

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

TRAINING INSTITUTE :: IBRAHIMPATNAM – 521456,

Ph: 0866 – 2882308, mail: vtps.cetrg@apgenco.gov.in

DEPARTMENTAL TESTS FOR THE EMPLOYEES OF APGENCO, APTRANSCO APCPDCL, APSPDCL AND APEPDCL

Notification No.08/CE/TI/APGENCO/PO/DEPT.TEST/D.NO.369 /2020,Dt. 26 .10.2020

Notification to all CEs., SEs etc. of APGENCO, APTRANSCO, APSPDCL, APCPDCL and APEPDCL IN A.P.

In pursuance of rules 5 and 6 of Departmental Test Rules 1973 approved in A.P.S.E.B.Board Memo.No.3093/A2/72-14, Dt:10.12.1973 and service Regulations notified that the following Departmental Examinations will be held on **09th and 10th of January - 2021.**

(1) TESTS : The following departmental tests will be conducted for the employees of APGENCO, APTRANSCO, APSPDCL, APCPDCL and APEPDCL IN A.P.

i.	Accounts Test for Junior Engineers, AEs/AEEs(Electrical/Mechanical/Telecom) (With Books)	Each Test consisting of 2 papers each of 3 hours duration
ii.	Accounts Test for Junior Engineers AEs/AEEs(Civil) (With Books)	
iii.	Accountancy Higher Grade Examination (Without Books)	

(2) ELIGIBILITY TO APPEAR FOR THE TESTS:

I) Accounts Test for Junior Engineers, AEs/AEEs(Elec/Mech/Telecom):
(With Books)

The candidates who are appointed as JE/AEs/AEEs (Electrical/Mechanical/Telecom) temporary or regular or on deputation to other departments are eligible to appear for the test. Those technical personnel below the cadre of AE/AEE (Electrical/ Mechanical/Telecom) may also apply for the test. Those who have completed a minimum of one year of service in the feeder cadre as direct recruit exclusive of EOL period if any, are only eligible for applying for the test. The candidates should produce the documentary evidence to that effect viz, a copy of last increment release orders duly attested by the controlling officer or the service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his/her control and which should indicate the EOL period also. The application is liable to be rejected, if, any one of the above two documents are not submitted by the candidate along with application.

The AEEs and the employees below the cadre of AEE who were appointed as trainees and not completed one year of service period and whose services are not appointed to regular time scale are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above Para.

II) Accounts Test for Junior Engineers, AES/AEES(Civil): (with Books)

The candidates who are appointed as JE/AE/AEEs (Civil) temporary or regular or on deputation to other departments are eligible to appear for the test. Those technical personnel below the cadre of JE/ AE/AEE (Civil) may also apply for the test. Those who have completed a minimum of one year of service in the feeder cadre as direct recruitee exclusive of EOL period if any, are only eligible for applying the test. The candidates should produce the documentary evidence to that effect viz..., a copy of last increment release orders duly attested by the controlling officer or the service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his/her control and which should indicate the EOL period also. The application is liable to be rejected, if, any one of the above two documents is not submitted by the candidate along with application.

The AEs and the employees below the cadre of AE who were appointed as trainees and not completed one year of service period and whose services are not regularized are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mentioned in the above Para.

III) Accountancy Higher Grade Examination: (without Books)

The candidates who are appointed as Senior Assistants/Senior Stenos/Typists/Jr. Assistants temporary or regular or on deputation to the other departments are eligible to appear for the test.

However those Accounts personnel below the cadre of Senior Assistants/Senior-Stenos may also apply for the test. Those who have completed a minimum of one year of service in the feeder cadre as direct recruitee exclusive of EOL period if any, are only eligible for applying the test. The candidates should produce the documentary evidence to that effect viz..., a copy of last increment release orders duly attested by the controlling officer or the service certificate which shall be issued by the controlling officer concerned only, in respect of the candidate who is working directly under his/her control and which should indicate the EOL period also. The application is liable to be rejected, if, any one of the above two documents are not submitted by the candidate along with application.

The employees below the cadre of Senior Assistants /Senior-Stenos who were appointed as trainees and not completed one year of service period and whose services are not appointed to regular time scale are not eligible to apply for the test. The eligible candidates should produce the documentary evidence as mention in the above Para.

Personnel of Accounts service who possess B.Com degree of a University need not be required to pass this test as mentioned under class -III, category -I of Annexure -IV of APSEB Service Regulations Part-III.

Note: The orders of APTRANSCO issued in GOO Ms.No.247 dated 15.09.2015 specifies "irrespective of the cadre the employees are allowed to appear for the departmental tests concerned, being conducted by APGENCO. However mere passing of any test other than the prescribed Departmental Test does not confer any right on the employee for claiming promotion to the next higher cadre as envisaged in the service regulations Part-III, Annexure -IV.

(3) APPLICATION FORM: The application form syllabus and Notification shall be downloaded from Website www.apgenco.gov.in

(4) EXAMINATION FEE:

The examination fee of Rs.500/- shall be remitted by way of Demand Draft drawn in favour of "Accounts Officer/O&M/Dr. NTTPS/Vijayawada on any Nationalized bank, Payable at Vijayawada only. The D.D, for Rs.500/- (Including Tax) towards the examination fee should be enclosed to the application form. The D.D. shall be drawn on or before **25.11.2020** and after the notification date. The application received without D.D will not be accepted. Postal orders or Money Orders will not be accepted. The Fees once remitted shall under no circumstances be refunded or adjusted.

(5) Exemption from payment of Fees: All the employees shall invariably pay the examination fees of Rs.500/- : Employees eligible for exemption as per Service Regulation Part-III, Annexure-IV from payment of Examination Fees for the above tests can claim reimbursement by producing D.D, Counter slip /Photostat copy of the D.D. from their concerned Head of the Office in which they are working. However the guidelines for claiming exemption from payment of fees are as follows.

(i) If the test is prescribed AS PART OF PROBATION OR FOR EARNING INCREMENTS, NO FEE WILL BE LEVIED FOR THE FIRST TWO ATTEMPTS.

(ii) The Head of Office/ Controlling Officer is the Competent Authority for reimbursement of the examination fee after duly verifying the Service Register of the respective employee.

(iii) The Head of office / Head of Department should verify carefully that the number of free chances availed (two only) by the candidate and the same is to be recorded in the Service Register before making the reimbursement of examination fee of Rs.500/-

NOTE: Such of those candidates who are below cadres of AE/AEE (Electrical/Mechanical/Telecom), AE/AEE (Civil), UDC/Senior Assistant/ UD Steno and applied for the above tests i.e., 3(i) to 3(iii) respectively are not entitled for claiming exemption from examination fees.

(6) LISTED CENTERS FOR CONDUCTING THE EXAMINATION:

VISAKHAPATNAM, VIJAYAWADA, TIRUPATHI & KADAPA in A.P

VISAKHAPATNAM CENTRE: Employees working in all the offices of APGENCO APTRANSCO, APSPDCL, APCPDCL and APEPDCL located in East Godavari (Rajahmundry circle), Visakhapatnam, Vizianagaram, Srikakulam Districts including Sileru complex (Upper Sileru, Lower Sileru & Donkarayi) and Machkund.

VIJAYAWADA CENTRE: Employees working in all the offices of APGENCO APTRANSCO , APSPDCL,APCPDCL and APEPDCL located in Guntur, Krishna, West Godavari, Prakasham Districts including Dr. NTTPS and Eluru Circle.

TIRUPATHI CENTRE: : Employees working in all the offices of APGENCO APCPDCL, APTRANSCO , APSPDCL, APCPDCL and APEPDCL located in Kurnool, Chittoor, Nellore including SDSTPS Districts.

KADAPA CENTRE: : Employees working in all the offices of APGENCO APCPDCL, APTRANSCO , APSPDCL, APCPDCL and APEPDCL located in Ananthapur, YSR Kadapa District, R.T.P.P., T.B. Dam, Hospet and Penna Ahobilam, Chittoor, Districts.

If the minimum candidates of 100 No's are not available at any one of the center then they will be allotted to the nearest centre.

(7) MODE OF SUBMISSION OF APPLICATION:

The candidates shall ensure the following before submission of filled in Application .All the columns in the application form & Hall Ticket shall be filled neatly and legibly with candidates own hand writing and duly signed by the candidate.

- I)** Latest identical passport size photographs to be affixed on the application form and Hall Ticket forms and shall be attested by the Controlling Officer concerned only.
- ii)** The Demand Draft towards Examination fees of Rs.500/- for both papers shall be enclosed (Including Tax)
- iii)** Copy of the certificate issued by the concerned Controlling Officer duly attested photo is compulsory (Format enclosed)
Service Certificate issued by pay Officer or last increment received copy with attestation of Controlling Officer (Format enclosed)
- iv)** Correct self address envelop of size 10'X5' with pin code and affixed with Rs.10/- postage stamps shall be enclosed for dispatching the Hall Ticket, Time Table & instructions to candidate.

(8) Last Date for submission of Application Form: The last date for receipt of filled - in application for all the Departmental Tests to be conducted by the APGENCO is **10.12.2020 @17:30Hrs** and applications received after due date will not be entertained. The filled in Applications shall be sent to **THE CHIEF ENGINEER TRAINING INSTITUTE & Stage-V/Construction/Dr.NTTPS/ APGENCO / IBRAHIMPATNAM / VIJAYAWADA, KRISHNA DIST, PIN - 521456**

- (9) REJECTION OF APPLICATION:** Applications will be rejected for the following reasons and neither intimation nor further correspondence will be entertained, if the following lapses are noticed:
- i) If the applications are received after the last date
 - ii) If the application form is not in the prescribed Pro Forms, i.e., on two Separate legal size papers.
 - iii) If the application form is printed on normal white paper/printed in landscape orientation/split into more than two pages.
 - iv) If the application form is not completely and correctly filled in by the candidate's own hand writing or if any particulars are not furnished.
 - v) If Hall Tickets columns in application form are not correctly completely filled in and not signed in the prescribed columns.

- filled in and not signed in the prescribed columns.
- vi) If Wrong information is furnished anywhere in the application form
 - vii) If the signature of candidates is missing even at one place.
 - viii) If Office Seal/Signature of Controlling officer is missing in the application
 - xi) If photos are not affixed on the application form or not affixed with identical photos on the application form and Hall Tickets.
 - ix) If the Photos are not attested i.e. Office Seal/signature or controlling officer is missing on photos. If the prescribed examination fee is not drawn in the form of D.D/If fee paid is less/If D.D not drawn on Nationalized Bank and not payable at Vijayawada, Ibrahimpatnam, Krishna District.
 - xi) If the Demand Draft paid towards Examination fee is not in favor of "Accounts Officer/O&M/Dr.NTTPS/Ibrahimpatnam,SBI/IFSC/Code:SBIN0020779
 - xii) If the Demand Draft paid towards Examination fee is dated prior to the Notification of Departmental Examinations or after the last date for submission of application form
 - xiii) If the Demand Draft paid towards Examination fee is without Banker Signature/Date of issue / Name of the Branch / Code number of Branch.
 - xiv) If the Candidate has not mentioned in the application form the name of test to which She/He is willing to appear the test.
 - xv) If the candidate applies for more than one test in a single application form.
 - xvi) If the applicant is not eligible to appear the Examination to which She/he applied for.
 - xvii) If the candidate has not enclosed correct self address envelop of size 10 x 5 with pin code and affixed with Rs.10/- postage stamps for dispatching the Hall Ticket, Time Table and instructions to candidates etc.
 - xviii) If Photostat copies of last increment release orders duly attested by the Controlling Officer concerned or a Service Certificate issued by Controlling officer is not enclosed.

- (10) PASS MARKS:** The candidate has to secure a minimum of 40 marks in each paper to pass the above test.
- (11) PUBLICATION OF RESULTS:** Results will be displayed in APGENCO website i.e www.apgenco.gov.in as well as in the notice Board of the offices of Chief Engineer, Training Institute & Stage-V/Construction/Dr.NTTPS APGENCO, Ibrahimpatnam-521456, Krishna Dist. and communication will be sent to all the Chief Engineers of APGENCO, APTRANSCO, APSPDCL,APCPDCL and APEPDCL
- (12) MEMORANDUM OF MARKS:** Memorandum of marks will be issued on making application to the Chief Engineer, Training Institute & Stage-V/Construction Dr.NTTPS/ APGENCO, Ibrahimpatnam- 521456, A.P. by the candidate and also a self addressed envelope of size 10'5' with pin code and affixed with Rs 10/- postage stamps for dispatching the memorandum of Marks. The application for issuing the Memorandum of Marks shall be made within three months from the date of publishing results. No marks memo will be issued, for the passed candidates. Only who have failed may apply for marks sheet for Rs.40/-and the DD may be drawn in favour "ACCOUNTS OFFICER/O&M/Dr.NTTPS" payable at State Bank of India (IFSC Code SBIN 0020779) Ibrahimpatnam Branch-521456, AP drawn prior to the date of results notification and after the last date of three months from the date of results declared.

(13) REVALUATION: Revaluation of answer scripts in any test is not permissible under any circumstances.

(14) RECOUNTING OF MARKS: Recounting of marks shall not be entertained.

GENERAL INSTRUCTION:-

i). Every candidate who submits his/her application to the controller of Departmental Examinations to appear for a test will be deemed to have given an undertaking he/she shall abide by all the rules in force and all the other rules which may hereafter be brought into force in respect of the tests.

ii) While forwarding the filled -in applications the controlling officer should ensure eligibility criteria of the candidates as per the clause (3) above.

iii) The controlling officer concerned only should sign and affix his/her seal of office duly certifying the signature of the candidate on 3 No's of photographs affixed on the Application form and on the Hall Ticket forms.

iv) The Candidate should specifically mention on the application form in the column (7) "Name of the Test Applied". The name of the examination to which he/she desires to appear. Any change of test or change in examination centre will not be entertained at a later date.

v) The Hall Ticket for admission to the tests along with the time-table and instructions to the candidate will be sent to the candidates well in advance to the date of Examinations.

vi) The candidates are requested to write the full answer to the questions attempted, apart from quoting the reference, in respect of the exam with books.

vii) The candidate should clearly write the calculation of each step and arrive the final answer instead the writing final answer.

Place: Vijayawada

Date: 26.10.2020


26/10/2020
CHIEF ENGINEER
TRAINING INSTITUTE &
Stage-V/Construction .Dr.NTTPS
:: APGENCO::

CERTIFICATE

(Certificate columns shall be filled in by controlling officer only. If the certificate is filled in and signed by other than controlling officer, the application will be summarily rejected)

Affix Latest
Photo graph and
to be attested
by controlling
officer only with
office stamp

Certified that:

- i) The Photos affixed on the application & Hall Tickets are that of
Sri / Smt / Kum
- ii) The entries made by the candidate in the application i.e. Name, Date of Birth, Date of joining. Date of appointment to regular time scale and other relevant information furnished are verified with service book and found correct.
- iii) Sri/Smt/Kum has served a minimum period of one year service excluding EOL period if any, in the organization and has been working in the office from to till date and he/she is eligible to apply the said examination.
- iv) An attested copy of last increment release orders or a service certificate is enclosed here with.
- v) The entries made in the application are true and correct and do not require any amendments what so ever in future.

Station :

Signature of the Controlling Officer
(With office seal)

Date

SERVICE CERTIFICATE
(To be issued by the Pay Officer only)

It is to certify that Sri / Smt / Kum
(DOB) has joined in the organization on
..... and presently working as in
the office of from to till
date under the control of During the period, his/her
service is found to be satisfactory and * he / she has not availed any EOL as
on date/ * Availed the EOL from to
..... Further, it is to sate that he / she is eligible for the
Departmental Tests

NOTE : * Strike out the sentence whichever is NOT applicable.

Place :
Date:

Signature of the Pay Officer
(with office seal)

Name : _____

Designation : _____

SYLLABUS

DEPARTMENTAL ACCOUNT TEST FOR ASST.ENGINEERS/ ASST.EXECUTIVE ENGINEERS(ELECTRICAL, MECHANICAL AND TELECOM)

PAPER – I

PART – A

1. A.P.E.D Manual Vol. I
(chapters – I, II, III, IV, V (excluding Sec – IV) VI, VIII and IX)
2. A.P.E.D Manual Vol.II
(Appendices – I, III, IV,V,VI,VIII,X,XI,XII,XIII,XXI, XXII,XXIII,XXV,XXVI)

(Note: Item No.s 1 & 2 material can be downloaded from internet.)

PART – B

1. Indian Electricity Act, 2003
2. Indian Electricity Rules 1956
3. Indian Electricity Grid Code
4. Technical Hand Book.
5. General terms and conditions of supply of Distribution and Retail Supply Licenses.

(Note: Item No.s 3,4 & 5 material can be downloaded from Website: www.aptransco.gov.in & www.aprc.gov.in)

PAPER – II

PART –A

1. A.P.S.E.B Commercial Accounts Manual Part – II, Stores Accounts.
2. A.P. Financial Code Vol. I, Chapter – I, II, III, IV, V, VI, VII, VIII excluding paragraph 184 to 200 and 203 to 208 relating to works allotted to public works department, (Forest and Excise Departments). Chapter X (Paragraphs 226 to 240 only). Chapters XI, XII, XIII, XIV.
3. A.P. Financial Code Vol. II: Appendices 1, 2, 4, 7, 10, 14, 15 (items 8 and 9 only) 18, 21, 22, 23 and 25.
4. Accounts Code Vol. III.
5. Factory's Act and Rules and there under.

PART – B

1. Board Pension Rules Including liberalized Pension Rules and Family Pension Rules. (Questions to be set shall be of simple nature)
2. Workmen's Compensation Act and Rules there under.
3. A.P. Treasury Code Vol. I The A.P. Treasury Rules in Part – I. Instructions under Treasury Rules 8 & 9.
T.R. Rules 10:
Sub – Rules 1 to 4, 6 and 7 exception under instruction 3, sub – rules, 8, 9, 10 (Except 1 & 20).
T.R. Rules 11: Subsidiary rules 1 and 2 instructions 2.
Treasury rule 16, sub – rules 2 to 14, 16 to 22 and instructions 8.
T.R. Rulers 32:
Sub – rules 1 to 5 instructions 1 to 10 portions which have direct bearing on Electricity Department.


CHIEF ENGINEER

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Stage-V/Construction/Dr. NTPS

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SYLLABUS
DEPARTMENTAL ACCOUNT TEST FOR ASST.ENGINEERS/ ASST.EXECUTIVE
ENGINEERS

(CIVIL)

PAPER -I

PART - A

1. A.P.E.D Manual Vol. I (Excluding chapters IV and VIII)
2. A.P.E.D Manual Vol. II Excluding Appendices IX, X, XI, XXIII).
3. Factories Act and Rules there under.

**(Note: Item No.s 1 & 2 material can be downloaded from
(Website:www.apgenco.gov.in)**

PART - B

1. Indian Electricity Act, 2003.
2. A.P. Detailed Standard Specification.
3. Workmen Compensation Act and Rules thereunder.

PAPER - II

PART -A

1. A.P.S.E.B. Commercial Accounts Manual Part -II Stores Accounts.
2. A.P. Financial Code Vol. I Chapter - I, III (Art, 7-23, 28 & 31-37) IV, V, VI (Art, 91 - 1112, 115 and 120) VIII, XII, XIV (Art 317, 319 &326).
3. A.P. Financial Code Vol. II, Appendices - IV, XIV and XXV.
4. A.P. Treasury Code Vol. I - Part I, the A.P. Treasury Rules Part - II TR-7 (Instn. 2 under TR 7(2) (TR.10 sub -Rule 2 - 6, 7 (c) and 7 (d) and 18 & Instn., 5, 15 and 16, TR-16 (Sub-Rules 1 and Instn.2) TR 13 Instns. TR 16(Sub -Rule 1, 2(a), 4, 5, 28, 39-50, 52, 54- 56, 61 and 63 and Instn 3 - 10, 40-43, 46-49,52,57 and 58) Tr.23 (Instn. 1,2&4) and TR.32 (Sub- Rule 1-4 and instruction 3 - 10).

PART - B

1. Board's Pension Rules including Liberalized and Family Pension Rules.
2. A.P. Account Code Vol. I (Chapter III, VI).
3. A.P. Accounts Code Vol. III (Chapters I, IV).


28/10/2020
CHIEF ENGINEER
TRAINING INSTITUTE
Stage-V/Construction/Dr. NTTPS
:: APGENCO::

SYLLABUS
ACCOUNTANCY HIGHER GRADE EXAMINATION

PAPER – I

PART – A

1. Journal and Adjustment entries relating to Board's own Accounting.
2. Capital Expenditure and Revenue Expenditure.
3. Bank Reconciliation (Drawing Account, Remittances Account, Current Account).
4. Bills of Exchange.
5. Short Notes on the above subjects.

PART – B

1. Trading, Profit & Loss Account and Balance Sheet.
2. Depreciation and Reserves relating to Board.
3. Accounting of Materials/ Cash lost or stolen, Accounting of shortage /Excess in Stock verification reports / Handing over Notes, sale of Board material / Assets.
4. Short notes on the above subjects.

PAPER – II

PART – A

1. Tariff orders issued from time to time by APERC.
2. Simple Cost Accounting (Job Work, Fundamentals, Preparation of Cost Data, Manufacturing operations and suspense Account).
3. Inter Unit Account (T.D.As and T.C.As).
4. Accounting of renewals and replacements due to natural calamities.
5. Income Tax under salary Head only.
6. Short notes on the above subjects.

PART – B

1. Company Accounts.
2. Income and Expenditure Account.
3. Departmental and Branch Accounts.
4. Short Notes on the above subjects.


26/10/2020
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Stage-V/Construction/Dr. NTPPS
:: APGENCO::

JOB DETAILS

1. PRESENT DESIGNATION :

2. DATE OF JOINING IN PRESENT CADRE DD/MM/YYYY

3. DATE OF JOINING IN ORGANISATION: DD/MM/YYYY

4. ORGANISATION NAME

APGENCO

APTRANSCO

APSPDCL

APEPDCL

APCPDCL

5. Office address of the Controlling officer:

6. District in which employee is Working:

7. TEST APPLIED FOR :

I. Accounts Test for AEs/AEE (Electrical/Mechanical/Electronics)

II. Accounts Test for AEs/AEEs (Civil)

III. Accountancy Higher Grade Exam

DECLARATION

I abide by the Rules concerning the Test and applied for the Test as stated in the relevant G.Os I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination, action can be taken against me and I shall be bound by the decision of the Department and/or Employer.

SIGNATURE OF APPLICANT



Departmental Tests January -2021 to the Employees of
APGENCO/APTRANSCO/APSPDCL/APEPDCL/APCPDCL

HALL TICKET

EXAMINATION CENTER	
EXAM DATE & TIMINGS	
HALL TICKET NO	
*NAME OF THE EMPLOYEE	
*DESIGNATION	
ORGANIZATION	APGENCO / APTRANSCO / APSPDCL / APEPDCL/APCPDCL
*TEST APPLIED FOR	

Affix self Passport
Size photograph duly
attested by
Controlling Officer

SIGNATURE OF APPLICANT

*To be filled by Applicant

CHIEF ENGINEER
TRAINING INSTITUTE & Stage-V Construction
Dr.NTTPS APGENCO , Ibrahimpatnam



Departmental Tests January -2021 to the Employees of
APGENCO/APTRANSCO/APSPDCL/APEPDCL/APCPDCL

HALL TICKET

EXAMINATION CENTER	
EXAM DATE & TIMINGS	
HALL TICKET NO	
*NAME OF THE EMPLOYEE	
*DESIGNATION	
ORGANIZATION	APGENCO / APTRANSCO / APSPDCL / APEPDCL/APCPDCL
*TEST APPLIED FOR	

Affix self Passport
Size photograph duly
attested by
Controlling Officer

SIGNATURE OF APPLICANT

*To be filled by Applicant

CHIEF ENGINEER
TRAINING INSTITUTE & Stage-V Construction
Dr.NTTPS APGENCO , Ibrahimpatnam

**INSTRUCTIONS TO CANDIDATE APPEARING FOR DEPARTMENT EXAMINATIONS CONDUCTED BY
ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

1. Candidates should take their seats in the examination hall at least five minutes before the commencement of the examination. No candidate will be admitted into the examination hall after half –an- hour from commencement of examination
2. No candidate will be allowed to leave the examination hall till the expiry of at least half-an -hour after the question paper (s) has (have) been distributed to the candidates and no candidate who leaves the examination hall during the period allotted for a paper will be allowed to return within that period. The question papers of the candidates who leave the examination hall immediately after 30 minutes of the commencement of the examination will be withdraw and given to them, only after close for that examination
3. Strict silence should be maintained in the examination hall
4. Candidates are requested to provide themselves with their own Pens, Face Masks, Gloves & Hand Sanitizers etc.,
5. No candidate suffering from any covid-19 symptoms & contagious disease will be admitted into the examination hall
6. Candidates are not allowed to use the books of any kind except bare acts, rules, manuals, etc., as prescribed for each test. They are prohibited from introducing into the examination hall any book or portion of a book, slate, manuscript or paper of any description ,from communicating with or copying from each other and from communicating with any person outside the examination hall . Candidates are strictly prohibited from writing on the Hall-Tickets or question papers issued to them
7. Candidates will on no account be allowed exceed the time allotted for answering each paper.
8. Candidate should cite the correct number of the question against each answer including part thereof to the main question, where Definitions/Descriptions are questioned, answer are to be given precisely. Otherwise they are liable to lose marks
9. Candidate should write their Hall-Ticket number only in the space provided for it on the front cover of the answer book .They should not write their Hall-Ticket number or names or initials or anything else except actual answer (s) to question (s) inside the answer books. They should not write their names or initials even underneath of any order, judgement, plotted sketch etc., written in answer to a question .No answer book on which the name of candidate or his/her initials written elsewhere in the Main & Additional Answer Books will be valued. The answer books of candidates who fail to write their Hall-Ticket number or who do not write their Hall-Ticket number distinctly and correctly on the front page of the main answer book and also of those who write their Hall-Ticket number inside the main answer book or anywhere in the additional answer book(s) will be liable to be **INVLIDATED**
10. Candidates should bring their own reference books, manuals with them for purpose of answering the question papers in the tests in which the use of books is allowed. Books or publications which are authorized by any general or special permission should only be taken into the examination hall for this purpose

CHIEF ENGINEER
TRAINING INSTITUTE & Stage-V Construction
Dr.NTTPS APGENCO , Ibrahimpatnam

**INSTRUCTIONS TO CANDIDATE APPEARING FOR DEPARTMENT EXAMINATIONS CONDUCTED BY
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12. No candidate will be allowed to leave the examination hall till the expiry of at least half-an -hour after the question paper (s) has (have) been distributed to the candidates and no candidate who leaves the examination hall during the period allotted for a paper will be allowed to return within that period. The question papers of the candidates who leave the examination hall immediately after 30 minutes of the commencement of the examination will be withdraw and given to them, only after close for that examination
13. Strict silence should be maintained in the examination hall
14. Candidates are requested to provide themselves with their own Pens, Face Masks, Gloves & Hand Sanitizers etc.,
15. No candidate suffering from any covid-19 symptoms & contagious disease will be admitted into the examination hall
16. Candidates are not allowed to use the books of any kind except bare acts, rules, manuals, etc., as prescribed for each test. They are prohibited from introducing into the examination hall any book or portion of a book, slate, manuscript or paper of any description ,from communicating with or copying from each other and from communicating with any person outside the examination hall . Candidates are strictly prohibited from writing on the Hall-Tickets or question papers issued to them
17. Candidates will on no account be allowed exceed the time allotted for answering each paper.
18. Candidate should cite the correct number of the question against each answer including part thereof to the main question, where Definitions/Descriptions are questioned, answer are to be given precisely. Otherwise they are liable to lose marks
19. Candidate should write their Hall-Ticket number only in the space provided for it on the front cover of the answer book .They should not write their Hall-Ticket number or names or initials or anything else except actual answer (s) to question (s) inside the answer books. They should not write their names or initials even underneath of any order, judgement, plotted sketch etc., written in answer to a question .No answer book on which the name of candidate or his/her initials written elsewhere in the Main & Additional Answer Books will be valued. The answer books of candidates who fail to write their Hall-Ticket number or who do not write their Hall-Ticket number distinctly and correctly on the front page of the main answer book and also of those who write their Hall-Ticket number inside the main answer book or anywhere in the additional answer book(s) will be liable to be **INVLIDATED**
20. Candidates should bring their own reference books, manuals with them for purpose of answering the question papers in the tests in which the use of books is allowed. Books or publications which are authorized by any general or special permission should only be taken into the examination hall for this purpose

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