

#### SOUTHERN POWER DISTRIBUTION COMPANY OF A.P.LTD CORPORATE OFFICE::TIRUPATI

#### **DETAILED NOTIFICATION**

#### **RECRUITMENT FOR THE POST OF JUNIOR ASSISTANTS (LDC)**

Applications are invited On-line through APSPDCL Website http://apspdcl.cgg.gov.in from 28-01-2012 to 29-02-2012 (to 27-02-2012 for Payment of fees) from eligible Graduates for filling up the following vacancies on regular basis in APSPDCL.

The Desirous eligible Candidates may apply On-line by satisfying themselves with the terms and conditions of this recruitment.

#### **I.BREAK UP OF VACANCIES :**

The Break up of total vacancies community wise is detailed below under General Recruitment.

		0	С	BC	C-A	BC	С-В	BC- C	BC	C-D	BC	С-Е	S	С	S	Т	PH(OH)	PH(HH)	PH (VH)	
SNo	CIRCLE	G	W	G	W	G	W	G	G	W	G	W	G	W	G	W	G	G	W	Total
1	VJA	7	3	1	1	-	1	1	-	1	-	1	2	2	I	1	-	-	1	22
2	GNT	7	3	1	1	-	1	1	-	1	-	1	2	2	I	2	-	-	2	24
3	ONG	7	3	1	1	-	1	1	-	1	-	1	2	2	I	1	-	-	1	22
4	NLR	7	3	1	1	-	1	1	-	1	-	1	2	2	1	2	-	-	1	23
5	TPT	9	5	2	1	1	1	1	-	1	-	1	3	2	1	1	-	-	1	30
6	KDP	7	3	1	1	-	1	1	-	1	-	1	2	2	1	1	-	-	2	23
	Total	44	20	7	6	1	6	6	0	6	0	6	13	12	1	8	0	0	8	144

The above vacancies include backlog vacancies. The backlog vacancies will be filled with open competition.

The vacancies other than backlog will be filled with spirit of presidential order.

- Local candidates 80%
- Open Competition 20%
- VJA Vijayawada(Krishna District), GNT- Guntur(Guntur District), ONG Ongole(Prakasam District), NLR – Nellore(Nellore District), TPT-Tirupati(Chittoor District), KDP – Kadapa(YSR Kadapa District)
- G= General; W= Women

		VJA		G	NT	O	NG	N	LR	Т	РТ	K	DP		Tota	ıl
Sno	Category	0	L	0	L	0	L	0	L	0	L	0	L	0	L	Total
1	OC	1	6	1	6	1	6	1	6	2	7	1	6	7	37	44
2	OC(W)	1	2	1	2	1	2	1	2	1	4	1	2	6	14	20
3	BC-A	0	1	0	1	0	1	0	1	0	2	0	1	0	7	7
	BC-															
4	A(W)	1	0	1	0	1	0	1	0	1	0	1	0	6	0	6
5	BC-B	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
	BC-															
6	B(W)	0	1	0	1	0	1	0	1	0	1	0	1	0	6	6
7	BC-C	0	1	0	1	0	1	0	1	0	1	0	1	0	6	6
	BC-									-				_		
8	C(W)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	BC-D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	BC-	0	1	0	1	0	1	0	1	0	1	0	1	0	6	6
10	D(W)	0	1	0	1	0	1	0	1	0	1	0	1	0	6	6
11	BC-E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	BC-E(W)	0	1	0	1	0	1	0	1	0	1	0	1	0	6	6
13	SC	0	2	0	2	0	2	0	2	0	3	0	2	0	13	13
14	SC(W)	1	1	1	1	1	1	1	1	1	1	1	1	6	6	12
15	ST	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
16	ST(W)	0	1	1	1	0	1	1	1	0	1	0	1	2	6	8
17	PH-OH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PH-															
18	OH(W)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	PH-VH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	PH-		1	1	1		1		1	1	0	1	1		-	0
20	VH(W)	0	1	1	1	0	1	0	1	1	0	1	1	3	5	8
21	PH-HH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	PH-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	HH(W)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	Total	4	18	6	18	4	18	5	18	6	24	5	18	30	114	144

- O- Open Competition Vacancies(Local/Non Local candidates can compete),

L- Vacancy reserved for local candidates only.

These vacancies are subject to variation at the time of recruitment based on the necessity.

Fee:

- i) Each applicant must pay Rs.150/- (Rupees One hundred and fifty Only) towards Application Processing Fee.
- ii) Applicants under General category must also pay **Rs.350/- (Rs.Three hundred and fifty only)** towards Examination Fee. (Applicants belonging to SC/ST/BC Communities and PH need not pay this fee)
- iii) Candidates belonging to States other than Andhra Pradesh will be considered in general category only and required to pay the above prescribed fee of Rs.350/-(Rs.Three Hundred and fifty Only)

#### **<u>Note:</u>** The Fee once paid will not be refunded at any cost.

Starting date for Payment of Fee is 27-01-2012

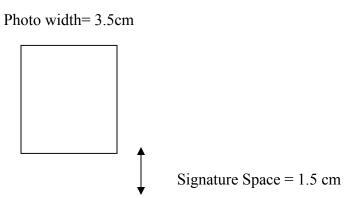
Starting date for Application Submission is 28.01.2012

Last date for Payment of Fee at AP Online is 28-02-2012

Last date of submission of Application is 29-02-2012 up to 7 P.M

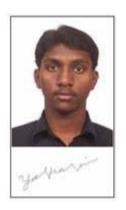
#### **INSTRUCTIONS**

#### I. Instructions for Scanning of Photograph with Signature



- 1. Paste the photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
- 2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
- 3. The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in **\*.jpg** format on local machine.
- 4. Ensure that the size of the scanned image is not more than 50KB
- 5. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.
- 6. The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
- 7. The Signature must be signed only by the candidate and not by any other person.
- 8. The Signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

#### Sample Photo and Signature



Eg. The Technical Specifications of the sample scanned image shown above are:

- Size of the file < 50 KB
- Dpi setting = 200 dpi
- True Colour

The Candidate has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button at the time of submission of application form

#### II. ELIGIBILITY:

#### 1. <u>AGE:</u>

- Age not below 18 years and not more than 36 years as on 30-11-2011 upper age limit will be relaxed up to 5 years in respect of SC/ST/BC candidates and up to 10 years in respect of P.H candidates and Ex-Servicemen 3 years and length of service rendered in the armed forces.
- For in-service contract workers working in the Organization, the age at the time of entry into the organization as contract worker will be considered.

#### **2. EDUCATIONAL QUALIFICATION**

#### Junior Assistants:

Must hold the degree of B.A. or B.Com., or B.Sc. of any recognized university in India established or incorporated by or under a Central Act, Provincial Act or State Act (or) any equivalent qualification.

#### And

Must have passed certificate course in Computer Application/Office Automation (Ms-Office) offered by the Institutions recognized by the Govt.of A.P.

# Note: Candidates possessing one of the subjects as computer in the Degree (B.A/B.Com/B.Sc) need not require to have certificate in Computer Course.

The qualifications acquired from other state universities through Distance Mode will not be considered as per Memo.No.CGM/HRD/DSI/ASII/POIV/JPO/D.No.73/11, Dt 20.01.2011. The content of the Memo is as follows:

"As per the clarification issued by A.P.State Council of Higher Education and the orders of APTRANSCO issued vide Memo Dated 16.12.2010, the degrees awarded to the courses offered under distance mode through study centers by other state Universities beyond the territorial jurisdiction of the respective state are not legally valid. Therefore they cannot be considered for recruitment, promotions, incentive increments or any other service benefits."

**Note:** If there is any deviation from the above qualification for the above post, the candidates shall produce the equivalency certificate from the authority issuing the qualification certificate viz Registrar of the University or Secretary of the Institute for accepting his/her application.

#### **III.SELECTION PROCEDURE:**

The Selection of candidates for appointment as Junior Assistants will be as follows:

- i) Evaluation will be done on a scale of 100 marks with a maximum of <u>55 marks</u> <u>for written examination</u> and a maximum of <u>45 marks for in service experience</u> in the organization as Contract Worker.
- ii) No interviews will be conducted.
- iii) Selection shall be made duly following the Rule of Reservation for SC, ST, BC & Physically Handicapped/Ex-Servicemen, and as per the **Presidential Order.**
- iv) Only those candidates who qualify in the written examination by being ranked high, community wise will be called for verification of Original Certificates in 1:1 ratio.
- v) The Minimum qualifying marks in the written test for the above selection process shall be as follows:

 OC
 40%

 BC
 35%

 SC/ST
 30%

 PH
 30%

 Or as per Rules

- vi) The in-service contract worker who have been working in this organization will be given weightage marks to a maximum of 45, depending on the length of the service in this organization i.e.2 <sup>1</sup>/<sub>2</sub> marks per every half year (i.e.180 days) service as contract worker as per the memorandum of settlement Dt:18-12-2010 reached before the Additional Commissioner of Labour and Conciliation Officer, Govt. of A.P. between representatives of A.P.Transco and recognized Trade Unions. Any disruption or discontinuation of service for a continuous period of 180 days and above for whatever the reason as contract worker shall be considered, as if fresh commencement from the date of resumption after such discontinuation or disruption. Service less than six months will not be considered for weightage.
- vii) In service contract worker shall submit service certificate from the concerned Divisional Engineer evidencing length of service, and continuity of in service as contract worker/with recorded evidence through sub-station Log Books to be certified by the concerned Divisional Engineer.

#### OR

With recorded evidence of EPF No in his name to be certified by the concerned Divisional Engineer.

Note: The inservice contract worker should obtain the service certificate from concerned Divisional Engineer and send the same by post along with on line application registration PDF form to the Chief General Manager/HRD/SPDCL/Corporate Office/Kesavayanagunta/Tirupati

- viii) For computation of period of contract service, the date of joining on such service shall be reckoned and the period of service up to the date of notification shall be computed.
- ix) Break in service should not exceed more than six months for computation of weightage of marks.
- **Note:** Mere securing minimum qualifying marks doesn't vest, any right to a candidate for being called for verification of original certificates.

#### **IV. Details of Written Examination:**

- 1) <u>Syllabus:</u> The Syllabus for the written examination is placed at Annexure.
- 11) <u>Hall Tickets:</u> The hall tickets will be placed on the Website seven days prior to the date of examination. The Candidate has to down load the Hall ticket from the website only. Hall tickets will not be sent to the candidates by post.

#### **V.TERMS AND CONDITIONS OF SERVICE:**

1. <u>Scale of Pay;</u> Rs.10520-325-12145-400-14145-485-16570-590-19520

- 2. <u>Training</u>: The candidates appointed to the post shall be placed on Training for a period of **2 Years**.
- 3. The Candidate will be governed by the rules and regulations applicable or as framed by the APSPDCL and as amended from Time to time. The Tripartite Agreement entered into Between the APSEB, Government of A.P and the Employees Associations is not applicable to these candidates and they shall at not stage be entitled to claim any right what so-ever arising out of the said Tripartite Agreement.

#### VI.HOW TO APPLY:

#### HOW TO UPLOAD THE APPLICATION FORM:

The Applicants have to read the User Guide for Online Submission of Applications and then Proceed further.

- I Step:- Payment of Fee: The Applicant should pay the prescribed Fee as per the notification in any one of the A.P. Online centers and obtain Fee paid receipt with Journal Number 12 digit in the first instance. Applicants can also pay the fee through AP Online portal.
- **II Step:- Submission of Application:** After payment of Fees, the Candidate has to logon to the Website <u>http://apspdcl.cgg.gov.in</u> and click on **Apply Online** link to view the detailed notification, User Guide and Application Form. The Applicants have to provide payment details (Journal number and date) and upload the scanned copy of passport size photograph with signature (see instructions for scanning and uploading photograph with signature) and then invariably fill all the relevant fields in the Application. Immediately on Submission of application, applicant will get an acknowledgement in the form of a downloadable PDF document.

#### NOTE:

- The Applicants are required to go through the detailed notification and decide themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.
- Candidates are required to retain a photocopy of application form with Reference ID for future reference.
- Candidates have to submit application only through online mode well in advance of the last date to avoid last day rush.

# Hand written /Typed /Photostat copies /Outside printed Application Form will not be accepted and liable for rejection.

• Only applicants willing to serve anywhere in the APSPDCL jurisdiction should apply.

For any problems related to Online Submission and downloading of Hall-Tickets please contact **Help Desk No. 9246290436** (Call Time:10:30 A.M to 1:00 P.M & 2:00 P.M to 5:00 P.M) or log on to http:// apspdcl.cgg.gov.in click on to complaint box.

#### VII.FEE

- Each applicant must pay Rs.150/- (Rupees One Hundred and fifty Only) towards Application Processing Fee.
- ii) Applicants under General category must also pay Rs.350/- (Rs.Three hundred and fifty Only) towards Examination Fee. (Applicants belonging to SC/ST/BC Communities and PH need not pay this fee).
- iii) Candidates belonging to States other than Andhra Pradesh will be considered in general category only and required to pay the above prescribed fee of Rs.350/- (Rs.Three hundred and fifty Only).

**Mode of payment of Fee:** The Applicant should pay the prescribed Fee in any one of the A.P.Online centers and obtain Fee Paid receipt with Journal Number (12 digit) in the first instance. Applicants can also pay the fee through AP Online portal.

**Submission of Application:** After payment of Fee, the candidate has to logon to the website <u>http://</u> apspdcl.cgg.gov.in and click on **APPLY ONLINE** link to view the detailed notification, User Guide and Application Form. The Applicants have to invariably fill all the relevant fields in the Application. Immediately on Submission of Application, the applicant will get an acknowledgement in the form of a downloadable PDF document.

#### NOTE:

- 1. APSPDCL is not responsible, for any discrepancy in submitting through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.
- 2. Applicant must compulsorily fill-up all relevant fields of application and submit application through website only.
- 3. Incomplete / incorrect application form will be summarily rejected. APSPDCL under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling-up of the application form at the time of Submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.

- 4. Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this notification. No relevant column of the application form should be left blank; otherwise application form will not be accepted.
- 5. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the APSPDCL will not be held responsible for any kind of discrepancy.
- 6. Applicants must compulsorily upload his/her own scanned photo with signature in JPG format only.

#### <u>General</u>

- The Candidate should not furnish any false tampered, fabricated information or suppress any material information while filling up the application form.
- Candidates called for verification of certificates will be required to furnish documentary proof in evidence of the following as and when called for.
  - a) Age: Proof of age as recorded in SSC certificate or equivalent
  - b) Qualification: Must hold the degree of B.A. or B.Com., or B.Sc. of any recognized university in India established or incorporated by or under a Central Act, Provincial Act or State Act (or) any equivalent qualification.

#### And

Must have passed certificate course in Computer Application/Office Automation (Ms-Office) offered by the Institutions recognized by the Govt.of A.P.

# Note: Candidates possessing one of the subjects as computer in the Degree (B.A/B.Com/B.Sc) need not require to have certificate in Computer Course.

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c) Permanent Community certificate issued by MRO in original or Original caste certificate issued by Revenue Officer not less than the rank of MRO issued on or after

01.07.2011 in respect of SC/ST & BC candidates clearly indicating the Sub-Caste and group.

- d) Physically Handicapped certificate indicating the minimum 40% of disability issued by District Medical Board.
- e) Study Certificate from IV to X Class.
- f) Residential Certificate issued by the Officer of the Revenue Department not below the rank of Tahsildar in independent charge of Mandal as the case may be (In respect of candidates who have not studied in any Educational Institutions up to SSC).
- g) In Service contract worker shall submit service certificate from the concerned Divisional Engineer evidencing length of service, and continuity of in service as contract worker/with recorded evidence through sub-Station Log Books to be certified by the concerned Divisional Engineer.

#### OR

With recorded evidence of EPF No in his Name to be certified by the concerned DE.

- h) Latest Passport size Photo.
- Candidates will be required to appear for written test as and when conducted at their own cost.
- Admission for written test or calling the qualified candidates in the written test to furnish documentary proof does not confer any right for appointment.
- The decision of the Selection Committee/APSPDCL is final in selection and allotment of candidates.
- Disqualification:- Conviction in Criminal Cases involving moral turpitude declared insolvent.
- Medical fitness certificate should be furnished at the time of joining.

#### VIII SELECTION OF LOCAL/NON LOCAL:

The selection list will be drawn into two parts. The first part will comprise 20% of the posts consisting of combined merit list of local as well as non-locals and the remaining second part will comprise the balance 80% of the posts consisting of locals only and the posts will be filled only following the rule of reservation.

α) The candidates will be selected and allotted to circles as per their Rank in the Merit list and as per circle 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 of Circles shall be made as per the preference given by candidates against the actual vacancies. β) While the Company calls for preference of candidates in respect of circles in the application form, it is hereby clarified that the said preferences are only indicative for being considered to the extent possible but not binding. Therefore, the APSPDCL has the power to assign a successful candidate to any of the notified posts in the circle 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 circle for allotment against vacancy does not confer a right to selection for that circle in particular or any circle in general.

#### **RESERVATION TO LOCAL CANDIDATES:**

Each District/Circle will be regarded as Local Area with spirit of Presidential Order. Reservation to the Local candidates is applicable as provided in the Rules and as amended from time to time in force 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 in the Proforma only 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 as and when required.

#### **DEFINITION OF LOCAL CANDIDATE:**

"LOCAL CANDIDATE" means a candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area on the following conditions:-

- (i) Who has studied for the maximum period out of seven years immediately preceding the passing of the qualifying examination or Xth class whichever is lower in the concerned local area.
- (ii) Where the periods of his residence is two or more local areas are equal such local area where he has resided last in such equal periods
- (iii) In cases where visually handicapped and hearing handicapped persons studied in the special schools meant for them, the native place of the parents of such visually handicapped and hearing handicapped persons will be the local area.

#### NOTE:

- A. Single Certificate, whether of Study or Residence would suffice for enabling the candidate to apply as a <u>"LOCAL CANDIDATE"</u>
- 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.

#### CHIEF GENERAL MANAGER/HRD APSPDCL::TIRUPATI

# <u>ANNEXURE</u>

### **SYLLABUS**

# 100 Multiple Choice Questions based on the syllabus given below:

Section	Subject	No.of Questions
А	Numerical Ability:	30 Questions
	(Indices, Ratios, Proportions, Profit & Loss, Mensuration, Algebra, Geometry and Statistics)	
В	Language Proficiency: (Vocabulary, Sentence Corrections, Reading Comprehension)	30 Questions
С	Computer Awareness: (Basic Fundamentals & Ms Office)	30 Questions
D	General Knowledge: (Present Current Affairs)	10 Questions

#### FORM FOR COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

Serial No.

S.C.	Seal of the		District	Code:
S.T.	Issuing Offi	ce	Mandal	Code:
B.C.			Village	Code:
Certificate No:				
C	COMMUNITY, NATIVI	FY AND DATE OF B	IRTH CERTIFICATE	
(1) 1 his is	to certify that Sri/Smt/Ku	um		-
Son/Daughter	of Sri		of	Village/Town
	Mandal		District	
	ndhra Pradesh belongs -group	to (	Community which is	recognized as(*)
The Const	itution (Scheduled Castes	a) Order 1950		
	× ·	, -		
The Const	itution(Schedule Tribes)	Order, 1950		
G.O.Ms.N	o.1793, Education, dated	25.9.1970 as amended	d from time to time (B	Cs)/SCs, STs list
(modification) Ord	er, 1956 S.Cs and S.Ts (A	Amendment) Act, 1976	6.	
(2) It is	certified that Sri/Smt/K	um.		is a native of
	_Village/Town	Mandal	District of A	- ndhra Pradesh.
(3) It is ce	rtified that the place of l	nirth of Sri/Smt/Kum		is
V	illage/Town	Mandal	District of And	hra Pradesh.
	certified that the date of			
	Day Me			
	as per hool records where he/sh		by his / her /father/mo	ther/guardian and
		S	ignature:	
		E	Date:	

Name in Capital Letters:

Designation:

(seal)

Explanatory Note:- While mentioning the community, the Competent Authority must mention the sub-caste(in case of Scheduled Castes) and sub-tribe or sub-group(in case of Scheduled Tribes) as listed out in the S.Cs and S.Ts (Amendment) Act, 1976.

#### SCHOOL STUDY CERTIFICATE

Class	Name and Place of School	District	Duration of Study giving month and year
IV			
V			
VI			
VII			
VIII			
IX			
X or SSC			

NOTE: Should be obtained from the Head of Educational Institution(s).

STATION:

Signature of the Head of the

DATE:

Educational Institute(s)

#### CERTIFICATE OF RESIDENCE

(To be produced by such candidates who have not studied in any educational institution during the whole or any part\* of the relevant 4/7 years period but claim to be local candidates by virtue of residence for Post Codes for which there is reservation for Local Candidates)

#### It is here by certified

(a)	That	Sri/Smt/Kum			S/o.	W/o.
D/o			appeared for the first time	for the	Matricu	ulation
(S.S.C	) Exa	mination in	(Month) (Year)			

(b) That he/she has not studied in any educational institution during the whole/or part of the 4/7 consecutive academic years ending with the academic years ending with the in which he/she first appeared for the aforesaid examination.

(c) That in the 4/7 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place / places namely;

Village	Mandal	District	Period
	Village	Village     Mandal       Image: Image of the second	Village       Mandal       District         Image: Image of the second sec

OFFICE SEAL:

STATION:

Officer of Revenue Department not

below the rank of Mandal Revenue

DATED:

Officer holding independent Charge of a Mandal.

• STRIKE OFF "WHOLE"/PART AS THE CASE MAY BE.

# <u>CERTIFICATE</u>

This is to certify that on verification of	f the Log book, daily Log Sheet, Attendance
register maintained at	Sub-Station/Office and the Aquitence rolls
maintained by the Contractor, Sri	(Full Name
with Surname) S/o. Sri	(Full Name with Surname) has worked
as((	designation of post) at
Sub-Station/Office/Section for the	period fromto

The particulars of Sri-----are noted below.

# 1) Particulars of Agreement.

									-		
S.No	Name of	Name of the	Particulars of			work	Particula	ars of	No.of days	Working in/	whether
				c					present during		continuing as
	The	contractor	Agreement	Agreement			Check		the period from	Sub-station/	on date of
							Measurement				Notification
	incumbent									Section	
										Office/any	
										other office	
			Agreement	Date	Work	Date	Date	Amount			
			-								
			No.		order No.						

### II) Particulars of EPF:

S.No.	Name of the incumbent	Name of the Contractor			Period	No.of days	
			Chelan No.	Date	Amount		

### **III)** Particulars of Group Insurance:

S.No.	Name of the incumbent	Name of the contractor	Insurance Policy No.	Per	iod
	incumbent	contractor	Folicy No.	From	То

IV) Spells of absence for more than 180 days

S.No.	Name of the incumbent	Name of the contractor	Spells of	Spells of Absence					
	incumpent	contractor	From	То	No.of Days				

Total No.of Man days(excluding absence period)as on date of notification i.e. on 14.12.2011 for calculation of weightage marks ------.

This certificate is issued only for the purpose of enabling Sri------to apply for the post of Junior Assistant in APSPDCL.

# DIVISIONAL ENGINEER(OPERATION) APSPDCL::-----

**NOTE:** The above particulars of agreement, check measurement, attendance are to be based on records only and Xerox copy of the records duly attested by the concerned DE/Opn. are to be enclosed to this certificate. The above particulars are to be verified by the Divisional Engineer personally and he is responsible for the correctness of the particulars. Certificates of the lower officers and counter signed by Divisional Engineer are not permitted.