



**TELANGANA STATE POWER GENERATION CORPORATION LIMITED  
VIDYUT SOUDHA :: HYDERABAD – 82.**

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**Notification No.01/CGM(Adm)/2018, Dt.13.04.2018.**

**DIRECT RECRUITMENT FOR THE POST OF ASSISTANT MANAGER (HR)**

Telangana State Power Generation Corporation Limited (TSGENCO) is one of the pivotal organizations of Telangana State, engaged in the generation of power with an installed capacity of **5295.26 MW**. It has also taken-up vast expansion of existing Power Generating Stations and also undertaken new Power Projects to supply quality and quantity power at an affordable cost, invites applications from the eligible candidates for the post of **“Assistant Manager (HR)”**.

**PARA-I :**

Application is invited through On-line from the eligible candidates in the proforma. Application which is made available on TSGENCO WEBSITE [www.tsgenco.co.in](http://www.tsgenco.co.in) and <http://tsgenco.cgg.gov.in> to the post of **“Assistant Manager(HR)”**.

- i) Submission of Applications through On-line from: **13.04.2018.**
- ii) Last date for payment of Examination Fee: **09.05.2018.**
- ii) Last date for submission of On-line Application **10.05.2018.**
- iii) Hall-tickets can be downloaded from **20.05.2018** onwards.

1. The examination is scheduled on **27.05.2018**.
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:

<b>Position</b>	<b>No., of Vacancies</b>
<b>Direct Recruitment of “Assistant Manager (HR)”</b>	
<b>GR: General Recruitment</b>	<b>GR : 33</b>
<b>Total No. of Vacancies</b>	<b>33</b>

**Note:**

- (i) The details of vacancies i.e. Zone-wise, Community-wise and Gender-wise (General/Women) are as shown in **ANNEXURE-I**.
- (ii) The vacancies are subject to variation based on the necessity and shall be filled-up as per the Rules & Regulations in vogue, duly following the Rule of Reservation.

**3. EDUCATIONAL QUALIFICATIONS:** Applicants must possess the required qualifications acquired from a recognized University and experience as detailed below as on the date of Notification.

<b>Class &amp; Category</b>	<b>Qualifications</b>
<b>Class-II Category-4 “ASSISTANT MANAGER (HR)”</b>	<p>(i) <b>Must have passed M.B.A (HR) or MSW or 2 years Post Graduate Diploma in personnel Management /Human Resources /Industrial Relations;</b></p> <p>(ii) <b>A Degree in Law is desirable.</b></p> <p>(iii) <b>Eight (8) years post qualification experience in the field of Personnel Management in a reputed manufacturing company.</b></p>

**Note:**

The employees working in TSGENCO who are satisfying the qualifications as prescribed above to the post of ‘Assistant Manager’ (HR) under “Direct Recruitment” shall also be eligible to apply, and if so desired are required to submit their applications through On-line, subject to the condition that they shall not exceed the age of 44 years as on 01.01.2018 along with other open candidates. They shall also be required to appear for the ‘Written Test’/ ‘Examination’. However, their existing pay will be protected, in case of their selection to the post of “Assistant Manager (HR)”, including their service for all the purposes in the said category, and they will be treated as “direct recruitee”.

**4. AGE:** Minimum **18** years & Maximum **44** years. The age will be reckoned as on **01/01/2018**(Rule- 12(1)(a)(v) of State and Subordinate Service Rules).

**Note:**

- (i) As per G.O.Ms.No.329,GA(Ser.A) Dept.,Dtd.27/07/2015 and G.O.Ms.No.264 GA(Ser.A) Dept., Dtd.26.07.2016; and read with G.O.Ms.No.190, GA(Ser.A) Dept. Dt.08.08.2017 as adopted by TSGENCO vide T.G.O.O.No.218, Dt.31.8.2015; T.G.O.ONo.192,Dt.28.08.2016 & T.G.O.O.No.269/CGM(HR)/17, Dt.07.09.2017, the raising of the upper age limit by 10 years for the ensuing recruitments was extended upto **26.07.2019** i.e., from **34** years to **44** years.
- (ii) No person shall be eligible who has crossed **58** years of age (Superannuation age).

**Age Relaxations:** The upper age limit shall be relaxed to the following categories:

<b>Sl. No.</b>	<b>Category of candidates</b>	<b>Relaxation of age permissible</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	SC/ST & BCs	05 years
2	Physically challenged persons	10 years

**5. Examination Fee:** All the applicants must pay an amount of **Rs.150/-** (Rupees One Hundred and Fifty Only) towards On-line application processing fee. The applicants are also have to pay an amount of **Rs.350/-** (Rupees Three Hundred and Fifty Only) towards '**Written Test/Examination Fee**'. However, the applicants belonging to Scheduled Caste/Scheduled Tribe/Backward Class Communities and Physical Handicapped are exempted from payment of '**Written Test/Examination Fee**'.

**6. Mode of Payment of fee:** The fee mentioned at para-5 is to be paid by visiting website: <http://tsgenco.cgg.gov.in> to view the detailed notification and user guide.

7. After payment of Fee, the Candidate has to logon to the website <http://www.tsgenco.co.in> and click on **APPLY ONLINE** link or directly visit <http://tsgenco.cgg.gov.in> to view the detailed Notification, User Guide and Application Form. 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 '**On-line Application processing fee**' or '**Written Test/Examination fee**', wherever applicable will entail the total rejection of application.

Starting date for Payment of Fee and Application submission is: **13.04.2018.**  
Last date for online payment of is: **09.05.2018.**  
Last date for submission of Application is: **10.05.2018 @16:30 Hrs.**

**PARA-II:**

**CENTRES FOR THE WRITTEN TEST/EXAMINATION.** The written examination for recruitment of **Assistant Manager (HR)** will be held at different centers located only in **Hyderabad and Secunderabad.**

**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 in the first instance.

**II Step:- Submission of Application:** After payment of Fee, the Candidate has to logon to the website <http://www.tsgenco.co.in> and click on **APPLY ONLINE** link or directly visit <http://tsgenco.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 columns/fields in the Application. Immediately on submission of application, applicant will get an acknowledgement in the form of a downloadable '**pdf**' document.

**NOTE:**

1. The applicants are required to go through the detailed Notification and decide themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.
2. Candidates are required to retain a photocopy of application form with Reference ID for future reference.
3. Candidates have to submit application only through online mode well in advance in order to avoid last day rush.
4. Hand written/ Typed/ Photostat copies/ Outside printed Application Form will not be accepted and liable for rejection.
5. Applicants willing to serve anywhere in the Telangana only should apply.
6. For any problems related to Online submission and downloading of Hall-Tickets please contact **Help Desk No.040-23120303** (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://tsgenco.cgg.gov.in> click on to complaint box.

**PARA -IV : General Provisions :**

1. Applicants must compulsorily fill up all relevant columns/fields of application and submit the application through website only. The particulars made available in the website shall be processed through Computer and the eligibility will be 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 TSGENCO will not be held responsible for any kind of discrepancy.
3. Applicants must upload his/her own scanned photo and signature through jpg format in the following steps:

**Instructions for Scanning of Photograph with Signature**

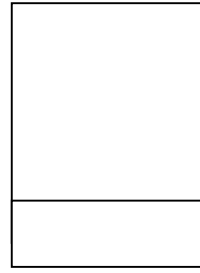


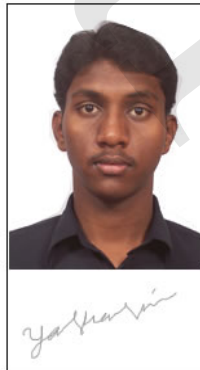
Photo width= 3.5cm

Photo Height= 4.5cm

Signature Space = 1.5 cm

- i) 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.
- ii) Scan the above required size containing photograph and signature. Please do not scan the complete page.
- iii) 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.
- iv) Ensure that the size of the scanned image is not more than 50KB.
- v) 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.
- vi) 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.
- vii) The signature must be signed only by the candidate and not by any other person.
- viii) 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**



*ex. 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/her 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 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 TSGENCO. 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 TSGENCO reserves the right to reject candidature at any stage of the selection.
7. TSGENCO is not responsible, for any discrepancy in submitting application through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.
8. Applicant must compulsorily fill-up all relevant columns/fields of application and submit application through website only.
9. Incomplete/incorrect application form will be summarily rejected. TSGENCO under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling-up of the application form at the time of submission.  
  
If any lapse is detected during the scrutiny; the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
10. Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this Notification. No relevant column/field of the application form should be left blank; otherwise application form will not be accepted.

11. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the TSGENCO will not be held responsible for any kind of discrepancy.
12. Applicants must compulsorily upload his/her own scanned photo with signature in '**jpg**' format only.

**The following certificates must be kept ready by the candidates for the purpose of verification :-**

- (i) Date of Birth Certificate.
- (ii) School Study Certificate.
- (iii) All certificates relating to academic qualifications as required.
- (iv) **The candidate possessing qualification of MBA (HR/HRM) must produce the certificate to the effect that he/she has studied HRM/HR specialization as major, from the concerned University/Institution.**
- (v) Experience Certificate in the field of Personnel Management issued by the competent authority of the reputed manufacturing company.
- (vi) Aadhar Card.

**The following Certificates should be obtained from Govt. of Telangana State in the prescribed proforma for the purpose of verification: -**

- (i) Community Certificate.
- (ii) Creamy layer certificate.
- (iii) Certificate of Residence / Nativity.
- (iv) No objection certificate from the existing Employer where he/she is working.

**The following certificate as applicable should be obtained from the Competent authority for the purpose of verification: -**

- (v) Medical Certificate for the blind

**Note:**

The Physical Handicapped reservation will be applicable only to persons whose disability is 40% and above.

13. Candidates will be required to appear for 'Written Test/Examination' as and when conducted at their own cost.
14. Admission for 'Written Test/Examination' or calling the qualified candidates to the written test to furnish documentary proof does not confer any right for appointment.



15. The degrees awarded by the Universities/Institutions that are recognized by the U.G.C, D.E.C (Under IGNOU) and AICTE as the case may be, only will be considered.
16. The decision of the Selection Committee/TSGENCO 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, General Administration (Ser.A) Dept.,dt.22.02.1997.
2. **Recruitment:** The Recruitment will be processed as per this notification and also as per the rules and regulations of TSGENCO existing and in force as on date.
3. **Rules:** All are informed that various conditions and criterion described herein are governed by the Rules and Regulations existing and in force in TSGENCO.
4. **Recruitment and Selection:** The whole recruitment and selection process is carried out with utmost regard to maintain secrecy and confidentiality so as to ensure that the principle of merit is followed. A candidate shall be disqualified for appointment, if he himself/she herself or through relations 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. **Zonal/Local:** The Zonal and Local reservations shall be followed as per the Reservation prescribed to the “Local Candidates” and also to the posts to be filled up by “Open Competition” of the two zones mentioned below confined to the State of Telangana as per the Regulations in-force.

Zones	Districts covered	Name of the Generating Station
I	Adilabad, Karimnagar, Warangal and Khammam (Old Districts)	Kothagudem Thermal Power Station, Kothagudem Thermal Power Station-V&VI Stages, Kothagudem Thermal Power Station - VII Stage, Kakatiya Thermal Power Project I & II Stages, Bhadradri Thermal Power Station, Ramagundam Thermal Station-B, Peddapalli MHS and Paleru HES.
II	Hyderabad, Ranga Reddy, Nizamabad, Medak, Mahabubnagar and Nalgonda (Old Districts)	Yadadri Thermal Power Station- A&B, Srisailem Left Bank HES, Nagarjunasagar HES, Nagarjunasagar Left Canal, HES, Puttamgandi AMRP (LIS), Pulichintala HES, Priyadarshini Jurala HES, Lower Jurala HES, Singur MHS, Nizamsagar MHS, Pochampadu MHS.

The Zonal and Local Reservations shall be followed 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,2014.The candidates recruited on the zonal basis shall be transferred within the respective zones only. The selection list will be drawn into two parts. The first part will comprise 40% of the posts consisting of combined merit list of local as well as non-local and the remaining second part will comprise the balance 60% of the posts consisting of locals only and the posts will be filled only following the rule of reservation.

- a) The candidates will be selected and allotted to Zones as per their Rank in the merit list and as per zonal preferences for allotment of non-local candidates against vacancies available. Selection shall be made on State Wide merit, in respect of non-local candidates and allotment of Zones shall be made as per the preference given by candidates against the actual vacancies.
- b) While the Corporation calls for preference of candidates in respect of zones 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 TSGENCO has the power to assign a successful candidate to any of the notified posts in the Zone in respect of non-local candidates, for which he/she is considered to be qualified and eligible, subject to fulfilling the selection criteria. Mere claim of preference for any zone for allotment against vacancy does not confer a right to selection for that Zone in particular or any Zone in general.

6. **Percentage of reservation:** The following percentages of reservations are applicable subject to the orders of the Government from time to time.

**BC-25% + 4% (BC-E)**

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- 06%,**

**PH- 03%**

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

7. **Creamy Layer**: In terms of G.O.Ms.No.20, Backward Classes Welfare (OP) Department, Dt.31.10.2017, as adapted by TSGENCO, vide T.G.O.O.No.546/CGMHR)/2017, Dt.17.11.2017, 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 (Tahasildar). The Certificate excluding from Creamy Layer has to be produced at an appropriate time. B.C. Candidates whose Parent's income is less than Rs.8.00 Lakhs per annum come under Non-Creamy Layer. In case of failure to produce the same on the day of verification of certificates, the Candidature will be rejected without further correspondence.

8. **Education through Open University** : The Candidates who have acquired Degrees through Open Universities are required to have recognition by the University Grants Commission / A.I.C.T.E. / Distance Education Council as the case may be. Unless such degrees had been recognized by the relevant Statutory Authority, they cannot be accepted for the purpose of Educational Qualifications. The onus of Proof of recognition by the relevant Statutory Authority that their Degrees / Universities have been recognized, rests with the candidate.

**PARA-VI:RESERVATION TO LOCAL CANDIDATES:** Reservation to the Local candidates is applicable as provided in the Rules and as amended from time to time as in force on the date of notification. The candidates claiming reservation as **Local candidates** should obtain the required Study certificates (from IV Class to X Class or SSC) (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 to produce as and when required.

**DEFINITION OF LOCAL CANDIDATE:** -"LOCAL CANDIDATE" means a candidate for direct recruitment to any post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for S.S.C or its equivalent examination. If however, he/she has not studied in any educational institution and obtained SSC or its equivalent qualification or Open School, Private Study basis, he/she has to produce residential certificate issued by the Tahsildar having Jurisdiction.

- i) In case any Candidate who does not fall within the scope of above then, if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied SSC or its equivalent qualification, he/she 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/her study in two or more local areas or equal such local area where he/she has studied last in such equal periods will be taken for determining the local candidature. Similarly, if he/she 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/she has resided last in such equal periods.
- ii) If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she 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 Tahsildar or Deputy Tahsildar in independent charge of Mandal. If, however, a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case may be separate certificates from the Tahsildar exercising jurisdiction have to be obtained in respect of different areas.

**NOTE:**

**Residence Certificate will not be accepted, if a candidate has studied in any educational institution upto S.S.C. or equivalent examination, such candidates have to produce study certificates invariably. The candidates, who acquired Degree from Open Universities without studying SSC/Matriculation or equivalent in Educational Institutions, have to submit Residence Certificate only. Educational institution means a recognized institution by the Government / University / Competent Authority.**

**PARA-VII: Scheme of Examination :**

- i) The Scheme and Syllabus for the examination has been shown in 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 **Assistant Managers (HR)** will be held on **27.05.2018**.
- iv) **Examination Centers:** The written examination for recruitment of **Assistant Managers (HR)** will be held at different centers located only in the cities of Hyderabad and Secunderabad of the State of Telangana.
- 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 centre in time. Candidates will be allowed into the examination hall half-an-hour before the scheduled starting time. 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.
  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/her 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 TS GENCO.

6. The candidate has to follow meticulously all the instructions given on the question paper booklet and OMR Answer Sheet, else his 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 provisional key will be publicized one day after the examination.
9. If any objections on the provisional key, they can be raised in the website within the time stipulated.

**PARA-VIII : Procedure for Selection:**

- i. The eligible candidates shall be required to appear for the “Written Test/Examination”.
- ii. The Written Test/Examination will be in the form of objective type for 100 marks.
- iii. The minimum qualifying marks in the written examination is 40% for OCs, 35% for BCs and 30% for SC/STs. A merit list of all the candidates shall be drawn based on the marks secured in the written test/ examination. Selection of the candidates will be made based on the “State wide merit list” against 40% of posts meant for non-locals and will be allotted to Project/Generating Stations as per their rank secured in the said merit list by giving “Project” preference for allotment of non-local/local candidates against the vacancies notified. Selection will also be made based on the “zone wise merit list against 60% of posts meant for locals and will be allotted to Project/Generating Stations as per their rank secured in the said merit list and “Project” preference for allotment of local candidates against the vacancies available, duly following the “Rule of Reservation”.

**PARA-IX: Preparation of merit list :-**

(A) Based on the criteria mentioned in the selection procedure mentioned above, selection will be made based on the “**state wide merit list** “**against** 40% of posts meant for non-locals/Locals as per their **rank** secured in the said merit list for allotment of non-local /Local candidates against the vacancies available. Selection will also be made based on the “**Zone wise merit list**” against 60% of posts meant for locals as per their rank secured in the said merit list for allotment of local candidates against the vacancies available, duly following the Rule of Reservation.

**(B)** The above preferences are only indicative for being considered to the extent possible but not binding. Therefore, the TSGENCO has the power to assign a successful candidate to any notified post in the project/Generating Station in respect of non-local candidates, for which, he/she is considered to be qualified and eligible, subject to fulfilling the selection criteria. Mere giving of preference for any project/Generating station for allotment against vacancy does not confer a right to selection for that Project/Generating station in particular or any Project/Generating station in general.

**(C)** Candidates have to produce Original documents viz., i) Date of Birth Certificate; ii) Educational Qualification Certificates (SSC + Intermediate + Degree + Post Graduation); iii) Community Certificate; iv) Study/Residence Certificate; and other particulars like service/experience certificates for verification as and when required and called for.

**(D)** If the particulars furnished in the “Online Application Form” do not tally with the original documents produced by the candidates, the candidature will summarily be rejected, without further assigning any reasons.

**(E)** The persons already in Government Service/Autonomous Bodies/Other Corporations etc., whether in permanent or temporary capacity must take print-out of the application after properly filled and get it endorsed by his/her employer and keep it with him ready, so as to submit the same as and when called for.

**(F)** The appointment of selected candidates will be subject to their being found medically fit in the appropriate medical classification.

**PARA-X. TERMS AND CONDITIONS OF SERVICE:**

1. **Scale of Pay: Rs.41155-1700-44555-1985-54480-2280-63600.**

2.

(i) **Training cum Probation:** The candidates appointed to the post shall be placed on Training-cum-Probation for a period of one year from the date of joining and the prescribed period of probation shall be for a period of 2 years within a continuous period of 3 years. During the period of Training, he/she will be paid pay in the pay scale of **Rs.41155-1700-44555-1985-54480-2280-63600** along with admissible allowances.

(ii) They shall have to deposit their original certificates, such as date of birth (SSC), degree, post graduation, caste and study/residence certificate, physically disability certificate issued by the concerned medical boards in respect of physically challenged etc.,

3. **Place of posting:** The candidates appointed shall be required to work in the projects initially for a minimum period of 5 years.

4. The candidate will be governed by the rules and regulations applicable or as framed by the TSGENCO and as amended from time to time. The Tripartite Agreement entered into between the APSEB, the composite State of 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.

**PARA-XI:DEBARMENT:**

- a) 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 aspects.
- b) Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred for five years from appearing for any of the examinations conducted by Telangana State Power Generation Corporation Ltd., and summarily rejection of their candidature for this recruitment.
- c) The Penal Provisions of the Andhra Pradesh Public Examinations (Prevention of Malpractices and unfair means) Act, 1997 (Act 25/97) published in the State Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Recruitment.
- d) The Corporation is vested with the powers under regulations for recruitment and selection as per regulations duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the TSGENCO will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules and as may be decided by the TSGENCO.



- e) If 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/her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, be debarred permanently from any exam or selection held by the TSGENCO.

**PARA-XII : Execution of Bond:**

The candidates shall be required to execute bond to serve in TSGENCO for a minimum period of 5 years. If they leave the corporation during the training period they shall refund the emoluments received by them + Rs.50,000/- by way of liquidated damages and the candidates who leave the corporation without serving the minimum 5 years period after completion of training, they shall pay a sum of Rs. 1,00,000/- by way of liquidated damages.

**PARA-XIII : TSGENCO's DECISION WILL BE FINAL:**

The decision of TSGENCO in all aspects and in 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. TSGENCO 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 TSGENCO at any stage.

**Place: Hyderabad**  
**Date: 12.04.2018.**

**D. PRABHAKAR RAO,**  
**CHAIRMAN AND MANAGING DIRECTOR**

**ANNEXURE-I**

**GENERAL RECRUITMENT**

**Break-up of provisional vacancy for the post of “Assistant Manager (HR)”.**

ZONES	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Total
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
<b>GR</b>																			
<b>Open</b>	2	1	-	1	-	-	-	-	-	-	-	-	1	1	-	-	-	1	7
																		(VH)	
<b>Local</b>	4	2	-	-	1	1	-	-	1	-	-	1	-	-	1	-	-	-	11
<b>Z-II</b>																			
<b>Open</b>	2	1	-	1	-	-	-	-	-	-	-	-	-	1	-	-	-	1	6
																		(VH)	
<b>Local</b>	4	1	-	-	1	1	-	-	-	-	-	1	-	-	1	-	-	-	9
<b>TOTAL</b>																			<b>33</b>

**ANNEXURE-II**

**SCHEME AND SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT MANAGER (HR)**

**SCHEME OF EXAMINATION**

	No. of Questions	Duration (Minutes)	Maximum Marks
<b><u>Part: A:</u></b> <b>Written Examination(Objective Type):</b> <b>Human Resource Management, Industrial Relations General Law &amp; Labour Law.</b>	60	120 minutes	60 marks
<b><u>Part-B:</u></b> <b>Comprehension, Test of Reasoning, General awareness.</b>	40		40 marks
		Total:	100 marks

## SYLLABUS

### **Part-A**

#### **Human Resource Management, Industrial Relations General Law & Labour Law**

##### Fundamentals of HR Management

- HR Management: Concepts and Challenges
- Human Resource Development
- Line Management in HR
- HR Policies and Practices
- Designing HR Systems

##### Managing People and Performance in Organization

- Human Resource Management
- Organizational Behaviour
- Human Resource Planning
- Productivity Management
- Human Resource Demand Forecasting
- Human Resource Supply Estimates
- Strategic Planning

##### Performance Management

- Objectives of Performance and Appraisal
- Methods of Performance and Appraisal
- Appraisal Forms and Formats
- Appraisal Communication

##### Measuring HR

- HR Accounting
- HR Auditing
- HR Cost Monitoring
- HR Reputation
- Return on Investment

#### **Industrial Relations**

##### Fundamentals of Industrial Relations

- Conflict Management
- Collective Bargaining and Negotiations Process
- Grievance Management
- Employers/Management
- Contemporary Issues in Industrial Relations
- Trade Unions

##### Wage Determination and Administration

- Wage Structure and Job Evaluation
- National Wage Policy
- Company Wage Policy
- Fringe Benefits
- Pay Roll Management, Deductions etc.

Principles of Labour Administration

ILO and Labour Administration

Labour Administration at the Central and State Level

Participative Management

Perspectives on Participation

Forms and Levels of Participation

Participative Management in Different Countries

Industrial Relations Law

Law of Industrial Relations

Law of Social Security

**General Laws**

- Constitution of India
- Broad Framework of the Constitution of India: Fundamental Rights, Directive Principles of State Policy
- Ordinance Making Powers of the President and the Governors
- Legislative Powers of the Union and the States
- Freedom of Trade, Commerce and Intercourse
- Constitutional Provisions relating to State Monopoly
- Judiciary, Writ Jurisdiction of High Courts and the Supreme Court
- Different Types of Writs - Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari
- Concept of Delegated Legislation

An Overview of Law relating to Specific Relief; Limitation and Evidence

Code of Civil Procedure

- Elementary Knowledge of the Structure of Civil Courts, their Jurisdiction
- Basic Understanding of Certain Terms - Order, Judgment and Decree, Stay Of Suits, Res Judicata
- Suits by Companies, Minors
- Basic Understanding of Summary Proceedings, Appeals, Reference, Review and Revision
- Indian Penal Code and Criminal Procedure Code
- Important Definitions and Salient Features, Mens Rea
- Cognizable and Non-Cognizable Offences, Bail, Continuing Offences, Searches,
- Limitation for taking Cognizance of Certain Offences

### **Right to Information**

- Salient Features of the Right to Information (RTI) Act, 2005
- Objective
- Public Authorities & their Obligations
- Designation of Public Information Officers (PIO) and their Duties
- Request for Obtaining Information
- Exemption from Disclosure
- Who is excluded
- Information Commissions (Central & State) and their Powers
- Appellate Authorities
- Penalties
- Jurisdiction of Courts
- Role of Central/State Governments

### **Labour Laws**

1. Classification of labour laws in India
  - History of Labour law
  - Evolution of Labour law in India
  - Purpose of Labour Legislations
  - Constitutional provisions with regard to labour laws
  - Labour Policy of India
2. Overview of important labour laws in India
  - a) Laws related to wages
  - b) Laws related to child labour
  - c) Law related to contract labour
3. Labour law compliance
4. Unfair labour practice
5. Women labour and the Law

6. Special points to be noted while drafting Employment Agreement
7. Important case laws under various labour legislations
8. Important organizations – Employer & Employees
9. Authorities under the labour law in India
  - a) Agreements between employee and employer
  - b) Agreement for reference of disputes to arbitration

1. Factories Act, 1948

Important Definitions

Statutory Agencies and their Powers for Enforcement of the Act

Approval, Licensing and Registration of Factories

Notice by Occupier

General Duties of the Occupier

General Duties of Manufacturers Etc.

Measures to be taken by Factories for Health, Safety and Welfare of Workers

Health

Safety

Welfare

Special Provisions Relating to Hazardous Processes

Working Hours of Adults

Additional Provisions Regulating Employment of Women in a Factory

Employment of Young Persons and Children

Annual Leave with Wages

Penalties and Procedures

Compliances Under The Act

2. Minimum Wages Act, 1948

Fixation of Minimum Rates of Wages

Revision of Minimum Wages

Manner of Fixation/Revision of Minimum Wages

Minimum Rate of Wages

Procedure for Fixing and Revising Minimum Wages

Advisory Board

Central Advisory Board

Minimum Wage – Whether to be Paid in Cash or Kind

Payment of Minimum Wages is Obligatory on Employer

Fixing Hours for a Normal Working Day

Payment of Overtime

Wages of a Worker who works Less than Normal Working Day

Minimum Time – Rate Wages for Piece Work

Maintenance of Registers and Records

Authority and Claims

Offences and Penalties

Compliances Under the Act

3. Payment of Wages Act, 1936
  - Responsibility for payment of wages
  - Wages to be paid in current coin or currency notes
  - Deductions from the wages of an employee
  - Maintenance of registers and records
  - Claims arising out of deductions from wages or delay in payment of wages and penalty formalicious or vexatious claims
4. Equal Remuneration Act, 1976
5. Employees' State Insurance Act, 1948
6. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
7. Payment of Bonus Act, 1965
8. Payment of Gratuity Act, 1972
9. Workmen's Compensation Act, 1923
10. Contract Labour (Regulation and Abolition) Act, 1970
  - The Advisory Boards
  - Registration of Establishments Employing Contract Labour 166
  - Effect of Non-registration
  
  - Prohibition of Employment of Contract Labour
  - Appointment of Licensing Officer and Licensing of Contractors
  - Welfare and Health of Contract Labour
  - Rules Framed Under the Act by the Central Government on the Question of Wages
  - Penalties and Procedure
  - Inspectors
  - Maintenance of Records and Registers
  - Compliances Under the Act
11. Maternity Benefit Act, 1961
12. The Child Labour (Prohibition and Regulation) Act, 1986
13. Industrial Employment (Standing Orders) Act, 1946
14. Industrial Disputes Act, 1947
15. Indian Trade Union Act, 1926
16. The Labour Laws (Exemption from Furnishing Returns and Maintaining Register by Certain Establishments) Act, 1988
17. Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959
18. Apprentices Act, 1961
19. Labour Audit covering the above Acts and those Industry Specific Acts



**Part-B: 40 Marks- Comprehension, Test of Reasoning, General awareness**

Test of English Language

General Awareness, Logical Reasoning and Numerical Ability:

- i). Analytical & Numerical Ability
- ii). Logical Reasoning
- iii). Decision making and problem solving
- iv). Inter-personal skills including communication skills
- v). General Awareness (current events of National & International importance)
- vi). Telangana Movement & State formation
  - The idea of Telangana (1948 to 1970)
  - Mobilizational phase (1971 – 1990)
  - Towards formation of Telangana State (1991-2014)
- viii). Computer Applications & Skills