



**ASSAM POWER DISTRIBUTION COMPANY LIMITED**  
Office: Bijulee Bhawan, Paltanbazar, Guwahati-781001, Assam  
CIN: U40109AS2003SGC007242  
Tel. No: 0361-2739525, 0361-2729528. Fax No: 0361-2729527  
E-mail: cmdapdcl@gmail.com, Website: www.apdcl.gov.in

**EMPLOYMENT NOTICE FOR THE POST OF ASSISTANT ACCOUNTS OFFICER**  
**29 th October-2015**

Applications are invited from candidates (who are permanent resident of Assam) having requisite qualifications for filling up 57 vacancies of "Assistant Accounts Officer" in Assam Power Distribution Company Limited (within the state of Assam).

**A. Terms and Conditions :**

- (1). Pay Band : Rs. 6,380/- to 23,000/- and Grade Pay Rs. 3,300/- plus other allowances as admissible as per company's rules (present total monthly emoluments Rs.21,000/-approx.)
- (2). Reservation for ST(P), ST(H), SC, OBC/MOBC and Physically Challenged category will be as per existing Govt. rules. In case of the candidates belonging to reserved categories are not available, the reserved posts will be filled up from the general category. Vacancies are allocated as follows.

General	OBC/MOBC	SC	ST(P)	ST(H)	PH
27	15	4	6	3	2

(3). Qualification :

- (a) Graduate in Arts, Science or Commerce from a Govt. recognized University with minimum 55% marks in B. Com in aggregate or 55% marks in Honours / Major Subject (B. Com) or minimum 55% aggregate marks for Arts or Science graduate having Mathematics or Statistics as one of the subjects or 55% marks in Mathematics / Statistics as Honours / Majors (BA/B.Sc). 5% of marks stipulated above are relaxable in case of Scheduled Caste / Scheduled Tribes candidates and in the case of departmental candidates (APDCL/AEGCL/AGCL)
  - (b) A candidate must possess proficiency in computer application and having diploma / certificate in computer application with minimum duration of 3 (three) months.
- (4). Age : (According to HSLC/HSSLC) : Not less than 21 (twenty one) years and not more than 38 (thirty eight) years on 1<sup>st</sup> November, 2015. Upper age limit is relaxable by 5 (five) years in the case of Scheduled Caste and Scheduled Tribes candidates. In case of serving employees of the Company / Successor companies (APDCL/AGCL/AEGCL) upper age limit is 45 (forty five) years. (Attested copy of age certificate and permanent resident certificate should be enclosed with the application form).
  - (5). Domicile : The candidate must be a domicile of Assam and should have proficiency in Assamese / local language.
  - (6). Service conditions : As applicable as per company's rules as well as the rules that may be prescribed by the company.
  - (7). Application Fee : (Non – refundable) Rs. 500/- (Rupees five hundred) for General Category /OBC/MOBC/PH candidates and Rs. 250/- (Rupees two hundred fifty) in case of Scheduled Caste and Scheduled Tribes candidates.
  - (8). Selection procedure : The candidates will have to appear in the written test to be notified in due course. The written test shall contain two papers as indicated below. The candidates who will be selected through written test will be called for a viva-voce of 30 marks in interview and 20 marks in computer practicals. The final select list will be prepared based on the marks obtained in the written, viva-voce and computer practical tests. No TA or DA will be admissible for the journey in connection with written test / interview. The decision of the Selection Board / Committee for the eligibility or otherwise of a candidate for admissible to the written test shall be final. Inclusion of a candidate's name in the final select list will not confer him / her right for appointment, unless the appointing authority is satisfied that the candidate is suitable for appointment in all respects.

(9). Syllabus for written tests:

Paper	Subject	Type	Part	Contents	Marks	Time
Paper-I of 150 marks	General English	General	1 <sup>st</sup>	Precis, Essay, Drafting, Grammer Composition etc.	100	2 Hrs.
	General Knowledge	Objective	2 <sup>nd</sup>	General Knowledge	50	1 Hour
Paper-II of 150 marks	Mathematics	General	1 <sup>st</sup>	General Maths of 10 <sup>th</sup> standard	50	1 Hour
	Accountancy / Statistics / Mathematics	General and / or objective	2 <sup>nd</sup> (any one of A, B, C)	A)Accountancy : (B.Com pass course) B)Statistics (BA/B.Sc.pass course) C)Mathematics (BA/B.Sc.pass course)	100	2 Hrs.

**B. How to Apply:**

Eligible and interested candidates would be required to apply online only through APDCL's website: [www.apdcl.gov.in](http://www.apdcl.gov.in). No other means/mode of application shall be accepted.

The candidates are required to submit the information in support of age, caste, educational qualification, residence, professional qualifications, relevant work experience (if any) etc. and upload the scanned recent coloured photograph alongwith the signature in the APDCL website at the time of filling their applications on-line. Thereafter, the print out of the on-line application, downloaded from the online application portal along with the photo copy of the relevant documents, Bank Challan copy (APDCL's copy) & two copies of passport photographs are required to be sent to the of DGM (HR), APDCL, 4<sup>TH</sup> FLOOR, BIJULEE BHAWAN, PALTANBAZAR latest by **December 11, 2015**.

Envelope containing the application should be clearly be super-scribed "Application for the post of Assistant Account Officer (AAO)" on the top of the envelope.

Before applying the candidates should ensure that they fulfill all the eligibility norms. Their registration will be provisional as their eligibility will be verified only at the time of interview. Mere issue of admit card / interview call letter will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria, at any stage or if candidate fails to produce valid documentary proof in support of his eligibility. Candidates, in absence of experience certificate, may provide their offer of appointment along with their pay slips of every six months to establish continuity of service for consideration for written test and interview, if shortlisted. However, in case of final selection, the candidates will be required to produce a valid experience certificate from the employer for the period mentioned in the advertisement.

**Before applying online, the candidates should possess the following:**

Valid e-mail ID and Mobile No., which should remain valid for at least one year, two copies of latest passport size coloured photograph as well as scanned image of the same photograph (size should be in between 20 kb to 50 kb) and scanned signature (size should be in between 10 kb to 30 kb), both in .jpg or .jpeg format only for uploading with the application.

**Mode of Payment of Application/ Processing Fee:**

Candidate has to approach the nearby SBI branch with a printout of the system generated triplicate "SBI Challan" which will be available after successful submission of the application form to pay the fee from the next working day after the date of online submission of application form till last date of fee payment (30.11.2015). Candidates will not be required to upload the payment details in APDCL website. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.

**IMPORTANT:**

All correspondence with candidates shall be done through e-mail/SMS only. All information regarding examination schedule/admit card/ result of written exam/ interview schedule and call letters/ intimation regarding final selection, etc. shall be provided through APDCL website only. Responsibility of downloading and printing of admit card/interview call letter/ any other information shall be of the candidate. APDCL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her email/website in time.



**C. General Instructions:**

1. Before applying the candidate should read all the instructions to ensure about his/her eligibility. Candidates who do not fulfill the eligibility criteria need not apply.
2. Wherever CGPA/OGPA/GPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the online application form as per norms adopted by the University/Institute. The candidate will have to submit a copy of these norms with respect to his/her University/Institute along with the printed application form. Where no norms have been specified, the CGPA/OGPA/GPA will be multiplied by a factor 10 and the sum will be subtracted by 5.
3. Candidates working in Govt./Semi-Govt./ Public undertakings should produce 'No Objection Certificate' from their present employer at the time of interview, failing which he/she would not be allowed for the interview.
4. Departmental candidates (APDCL/AEGCL/APGCL), if any, will have to produce NOC from concerned Department Head, that the candidates are working in.
5. The Company reserves the right to cancel recruitment for any or all of the posts without assigning any reason.
6. Bringing influence at any stage of the selection process will disqualify the candidate.
7. If at any stage, it is detected that the candidate has given false information; his candidature will be rejected forthwith.
8. Certificates of SC/ST/OBC/PWD candidates should have been issued by the appropriate Authority.
9. While applying the candidates should enter their full name as it appears in the admit card of HSLC/HSSLC.
10. Candidates should give clear and complete postal address, mobile numbers and e-mail address for correspondence; APDCL will not be responsible for any postal delay / wrong delivery / non-delivery of any communication at any stage of the recruitment process.
11. Candidate has to send two same self attested passport size photographs that was being uploaded during online application.
12. Only completed application forms will be accepted. In case of non submission of the supporting documents the candidature of the candidate shall be rejected. Candidates should retain their copy of Pay in Slip (SBI Challan) and Registration no. as they can be asked to produce it for future reference.
13. Incomplete application/ application without enclosures/ application without photograph / application without application fee / application not fulfilling the eligibility criteria will be summarily rejected. No communication in this regard will be entertained from the applicant.
14. The decision of APDCL, in all matters relating to eligibility, acceptance, rejection of the application, issue of call letters, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.

**IMPORTANT DATES:**

Start date of online application	05.11.2015
Last date of online application	23.11.2015
Last date of fee payment	30.11.2015
Last date of receipt of printed application form	11.12.2015

*[Signature]*  
CGM (HRA), APDCL  
Bijulee Bhawan, Guwahati-1

No: CMD/APDCL/HR/AAOR/2015/19(A)

Dated: 29.10.2015

Copy to:

1. The PS to Chairman, APDCL, Bijulee Bhawan, Ghy- 1.
1. The PS to MD, APDCL, Bijulee Bhawan, Ghy- 1.
3. The OSD to Chairman, he is requested to upload the notice in the APDCL website.
4. The PRO, APDCL. He is requested to publish the advertisement in the Assam Tribune, Guwahati, in one issue.
5. O/O pad

*[Signature]*  
CGM (HRA), APDCL  
Bijulee Bhawan, Guwahati-1