

APGENCO NOTIFICATION



TRAINEE JUNIOR ACCOUNTS OFFICER

NOTIFICATION – 3/JS(PER)/2010

**01). BREAK UP OF VACANCIES. OF THE POSTS OF JUNIOR
ACCOUNTS OFFICER (General Recruitment)**

Zones	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Total
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
I	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	01
II	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	04
III	3	1	-	1	-	1	-	-	-	-	-	-	1	-	1	-	-	1	09
IV	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	-	1	03
V	5	2	1	-	-	1	1	-	-	1	-	1	1	1	-	-	-	-	14
VI	5	1	-	-	-	1	1	-	-	-	-	-	1	-	-	1	-	1	11
TOTAL																			42

G : General; W : Women

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

03). HOW TO APPLY : The candidate has to apply online through www.apgenco.gov.in after carefully going through the instructions mentioned therein.

04). AGE : Shall not be more than 38 years as on 01.06.2010 Upper age limit will be relaxed up to 5 years for SC/ST/BC candidates and 10 Years in respect of Physically challenged candidates.

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). **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.

- iv). 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 or endeavored to enlist for his/her candidature, extraneous support, whether from official or non-official sources for appointment to this service.

05). EDUCATIONAL QUALIFICATIONS :

Trainee Junior Accounts Officer : The candidate should possess the following qualifications as on 01.06.2010.

- a) 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

- b) B.Com First Class or its equivalent of any university of India.

or

- c) Pass in Intermediate Examination of Chartered Accountancy Examination.

- (*) The candidates who completed final year said qualification shall also be eligible. However, they must produce the required certificates if selected. Lest, they shall be disqualified for appointment

06). FEE :

The OC candidates	Should pay an amount of Rs.500/- (Rupees Five hundred only) (non-refundable) (Rs.350/- towards examination fee and Rs.150/- towards application registration fee)
Physically Handicapped (having disability of more than 40% and above) and candidates belonging to SC, ST, BC communities	Should pay an amount of Rs.150/- (Rupees one hundred and fifty only) (non-refundable) towards application registration fee.
Candidates belonging to other States	Should pay an amount of Rs.500/- (Rupees Five hundred only) (non-refundable) (Rs.350/- towards examination fee and Rs.150/- towards application registration fee)

The fee should be paid in any State Bank of Hyderabad branches as per instructions mentioned in online applications.

07. **SELECTION PROCEDURE** :

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

Section. A : Questions on core academic curriculum.
The syllabus for the examination is shown in the Annexure.

Section B : questions on analytical aptitude.

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 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 not 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.

- E). 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%) issued by the concerned competent Medical Board, 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.
- F). 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.
- G). 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 S.S.C. 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 Institution(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) 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.
- (iv) 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 Tahsildhars exercising jurisdiction have to be obtained in respect of different areas.

NOTE :

- A. Single certificate, whether of study or residence would suffice for enabling the candidate to apply as a "Local Candidate".
- B. Resident certificate will not be accepted, if a candidate has studied in any Educational Institution up to S.S.C. 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, Chettipeta, Dr.Narla Tata Rao Thermal Power Sstation & Polavaram
03	Guntur, Prakasam & Nellore	Nagarjunasagar Right Canal Power House, Nagarjuna Sagar Tail Pond Dam, Sri Damodaram Sanjeevaiah Thermal Power Station.
04	Chitoor, Cuddapah, Anantapur & Kurnool	Rayalaseema Thermal Power Project, Penna Ahobilam Balancing Reservoir Hydro Electric Scheme, Srisailam Right Bank Hydro Electric Sscheme & Tungabhadra Hydro Electric Scheme.
05	Adilabad, Karimnagar, Warangal & Khammam	KTPS(O&M), KTPS-V, KTPP, Paleru HES, Lower Sileru HES, RTS-B, Peddapalli, Pochampadu MHS.
06	Hyderabad, Ranga Reddy, Nizamabad, Mahaboobnagar, Medak & Nalgonda	Jurala Hydro Electric Scheme, Srisailam Left Bank Station, LBHES, Singur Hydro Electric Scheme, Puttamgandi, Nagarjuna Sagar Left Canal Power House, Nagarjuna Sagar Main Power House Hydro Electric Scheme, Nizamsagar Mini Hydel Stations & Pulichintala Hydro Electric Scheme.

10). TRAINING :

Selected candidates shall under go 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 Certificates. 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 serve 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.
- 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 candidate will be governed by the rules and regulations applicable or as framed by the APGENCO and as amended from time to time. The Tripartite Agreement entered into between the APSEB, Govt. 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 what so ever arising out of the said Tripartite Agreement.

14). The written examination will be held at Hyderabad & Secunderabad only.

15). 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 behave 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/misbehavior during written examination, necessary F.I.R 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.

16). 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.
- ii). Any candidate is or has been found impersonating or procuring impersonation by any or resorting to any 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 rights 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.

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- 17).** 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.
- 18).** Candidates shall appear for written test at their own cost.

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FURTHER INSTRUCTIONS TO THE APPLICANTS

- 01). The candidate should have a valid e-mail ID before applying online. Those who do not have a valid e-mail address, may please create one before applying online. The site is functional from 05.06.2010 to 25.06.2010.
- 02). Please go through the detailed notification thoroughly before filling the online application.
- 03). All the fields in the online application form are required to be filled before pressing the “submit” button. The information furnished by the candidate will be treated as final and no subsequent changes will be allowed. The Corporation will not be responsible for wrong entries made by candidates in the application form. Hence, utmost care should taken while filling the online application form and the candidate should verify the particulars again before pressing the ‘submit’ button. They should not furnish any particulars that are false, tampered, fabricated or suppressed as the particulars furnished in the application will be taken as final.
- 04). Upload your recent photograph and signature in ‘jpg’ or ‘gif’ format as per instructions mentioned therein. If any photo other than your original photo is uploaded. Your application/account will be cancelled/deleted without prior intimation. Further, the candidates are advised not to change their appearance till the recruitment process is completed.
- 05). On successfully completing online registration, a confirmation and Application reference Number is automatically sent to the e-mail ID duly provided with following links viz., check you application status, hall ticket printing & re-printing application etc., Candidates are required to check their e-mail ID for further updates.
- 06). They are advised to take printout of the Online Application and retain it for their reference. Need not send it to APGENCO. Further, candidates are also advised to retain “candidate copy” of FEE CHALLAN with them.
- 07). Candidates can also take print out of hall ticket for the written examination through www.apgenco.gov.in website few days before the examination date duly inputting Application No. or Surname and name. APGENCO will not send separate Hall tickets by post or courier to the candidates.
- 08). Result of the written test will be published at www.apgenco.gov.in website only. No separate call letter/intimation will be sent to candidates.

For any related queries, please contact Recruitment Help Desk : 040-23499855

e-mail : jaorecruitment@apgenco.gov.in

ISNTRUCTIONS TO CANDIDATES FOR WRITTEN EXAMINATION

- 01). The test is of two hours duration. The date and time are indicated on the hall ticket. **Candidates should reach the test centre in time.** Candidates will be allowed into the examination hall half-an-hour before the scheduled starting time. **Candidates will not be allowed into the examination hall after the test has started and will not be permitted to leave examination hall before the closure of test time under any circumstances.**
- 02). The test will be objective type with multiple choice questions with only one answer being correct among the four alternatives suggested.
- 03). A separate OMR (Optical Mark Reader) answer sheet will be provided to the candidates. The candidate has to indicate his answer to each question by darkening the appropriate bubble with a HB pencil.
- 04). **The candidate has to bring a good quality HB pencil, eraser, sharpener and blue / black pen or ball point pen to the examination hall.**
- 05). The candidate has to follow meticulously all the instructions given on the question paper booklet and OMR answer sheet, else his answer sheet may not be valued.
- 06). **Use of calculators / mathematical tables is not permitted. Candidates should not bring cell phone or any other electronic gadgets to the examination hall.**

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 Installment 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