

JOB OPENINGS



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**ASSAM POWER DISTRIBUTION COMPANY LIMITED
ASSAM ELECTRICITY GRID CORPORATION LIMITED
ASSAM POWER GENERATION CORPORATION LIMITED**

Bijulee Bhawan, Paltan Bazar, Guwahati – 781001

EMPLOYMENT NOTICE NO.:

MD/APDCL/HR/Recruitment(2018-19)/05/18/7

Dated 31th August, 2018

**For the Post of
ASSISTANT MANAGER,
MEDICAL OFFICER
&
JUNIOR MANAGER
in
APDCL/AEGCL/APGCL**

**Date of commencement of
Online Application process:
5th September, 2018**

**Date of Closure of Online
Application process:
25th September, 2018**

Group – A:

- **Assistant Manager:**
 - ✓ Electrical
 - ✓ Mechanical
 - ✓ Civil
 - ✓ Electronics and Communications
 - ✓ Information Technology
 - ✓ Renewable Energy
 - ✓ Human Resource
 - ✓ Law
- **Medical Officer**

Group – B:

- **Junior Manager:**
 - ✓ Electrical
 - ✓ Mechanical
 - ✓ Civil
 - ✓ Information Technology

Online applications are invited from candidates having requisite qualifications for filling up vacancies in APDCL/AEGCL/APGCL in Group – A & Group – B categories as shown below:

Group - A Category

Sl. No.	Name of the Post	Name of the Company	Indicative Number of Vacancies							Educational Qualification
			UR	OBC/ MOBC	ST (P)	SC	ST (H)	PWD	Total	
1	Assistant Manager (Electrical)	APDCL	19	14	7 (BL:2)	5 (BL:1)	5 (BL:2)	LD: 1 HI: 1	52	B.E./B. Tech. in Electrical Engineering/ Electrical & Electronics Engineering
		AEGCL	13	9	4 (BL:1)	3 (BL:1)	4 (BL:2)	HI: 1	34	
		APGCL	3	2	1				6	
2	Assistant Manager (Mechanical)	AEGCL	3	1					4	B.E./B. Tech. in Mechanical Engineering
		APGCL	4	2	2 (BL:1)	1			9	
3	Assistant Manager (Civil)	APDCL	2	2	2 (BL:1)				6	B.E./B. Tech. in Civil Engineering
		APGCL	3	2	1				6	
4	Assistant Manager (Electronics & Communication)	APDCL	3	1	1				5	B.E./B. Tech. in Electronics Engineering/ Electronics & Communication Engineering/ Electronics & Telecommunication Engineering/ Electronics & Instrumentation Engineering
5	Assistant Manager (Information Technology)	APDCL	9	7	4 (BL:1)	2	2 (BL:1)	LD: 1	25	B.E./B. Tech. in Computer Science & Engineering/ Information Technology/ Computer Engineering/ Computer Technology/ Computer Science/ MCA
6	Assistant Manager (Renewable Energy)	APDCL	1	1					2	B.E./B. Tech. in Electrical Engineering with minimum one year specialized course in the field of Renewable Energy from a recognized and well known university or minimum 3 years work experience in the field of Renewable Energy preferably in the area of Solar Energy in a Government Sector
7	Assistant Manager (Human Resource)	APDCL	7	4	1	1	1		14	Full Time MBA/ PGDBM / PGDM or Equivalent in Human Resource Management/ Personnel Management from University / Institution approved by AICTE
		APGCL	1	1					2	
8	Assistant Manager (Law)	APDCL	1	1					2	Graduate in Law from a University/ Institute recognized by the Bar Council of India.
9	Medical Officer	AEGCL	1						1	MBBS from any Govt./ Govt. recognized Medical Colleges and should have registered under Assam Medical Council.
TOTAL									168	

Group - B Category

Sl. No.	Name of the Post	Name of the Company	Indicative No. of Vacancies							Educational Qualification
			UR	OBC/ MOBC	ST (P)	SC	ST (H)	PWD	Total	
1	Junior Manager (Electrical)	APDCL	16	15	10 (BL:4)	7 (BL:3)	5 (BL:2)	LD: 1 HI: 1	55	Diploma in Electrical Engineering/ Electrical & Electronics Engineering
		AEGCL	5	4	3 (BL:1)	2 (BL:1)	2 (BL:1)		16	
		APGCL	2	1	2 (BL:1)				5	
2	Junior Manager (Mechanical)	APDCL	3	2	1				6	Diploma in Mechanical Engineering
		AEGCL	3	1					4	
		APGCL	3	3	2 (BL:1)	2 (BL:1)	2 (BL:1)		12	
3	Junior Manager (Civil)	APGCL	1	0	1 (BL:1)	2 (BL:1)	1		5	Diploma in Civil Engineering
4	Junior Manager (Information Technology)	APDCL	2	1	2 (BL:1)				5	Diploma in Computer Engineering/ Computer Technology/ Information Technology
TOTAL									108	

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); BL – Backlog.

1. Educational Qualification and Experience Criteria:

- B.E. / B. Tech. degree should be from University / Institution approved by AICTE and the course duration should be of minimum 4 years or 3 years after completion of Diploma course 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.
- 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 {2 Years (Base) + 2 Years (Diploma)} course from Govt./ Govt. recognized / AICTE approved Institution.
- Duration of Post Graduate course should be of minimum 2 years.
- Minimum 60% marks in the qualifying examination of Diploma/Degree/MCA/MBA/PGDBM/PGDM or Equivalent courses for the above mentioned posts is required.
- In case of SC/ST candidates, Minimum 50% marks in the qualifying examination of Diploma/ Degree/MCA/MBA/PGDBM/PGDM or Equivalent courses for the above mentioned posts is required.
- Wherever CGPA/OGPA/GPA or Letter Grade in a Diploma/Degree/MCA/MBA/PGDBM/PGDM or Equivalent 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 examination (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.
- B.E. /B. Tech. degree holder recruited as JM shall be considered for promotion to the next level based on the JM merit list only, as per the prevalent rules.
- In case of Assistant Manager (Law), the candidate must be a qualified legal practitioner with minimum 1 (one) year to maximum 2 (two) years of experience.
- In case of Medical Officer, candidates having a minimum of 3 (three) years working experience under Govt. / Industrial organization(s) will be preferred. Additional preference will be given to the candidates having Post Graduate Degree/Diploma.

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

- **Group – A Category:** Not less than 21 (Twenty One) years and not more than 44 (Forty Four) years as on **01.01.2018**.
- **Group – B Category:** Not less than 18 (Eighteen) years and not more than 44 (Forty four) years as on **01.01.2018**.
- 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 examination (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 examination (if called for), failing which he/she would not be allowed for the viva-voce examination.
- Departmental candidates (i.e., employee of APDCL/AEGCL/APGCL), if any, will have to produce “**No Objection Certificate**” from the concerned authority at the time of viva-voce examination (if called for).

3. Application Fee (Non Refundable):

- **Rs. 500.00** (Rupees Five Hundred only) for General/OBC/MOBC candidates.
- **Rs. 250.00** (Rupees Two Hundred Fifty only) 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 examination (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 examination, 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. No other mode of payment will be accepted.

4. Other Conditions: 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 examination (if called for).

5. Selection Procedure:

- In regards to the post of Assistant Manager & Junior Manager, the candidates will have to appear in an **Online Examination** to be notified in due course.
- The Online examination shall contain two papers (Paper – I & Paper – II) of 100 marks each as indicated below.

Group		Paper	Subject	Marks	Time	Syllabus	Question Pattern
A	Assistant Manager	Paper - I	General English & General Aptitude	100	3 Hours	Already uploaded in the website of APDCL	Objective type with Multiple Choices
		Paper - II	Core Subjects	100			
B	Junior Manager	Paper - I	General English, General Aptitude & General Knowledge	100	3 Hours		
		Paper - II	Core Subjects	100			

- The questions for the online examination will be of Objective type with multiple choices.
- 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.
- 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.

- Detailed location and address of the examination centre will be informed through Admit Card. Admit card will be sent electronically.
- The candidates selected through online examination will be called for a viva-voce examination of **36 marks**. The final selection list will be prepared based on the marks obtained in the online examination & viva-voce examination.
- The Candidates applying for the post of **Medical Officer** will have to appear for the Interview only. The registered candidates shall be called for interview at the appointed date and time.
- All information will be uploaded in the website of APDCL and intimated to the individual candidates through Email only.
- No TA or DA will be admissible for the journey in connection with online examination/viva-voce examination.
- The decision of the Selection Board/ Committee for the eligibility or otherwise of a candidate for admissibility in the Online examination/ viva-voce examination shall be final. Inclusion of a candidate's name in the final 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.

6. Remuneration: Finally appointed candidates would be placed in the Pay Scale & Grade Pay as shown below plus other allowances as admissible as per rules of the Company:

- **Group – A Category:** Pay Scale of Rs. 37,300/ – 1, 12,000/- with Grade Pay of Rs. 14,200/-
Approximate, total emoluments in the minimum scale will be around Rs. 64,000/-
- **Group – B Category:** Pay Scale of Rs. 25,000/ – 92,000/- with Grade Pay of Rs. 12,100/-
Approximate, total emoluments in the minimum scale will be around Rs. 47,000/-
- The selected candidates will have to serve a probationary period of 2 (two) years.

7. How to Apply:

- Eligible and interested candidates are required to apply through **ONLINE** mode only in the “Career” section of APDCL website i.e., www.apdcl.org.
- No other means/mode of application shall be accepted.
- Online submission of the applications will be allowed on the website from **05.09.2018** to **25.09.2018**.
- The candidates are required to fill up the information in support of their age, caste, educational qualification, address, other qualifications, relevant work experience (if any) etc. and upload the scanned passport size recent colour photograph along with the signature in the APDCL website at the time of filling up their applications online.
- 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 examination (if called for).

8. Prerequisites:

- Before applying online, the candidates are advised to go through the advertisement and the instructions 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 examination. Mere issue of admit card / call letter for Online exam /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 one year. All correspondence with candidates shall be done primarily through e-mail. **All information regarding examination schedule/admit card/ result of Online examination/ viva-voce examination schedule and call letters/ intimation regarding final selection etc. shall be published in the APDCL website and through the e-mail ID provided by the candidate at the time of registration.**
- Downloading and printing of the Application Form, Admit Card/interview call letter/ any other information shall be the responsibility of the candidate.
- Before applying online, the candidates should keep ready soft copy of scanned image of the latest passport size photograph (Size maximum of 100KB with minimum Resolution of 200 x 250 Pixels) and scanned signature (Size maximum of 50 KB with minimum Resolution of 250 x 60 Pixels), both in **.jpg/.jpeg/.png** format only for uploading while applying online.

9. General Instructions:

- Candidates are advised to go through the “Instructions for Filling up Online Application Form” which is available in the APDCL website.
- Candidates are advised to apply through desktop 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 Company reserves the right to cancel recruitment for any or all of the posts without assigning any reason.
- 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 the all self-attested documents pertaining to their eligibility criteria at the time of viva-voce examination (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 website of APDCL on account of heavy load on the internet or website 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.
- For any queries related to online application, candidates may send their queries to recruitment@apdcl.org.