



NORTHERN POWER DISTRIBUTION COMPANY OF TELANGANA. Ltd.
CORPORATE OFFICE :: WARANGAL - 506 002.

DIRECT RECRUITMENT FOR THE POST OF JUNIOR ACCOUNTS OFFICER

NOTIFICATION No. 04 / 2018, Dt: 31.05.2018

The Northern Power Distribution Company of Telangana Limited (TSNPDCCL) was incorporated under the Companies Act, 1956 as a Public Limited Company on 30-03-2000 with headquarters at Warangal to carryout electricity distribution business as part of the unbundling of erstwhile APSEB. The Company caters to supply of electricity in districts of Mancherial, Nirmal, Kumram Bheem, Kamareddy, Peddapalli, Jagtial, Rajanna Siricilla, Warangal Urban, Warangal Rural, Mahabubabad, Prof Jayashankar, Jangaon, Bhadradi Kothagudem, Adilabad, Nizamabad, Karimnagar and Khammam Districts.TSNPDCL reaches out to a population of nearly 155.22 lakhs (as per provisional 2011 census) spread across hamlets, villages and towns spanning an area of 66,860 Square Kilometers.

PARA-I:

1. Applications are invited On-line from qualified candidates through proforma application to be made available on <http://tsnpdcl.cgg.gov.in> website to the post of Junior Accounts Officer.

Starting date for Payment of Fee on line	-----	15-06-2018
Starting date for submission of application on line	-----	16-06-2018
Last date for payment of Fee on line	-----	30-06-2018 up to 5.00 PM
Last date for submission of Application On line	-----	30-06-2018 up to 11:59 PM
Downloading of Hall tickets	-----	13-07-2018
Date of examination	-----	22-07-2018 (from 10.30 to 12.30 PM)

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	Age as on 01-01-2018 (Min.-Max.)	Scale of the post (in Rs.)
1	Junior Accounts Officer	107*	18 yrs. – 44 yrs.	34630-1425-36055-1700-44555-1985-54480-2280-56760

* (The details of vacancies Community-wise and Gender wise (General/Woman) may be seen at Annexure-I).

IMPORTANT NOTE : The number of vacancies are subject to variation at the time of recruitment.

3. EDUCATIONAL QUALIFICATION :

(i) Applicants must possess the qualifications from a recognized Institution / Board as detailed below or equivalent thereto, as specified in the relevant Rules of TSNPDCL **as on the date of Notification.**

Name of the post	Educational qualification
Junior Accounts Officer	Must Possess B.Com 1 st class or M.Com 1 st Class or pass in CA/ICWA-Inter from any recognized University in India.

4. AGE: Minimum 18 years and maximum 44 years. The age is reckoned as on 01.01.2018.

AGE RELAXATION : As per the G.O.Ms.No.190 GA (Ser.A) Dept., Dt:08-08-2017 as adopted by TSNPDCL vide N.O.O.(CGM-HRD) Ms.No.194,dt.13.09.2017, the Upper age limit is raised up to 10 years i.e., from 34 to 44 years.

The Upper age limit prescribed above is relaxable up to 5 years in respect of SC/ST/BC candidates and up to 10 years in respect of Physically Handicapped candidates.

5.(a) Fee: (Remittance of fee) : Each applicant must pay **Rs.100/-** (RUPEES ONE 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 Communities are exempted from payment of examination fee.

(b) Mode of Payment of fee :

Candidate has to visit the website <http://tsnpdcl.cgg.gov.in> to view the detailed notification and User Guide. The fee mentioned at Para- I (5)(a) is to be paid online by visiting the website and click on 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 Accounts Officer(JAO) will be held at different centers located in the GHMC area of **Hyderabad** & GWMC area of **Warangal**.

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 (12 digit) 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, 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:

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 entry 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 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.

5. **Hand written/ Typed/ Photostat copies/ Outside printed Application Form will not be accepted.**
6. Candidates are required to retain a photocopy of application form with Reference ID for future reference.
7. Candidates have to submit application only through online mode well in advance of the last date to avoid last day rush.
8. Applicants must compulsorily give their order of preference of the circle for selection in the open to all vacancies where ever applicable.
9. Only applicants willing to serve anywhere in TSNPDCL jurisdiction should apply.
10. For any problems related to Online submission and downloading of Hall-Tickets please contact **Help Desk No. 0870-2461501** (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://tsnpdcl.cgg.gov.in> and click on to complaint box.

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 own scanned photo and signature through jpg format in the following steps :

INSTRUCTIONS FOR SCANNING OF PHOTOGRAPH WITH SIGNATURE :

Photo width= 3.5cm



Photo Height= 4.5cm

Signature Space = 1.5 cm

- a) 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.
- b) Scan the above required size containing photograph and signature. Please do not scan the complete page.
- c) 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.

- d) Ensure that the size of the scanned image is not more than 50KB.
- e) 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 colors etc., during the process of scanning.
- f) 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.
- g) The signature must be signed only by the candidate and not by any other person.
- h) 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



e.g. 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 **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. The Following documents should be produced by the candidate for verification as and when called for.

- a) Date of birth certificate (SSC) with marks.
- b) B.Com/M.Com Degree Certificate with marks.
- c) Community certificate, if SC/ST/BC status is claimed.

(* Non-Creamy Layer certificate in respect of BC candidates.

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) as per the rules existing & amended from time to time. The Latest certificate excluding from the Creamy Layer has to be produced at an appropriate time. In case of failure to produce the same on the day of verification of certificates, the candidature will be treated as OC.

- d) Latest PH Certificate (PH-VH, PH-HH & PH-OH) indicating minimum 40% disability issued by Concerned Hospital as mentioned below- (If PH status is claimed).

ENT Hospital, Koti, Hyderabad ---- In respect of PH-HH
Sarojini Devi Eye Hospital, Hyderabad--- In respect of PH-VH
Osmania General Hospital, Hyderabad ----- In respect of PH-OH

- e) Study Certificates from 4th to 10th
- f) Proof of Residence if not studied in regular mode.

() The above certificates mentioned at (c), (d) & (f) should have been issued by the Govt. of Telangana**

- g) Latest Passport size photo (3 Nos.)

- 8. Candidates will be required to appear for written test as and when conducted at their own cost.
- 9. Mere admission for written test (or) calling the qualified candidates in written test to furnish documentary proof does not confer any right for appointment.
- 10. The decision of the Selection Committee/TSNPDCL is final in selection and allotment of candidates.

PARA-V : IMPORTANT PROVISIONS GOVERNING THE RECRUITMENT PROCESS :

1. **Vacancies** : The Recruitment will be made to the vacancies notified before the examination only. There shall be no waiting list as per G.O.Ms.No.81, Gen.Admn.(Ser.A)Department, dt.22.02.1997 as adopted in B.P.(P&G-Per)Ms.No.100, dt.28.07.1997.
2. **Recruitment** : The Recruitment will be processed as per this notification and also as per the rules and regulations 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 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 relatives or friends or any others has canvassed or endeavored to enlist for his candidature, extraneous support, whether from official or non-official sources for appointment to this service.
5. **Open / Local** : The Open and Local reservations shall be followed as per the Para-8 of A.P.Public Employment (Organization of the Local Cadres and Regulation of Direct Recruitment) Order, 1975 (G.O.P.No. 674, G.A. (SPF-A) Dept., Dated 20.10.1975) read with the other orders issued by the Government and within the meaning of the Sections '3' and '97' of AP Reorganization Act 06/2014.
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. 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.**
8. **Reservations:** The following percentages of reservations are applicable subject to the orders of the Government from time to time.

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- 6%,

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

PARA-VI : RESERVATION TO LOCAL CANDIDATES :

DEFINITION OF LOCAL CANDIDATE: In terms of Para-(7) of AP Public Employment (Organization of Local Cadres and Regulations of Direct Recruitment) order, 1975 (G.O.P.No.674, G.A (SPF-A) Dept., Dtd. 20.10.1975), "LOCAL CANDIDATE" means a candidate for direct recruitment to any post in relation to that Local areas where he has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he appeared for S.S.C. or its equivalent examination. If however, he has not studied in any Educational Institution and obtained S.S.C. or its equivalent qualification or Open School, Private Study basis, he has to produce residential certificate issued by the Tahsildar.

The Local reservations shall be made following the Reservation prescribed to the "Local Candidates" of TSNPDCL jurisdiction as specified below. And as per the Para - 8 of A.P. Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975 (G.O.P. No. 674, G.A. (SPF-A) Dept., Dated: 20/10/1975) read with G.O. Ms. No. 124, General Administration (SPF-A) Department, dated: 07/03/2002 and other orders issued by the Government and within the meaning of Sections 3 and 97 of A.P. State Reorganization Act 06/2014.

Jurisdiction	Local Area - Combined Districts covered
TSNPDCL	Warangal, Karimnagar, Khammam, Nizamabad & Adilabad.

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.

- (i) In case any candidate who does not fall within the scope of the above then, if he has studied for a period of not less than seven years prior to and inclusive of the year in which he has studied S.S.C. or its equivalent qualification, he will be regarded as Local Candidate on the basis of the maximum period out of the said period of seven years AND where the period of his study in two or more Local areas are equal such Local area where he has studied last in such equal periods will be taken for determining the Local candidature. Similarly, if he has not studied during the above said period in any Educational Institution(s) and obtained private study the place of residence during the above period will be taken into consideration and Local candidature determined with reference to the maximum period of residence or in the case of equal period where he has resided last in such equal periods.
- (ii) If the claim of Local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he has studied during the said 4/7 year period .If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Tahsildar / Deputy Tahsildar in independent charge of a Mandal.
- (iii) If, however, a candidate has resided in more than one Mandal during the relevant 4/7 years period but within the same District or Circle as the case may be, separate certificates from the Tahsildar exercising jurisdiction have to be obtained in respect of different areas.

- (iv) In cases where visually handicapped and hearing handicapped persons studied in 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:

Residence 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.

PARA-VII : SCHEME OF EXAMINATION :

The written test comprising of 100 marks consisting of 100 multiple choice questions and each question carries 1 mark. The section A consisting of 80 questions on core Accounts subject and the section B consisting of 20 questions on General Awareness and Numerical Ability.

The duration of the written examination will be of 2 hours.

Details of Written Examination:

- i) **Syllabus:** The syllabus for the written examination is placed at Annexure II.
- ii) **Hall Tickets:** 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.
- iii) **Date of examination:** The written examination for recruitment of Junior Accounts Officer will be held on **22-7-2018 from 10.30 AM to 12.30 PM.**
- iv) **Examination Centers:** The written examination for recruitment of Junior Accounts Officer will be held at different centers located in the GHMC area, Hyderabad & GWMC area of Warangal.
- v) **Instructions to Candidates at the time of Written Examination:**
1. The test is of two hours duration. The date and time will be indicated on the Hall ticket. Candidates should reach the test center in time. The candidates have to report 30 Minutes before the examination venue. Candidates will not be allowed into the examination hall after the test has started and will not be permitted to leave examination hall before the closure of test 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 with the carbon impression paper will be provided to the candidates. The candidate has to indicate his response to each question by darkening the appropriate bubble with a **Black Ball Point pen**. No corrections with **white fluid** 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 **duplicate OMR Sheet** (the carbon impression paper) along with question paper after the examination. If any candidate in violation of the above instructions takes away the original OMR Sheet, his 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 valued.
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 preliminary key will be placed on website next day of the examination .
9. If there are any objections on the preliminary key, the same can be raised within 3 days from the date of display of preliminary key to **e-mail** : "jshrd@tsnpdcl.in"
10. The test will be conducted in English language only.

PARA-VIII : PROCEDURE FOR SELECTION:

- i) The selection of candidate for appointment will be made 100% on written examination only. There will be no interview.
- ii) Only those candidates who qualify in the written examination by being ranked high, will be called for verification of Original Certificates in 1:1 ratio duly following Rule of Reservation and Spirit of presidential order.
- iii) Minimum qualifying marks in the Written Test as per rules :

OC	:	40%
BC	:	35%
SC/ST	:	30%
PH	:	30%

Mere securing minimum qualifying marks doesn't vest any right to a candidate for being called for verification of Original Certificates or for appointment.

NOTE:

- a. The selection list will be drawn into two parts. The first part will comprise 30% of the posts for **OPEN** consisting of combined merit list of local as well as non-locals and the remaining second part will comprise the balance 70% of the posts consisting of **LOCAL** only and the posts will be filled only following the existing rules and rule of reservation.
- b. The candidates will be selected and allotted to Circles as per their Rank in the merit list and as per preference for allotment of non-local candidates against vacancies available. Selection shall be made on Company Wide merit, in respect of non-local candidates and allotment of Circle shall be made as per the preference given by candidates against the actual vacancies.
- c. 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.

- d. 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.

PARA-IX : TERMS AND CONDITIONS OF SERVICE:

1. **Scale of Pay** : Rs. 34630-1425-36055-1700-44555-1985-54480-2280-56760

2. **Training cum Probation:** The candidates appointed to the post shall be placed on Probation for a period of 2 years which includes 1 year Training. At the time of joining training, they shall have to deposit their original certificates such as Date of Birth(SSC), Degree/PG, Caste and Study/Residence Certificates etc. During the training period, they will be paid initial scale of pay of Junior Accounts Officer with usual allowances admissible at the place of posting.

3. The candidate will be governed by the rules and regulations applicable or as adopted by the TSNPDCL and as amended from time to time. The Tripartite Agreement entered into between the erstwhile APSEB, erstwhile Govt. of United A.P and the Employees Associations is not applicable to these candidates and they shall at no stage be entitled to claim any right what so ever arising out of the said Tripartite Agreement.

4. **Execution of Service Bond:** At the time of joining training, the candidate shall have to execute a Bond to serve TSNPDCL for a minimum period of 5 years in addition to one year training period. The candidate who leaves the Corporation during the training period of one year shall refund the emoluments received by him/her during training period plus Rs.30,000/- (Rupees Thirty Thousand only) by way of liquidated damages. The candidate who leaves the Corporation without serving a minimum period of five years after completion of one year training period, shall have to pay to the Corporation a sum of Rs.60,000/- (Rupees Sixty Thousand only) by way of liquidated damages.

5. **Place of Posting** : The candidates appointed shall be required to work anywhere in TSNPDCL.

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

PARA – X : 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 eligibility at any stage or suppressing any information, is liable to be debarred from appearing any examinations conducted by the TSNPDCL 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 candidature for selection or obtaining support of candidature by any means, such a candidate may, in addition to rendering himself 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-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 time 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.

Place: Warangal
Date: 31.05.2018

Sd/-
CHAIRMAN & MANAGING DIRECTOR

ANNEXURE-I

JUNIOR ACCOUNTS OFFICER (JAO)/2018

OC		BC										SC		ST		PH-VH		PH-HH		PH-OH		Total		TOTAL
		A		B		C		D		E														
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
34	16	6	2	6	4	1	0	5	2	3	1	11	5	4	3	1	0	0	1	2	0	73	34	107

** OC- Open Competition, G-General, W-Women, BC- Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe, PH- Physically Handicapped, VH - Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped.

ANNEXURE-II

Syllabus – Junior Accounts Officer

Section-A:

80 Marks.

ACCOUNTANCY & ADVANCED ACCOUNTANCY (English) (35 Marks)

Basic concepts and conventions-accounting process upto and including preparation of financial accounts. Bank reconciliation statement, Bills of exchange, Preparation of trial balance, final statements of accounts, errors and their rectification, consignment, joint ventures, Depreciation, Provision and Reserves and Accounting Standards in India. Self Balancing Ledgers, Royalties, Hire Purchases Installment Systems, singly entry, non-trading concerns, Accounts from incomplete records, Accounts of non-trading concerns, Partnership Accounts (including admission, retirement, death and dissolution), Branch Accounts, Company accounts (Issues and forfeiture of Shares and Debentures-redemption of debentures-bonus shares and final accounts)–Accounting standards–liquidation of companies, Life Insurance Companies Bank Accounts, Amalgamation, absorption and re-construction, valuation of goodwill and shares and Ratio Analysis.

COST AND MANAGEMENT ACCOUNTING (English) (25 Marks)

Fundamentals, Materials, Labour costs and Overheads, Methods of Costing: (a) Unit or output costing, (b) job and contract costing, (c) Operating costing (d) Process costing and Marginal Costing and Break even analysis, Standard costing and variance analysis, Budgetary Control, financial statement analysis – Ratio analysis –Working Capital Management - Funds flow and Cash Flow.

AUDITING (English) (20 Marks)

Fundamentals, Internal Check and control, Vouching and Verification, Audit of Companies, Divisible Profits and Auditing Standards of India.

Section-B:

20 Marks.

General Awareness and Numerical Ability:

- i) Analytical & Numerical Ability
- ii) General Awareness
- iii) English
- iv) Related to Telangana Culture & Movement
- v) Computer Knowledge

Sd/-

CHAIRMAN & MANAGING DIRECTOR

