NORTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED.

VIDHYUTH BHAVAN :: CORPORATE OFFICE :: HANUMAKONDA.

N O T I F I C A T I O N No. 01/2023, Dt:31-03-2023

DIRECT RECRUITMENT FOR THE POST OF

JUNIOR ASSISTANT- CUM- COMPUTER OPERATOR

Northern Power Distribution Company of Telangana Ltd. (TSNPDCL) incorporated under the Companies Act, 1956 as a Public Limited Company on 30-03-2000 with head quarters at Warangal is carrying out electricity distribution business as part of the unbundling of erstwhile A.P.S.E.B and re-organisation of the state of Andhra Pradesh and formation of the state of Telangana is catering to the electricity requirements of 18 districts in Telangana State viz., Warangal, Hanumakonda, Jangaon, Mahabubabad, Jayashankar-Bhupalpally, Mulugu(**Local to Jayashankar-Bhupalpally**), Karimnagar, Peddapally, Jagtial, Rajanna Sircilla (**Local to Karimnagar**), Khammam, Bhadradri Kothagudem, Nizamabad, Kamareddy, Adilabad, Mancherial, Nirmal, & Kumuram-Bheem Asifabad Districts.

PARA-I :

1. Applications are invited On-line from qualified candidates through the proforma Application to be made available on http://tsnpdcl.cgg.gov.in to the post of Junior Assistant-cum-Computer Operator.

Starting date for Payment of Fee	**10-04-2023**
Starting date of application submission	**10-04-2023**
Last date for payment of Fee Online	**29-04-2023(upto 05.00 pm)**
Last date for submission of Online Application	**29-04-2023(upto 11.59 pm)**
Edit option for submitted Online application (For making corrections if any)	**From 02-05-2023 To 05-05-2023**
Downloading of Hall tickets from	**22-05-2023**
Date of examination	**28-05-2023**

2. The candidates who possess requisite qualification may apply On-line by satisfying themselves about the terms and conditions of this recruitment. The details of vacancies are given below :

Sl. No.	**Name of the Post**	**No. of Vacancies to be filled up by Direct Recruitment/ General Recruitment**	**Age as on 01.01.2023**	**Pay Scale of the Post (in Rs.)**
1	Junior Assistant-cum-Computer Operator	100	18Yrs. – 44 Yrs.	29255-910-33805-1120–39405-1355-46180–1640-54380

(The details of vacancies for Junior Assistant-cum-Computer Operator posts Circle wise, Community-wise and Gender-wise (General/Women) may be seen at Annexure-I.)

IMPORTANT NOTE : The number of vacancies are subject to variation.

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3. EDUCATIONAL QUALIFICATIONS:

Applicants must possess the qualification from a recognized University as detailed below or equivalent thereto, **as on the date of Notification**.

Name of the Post	Educational Qualification
Junior Assistant-cum-Computer Operator	Must hold the degree of B.A.,or B.Sc., or B.Com., of any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any equivalent qualification and approved by the Government of Telangana. **AND** Must have passed certificate course in Computer Application/Office Automation (MS-Office) offered by the Institutions recognized by the Government of Telangana or Government of India and established in the State of Telangana.

Note: Candidates possessing computers as one of the subjects in Degree (B.A., Or B.Com., Or B.Sc.,) need not require certificate in computer course separately.

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.

4. **AGE**: Minimum 18 years and maximum 44 years. **The age is reckoned as on 01.01.2023**.

(As per G.O.Ms.No.42, G.A.(Ser.A) Department, Dt. 19.03.2022, the upper age limit is raised upto 10 years i.e., from 34 years to 44 years)

The Upper age limit of 44 years is relaxable upto 5 years in respect of SC/ ST/BC/EWS candidates and upto 10 years in respect of Physically Handicapped candidates. Relaxation of age permissible to Ex-Servicemen for 3 years & length of service rendered in the armed forces.

For in-service candidates working as Artisans in TSTRANSCO/TSSPDCL/ TSNPDCL as on the date of this notification, the age at the time of entry into Power Utilities as outsourced worker will be considered.

Note: No person shall be eligible if he is less than 18 years of age.
No person shall be eligible if he has crossed 61 years of age (Superannuation age).

5. **(a) Fee:** (Remittance of fee): Each applicant must pay Rs.200/- (RUPEES TWO HUNDRED ONLY) towards Online Application Processing Fee. This apart, the applicants have to pay Rs.120/-(RUPEES ONE HUNDRED AND TWENTY ONLY) towards Examination Fee. However, the Applicants belonging to SC/ST/BC/EWS (Economically Weaker Sections) Communities, PH and Ex-Servicemen are exempted from payment of examination fee.

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(b) Mode of Payment of fee:

Candidate has to visit the website http://tsnpdcl.cgg.gov.in to view the detailed notification. The fee mentioned at Para-I(5)(a) is to be paid online by visiting the link **MAKE PAYMENT** in the website duly following online instructions.

After payment of Fee, the Candidate has to click on the link **SUBMIT APPLICATION** to complete the process of application submission. 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.

The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee, application fee wherever applicable will entail the total rejection of application.

PARA-II : CENTRES FOR THE WRITTEN EXAMINATION:

The written examination for recruitment of Junior Assistant-cum-Computer Operator will be held at different centers located in the GHMC (Hyderabad) area and GWMC (Warangal) area.

PARA-III : 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 as detailed above and obtain Fee paid receipt with Journal Number in the first instance.

(II) Step:- **Submission of Application:** After payment of Fee, the Candidate has to visit the website http://tsnpdcl.cgg.gov.in to view the detailed notification 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.

EDIT OPTION:

Edit option is provided to the candidates during the period from 02.05.2023 to 05.05.2023 for making corrections to the wrongly entered data if any, in the online application form. This Edit option will be strictly considered for one time only. Hence, the candidate should be utmost careful while using edit option as this data will be considered as final upto the selection.

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The candidates are instructed to verify/see their Bio-data and other particulars which are available in the downloaded PDF file and make required corrections to the wrongly entered data if any in his/her respective application by availing this EDIT OPTION. Candidates have to download the corrected pdf for future reference and which will be treated as final.

If no corrections are required to his/her particulars in the online application, there is no need to avail EDIT OPTION.

NOTE:

1. TSNPDCL is not responsible for any discrepancy in Bio-data particulars while submitting the application form through On-line. The applicants are therefore advised to strictly follow the instructions and User guide on their own interest before submitting the application.
2. The particulars furnished by the applicant in the Application Form will be taken as final and data is processed based on these particulars only by Computer. Candidates should therefore, be very careful in Uploading/Submitting the Application Form On-line.
3. Incomplete/Incorrect Application Form will be summarily rejected. The information if any furnished by the candidate subsequently in any form will not be entertained by TSNPDCL under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes to the final stage of recruitment process or even at a later stage.
4. Before Uploading/Submission of Application Form, the candidates are required to go through the detailed notification and should carefully ensure his/her eligibility for this examination. No relevant column of the Application Form should be left blank, otherwise application form will be rejected. Hand written/Typed/Photostat copies/printed Application Forms will not be accepted and liable for rejection.
5. Candidates are required to retain a copy of the filled-in application form with Reference ID for future reference.
6. Candidates have to submit application only through online mode well in advance of the last date to avoid last day rush.
7. Only applicants willing to serve anywhere in the TSNPDCL jurisdiction should apply.
8. For any problems related to Online submission and downloading of Hall-Tickets please contact **Help Desk No. 0870-2461030** (Call Timings:10:30 A.M to 1:00 P.M & 2:00 P.M to 5:00 P.M) or log on to http://tsnpdcl.cgg.gov.in and click on to complaint box.

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PARA–IV : GENERAL PROVISIONS:

1. Applicants must compulsorily fill up all relevant columns of application and submit the application through website only. The particulars made available in the website shall be processed through Computer and the eligibility decided in terms of notification.

2. The Applications received online in the prescribed proforma available in the website and within the time shall only be considered and TSNPDCL will not be held responsible for any kind of discrepancy.

3. Applicants must upload his/her own scanned photo and signature through jpg format in the following steps :

INSTRUCTIONS FOR SCANNING OF PHOTOGRAPH WITH SIGNATURE :

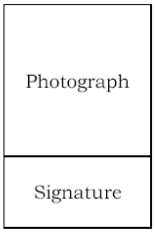

Photo width=3.5 cm
Photo Height= 4.5cm
Signature Space = 1.5 cm

i) 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.

ii) Scan the above required size containing photograph and signature. Please do not scan the complete page.

iii) 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.

iv) Ensure that the size of the scanned image is not more than 50KB.

v) If the size of the file is more than 50 KB, then adjust the settings of the Scanner. such as the dpi resolution, no. of colours etc., during the process of scanning.

vi) 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.

vii) The signature must be signed only by the candidate and not by any other person.

viii) 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.

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Sample Photo and Signature :

e.g. The Technical Specifications 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.

4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

5. All the essential certificates issued by the competent authority of Telangana State shall compulsorily be kept with the applicants to produce as and when required to do so. Failure to produce the required certificates on the day of verification will lead to disqualification.

6. **Important :** The claim of the candidates with regard to the date of birth, educational/technical qualifications and community are accepted only provisionally on the information furnished by them in their application form and is subject to the verification and satisfaction of TSNPDCL. Mere admission to any test or inclusion of the name of a candidate in a merit list will not confer on the candidate any right for appointment. The candidature is therefore provisional at all the stages and TSNPDCL reserves the right to reject candidature at any stage of the selection even after the advice has been made.

7. TSNPDCL is not responsible, for any discrepancy in submission of application through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.

8. Applicant must compulsorily fill-up all relevant fields of application and submit application through website only.

9. Incomplete/incorrect application form will be summarily rejected. TSNPDCL 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.

10. 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.

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11. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the TSNPDCL will not be held responsible for any kind of discrepancy.

12. The following certificates must be kept ready by the candidates for the purpose of verification.
    - Date of Birth Certificate (SSC)
    - School Study Certificate (From 1st to 7th)
    - B.A./B.Sc./B.Com Certificate(s) with marks

    The following Certificates should be obtained from Govt. of Telangana State in prescribed proforma for the purpose of verification.

    - Latest Community Certificate (indicating Sub-Caste)
    - Latest Non-Creamy layer certificate (see para V (9)) (for BC Candidates)
    - For claiming EWS(Economically Weaker Sections), the candidates shall obtain a Certificate issued by the competent authority of Telangana government as per G.O.Ms.No. 244, General Administration(SER.D) Department, Dt: 24.08.2021 and other guidelines/instructions issued by Govt.
    - Certificate of Residence/Nativity (if not studied in regular mode)
    - No objection certificate from the Employer (If employed anywhere)
    - Certificate claiming Ex-Servicemen.

    The following Certificates in respect of PH candidates (whichever applicable) with minimum 40% disability should be obtained from Competent Medical authority as follows for the purpose of verification.

    a) Medical Certificate for the blind from Sarojini Devi Eye Hospital, Hyderabad or from Sadarem camp, Govt. of Telangana. (For PH (VH) candidates).

    b) Certificate of hearing disability and hearing assessment from ENT Hospital, Koti, Hyderabad or from Sadarem camp, Govt. of Telangana. (For PH (HH) candidates).

    c) Medical Certificate in respect of orthopedically handicapped from Osmania General Hospital, Hyderabad or from Sadarem camp, Govt. of Telangana. (For PH (OH) candidates).

    Any other certificate required as per this notification for the purpose of verification of Certificates.

13. Artisans service certificate issued by the concerned Divisional Engineer, evidencing the length of service, and continuity of in service as Artisans with recorded evidence certified by the concerned Officer shall be produced as and when required.

14. Mere admission for written test (or) calling the qualified candidates to furnish documentary proof (or) candidates working as Artisans in TSTRANSCO/TSSPDCL/ TSNPDCL does not confer any right for appointment.

15. Candidates will be required to appear for written test as and when conducted at their own cost.

16. Written Test will be conducted in ENGLISH & TELUGU language only.

17. The decision of the Selection Committee/TSNPDCL is final in selection and allotment of candidates.

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PARA-V : IMPORTANT PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

1. **Vacancies:** The Recruitment will be made to the vacancies notified subject to variation and orders in force.

2. **Recruitment:** The Recruitment will be processed as per this notification and also as per the rules and Regulations/Orders of TSNPDCL existing as on date.

3. **Rules:** All are informed that various conditions and criterion prescribed herein are governed by the Rules and Regulations/Orders existing in TSNPDCL.

4. **Transparency in Recruitment:** The whole Recruitment and selection process is carried out with utmost secrecy and confidentially so as to ensure that the principle of merit is scrupulously followed. A candidate shall be disqualified for appointment, if he/she himself/herself or through relations or friends or any others has canvassed or endeavoured to enlist for his/her candidature, extraneous support, whether from official or non-official sources for appointment to this service.

5. **For 95% of the posts, preference shall be given to the District Candidates.**

6. **Employed :** The Persons already in Government service/Power Utilities/ Autonomous bodies/Govt. Aided Institutions etc., whether in permanent or temporary capacity or as work charged employees are required to inform in writing to the Head of Office/Department as the case may be and required to submit "No Objection" from the concerned Head of Office/Department to apply for this recruitment.

7. **Caste & Community:** The Community Certificate issued by the competent authority (obtained from the Government of Telangana) should be submitted at appropriate time in respect of SC & ST candidates. In respect of candidates belonging to Backward classes are required to produce Community Certificate (BC-A, BC-B, BC-C, BC-D & BC-E) from competent authority i.e., from Tahsildar in the State of Telangana not below the rank of Deputy Tahsildar. No person who professes a religion different from Hinduism shall be deemed a member of Scheduled Caste. The candidates belonging to Economically Weaker Sections are required to produce EWS certificate for claiming EWS Reservation issued by the Tahsildar (Government of Telangana) vide G.O.Ms.No.244 General Administration (Ser.D) Department, Dt:24.08.2021 and orders and instructions issued by the Government from time to time.

Reservations: The following percentages of reservations are applicable subject to the orders of the Government from time to time.

EWS-10% - Economically Weaker Sections means the persons who are not covered under the scheme of reservations for the SCs, STs and BCs and whose family has gross annual income below Rs.8.00 Lakh (Rupees eight lakh only) are identified as Economically Weaker Sections for the benefit of reservation. The persons seeking benefit of reservation under EWS category shall obtain the necessary Certificate from the Tahsildar concerned, as per the Orders issued by Govt. The EWS certificate has to be produced at an appropriate time. In case of failure to produce the same on the day of verification of certificates,

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candidature against EWS will be rejected and will be considered against OC (General) category as per his/her eligibility.

BC-25% + 4% Reservation to BC-E group will be subject to the adjudication of the litigation before the Hon'ble Courts including final orders in Civil Appeal No.(a) 2628-2637 of 2010 in SLP.No.7388-97 of 2010 dated 25.03.2010 and orders from the Government.

SC- 15%,

ST- **10%**-The TSNPDCL adopted the orders issued in G.O.Ms.No.33, Tribal Welfare Dept,Dt.30-09-2022, G.O.Ms.No.130, GAD(Ser.D), dt.09-11-2022 and G.O.Ms.No.135,GAD(Ser.D), dt.23-11-2022 in the matter of implementation of Rule of Reservation in Appointments in favour of Scheduled Tribes in all categories of posts in all services of TSNPDCL vide N.O.O.(CGM-HRD) Ms. No.423, Dt.24.12.2022.

PH- 4% - Reservation will be applicable for candidates with requisite percentages specified by the Government/existing Rules of TSNPDCL.

Ex-Servicemen- 2% Reservation as per existing Rules.

Women- 33 1/3 % reservation is applicable as per rules.

8. **Creamy Layer:** In terms of G.O.Ms.No.8, Backward Classes Welfare (OP) Department, dt.13.11.2014, Govt. of Telangana, as adopted by TSTRANSCO vide T.O.O.(CGM-HRD-Per) Ms.No.188,dt.22.09.2015 and subsequently adopted by TSNPDCL, the candidates claiming to be belonging to Backward classes have to produce a certificate regarding their exclusion from the Creamy Layer from the Competent Authority (Tahsildar). The certificate excluding from the Creamy Layer has to be produced at an appropriate time. B.C. candidates whose parents income is less than limit prescribed by the Government of Telangana come under non creamy layer. In case of failure to produce the same on the day of verification of certificates, the candidature will be rejected without further correspondence.

9. The candidates who have obtained Degree through Open Universities are required to have recognition by the University Grants Commission/ DEC as the case may be. Unless such Degrees have been recognized by the relevant statutory authority, they will not be accepted for purpose of educational qualification. The decision of the management will be final.

PARA-VI : RESERVATION TO DISTRICT CANDIDATES :

Reservation to the District candidates is applicable as provided in the Rules in TSNPDCL and as amended from time to time in force as on the date of notification. The candidates claiming reservation as District candidates should obtain the required Study certificates (from class I to VII) 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 issued by the competent authority may be got ready and kept with the candidates for furnishing as and when required.

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1. A candidate for direct recruitment to any post shall be regarded as a district candidate in relation to the district on the following conditions:

(i). Where a candidate has studied in an Educational institution(s) recognized by the State Government or any competent authority in such District area for a period of not less than four consecutive academic years from 1st Class to 7th Class examination or an examination declared by the State Government to be equivalent to the 7th Class Examination.

(ii). Where a candidate has studied in Educational Institution(s) recognized by the State Government or any competent authority upto 7th Class in two or more Districts which are equal, the District where the candidate has studied last will be considered as District area for the candidate in such equal periods.

(iii). In cases where the candidate has studied in Educational Institution(s) recognized by the State Government or any competent authority in various Districts from 1st Class to 7th Class, the District where he/she has studied for the maximum time period is considered as the District of that candidate.

(iv). Similarly, if the candidate has not studied upto Seventh Class in any Educational Institution(s), but acquired higher educational qualification, the place where the candidate resided from the age of 5 years to 12 years will be taken into consideration and District candidature is determined with reference to the maximum period of residence or in the case of equal periods of residence where the candidate has resided last in such equal periods.

(v). In cases, where Visually Handicapped and Hearing Handicapped persons studied in the special schools meant for them, the ordinarily residing place of the parents of such Visually Handicapped and Hearing Handicapped persons shall be taken into consideration for determining the District candidature.

2. The following are the Districts falling within the jurisdiction of TSNPDCL.

Discom	Districts covered
TSNPDCL	Warangal, Hanumakonda, Jayashankar-Bhupalpally, Jangaon, Mahabubabad, Mulugu (Local to Jayashankar-Bhupalpally), Karimnagar, Peddapally, Jagtial, Rajanna Sircilla (Local to Karimnagar), Khammam, Bhadradri Kothagudem, Nizamabad, Kamareddy, Adilabad, Mancherial, Nirmal & Kumuram-Bheem Asifabad

NOTE:
Residence certificate will not be accepted, if a candidate has studied in any Educational Institution up to 7th Class or equivalent examination, such candidates have to produce study certificates invariably.

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PARA-VII - SCHEME OF EXAMINATION :

The written test comprising of 80 marks consisting of 80 multiple choice questions and each question carries 1 mark. The section A consisting of 40 questions on Numerical Ability and Logical Reasoning. Section B consisting of 20 questions on Computer Awareness and Section C consisting of 20 questions on English Language Proficiency and General Knowledge.

The duration of the written examination will be 2 hrs. (120 minutes).

Details of Written Examination:

Syllabus: The syllabus for the written examination for Junior Assistant-cum-Computer Operator is placed at Annexure-II.

(i) Hall Tickets: The Hall Tickets will be placed on the website well before the date of examination. The candidate has to download the Hall ticket from the website only. Hall Tickets will not be sent to the candidates by post. The Hall Ticket has to be preserved till the final selection.

(ii) Date of examination: The written examination for Junior Assistant-cum-Computer Operator will be held on 28.05.2023.

(iii) Examination Centers: The written examination for recruitment of Junior Assistant-cum-Computer Operator will be held at different centers located in GHMC area and GWMC area.

Instructions to Candidates at the time of Written Examination:

1. The examination is of two hours duration. The date, time and venue will be indicated on the Hall ticket. Candidates should reach the test centre in time. The candidates have to report 30 Minutes before the examination in time at the examination venue. Candidates will not be allowed into the examination hall after the exam has started and will not be permitted to leave examination hall before the closure of examination time under any circumstances. The candidates shall appear for written examination at their own cost.

2. The test will be of objective type with multiple-choice questions with only one answer being correct among the four alternatives suggested.

3. A separate O M R (Optical mark Reader) answer sheet will be provided to the candidates. The candidate has to indicate his/her response to each question by darkening the appropriate bubble with a **Black Ball Point pen**. No corrections with white fluid or any will be permitted.

4. The candidate has to bring a good quality **Black Ball Point pen** to the examination hall.

5. The candidate has to handover the original OMR Sheet to the invigilators in the examination centre and is however permitted to take away the question paper after the examination. If any candidate in violation of the above instructions takes away the original OMR Sheet, his/her candidature to the recruitment will be rejected besides invocation of penal provisions including debarment of the candidature for all future recruitments to be conducted by the TSNPDCL.

6. The candidate has to follow meticulously all the instructions given on the question paper booklet and OMR Answer Sheet, else, the answer sheet may not be evaluated.

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7. Usage of Calculators/mathematical tables is not permitted. Candidates should not bring cell phones or any other electronic gadgets to the examination hall.

8. The provisional key will be placed on website within 7 days of written examination.

9. If there are any objections on the provisional key, the same can be raised within 3 days from the date of placing of provisional key to **email : jshrd@tsnpdcl.in**.

PARA-VIII : PROCEDURE FOR SELECTION:

A. Evaluation shall be done as follows:

Total Marks = 100

(i) Written Test Marks : **80 marks**

(ii) Weightage Marks maximum upto 20 Marks for Artisans in TSTRANSCO/ TSSPDCL/TSNPDCL, working as on the date of this notification and having relevant experience and who qualify in the Written Test as indicated at item "C".

Note: The personnel working for the Private Agencies performing the works of TSTRANSCO/TSSPDCL/TSNPDCL awarded on lumpsum/piece meal rate basis are not eligible for weightage marks.

The minimum qualifying marks in the written examination for the above selection process shall be as follows:

OC, EWS, Ex-Servicemen	-	40%
BC	-	35%
SC/ST	-	30%
PH	-	30%

Note: Mere securing minimum qualifying marks doesn't vest any right to a candidate for being called for verification of original certificates or for appointment.

(iii) In the event of tie in Total 100 marks, candidate whose age is higher will be ranked high. In the event of tie thereon, the marks obtained in Written examination will form basis for deciding the rank. In the event of tie thereon, the marks obtained in Part-A of written examination will form basis for deciding the rank.

B. The Artisans working as on the date of Notification in TSTRANSCO/ TSSPDCL/TSNPDCL and having relevant experience and acquired minimum qualifying marks in the written examination only are entitled for the benefit of weightage marks.

C. In-service Weightage marks will be given in the following manner :

a. 1 mark for every half year (i.e. 180 days)

b. Any disruption or discontinuation of service for a continuous period of 180 days and above for whatever the reason shall be considered, as if fresh commencement from the date of resumption after such discontinuation or disruption.

c. Service less than six months will not be considered for weightage. A minimum of six months of continuous service as artisan is necessary for considering weightage.

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d. The weightage marks shall be added to the marks secured in the written examination depending on the length of the service rendered by them in the power utilities.

e. For computation of length of service, the date of initial joining in power utilities shall be reckoned and period of service shall be computed up to the date of Notification.

f. The experience must be in the relevant job, for one to become entitled to be granted weightage marks. If a candidate put the services on par with Junior Assistant/LDC or in any other equivalent post, then alone he will be entitled to be awarded weightage marks for selection as Junior Assistant-cum-Computer Operator.

g. The combination of service as Artisan and previous service as Contract Labour will be taken for arriving the weightage marks in respect of Artisans.

D. The selection shall be finalized duly following Rule of Reservation.

E. Provisional selection shall be made at first instance which shall be confirmed later. In the meanwhile, if any adverse information is received about the genuineness of documents/certificates produced, the provisional selection shall be cancelled without notice to the candidate, but such intimation of rejection will be communicated.

F. Medical Fitness certificate issued by the Assistant Civil Surgeon should be furnished at the time of joining.

NOTE:

i. The selection list will be drawn into two parts. The first part will comprise 5% of the posts consisting of combined merit list and the remaining second part will comprise the balance 95% of the posts consisting of candidates belonging to that District only and the posts will be filled following the existing rules and rule of reservation.

ii. The candidates will be selected and allotted to the Circles as per their Rank in the merit list and as per preference.

iii. While the Corporation calls for preference of candidates in respect of Circle 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 TSNPDCL 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 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.

TERMS AND CONDITIONS OF SERVICE:

1. **Scale of Pay: Rs. 29255-910-33805-1120-39405-1355-46180-1640-54380**

2. **Training cum Probation:** The candidates appointed to the post shall be placed on training cum probation for a period of 2 years. At the time of joining, they shall have to deposit their original certificates such as Date of Birth (SSC), Degree, Caste

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and Study / Residence Certificates etc. During the training cum probation period, they will be paid initial scale of pay of Junior Assistant-cum-Computer Operator with usual allowances admissible at the place of posting.

3. **Place of posting:** The candidates recruited on the Circle basis shall be transferred within the respective Circle only.

4. The candidate will be governed by the rules and regulations applicable or as framed by the TSNPDCL and as amended from time to time.

5. **Execution of Service Bond:** At the time of joining, the candidate shall have to execute a Bond to serve TSNPDCL for a minimum period of FIVE (5) years in addition to two year training cum probation period. The candidate who leaves the Company during the training cum probation period shall refund the emoluments received by him/her during such period plus **Rs. 30,000/- (Rupees Thirty thousand only)** by way of liquidated damages. The candidate who leaves the Company without serving a minimum period of five years after completion of training cum probation period, shall pay to the Company a sum of **Rs. 50,000/- (Rupees Fifty thousand only)** by way of liquidated damages.

PARA – IX : DEBARMENT:

1. 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 declaration regarding his/her eligibility at any stage or suppressing any information, is liable to be debarred from appearing any examinations conducted by the Telangana Power Utilities and summarily rejection of their candidature for this recruitment and future recruitments.

2. Any candidate is or has been found impersonating or procuring impersonation by any person 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 candidate may, in addition to rendering himself/ herself liable to Criminal Prosecution, will also be liable to be debarred permanently from any exam or selection held by TSNPDCL and other TS Power Utilities.

PARA- X: INSTRUCTIONS TO IN-SERVICE EMPLOYEES: The employees working in TSNPDCL in the cadre of Junior Assistant-cum-Computer Operator and above are not eligible to apply. If found applied, they are liable for disciplinary action apart from prosecution.

PARA-XI : TSNPDCL's DECISION TO BE FINAL:

The decision of TSNPDCL 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 of any candidate shall be final in all respects. TSNPDCL reserves its right to alter and modify terms 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 circumstances arising during the course of this process, or as deemed necessary by TSNPDCL at any stage.

Sd/-
CHAIRMAN&MANAGING DIRECTOR

ANNEXURE-I
Junior Assistant-cum-Computer Operator

Name of the Circle		OC		OC/ Ex.Ser	EWS		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH-VH		PH-HH		PH-OH		TOTAL		
		G	W		G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	Total
Warangal	5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	95%	2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	3	5
Jayashankar Bhupalpally	5%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	95%	3	1	1	1	1	1	1	0	1	1	0	0	1	0	1	2	1	1	1	0	1	0	0	0	0	10	9	19
Mahabubabad	5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	95%	2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	3	5
Jagtial	5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	95%	2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	3	5
Khammam	5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	95%	2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	3	5
Bhadradri Kothagudem	5%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	95%	3	1	1	1	0	0	1	0	1	1	0	0	0	0	0	1	1	1	1	0	1	0	0	0	0	8	6	14
Adilabad	5%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	95%	3	1	1	1	0	0	1	0	1	1	0	0	0	0	0	1	1	1	1	0	1	0	0	0	0	8	6	14
Nirmal	5%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	95%	2	0	0	1	0	0	1	0	1	0	0	0	0	0	0	1	1	0	1	0	1	0	0	0	0	4	5	9
Mancherial	5%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	95%	2	0	0	1	0	0	1	0	1	0	0	0	0	0	0	1	1	0	1	0	1	0	0	0	0	4	5	9
Kumuram bheem Asifabad	5%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	95%	2	0	0	1	0	0	1	0	1	0	0	0	0	0	0	1	1	0	1	0	1	0	0	0	0	4	5	9
Total	5%	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6
	95%	23	7	3	6	1	1	10	0	6	3	0	0	1	0	1	7	10	3	6	0	6	0	0	0	0	46	48	94
	Total	23	13	3	6	1	1	10	0	6	3	0	0	1	0	1	7	10	3	6	0	6	0	0	0	0	46	54	100

^G – General, ^W - Women

Sd/-
CHAIRMAN&MANAGING DIRECTOR

Annexure-II

SYLLABUS FOR WRITTEN EXAMINATION JUNIOR ASSISTANT-CUM-COMPUTER OPERATOR

Subject	No. Of Questions	Duration	Maximum Marks
Section:A Numerical ability and Logical Reasoning	40	120 Minutes	40
Section:B Computer Awareness	20		20
Section:C English Language proficiency and General Knowledge	20		20
Total			**80**

SECTION – A: (ENGLISH AND TELUGU) - 40 Marks

1. Numerical ability - Indices, Ratios, Proportions, Profit & Loss, Mensuration, Algebra, Geometry and Statistics etc.
2. Logical Reasoning and decision making and problem solving.

SECTION – B: - 20 Marks

Computer Awareness
1. MS-Office
2. Basic concepts of Computers
3. Computer Applications & Skills
4. Accounts related Software

SECTION – C: - 20 Marks

1. English Language proficiency
   - Vocabulary
   - Comprehension passages & re-arrangement of sentences
   - Synonyms & Antonyms

2. General Knowledge.
   - Current affairs
   - Consumer Relations.
   - General Science in everyday life.
   - Environmental Issues and Disaster Management.
   - History, Geography and Economy of India and Telangana.
   - History of Telangana and Telangana Movement.
   - Society, Culture, Heritage, Arts and Literature of Telangana.

PROFORMA FOR SCHOOL STUDY CERTIFICATE

Name of the Candidate :

Date of Birth :

Fathers Name :

Class	Name and Place of School	Present District	Duration of Study giving month and year
I			
II			
II			
IV			
V			
VI			
VII			

It is certified that the particulars furnished above are as per our records.

STATION:
DATE:

Signature of the Head of the Educational Institute(s) along with seal

NOTE: Should be obtained from the Head of Educational Institution(s). If studied in different schools separate certificates giving the relevant study particulars should be furnished.

PROFORMA FOR 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)

It is here by certified

(a) That Sri/Smt./Kum._____, S/o. W/o. D/o._____appeared for the first time for the 7th Class Examination 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;

Sl.No	Village	Mandal	District	Period	Age
1					
2					
3					
4					
5					
6					
7					

OFFICE SEAL:

STATION:

DATED:

Officer of Revenue Department not below the rank of Mandal Revenue Officer holding independent Charge of a Mandal.

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