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**ASSAM POWER DISTRIBUTION COMPANY LIMITED  
ASSAM ELECTRICITY GRID CORPORATION LIMITED  
ASSAM POWER GENERATION CORPORATION LIMITED**

Bijulee Bhawan, Paltan Bazar, Guwahati – 781001

**EMPLOYMENT NOTICE NO.: MD/APDCL/HR/REC (2017-18)/2017/85/119**

(Dated 14th August, 2018)

FOR THE POSTS OF

- **Assistant Accounts Officer**
- **Office cum Field Assistant**
- **Light Vehicle Driver**
- **Sahayak**

**Date of commencement of  
Online Application process:  
18<sup>th</sup> August, 2018**

**Date of Closure of Online  
Application process:  
12<sup>th</sup> September, 2018**

Applications are invited from candidates having requisite qualifications for appointment in APDCL, AEGCL & APGCL in the following categories of posts as shown below:

**1. AAO (Assistant Accounts Officer):**

Name of the Company	UR	OBC/ MOBC	ST(P)	SC	ST(H)	PWD	Total
APDCL	17	9	4	2	2	1 (LD)	35
APGCL	4	3	1	1	1	0	10
AEGCL	7	4	2	1	1	0	15
<b>Total</b>	<b>28</b>	<b>16</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>60</b>

**Job Profile:** Responsible for accounting, budgeting, compilation, billing, auditing, GAD related work and any other work allotted by the controlling officer from time to time.

**Essential Qualification:** Bachelor Degree in Arts, Science or Commerce from a recognized University with minimum 55% marks or its equivalent in B.Com in aggregate or 55% marks in Honors/Major subject (B.Com) or minimum 55% aggregate marks or its equivalent for Arts or Science graduate having Mathematics or Statistics as one of the subjects or 55% marks or its equivalent in Mathematics/Statistics as Honors (BA/B.Sc.)

For departmental candidates (employees of APDCL/APGCL/AEGCL), and those belonging to the Scheduled Caste/ Scheduled Tribe minimum qualifying marks in bachelor degree is 50 %.

**Computer Proficiency:** A candidate must possess proficiency in computer application and having diploma certificate in computer application with minimum duration of 3 (three) months.

**Age Limit:**

- 21 to 44 years as on 01.01.2018.
- In case of OBC/MOBC candidates, upper age limit is relaxed upto 47 years.
- In case of SC/ST candidates, upper age limit is relaxed upto 49 years.
- In case of departmental candidates, upper age limit is relaxed upto 45 years.

**2. Office cum Field Assistant:**

Name of the Company	UR	OBC/ MOBC	ST(P)	SC	ST(H)	PWD	Total
APDCL	324	263 (BL-2)	143 (BL-46)	105 (BL-37)	90 (BL-42)	43 (HI-14, LD-29) (BL-14)	968
APGCL	6	3	1	1	0	0	11
AEGCL	10	6	2	1	1	1 (HI)	21
<b>Total</b>	<b>340</b>	<b>272</b>	<b>146</b>	<b>107</b>	<b>91</b>	<b>44</b>	<b>1000</b>

**Job Profile:** Responsible for collecting meter readings, preparing & delivering bills, typing, data entering, store keeping, assisting any works related to Personnel, Establishment, Training, Miscellaneous matters etc. of the consumers as well as employees of field & corporate office and any other work allotted by the controlling officer from time to time.

**Essential Qualification:** Minimal HSSLC or equivalent examination recognized by Govt.

**Computer Proficiency:** A candidate must possess proficiency in computer application and having diploma certificate in computer application with minimum duration of 3 (three) months.

**Age Limit:**

- a. 18 to 44 years as on 01.01.2018.
- b. In case of OBC/MOBC candidates, upper age limit is relaxed upto 47 years.
- c. In case of SC/ST candidates, upper age limit is relaxed upto 49 years.
- d. In case of departmental candidates, upper age limit is relaxed upto 45 years.

**3. Light Vehicle Driver:**

Name of the Company	UR	OBC/ MOBC	ST(P)	SC	ST(H)	Total
APDCL	12	7	3	2	1	25

**Job Profile:** Cleaning of allotted vehicle. Driving of allotted vehicles as per the requirement and satisfaction of the Controlling officers.

**Essential Qualification:** HSLC or equivalent examination recognized by Govt., must have at least 2 (two) years professional driving licence and must be proficient in traffic rules & driving LMV/HMV.

**Age Limit:**

- a. 18 to 44 years as on 01.01.2018.
- b. In case of OBC/MOBC candidates, upper age limit is relaxed upto 47 years.
- c. In case of SC/ST candidates, upper age limit is relaxed upto 49 years.
- d. In case of departmental candidates, upper age limit is relaxed upto 45 years.

**4. Sahayak:**

Name of the Company	UR	OBC/ MOBC	ST(P)	SC	ST(H)	Total
APDCL	102	167	154 (BL- 92)	102 (BL- 59)	95 (BL- 64)	620
APGCL	26	14	6 (BL- 1)	4 (BL- 1)	2	52
AEGCL	102	54	20	14	10	200
<b>Total</b>	<b>230</b>	<b>235</b>	<b>180</b>	<b>120</b>	<b>107</b>	<b>872</b>

**Job Profile:** They may be deployed to assist in various works in Substations/Distribution and Transmission Lines/Generating Stations for electrical/mechanical/civil works etc. and any other work allotted by the controlling officer from time to time.

**Essential Qualification:**

- a. **For APDCL:** HSLC or equivalent with ITI in the trade of Wireman/Electrician from Govt. of Assam approved Institute.

- b. **For AEGCL:** HSLC or equivalent with ITI in the trade of Electrician/Fitter from Govt. of Assam approved Institute.
- c. **For APGCL:** HSLC or equivalent with ITI in the trade of Wireman/Electrician/Fitter/Welder/Machinist, from Govt. of Assam approved Institute.

**Age Limit:**

- a. 18 to 44 years as on 01.01.2018.
- b. In case of OBC/MOBC candidates, upper age limit is relaxed upto 47 years.
- c. In case of SC/ST candidates, upper age limit is relaxed upto 49 years.
- d. In case of departmental candidates, upper age limit is relaxed upto 45 years.

**A. Abbreviations used:** UR – Unreserved; OBC – Other Backward Class; MOBC – More Other Backward Class; SC – Scheduled Caste; ST(P) – Scheduled Tribe (Plains); ST(H) – Scheduled Tribe (Hills); PWD – Person with Disability; LD – Loco motor Disability; HI – Hearing Impairment; BL – Backlog.

**B. Definition of PWD (Person with Disability):** Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 only such people would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by Medical Board constituted by the Central/State Govt. Candidates claiming such benefits should produce certificate in original (issued by the Competent Authority) at the time of Document verification/Physical Efficiency Test, if called for.

**C. Application Fee (Non Refundable):** Rs. 500.00 (Rupees Five Hundred only) for General/OBC/MOBC candidates and Rs. 250.00 (Rupees Two Hundred Fifty only) for SC/ST candidates. Application fees are exempted for PWD candidates. Candidate has to pay the application fee through **online** mode only by using Net Banking/Credit Card/Debit Card.

**D. Other Conditions:**

- a. The candidate must be a citizen of India and domicile of Assam. Candidate having adequate knowledge in communicating in Assamese and/or local languages will be preferred. Candidates have to submit documents in proof of domicile at the time of Document verification/Physical Efficiency Test, if called for.
- b. Certificates of SC/ST/OBC/PWD candidates should have been issued by the appropriate Authority.
- c. Candidates working in Govt./Semi-Govt./Public undertakings should produce “No Objection Certificate” from their present employer at the time of Document verification /Physical Efficiency Test, if called for, failing which he/she would not be allowed for the Physical Efficiency Test.
- d. Departmental candidates i.e., serving employees of APDCL/AEGCL/APGCL, if any, will have to produce “No Objection Certificate” from the concerned authority.
- e. Wherever CGPA/OGPA/GPA or Letter Grade is awarded, equivalent percentage of marks should be indicated by the candidates 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, at the time of Document verification /Physical Efficiency Test, if called for. 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.

**E. Selection Procedure:** The candidates will have to appear in the written test to be notified in due course. The written test for all the posts mentioned above may be conducted on the same date. The written test shall contain 1 (one) paper of 100 marks as indicated below. The candidates selected through written test will be called for Document Verification for the post of **AAO (Assistant Accounts Officer), Office cum Field Assistant** and Document verification / Physical Efficiency Test for the post of Sahayak. The final selection list will be prepared based on the marks obtained in the written test only. No TA or DA will be admissible for the journey in connection with written test/ Physical Efficiency Test. The decision of the Selection Board/ Committee for the eligibility or otherwise of a candidate for admissible in the written test shall be final. Inclusion of a candidate's name in the final selection list will not confer him/her the right for appointment, unless the appointing authority is satisfied that the candidate is suitable for appointment in all respects.

Candidates for the post of Sahayak who fails to qualify in the Physical Efficiency Test, will not be considered for final appointment.

In case of Light Vehicle Driver the candidates have to appear for a practical test in addition to a written examination which would be notified in due course.

**F. Syllabus:**

Sl. No.	Name of the Post	Syllabus	Marks	Question Pattern	Time
1	AAO (Assistant Accounts Officer)	<b>Part-A:</b> General English, General Knowledge, General Aptitude, Basic Computer knowledge & General Mathematics of Class-X standard.	50	Objective type with Multiple Choices	2 Hours
		<b>Part-B:</b> Accountancy/Statistics/Mathematics of degree level.	50		
2	Office cum Field Assistant	General English, General Knowledge, General Aptitude, Basic Computer knowledge & General Mathematics of Class-X standard.	100		
3	Light Vehicle Driver	<b>Part-A:</b> General English, General Knowledge, General Aptitude, General Mathematics of Class-X standard.	50		
		<b>Part-B:</b> Matters related to driving.	50		
4	Sahayak	<b>Part-A:</b> General English, General Knowledge, General Aptitude & General Mathematics of Class-X standard.	50		
		<b>Part-B:</b> Core ITI Subjects/ trades (Electrician/Wireman/Welder/Fitter/Machinist)	50		

- The questions will be of Objective type with multiple choices.
- Each question will carry 1 (one) mark for correct answer.
- There will be negative marking of 0.25 (one fourth) marks for wrong answer against each question.
- Calculator, Mobile phone and any other electronic gadgets will not be allowed inside the examination hall.

- **Detailed Guidelines, location, mode of exam and venue of the examination centre, will be informed through Admit Card.**

**G. Remuneration:** Finally appointed candidates would be paid initial consolidated pay (Scale + Grade pay) as shown below during their first year of the probation period of two years from the date of joining.

Sl. No.	Name of the Post	Pay Band (Rs.)	Grade Pay (Rs.)
1	AAO (Assistant Accounts Officer)	16,800 – 60,500/-	8,700/-
2	Office cum Field Assistant	16,800 – 60,500/-	5,800/-
3	Light Vehicle Driver	12,400 – 47,400/-	5,500/-
4	Sahayak	12,400 – 47,400/-	4,500/-

**H. How to Apply:** Eligible and interested candidates are required to apply through online mode only in the “Career” section of APDCL website i.e., [www.apdcl.org](http://www.apdcl.org). No other means/mode of application shall be accepted. Online submission of the applications will be available on the website between **18.08.2018 to 12.09.2018**.

The candidates are required to fill up the information in support of age, caste, educational qualification, address, other qualifications, relevant work experience (if any) etc. and upload the scanned passport size recent coloured photograph along with the signature in the APDCL website at the time of filling their applications online. The print out of the Application form, self-attested photocopies of the relevant documents along with the original documents (for verification purpose) are to be submitted at the time of Document verification /Physical Efficiency Test, as and when called for.

**I. Prerequisites:**

- Before applying online, the candidates are advised to go through the advertisement and the instructions carefully and should ensure that they fulfill all the eligibility criteria.
- Online registration of the candidates will be provisional, as their eligibility will be verified only at the time of Document verification/Physical Efficiency Test, if called for. Mere issue of admit card / call letter for written test/Document verification /Physical Efficiency Test will not imply acceptance of candidature for post applied against. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after 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 the candidate fails to produce valid documentary proof in support of his/her eligibility.
- Candidates must have Mobile Number, which should remain valid at least for one year. All information regarding examination schedule/admit card/ result of written test/ Document verification/Physical Efficiency Test schedule and call letters/ intimation regarding final selection etc. shall be published in the APDCL website.
- Downloading and printing of the Application Form, Admit Card for Written Examination/ Document verification /Physical Efficiency Test, and any other information shall be the responsibility of the candidate.
- Before applying online, the candidates should keep ready soft copy of scanned image of the latest passport size photograph (Size minimum of 20 KB and maximum of 100KB with Resolution minimum of 200 x 200 Pixels and maximum of 250 x 250 Pixels) and scanned

signature (Size minimum of 10 KB and maximum of 100 KB with Resolution minimum of 200 x 40Pixels and maximum of 250 x 60 Pixels), both in **.jpg/.jpeg/.png** format only for uploading while applying online.

**J. General Instructions:**

- **Candidates are required to apply through desktop browser only. They are advised not to apply through smart phones or any type of mobile phone browsers.**
- Candidates are advised to go through the “Instructions for Filling up Online Application Form” which is available in the APDCL website.
- While applying the candidates should enter their full name as it appears in the ID proof. The documents that are considered to be a valid ID proof are: Mark sheet/Pass Certificate from Govt. recognized school/college, PAN Card, Passport, Bank Passbook, Driving License, Voter ID, Aadhar Card & College ID Card.
- Bringing influence at any stage of the selection process will disqualify the candidature.
- If at any stage, it is detected that the candidate has given false information; his candidature will be rejected forthwith.
- The Company reserves the right to cancel recruitment for any or all of the posts without assigning any reason.
- The decision of Selection Board/Committee, 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.
- Candidate has to submit a print out of the filled up online application form, along with a set of the all self-attested documents pertaining to their eligibility criteria, before appearing in the Document verification/Physical Efficiency Test.
- For any queries related to online application, candidates may send their queries to **[recruitment@apdcl.org](mailto:recruitment@apdcl.org)**.