Officer concerned with office stamp and all the columns in the Hall Ticket are filled in correctly. YES / NO
- 3) D.D. drawn in favour of 'SAO / CTI / TSTRANSCO / HYD' for Rs.200/- for each paper / Rs.400/- for both papers (Including Tax) towards Examination Fee is enclosed. YES / NO
- 4) A copy of **Last Increment release orders** duly attested by the Controlling Officer concerned or a **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 EOL period also. YES / NO
- 5) Correct Self addressed envelope (size 10'X5') with pin code and affixed with Rs.10/- postage stamp is enclosed. YES / NO

**Contd...4...**

**DEPARTMENTAL TESTS DECEMBER – 2018 SESSION**

**Centre:**

**HALL TICKET**

(To be filled in by the candidate)

**Hall Ticket No.**

PAPER - I

PAPER - II

**Affix latest  
photograph and to  
be attested by  
controlling officer  
only with office  
stamp**

- 1) Name of the Employee : .....
- 2) Employee ID.No : .....  
(TSTRANSCO/TSGENCO/TSSPDCL/TSNPDCL)
- 3) Designation : .....
- 4) Name of the Organization : .....
- 5) Name of the Test applied for : .....
- 6) Signature of the Employee : .....

**Controller of Deptl. Examinations / TSTRANSCO**

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**DEPARTMENTAL TESTS DECEMBER – 2018 SESSION**

**Centre:**

**HALL TICKET**

(To be filled in by the candidate)

**Hall Ticket No.**

PAPER - I

PAPER - II

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(TSTRANSCO/TSGENCO/TSSPDCL/TSNPDCL)
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**Controller of Deptl. Examinations / TSTRANSCO**

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**(SPECIMEN COPY)**

**(To be issued by the Controlling Officer only)**

**SERVICE CERTIFICATE**

**( To be typed in separate sheet )**

It is to certify that Sri. / Smt. / Kum.....(DOB.....)  
(Emp. ID.No:..... ) 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 state that he / she is eligible to appear for  
the Departmental Tests - DECEMBER – 2018 Session.

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

Place :

Date:

Signature of the Controlling Officer:

Name & Designation :

Office Address with stamp: