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ASSAM POWER DISTRIBUTION COMPANY LIMITED

(A fully customer centric company)

Office: Bijulee Bhawan, Paltanbazar, Guwahati – 781001, Assam.

Website: www.apdcl.org

RECRUITMENT OF ASSISTANT MANAGERS, JUNIOR MANAGERS & ASSISTANT ACCOUNTS OFFICERS – 2020-2021

Employment Notice No: MD/APDCL/HR/REC (2020-2021)/103 Dated 01/12/2020

Submission of Online Application & Payment of Fees: From 09/12/2020 to 18/12/2020

Assam Power Distribution Company Limited (APDCL), a Government of Assam Enterprise, is the pioneer in the state electricity distribution domain with presence throughout Assam. The main purpose of forming the Company was to take over, manage and operate the electricity distribution system, assets, liabilities, undertaking of the erstwhile Assam State Electricity Board (ASEB) pursuant to a notified transfer scheme in terms of Part XIII of the Electricity Act, 2003.

The primary purpose of the Company is to undertake distribution, trading and supply of electricity in the state of Assam or outside it in accordance with provisions of Applicable Law and all activities ancillary or appurtenant thereto. It has also the mandate to develop, maintain and operate the power distribution system in the state of Assam. In carrying out the work of supplying power, APDCL reaches every part of the state. The company is serving the people of Assam with a consumer base of more than 61 lakh.

APDCL is on a rapid growth pathway and invites applications from eligible candidates to fill up the following posts:

Sl. No.	Name of the Post	Indicative Number of Vacancies							Educational Qualification
		UR	OBC/ MOBC	ST (P)	SC	ST (H)	PWD	Total	
Group – A Category: (Pay Scale of ₹ 37,300.00 – ₹ 1,12,000.00 with Grade Pay of ₹ 14,200.00)									
1	Assistant Manager (Electrical)	51	29	11	7	5	4 (LD:2 ,HI:2)	107	Full time B.E./B. Tech. in (Electrical Engineering/Electrical & Electronics Engineering)
2	Assistant Manager (Civil)	4	2	1	1	Nil	Nil	8	Full time B.E./B. Tech. in (Civil Engineering)
3	Assistant Manager (Electronics & Communication)	4	2	1	1	Nil	Nil	8	Full time B.E./B. Tech. in (Electronics Engineering/Electronics & Communication Engineering/Electronics & Telecommunication Engineering/Electronics & Instrumentation Engineering)
4	Assistant Manager (Information Technology)	6	3	1	1	1	Nil	12	Full time B.E./B. Tech. in (Computer Science & Engineering/ Information Technology/Computer Engineering/Computer Science/Computer Technology)
5	Assistant Manager (Human Resource)	3	1	1	Nil	Nil	Nil	5	Two (2) years full time MBA/PGDM Degree with specialization in (Human Resource Management/Personnel Management/ Industrial Relations/Social Welfare) from any Indian University/ Institution approved by AICTE/UGC.
6	Assistant Manager (Law)	1	Nil	Nil	Nil	Nil	Nil	1	Full time Graduate in Law from a University/Institute recognized by the Bar Council of India.
TOTAL:								141	
Group – B Category: (Pay Scale of ₹ 25,000.00 – ₹ 92,000.00 with Grade Pay of ₹ 12,100.00)									
1	Junior Manager (Electrical)	104	59	22	15	11	9 (LD:5 ,HI:4)	220	Full time Diploma in (Electrical Engineering/Electrical & Electronics Engineering)
Group – C Category: (Pay Scale of ₹ 25,000.00 – ₹ 92,000.00 with Grade Pay of ₹ 11,000.00)									
1	Assistant Accounts Officer	6	4	2	1	1	1	15	Bachelor Degree in Arts, Science or Commerce from a recognized University with minimum 55% marks or its equivalent in B.Com in aggregate or 55% marks in Honors/Major subject (B.Com) or minimum 55% aggregate marks or its equivalent for Arts or Science graduate having Mathematics or Statistics as one of the subjects or 55% marks or its equivalent in Mathematics/Statistics as Honors (BA/B.Sc.)

- The Number of posts mentioned above are tentative and increase or decrease at the discretion of APDCL.

Abbreviations used: UR – Unreserved; OBC – Other Backward Class; MOBC – More Other Backward Class; SC – Scheduled Caste; ST(P) – Scheduled Tribe (Plains); ST(H) – Scheduled Tribe (Hills); PWD – Person With Disability (LD: Loco motor Disability, HI: Hearing Impairment).

1 . Educational Qualification and Experience Criteria:

- Full time B.E./B. Tech. degree should be from University / Institution approved by AICTE and the course duration should be of minimum 4 years after HSSLC or equivalent or 3 years after completion of full time Diploma course in Engineering from any Govt./ Govt. recognized/ AICTE approved Polytechnic/Institution or {2 Years (Base) + 2 Years (Diploma) + 2 Years (Engineering)} course from Govt./ Govt. recognized / AICTE approved Institution.
- Full time Diploma course in Engineering should be from any Govt./ Govt. recognized/ AICTE approved Polytechnic / Institution and the course duration should be of minimum 3 years after HSLC or equivalent or {2 Years (Base) + 2 Years (Diploma)} course from Govt./ Govt. recognized / AICTE approved Institution.
- Minimum 60% mark in the qualifying examination of MBA/PGDM/ B.E./B. Tech/Graduation in Law/Diploma courses for the above mentioned posts is required except for the post of Assistant Accounts Officer.
- In case of SC/ST candidates, Minimum 50% mark in the qualifying examination of Bachelor Degree/Diploma courses for the above mentioned posts is required except for the post of Assistant Manager (Human Resource).
- In case of SC/ST candidates for the post of Assistant Manager (Human Resource), Minimum 55% mark in the qualifying examination of MBA/PGDM course is required.
- For Departmental Candidates (i.e., employees of APDCL/AEGCL/APGCL), minimum qualifying marks in Bachelor Degree is 50% applicable only for the post of Assistant Accounts Officer.
- For the post of Assistant Accounts Officer, a candidate must possess proficiency in computer application and having diploma certificate in computer application with minimum duration of 3 (three) months.
- Wherever CGPA/OGPA/GPA or Letter Grade in the qualifying examination of Diploma/Bachelor Degree/ MBA/PGDM courses is awarded, equivalent percentage of marks should be indicated by the candidates in the online application form as per norms adopted by the University/Institute. The candidate will have to submit a copy of these norms with respect to his/her University/Institute along with the printed application form, at the time of viva-voce (if called for). Where no norms have been specified, the CGPA/OGPA/GPA will be multiplied by a factor 10 and the sum will be subtracted by 5.
- In case of Assistant Manager (Law), the candidate must be a qualified legal practitioner with minimum 3 (three) years of experience.

2. Age Limit (According to Birth Certificate/HSLC or equivalent Admit Card):

- **Group – A Category (Assistant Manager):** Not less than 21 (Twenty One) years and not more than 44 (Forty Four) years as on **01.11.2020**.
- **Group – B Category (Junior Manager):** Not less than 18 (Eighteen) years and not more than 44 (Forty Four) years as on **01.11.2020**.
- **Group – C Category (Assistant Accounts Officer):** Not less than 21 (Twenty One) years and not more than 44 (Forty Four) years as on **01.11.2020**.
- The upper age limit is relaxed up to 47 (Forty Seven) years for OBC/MOBC candidates, 49 (Forty nine) years for SC/ST candidates & 45 (Forty Five) for Departmental candidates.
- Certificates of SC/ST/OBC/MOBC candidates should have been issued by the appropriate authority. The applicable candidate will have to submit a copy of Caste Certificate at the time of viva voce (if called for).
- Candidates working in Govt./Semi-Govt./Public undertakings should produce **“No Objection Certificate”** from their present employer at the time of viva voce (if called for), failing which he/she would not be allowed for the viva voce.

- Departmental candidates, if any, will have to produce **“No Objection Certificate”** from the concerned authority at the time of viva voce (if called for).

3. Application Fee (Non Refundable):

- ₹ **800.00** (Rupees Eight Hundred) only, exclusive of all applicable taxes for General/OBC/MOBC candidates.
- ₹ **400.00** (Rupees Four Hundred Fifty) only, exclusive of all applicable taxes for SC/ST candidates.
- Application fees are exempted for **PWD** candidates. Certificate of PWD should have been issued by the appropriate authority. The applicable candidate will have to submit a copy of PWD certificate at the time of viva voce (if called for).
- **Definition of PWD (Person with Disability):** Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 only such people would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by Medical Board constituted by the Central/State Government. Candidates claiming such benefits should produce certificate in original (issued by the Competent Authority) before appearing in the viva voce, if called for. Persons with Disabilities will have to work in offices across the state of Assam.
- Candidate has to pay the application fee through **ONLINE** mode only by using Net Banking/Credit Card/Debit Card etc. No other mode of payment will be accepted.

4. Nationality and Domicile:

- The candidate must be a citizen of India and domicile of Assam. Candidate having adequate knowledge in communicating in Assamese and/or local language will be preferred. Candidates have to submit documents in proof of domicile at the time of viva voce (if called for).

5. Selection Procedure:

- Eligible candidates will have to appear in a **CBT mode of examination** to be notified in due course.
- The CBT mode of examination shall be of **100 marks** as indicated below:

Category	Subject	Weightage	Total Marks	Time (Minutes)	Syllabus	Question Pattern
Group – A (Assistant Manager)	General English, General Aptitude & Emotional Intelligence, General Knowledge	40	100	120	Available in the ‘Career’ section of APDCL website www.apdcl.org	Multiple Choice Questions
	Core Subject	60				
Group – B (Junior Manager)	General English, General Aptitude & Emotional Intelligence, General Knowledge	40	100	120		
	Core Subject	60				
Group – C (Assistant Accounts Officer)	General English, Quantitative Aptitude, Reasoning, General Awareness, Computer Knowledge (Microsoft Excel and Powerpoint)	50	100	120		
	Core Subject (Accountancy/Mathematics/Statistics)	50				

- Each question will carry 1 (one) mark for correct answer.
- There will be negative marking of 0.25 (one-fourth) marks for wrong answer against each question.
- CBT mode of examination will be held in a single shift for each of the post mentioned above. However, in case of multiple shifts of examination for the same post, different sets of question papers may require to be set for the shifts. It is quite possible that inspite of all efforts of maintaining equivalence among various sets of question papers, the difficulty level of these question papers administered in the shifts may not be exactly the same. In order to overcome such a situation, **“Normalization procedure based on Percentile Score”** will

be used for ensuring that candidates are neither benefitted nor disadvantaged due to difficulty level of the question papers.

- The candidates shortlisted through the CBT mode of examination will be called for document verification and viva voce of **18 marks** for the post of Assistant Manager and Junior Manager. The detailed location and address for the viva voce will be informed to the shortlisted candidates in due course. The provisional selection list will be prepared based on the marks obtained in the CBT mode of examination and viva voce.
- For the post of Assistant Accounts Officer, there will not be any viva voce. The candidates shortlisted through online examination will be called for document verification. The provisional selection list will be prepared based on the marks obtained in the CBT mode of examination only.
- Calculator, Mobile phone and any other electronic gadgets will not be allowed inside the examination hall. Candidates resorting to any unfair practice(s) will simply be disqualified and appropriate action will be taken.
- No TA or DA will be admissible for the journey in connection with CBT mode of examination/viva voce.
- The decision of the Selection Board/Committee for the eligibility or otherwise of a candidate for admissibility in the CBT mode of examination/viva voce shall be final. Inclusion of a candidate's name in the provisional selection list will not confer him/her the right for appointment, unless the appointing authority is satisfied that the candidate is suitable for appointment in all respects.
- The candidates provisionally selected shall have to undergo pre-employment Medical Examination before joining APDCL. Candidates should have sound health and should meet the medical standards prescribed by the APDCL. Appointment of provisionally selected candidates is subject to receipt of satisfactory medical report from the Chief Medical Officer of APDCL as per the Medical standards of APDCL. No relaxation in health standards will be allowed.
- The appointed candidates shall have to serve a probationary period of 2 (two) years.
- The appointed candidates shall have to sign a Service Bond of ₹ 1,00,000.00 (Rupees One Lakh) or salary equal to 3 (three) months' pay, whichever is higher with APDCL as per the prescribed format of APDCL.
- The Service Bond shall be effective till completion of the probation period of 2 (two) years.

6. Remuneration: Finally appointed candidates would be placed in the Pay Scale, Grade Pay, other allowances as admissible as per rules of the Company and Approximate Total Gross Emoluments in the minimum scale as shown below:

Sl. No.	Name of the Post	Pay Scale (₹)	Grade Pay (₹)	Approximate Total Gross (₹)
1	Assistant Manager	37,300.00 – 1,12,000.00	14,200.00	68,185.00
2	Junior Manager	25,000.00 – 92,000.00	12,100.00	49,409.00
3	Assistant Accounts Officer	25,000.00 – 92,000.00	11,000.00	47,990.00

7. How to Apply:

- Eligible and interested candidates are required to apply through **ONLINE** mode only in the APDCL website i.e., www.apdcl.org and no other means/mode of application shall be accepted.
- Online submission of the applications will be allowed on the website from **09/12/2020** to **18/12/2020**.
- The candidates are required to fill up the information in support of their identity, age, caste, educational qualification, address, other qualifications, relevant work experience (if any) etc. and upload the scanned copy of recent passport size coloured photograph and signature in the web portal at the time of filling up their applications online.
- A candidate will be able to select any 4 (four) locations in preference from the list during the time of online application. However, the detailed location and address of the examination centre will be informed through Admit Card. It will be the sole responsibility of the Candidate to download the Admit card online from the portal.

- Candidates have to handover a copy of the Admit Card to the invigilator during the CBT mode of examination.
- The print out of the Application form, self-attested photocopies of the relevant documents along with the original documents (for verification purpose) are to be submitted at the time of viva voce (if called for).

8. Prerequisites:

- Before applying online, the candidates are advised to go through the advertisement and the instructions (published in the web portal) carefully and should ensure that they fulfil all the eligibility criteria.
- Online registration of the candidates will be provisional, as their eligibility will be verified only before appearing for the viva voce (if called for). Mere issue of admit card/call letter for CBT mode of examination/viva voce will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of the recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria, at any stage or if the candidate fails to produce valid documentary proof in support of his/her eligibility.
- Candidates must have a valid e-Mail Id and Mobile Number, which should remain valid at least for next one year. All correspondence with candidates shall be done primarily through the registered e-Mail Id during the entire recruitment process. **All information regarding examination schedule/admit card/ result of CBT mode of examination/viva voce schedule/call letters/ intimation regarding provisional selection/final selection and any other relevant information related to the recruitment process shall be published in the web portal and/or through the registered e-Mail Id provided by the candidate at the time of registration.**
- Downloading and printing of the candidate's individual Application Form, Admit Card/call letters/any other relevant information shall be the sole responsibility of the candidate.
- Before applying online, the candidates should keep ready scanned copy of recent passport size coloured photograph and signature for uploading while applying online.

9. General Instructions:

- Candidates are advised to apply through desktop/laptop browser only preferably Chrome, Firefox or Opera & not through smart phone or any type of mobile phone browsers. Candidates are also advised to use network connectivity of good speed (preferably more than 1 mbps) while filling up online application form.
- While applying, the candidates should enter their full name as it appears in the HSLC or Equivalent Admit Card/Certificate.
- Bringing influence at any stage of the selection process will disqualify the candidature.
- If at any stage, it is detected that the candidate has given false information; his candidature will be rejected forthwith.
- The vacancy position mentioned in this Employment Notice is tentative which may increase or decrease at the discretion of APDCL.
- APDCL reserves the right to cancel recruitment for any or all of the posts without assigning any reason thereof.
- The decision of Selection Board/Committee, in all matters relating to eligibility, acceptance, rejection of the application, issue of call letters, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
- Candidate has to submit a print out of the filled up online application form, along with a set of all self-attested documents pertaining to their eligibility criteria at the time of viva voce (if called for).
- To avoid last minute rush, candidates are advised in their own interest to submit Online application much before the closing date since there may be a possibility of inability/failure to log on to the web portal on account of heavy load on the internet or web server during last days. APDCL do not accept any responsibility

for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

- Any dispute, if arises shall be governed by and interpreted in accordance with the laws of Republic of India. The Courts in Guwahati shall have exclusive jurisdiction with respect to the recruitment process against this Employment Notice.
- For any queries related to online application, admit card or any other relevant support, candidates may send their queries to **apdclhelp@gmail.com** or call at the Toll Free Number **1800-212-005599, 6900186289, 8472880277** during office hours (10:00 AM to 5:00 PM).

Sd/-
Chairman
Selection Committee, APDCL
Bijulee Bhawan, Paltanbazar, Guwahati – 781001.

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