

**TRANSMISSION CORPORATION OF TELANGANA LIMITED
DEPARTMENTAL TESTS, DECEMBER - 2018 SESSION
FOR THE EMPLOYEES OF TSTRANSCO, TSGENCO, TSSPDCL AND TSNPDCL**

**Notification No.SE(CTI&Eng.)/CDE/ADE(TOT-IV)/PO/DECEMBER-2018Session/D.No. 35 /2018,
Dt:01.11.2018.**

Notification to all CEs., SEs etc. of TSTRANSCO, TSGENCO, TSSPDCL AND TSNPDCL:

In pursuance of rules 5 and 6 of Departmental Test Rules 1973 approved in A.P.S.E.Board Memo.No.3093 / A2 / 72-14, Dt:10-12-1973 and Service Regulations Part-III, Annexure-IV and the orders issued from time to time, it is hereby notified that the following Departmental Examinations will be held on **05.01. 2019 and 06.01. 2019.**

(1) TESTS : The following departmental tests will be conducted for the employees of TSTRANSCO, TSGENCO, TSSPDCL and TSNPDCL.

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| i) Account Test for AEs / AAEs (EMT) (With Books)
ii) Account Test for AEs / AAEs (Civil) (With Books)
iii) Accountancy Higher Grade Examination (Without Books) | } | Each test consisting
of 2 papers @
3 hours duration. |
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(2) APPLICATION FORM : The Application form shall be downloaded in four separate legal size papers from TSTRANSCO Website (www.tstransco.in / **Department Training Information / Department Test**) or the application form should be neatly typed in the prescribed format in two separate legal Xerox papers only. The application forms are also available with Controller of Departmental Exams / CTI / TSTRANSCO / Hyderabad at free of cost. Applications printed on normal white paper / printed in more than two pages / printed in landscape orientation are **strictly liable for rejection.**

(3) SYLLABUS : Syllabus as well as soft copy of certain books for the above Departmental Tests are available in the tstransco website (www.tstransco.in / **Department Training Information / Department Test syllabus**).

(4) ELIGIBILITY TO APPEAR FOR THE TESTS :

i) Account Test for AEs / AAEs (EMT) : (With Books)

The candidates who are appointed as AEs/ AAEs (EMT) temporary or regular or on deputation to other departments are eligible to appear for the test, those technical personnel below the cadre of AE / AAE(EMT) may also apply for the test, **subject to the completion of a minimum of one year service in the feeder cadre as direct recruitee exclusive of EOL period if any, are only eligible for applying the test. The Candidates should produce the documentary evidence to that effect viz.. a copy of last increment release orders duly attested by the Controlling Officer or the 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 the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.**

The AEs and the employees below the cadre of AE who were appointed as trainees / on contract basis and not completed one year of service period and whose services are not appointed to regular time scale are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above para.

ii) Account Test for AEs / AAEs (Civil) : (With Books)

The candidates who are appointed as AEs / AAEs (Civil) temporary or regular or on deputation to other departments are eligible to appear for the test, those technical personnel below the cadre of AE / AAE(Civil) may also apply for the test, **subject to the completion of a minimum of one year service in the feeder cadre as direct recruitee exclusive of EOL period if any, are only eligible for applying the test. The Candidates should produce the documentary evidence to that effect viz.. a copy of last increment release orders duly attested by the Controlling Officer or the 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 the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.**

The AEs and the employees below the cadre of AE who were appointed as trainees / on contract basis and not completed one year of service period and whose services are not regularized are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above para.

iii) Accountancy Higher Grade Examination: (Without Books)

The candidates who are appointed as UDCs / Senior Assistants / UD-Stenos temporary or regular or on deputation to other departments are eligible to appear for the test.

However those accounts personnel below the cadre of UDCs / Senior Assistants / UD-Stenos may also apply for the test, **subject to the completion of a minimum of one year service in the feeder cadre as direct recruitee exclusive of EOL period if any, are only eligible for applying the test. The Candidates should produce the documentary evidence to that effect viz.. a copy of last increment release orders duly attested by the Controlling Officer or the 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 the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.**

The employees below the cadre of UDCs / Senior Assistants / UD-Stenos who were appointed as trainees / on contract basis and not completed one year of service period and whose services are not appointed to regular time scale are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above para.

Members of Accounts service who possess B.Com degree of a University need not be required to pass this test as mentioned under Class – III, Category – I of Annexure - IV of APSEB Service Regulations Part - III.

NOTE: (i) The orders issued in TOO. Ms. No.468, Dt:07.02.2011 specifies “irrespective of the cadre, the employees are allowed to appear for the Departmental Tests concerned, being conducted by TSTRANSCO. However, mere passing of any test other than the prescribed Departmental Test does not confer any right on the employee for claiming promotion to the next higher cadre as envisaged in the Service Regulations Part-III, Annexure - IV.”

(ii) The orders issued in TOO. Ms. No.151, Dt:08.11.2016 specifies “The candidate securing a minimum of 40 marks in each paper in one sitting or independently is declared to have passed the examination”.

5) EXAMINATION FEE:

THE EXAMINATION FEE of Rs.200/- (Including Tax) for each paper / Rs.400/- (including Tax) for both papers shall be remitted by way of Demand Draft drawn in favour of “**SENIOR ACCOUNTS OFFICER, CORPORATE TRAINING INSTITUTE, TSTRANSCO, HYDERABAD**” on any Nationalized Bank, Payable at Hyderabad only. The D.D. for Rs.200/- (Including Tax) for each paper / Rs.400/- (Including Tax) for both the papers towards the examination fee should be enclosed to the application form. The D.D. drawn prior to **01.11.2018**, and after the last date for submission of applications i.e. **22.11.2018** will not be accepted, and the application is liable for rejection. Postal orders or Money Orders will not be accepted. **The fees once remitted shall under no circumstances be refunded or adjusted.**

(6) EXEMPTION FROM PAYMENT OF FEES:

All the employees shall invariably pay the Examination fees. Employees eligible for exemption as per Service Regulation Part - III, Annexure – IV from payment of Examination Fees for the above tests can claim reimbursement by producing D.D. counter slip / Photostat copy of the D.D. from their concerned Head of the Office in which they are working. However the guidelines for claiming exemption from payment of fees are as follows:

(i) If the test is prescribed AS PART OF PROBATION OR FOR EARNING INCREMENTS, NO FEE WILL BE LEVIED FOR THE FIRST TWO ATTEMPTS.

(ii) The Head of the Office / Controlling Officer is the competent authority for reimbursement of the Examination Fee after duly verifying the service register of the respective employee.

(iii) The Head of Office / Head of Department should verify carefully that the number of free chances availed (two only) by the candidate and the same is to be recorded in the service register before making the reimbursement of Examination Fee.

NOTE:- Such of those candidates who are below the cadres of AE/AE(EMT), AE/AE(Civil), UDC / Senior Assistant / UD Steno and applied for the above tests i.e. 4(i) to 4(iii) respectively are not entitled for claiming exemption from examination fees.

(7) SELECTION OF EXAMINATION CENTRES: The following are the centers at which the examinations will be held:

i) **HYDERABAD** ii) **PALONCHA** & iii) **WARANGAL**

HYDERABAD CENTRE: Employees working in all the offices of TSTRANSCO, TSGENCO, and TSSPDCL located in Hyderabad, North Circle, South Circle, Central Circle, R.R.North Circle, R.R. South Circle, Medak, Mahabubnagar, Nalgonda including Nagarjunasagar, Singur projects. In respect of employees working in the offices of SLBHES coming under the control of TSGENCO. Employees, including both Jurala Projects working in Mahabubnagar District.

PALONCHA CENTRE: Employees working in KTPS and offices of TSTRANSCO, TSGENCO and TSNPDCL located in Kothagudem and Bhadrachalam.

WARANGAL CENTRE: Employees working in all the offices of TSTRANSCO, TSGENCO and TSNPDCL located in undivided districts of Adilabad, Nizamabad, Karimnagar, Warangal, Khammam (other than Kothagudam, Bhadrachalam areas) including Pochampad, KTPP, RTS - Ramagundam.

(8) 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 shall be filled neatly and legibly with candidate's own hand writing and duly signed by the candidate.
- ii. Latest identical 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 shall be enclosed (Including Tax).
- iv. Copy of last increment release orders duly attested by the Controlling officer concerned or a service certificate which shall be issued only by the concerned controlling officer, in respect of the candidate who is working directly under their 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.

(9) LAST DATE FOR SUBMISSION OF APPLICATION FORM :

The last date for receipt of filled-in applications for all the Departmental Tests to be conducted by the TSTRANSCO is **22.11.2018** and applications received after due date will not be entertained. The Filled in Applications shall be sent to THE CONTROLLER OF DEPARTMENTAL EXAMINATIONS, CORPORATE TRAINING INSTITUTE, TSTRANSCO, GTS COLONY, HYDERABAD – 45.

(10) REJECTION OF APPLICATIONS : Applications will be rejected for the following reasons. There will not be any intimation and no further correspondence will be entertained in this regard.

- 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 two 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 and not payable at Hyderabad.
- 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 is not enclosed.

(11) PASS MARKS:

The candidate has to secure a minimum of 40 (Forty) marks in each Paper to pass the above tests.

(12) PUBLICATION OF RESULTS:

Results will be displayed on the TSTRANSCO website www.tstransco.in / **Department Training Information / Test Results** as well as in the Notice Board of the Office of Controller of Departmental Examinations, Corporate Training Institute, TSTRANSCO, Hyderabad - 45 and will also be communicated to Head Offices of all TSTRANSCO, TSGENCO, TSSPDCL and TSNPDCL.

(13) MEMORANDUM OF MARKS: Memorandum of marks will be issued on making application to the Controller of Departmental Examinations, Corporate Training Institute, TSTRANSCO, Hyderabad – 45 by the candidate along with a DD for Rs.40/- for each paper (Including Tax) / Rs.80/- for both papers (Including Tax) drawn in favour of “Senior Accounts Officer, CTI, TSTRANSCO, Hyderabad” on any Nationalized Bank and payable at Hyderabad and also a self addressed envelope of size 10’X5’ with pin code and affixed with Rs.10/- postage stamps for dispatching the Memorandum of Marks. The application for issuing the Memorandum of Marks shall be made within three months from the date of publishing results. No marks memo will be issued, if the DD is drawn prior to the date of Results Notification and after the last date of three months from the date of results declared.

14) REVALUATION: Revaluation of answer scripts in any test **is not permissible** under any circumstances.

(15) RECOUNTING OF MARKS:

The process of Recounting of marks has been dispensed from the session of June- 2010 onwards.

(16) GENERAL INSTRUCTIONS:

- i) Every candidate who submits his / her application to the Controller of Departmental Examinations to appear for a test will be deemed to have given an undertaking that he / she shall abide by all the rules in force and all the other rules which may hereafter be brought into force in respect of the tests.
- ii) While forwarding the filled-in applications the controlling officer should ensure eligibility criteria of the candidate as per the clause (3) above.
- iii) The controlling officer concerned only should sign and affix his / her seal of office duly certifying the signature of the candidate on 3 Nos. of photographs affixed on the Application form and on the Hall Ticket forms.
- iv) The candidate should specifically mention on the application form in the column (6) “Name of the Test Applied”, the name of the examination to which he / she desires to appear. Any change of test or change in examination centre will not be entertained at a later date.
- v) The Hall Ticket for admission to the tests along with the time-table and Instructions to the candidate will be sent to the candidates well in advance to the date of Examinations.
- vi) **The candidates are requested to write the full answer to the questions attempted, apart from quoting the reference, in respect of the exam with books.**
- vii) **The candidates should clearly write the calculation of each step and arrive the final answer instead of writing final answer.**

Place : Hyderabad.

Date : 01-11 -2018.

Sd/-

CONTROLLER OF DEPARTMENTAL EXAMINATIONS