



**NORTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED.  
VIDHYUTH BHAVAN :: CORPORATE OFFICE :: WARANGAL.**

**NOTIFICATION No. 05/2018, Dt: 18-12-2018**

**DIRECT RECRUITMENT FOR THE POST OF  
JUNIOR PERSONNEL OFFICER**

Northern Power Distribution Company of Telangana Ltd. (TSNPDCL) was incorporated under the Companies Act, 1956 as a Public Limited Company on 30-03-2000 with head quarters at Warangal to carry out electricity distribution business as part of the unbundling of erstwhile A.P.S.E.B which caters the supply of electricity in 5 combined districts i.e., Warangal, Karimnagar, Khammam, Nizamabad and Adilabad.

**PARA-I :**

1. Applications are invited On-line from qualified candidates through the proforma Application made available on TSNPDCL WEBSITE **www.tsnpdcl.in** and **http://tsnpdcl.cgg.gov.in** to the post of Junior Personnel Officer in Personnel & General Services of TSNPDCL.

- i) Starting Date for Payment of Fee On-Line ----- 27-12-2018  
ii) Starting Date of Application Submission On-Line ----- 28-12-2018  
iii) Last Date For Payment of Fee On-Line ----- 17-01-2019 (Up to 5:00 PM)  
iv) Last Date for Submission of On-Line Application ----- 17-01-2019 (Up to 11:59 PM)  
v) Downloading of Hall-Tickets from ----- 04-02-2019 onwards  
vi) Date of Examination ----- 10-02-2019  
From 10.30 AM to 12.30 PM

2. The candidate 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:

Name of the Post	Direct Recruitment			Age as on 01-07-2018 (Min-Max)	Scale of the Post (in Rs.)
	GR	LR	Total		
<b>JUNIOR PERSONNEL OFFICER</b>	<b>25</b>	<b>0</b>	<b>25</b>	18 yrs – 44 yrs	34925-1120-39405-1355-46180-1640-54380-1945-64105-2315-66420

**GR:** General Recruitment; **LR:** Limited Recruitment.  
**(The details of vacancies community-wise and Gender-wise (General/Women)) may be seen at Annexure-I).**

**IMPORTANT NOTE:** The number of vacancies are subject to variation.

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**3. EDUCATIONAL QUALIFICATIONS:** Applicants must possess the qualifications from a recognized University as detailed below or equivalent thereto as specified in the relevant Service Rules of TSNPDCL as on the date of Notification.

S.No.	Name of the post	Educational Qualification
1	JUNIOR PERSONNEL OFFICER	Must hold First Class B.A. / B.Com / B.Sc. Degree of a recognized University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any equivalent qualification and approved by the Government of Telangana.

**4. AGE:** Minimum 18 years and maximum 44 years. The age is reckoned as on **01.07.2018**.

**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 and PH are exempted from payment of examination fee.

**(b) Mode of Payment of fee:** Candidates 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 through TS Online centers duly following online instructions.

After payment of Fee, the Candidate has to logon to the website <http://www.tsnpdcl.in> and click on **APPLY ONLINE** link or directly visit <http://tsnpdcl.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 examination fee, application fee wherever applicable will entail the total rejection of application.

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**PARA-II : CENTRES FOR THE WRITTEN EXAMINATION:**

The written examination for recruitment of Junior Personnel Officer will be held at different centers located in **GHMC area of Hyderabad.**

**PARA-III :HOW TO APPLY:**

**A. 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 in any one of the TS Online centers and obtain Fee paid receipt with Journal Number (12 digit) in the first instance. Applicants can also pay the fee through TS Online portal.

**II Step:- Submission of Application:** After payment of Fee, the Candidate has to logon to the website **<http://www.tsnpdcl.in>** and click on **APPLY ONLINE** link or directly visit **<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/she 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 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. Only applicants willing to serve anywhere in TSNPDCL jurisdiction should apply.
9. For any problems related to Online submission and downloading of Hall-Tickets please contact Help Desk No. 0870-2461030 (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 / her own scanned photo and signature through jpg format in the following steps :

**Instructions for Scanning of Photograph with Signature**

Photograph
Signature

Photo width= 3.5cm  
Photo Height= 4.5cm  
Signature Space = 1.5 cm

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- 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:**



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/her **Photo with Signature** in the prescribed format by clicking on the **browse** button at the time of submission of application form.

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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. TSNPDCL is not responsible, for any discrepancy in submission of 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 fields of application and submit application through website only.
9. Incomplete/incorrect application form will be summarily rejected. TSNPDCL 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 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 TSNPDCL will not be held responsible for any kind of discrepancy.

The following certificates must be kept ready by the candidates for the purpose of verification.

- i) Date of Birth Certificate (SSC)
- ii) School Study Certificate (From 1<sup>st</sup> to 10<sup>th</sup> )

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

- iii) Latest Community Certificate (indicating Sub-Caste)
- iv) Non-Creamy layer certificate (see para V (8)) (for BC Candidates)
- v) Certificate of Residence / Nativity (if not studied in regular mode)
- vi) No objection certificate from the Employer (If employed anywhere)

The following Certificates in respect of PH candidates (whichever applicable) with minimum 40% disability should be obtained from Competent Medical authority as follows for the purpose of verification.

- vii) a) Medical Certificate for the blind from Sarojini Devi Eye Hospital, Hyderabad or from Sadarem camp, Govt. of Telangana. (For PH (VH) candidates)
- b) Certificate of hearing disability and hearing assessment from ENT Hospital, Koti, Hyderabad or from Sadarem camp, Govt. of Telangana. (For PH (HH) candidates)
- c) Medical Certificate in respect of orthopedically handicapped from Osmania General Hospital, Hyderabad or from Sadarem camp, Govt. of Telangana. (For PH (OH) candidates)

**13.** Candidates will be required to appear for written test as and when conducted at their own cost.

**14.** Written Test will be conducted in ENGLISH & TELUGU language only.

**15.** Mere admission for written test or calling the qualified candidates of the written test to furnish documentary proof does not confer any right on the candidate for appointment.

**16.** 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, General Administration (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 described herein are governed by the Rules and Regulations existing in TSNPDCL.

**4. Transparency in 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 scrupulously 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/her candidature, extraneous support, whether from official or non-official sources for appointment to this service.

**5. Local Reservation:** The Local reservations shall be made following the Reservation prescribed to the "Local Candidates" of TSNPDCL jurisdiction.

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

The 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 06/2014 .

The selection list will be drawn into two parts. The first part will comprise 30% of the posts 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 locals only and the posts will be filled only following the rule of reservation.

**6. 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. In respect of 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 or not below the rank of Deputy Tahsildar. **No person who professes a religion different from Hinduism shall be deemed a member of Scheduled Caste.**

**7. Percentage of reservation:** 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 as per the orders from the Government.

**SC-15%, ST- 6%, PH- 3% Reservation will be applicable for candidates with requisite percentages specified by the Govt./existing rules of TSNPDCL.**

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



**8. Creamy Layer :** In terms of G.O.Ms.No.8, Backward Classes Welfare (OP) Department, dt.13.11.2014, as adopted by TSNPDCL vide N.O.O (CGM-HRD) Ms.No. 181, Dt. 24-09-2015, In terms of G.O. Ms. No. 8 Backward Classes Welfare(OP) Department, Dated 13.11.2014, Govt., of Telangana, 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). The Certificate excluding from Creamy Layer has to be produced at an appropriate time. B.C. Candidates whose Parent's income is less than 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.

**9. 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. The decision of the management will be final.

**10. 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.

**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 I Class to X Class/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:-** 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/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.

- 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.
- iii) 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.
- 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:**

- (A) 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.
- (B) The candidates, who acquired Degree from Open Universities without studying SSC / Matriculation or equivalent in Educational Institutions, have to submit Residence Certificate only. Educational institutions means a recognized institution by the Government / University / Competent Authority.

**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 (**ENGLISH AND TELUGU**) consisting of 60 questions on Human Resource Management, Industrial Laws, General Laws & Labour Laws etc., Section-B consisting of 40 questions on Test of English Language, Computer abilities, General Awareness, Logical Reasoning and Numerical ability and History related to Telangana Culture & Movement.

The duration of the written examination will be 2 hrs. (120 minutes).

**Details of Written Examination:**

i) **Syllabus:** The Syllabus for Junior Personnel Officer examination is 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. Hall Ticket has to be preserved till final selection process.

iii) **Date of examination:** The written examination will be held on **10-02-2019 from 10.30 AM to 12.30 PM.**

iv) **Examination Centers:** The written examination for recruitment of Junior Personnel Officer will be held at different centers located in Hyderabad.

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. Candidates will be allowed in to 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. 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/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 TSNPDCL
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.

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- 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 placed on website within 3 days of written examination.
9. If any objections on the provisional key can be raised and send within 3 days to email as informed in the provisional key.

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

- i) The selection of candidates for appointment will be made 100% on written examination.
- ii) Only those candidates who qualify in the written examination by being ranked high, community wise will be called for verification of Original Certificates in 1:1 ratio.
- (iii) The minimum qualifying marks in the written test for the above selection process shall be as follows:

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

**Note:** Mere securing minimum qualifying marks doesn't vest, any right to a candidate for being called for verification of original certificates.

**DISQUALIFICATION**

The whole recruitment and selection process is carried out with utmost secrecy and confidentiality, 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 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. Conviction in criminal case involving moral turpitude declared insolvent.

**TERMS AND CONDITIONS OF SERVICE:**

1. **Scale of Pay:** Rs. 34925-1120-39405-1355-46180-1640-54380-1945-64105-2315-66420.

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, they shall have to deposit their Original certificates such as Date of Birth (SSC), Degree, Caste and Study/Residence Certificates etc. During the training period, they will be paid initial scale of pay of Junior Personnel Officer with usual allowances as admissible at the place of posting.

3. **Place of posting:** The candidates appointed shall be required to work wherever posted in the jurisdiction of TSNPDCL.

4. The candidate will be governed by the rules and regulations applicable or as framed 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.

5. **Execution of Service Bond:** At the time of joining training, the candidate shall have to execute a Bond to serve TS NPDCL for a minimum period of 5 years. The candidate who leaves the Company 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 Company without serving a minimum period of 5 years after completion of training, shall pay to the Company a sum of Rs. 50, 000/- (Rupees Fifty Thousand only) by way of liquidated damages.

**PARA-X: 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 respects. 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 from appearing any examinations conducted by the Telangana Power Utilities and summarily rejection of their candidature for this recruitment and future recruitments.
- b) The Penal Provisions of 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.
- c) The Company 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 Company 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 Company.

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- d) 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, will also be liable to be debarred permanently from any exam or selection held by the TSNPDCL and other TS Power Utilities.

**PARA-XI : INSTRUCTIONS TO IN-SERVICE EMPLOYEES :**

The employees working in TS NPDCL in the cadre of Junior Personnel Officer and above are not eligible to apply. If found applied, they are liable for disciplinary action apart from prosecution.

**PARA-XII : TSNPDCL's DECISION IS FINAL:**

The decision of TSNPDCL in all aspects and all respects pertains to the application and its acceptance or rejection as the case may be, conducting 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: 18-12-2018**

**Sd/-  
CHAIRMAN & MANAGING DIRECTOR**

**ANNEXURE-I**

<b>BREAKUP OF JUNIOR PERSONNEL OFFICER(JPO) VACANCIES IN TSNPDCL</b>																								
<b>CATEGORY</b>	<b>OC</b>		<b>BC</b>										<b>SC</b>		<b>ST</b>		<b>PH-VH</b>		<b>PH-HH</b>		<b>PH-OH</b>		<b>TOTAL</b>	
			<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>E</b>													
	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>		
<b>OPEN</b>	2	1	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	<b>7</b>
<b>LOCAL</b>	5	3	1	0	1	1	1	0	0	1	0	1	1	1	1	1	1	0	0	0	0	0	0	<b>18</b>
<b>TOTAL</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	

\*\* 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.

Sd/-  
**CHAIRMAN & MANAGING DIRECTOR**

**ANNEXURE-II**

**SYLLABUS FOR DIRECT RECRUITMENT OF JUNIOR PERSONNEL OFFICER IN  
TSNPDCCL**

**SCHEME OF EXAMINATION**

<b>Subject</b>	<b>No. of Questions</b>	<b>Duration</b>	<b>Maximum Marks</b>
<b><u>Section:A</u></b> Written Examination (Objective Type): Human Resource Management, Industrial Laws, General Laws & Labour Laws etc.	60	120 minutes	60
<b><u>Section:B</u></b> Comprehension, Mental Ability, Numerical & Arithmetic Ability and General awareness	40		40
<b>Total</b>			<b>100</b>

**SECTION – A: (ENGLISH AND TELEGU)**

**60 Marks**

**1. Fundamentals of HR Management**

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

**2. Industrial Relations**

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

**Contd..2**



**3. General Laws:**

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

**4.** Right to Information Act, 2005

**5.** Labour Laws

**6.** Factories Act, 1948

**7.** Minimum Wages Act, 1948

**8.** Payment of Wages Act, 1936

**9.** Equal Remuneration Act, 1976

**10.** Employees' State Insurance Act, 1948

**11.** Employees' Provident Funds and Miscellaneous Provisions Act, 1952

**12.** Payment of Gratuity Act, 1972

**13.** Workmen's Compensation Act, 1923

**14.** Maternity Benefit Act, 1961

**15.** Industrial Employment (Standing Orders) Act, 1946

**16.** Industrial Disputes Act, 1947

**17.** Indian Trade Union Act, 1926

**18.** The Labour Laws (Exemption from Furnishing Returns and Maintaining Register by Certain Establishments) Act, 1988

**19.** Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 .

**SECTION – B:**

**40 Marks**

1. English Language (Comprehension, passages & re-arrangement of sentences, Synonyms & Antonyms)
2. General Awareness, Logical Reasoning and Numerical ability:
  - i) Analytical & Numerical Ability
  - ii) Logical Reasoning
  - iii) Decision making and problem solving
  - iv) Computer Applications & 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)

Sd/-  
CHAIRMAN & MANAGING DIRECTOR