

**Job opportunities for
Power Sector Experienced
Candidates**



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www.aegcl.co.in



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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)/2017/85/120

(Dated 14th August, 2018)

FOR THE POSTS OF

- **Office cum Field Assistant**
- **Sahayak**
- **Mali**

**Date of commencement of
Online Application process:
18th August, 2018**

**Date of Closure of Online
Application process:
12th 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. Office cum Field Assistant:

No. of Posts: Vacancies will be declared soon.

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: Passed HSLC or equivalent examination recognized by Govt.

Experience: Contractual workers under direct employment of APDCL/AEGCL/APGCL, and any other power sector PSU, engaged in meter reading, bill preparing, bill dispatching, data entering & typing & who have rendered service for not less than a minimum period of **5 (five)** years as on 01.04.2018, on the condition that the concerned Head of the establishment/Controlling authority not below the rank of CEO/DGM/SE, would certify the eligibility of **5 (five)** years or **1780 days** of engagement in APDCL/AEGCL/APGCL, in last 7 (seven) years.

Age Limit: 18 to 52 years as on 01.04.2018.

2. Sahayak:

No. of Posts: Vacancies will be declared soon.

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: Passed Class – VIII examination from School, recognized by Govt.

Experience: Contractual workers under direct employment of APDCL/AEGCL/APGCL, and any other power sector PSU, engaged as Sahayak & who have rendered service for not less than a minimum period of **5 (five)** years as on 01.04.2018, on the condition that the concerned Head of the establishment/Controlling authority not below the rank of CEO/DGM/SE, would certify the eligibility of **5 (five)** years or **1780 days** of engagement in APDCL/AEGCL/APGCL, in last 7 (seven) years.

Age Limit: 18 to 52 years as on 01.04.2018.

3. Mali

Name of the Company	UR	OBC/ MOBC	Total
APDCL	1	1	2

Job Profile: Maintenance of the Company's Gardens and allied activities as per the requirement of the Company.

Essential Qualification: Passed Class – VIII examination from School, recognized by Govt.

Experience: Contractual workers under direct employment of APDCL/AEGCL/APGCL, and any other power sector PSU, engaged in gardening services & who have rendered service for not less than a minimum period of **5 (five)** years as on 01.04.2018, on the condition that the concerned Head of the establishment/Controlling authority not below the rank of CEO/DGM/SE, would certify the eligibility of **5 (five)** years or **1780 days** of engagement in APDCL/AEGCL/APGCL, in last 7 (seven) years.

Age Limit: 18 to 52 years as on 01.04.2018.

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 power sector PSU 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. 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. Candidates have to produce experience certificate not less than a minimum period of **5 (five)** years or **1780 days** as on 01.04.2018 of engagement in APDCL/AEGCL/APGCL, in last 7

(seven) years issued by the concerned Head of the establishment/Controlling authority not below the rank of CEO/DGM/SE 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.

E. Selection Procedure: The candidates will have to appear in the written test to be notified in due course. 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 / Physical Efficiency Test. The final selection list will be prepared based on the marks obtained in the written test only. Candidates for the post of Sahayak who fails to qualify in the Physical Efficiency Test, will not be considered for final appointment. 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.

For the post of Mali, the candidates have to appear for a Practical test which would be notified in due course.

F. Syllabus:

Sl. No.	Name of the Post	Syllabus	Marks	Question Pattern	Time
1	Office cum Field Assistant	General English, General Knowledge, General Aptitude, Basic Computer knowledge & General Mathematics of Class-X standard.	100	Objective type with multiple choices	2 Hours
2	Sahayak	Part-A: General English, General Knowledge, General Aptitude & General Mathematics of Class-VIII standard. Part-B: Basic questions from practical field of power distribution/ transmission/ generation.	50 50		
3	Mali	Practical test on Gardening and allied activities	100	N. A.	8 Hours

- 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 Pay & Grade pay as shown below including applicable from the date of joining.

Sl. No.	Name of the Post	Pay Band (Rs.)	Grade Pay (Rs.)
1	Office cum Field Assistant	16,800 – 60,500/-	5,800/-
2	Sahayak	12,400 – 47,400/-	4,500/-
3	Mali	12,400 – 47,400/-	4,000/-

H. How to Apply: Eligible and interested candidate is asked to apply through the concerned controlling officers' office (not below the office of AGM). The concerned office will register and apply through online mode only in the "Career" section of APDCL website i.e., www.apdcl.org on behalf of the candidate. No other means/mode of application shall be accepted. Online submission of the applications will be allowed on the website between **18.08.2018 to 12.09.2018**.

The candidate should submit the following documents to the concerned office.

- Id Proof
- Age Proof
- Proof of Domicile
- SC/ST/OBC/MOBC/PWD Certificate (If applicable)
- Educational qualification certificate
- NOC for candidates working in other power sector companies (Govt/ Semi Govt/ PSU)
- Scanned passport size recent coloured photograph and Signature

The information required to be filled up in support of age, caste, educational qualification, address, other qualifications, relevant work experience 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, the candidates are advised to go through the advertisement and the instructions carefully and should ensure that they fulfil 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.
- Before applying, 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:

- **Online application should be made through desktop browser only. Online application through smart phones or any type of mobile phone browsers is not advisable.**
- “Instructions for Filling up Online Application Form” is available in the APDCL website.
- The full name of the candidates should be entered 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/Institute 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 possess a print out of the filled up online application form with them which should be produced before appearing in the Document verification/Physical Efficiency Test, if called for.
- For any queries related to online application, candidates may contact their concerned controlling officer’s office or may send their queries to **recruitment@apdcl.org**.