**APPLICATION FOR DEPARTMENTAL TESTS   JUNE-2024 SESSION
FOR THE EMPLOYEES OF TSTRANSCO/TSGENCO/TSSPDCL/TSNPDCL/CESS Ltd.**

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 each column of the application excluding Hall Tickets columns with his own handwriting legibly & photos to be attested by Controlling Officer only with office stamp. If the photos are attested other than by 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/TSNPDCL/CESS Ltd.)

3)   Date of Birth : ……………………………..………

4)   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.   ………………………………………

5)   Employee contact no. (Cell No.)/Office No.(with STD Code. No.) …………………………

6)   Paper I or paper II passed earlier is to be specified with date of passing …….………………………

7)   Name of the test applied for - tick (√) the box

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

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

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

8)   Particulars of Exam Fee: NEFT / RTGS / UPI Transaction ID. No………………..………Amount …………,

      Date:…………… .. Name of the Bank ……………..……… Name of Branch:…………...……………...
      (NEFT / RTGS / UPI payment receipt should be enclosed to the application)

9)   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: Signature of the Controlling Officer
Date   :   (with office seal)

-: For Office use only :-

ADMIT
REJECT   PO   ADE(TOT-IV)   CONTROLLER OF DEPTL. EXAMINATIONS

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 NEFT / RTGS /UPI transaction ID No, Date, amount [Rs.200/- (Including GST) for each paper / Rs.400/- (including GST) for both papers] and time should be mentioned in the application form. The ID. No. should be unique for each individual application. NEFT / RTGS / UPI payment receipt should be enclosed to the application. Demand drafts (DDs) or Postal orders or Money Orders will not be accepted in any circumstances.**

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 or the application form is not neatly typed in the prescribed format in two separate legal Xerox papers only.**

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 examination fee is not paid through NEFT / RTGS / UPI etc., and dated prior to the notification or after the last date of submission of application form [Rs.200/- for each paper (Including GST) / Rs.400/- for both papers (Including GST)].**

xii. If the fee paid is through Demand drafts (DDs) or Postal orders or Money Orders.

xiii. If the candidate has not mentioned in the application form the name of test to which he/she is willing to appear the test.

xiv. If the candidate applies for more than one test in a single application form.

xv.   If the applicant is not eligible to appear the Examination to which he/she applied for.

xvi. If the candidate has not enclosed correct self addressed envelope 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.

xvii. If Photostat copies of the 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 VERIFED 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)   The Examination Fee paid through any e-payment modes like NEFT / RTGS / UPI etc., [Rs.200/- (Including GST) for each paper / Rs.400/- (including GST) for both papers] payment receipt 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

DEPARTMENTAL TESTS JUNE – 2024 SESSION
(ORIGINAL)

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   : ....

3) Designation   : ....

4) Name of the Organization   : ....
   (TSTRANSCO/TSGENCO/TSSPDCL/TSNPDCL/CESS Ltd.)

5) Name of the Test applied for : ....

6) Signature of the Employee   : ....

Controller of Deptl. Examinations / TSTRANSCO

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DEPARTMENTAL TESTS JUNE – 2024 SESSION
(DUPLICATE)

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   : ....

3) Designation   : ....

4) Name of the Organization   : ....
   (TSTRANSCO/TSGENCO/TSSPDCL/TSNPDCL/CESS Ltd.)

5) Name of the Test applied for : ....

6) Signature of the Employee   : ....

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 (TSTRANSCO/TSSPDCL /TSNPDCL/TSGENCO and CESS Ltd.) on Dt.……………. in the cadre of ……..………..……… .

Presently he/she is 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 - JUNE-2024 Session.

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

Place :

Date:

Signature of the Controlling Officer:

Name & Designation :

Office Address with stamp: