



**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

(A Govt. of A.P. Undertaking)

**TRAINING INSTITUTE, IBRAHIMPATNAM – 521456.**

Ph No: 0866 – 2882308;

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

Notification No.12/CE/TI/APGENCO/DyEE(T)/DEPT.TEST/D.No.647/2024 ,Dt.14.10.2024

\*\*\*\*

In pursuance of rules 5 and 6 of Departmental Accounts Test Rules 1973 approved in A.P.S.E.B.Board Memo.No.3093/A2/72 - 14, Dt.10.12.1973 and service Regulations notified that the following Departmental Examinations will be held on **14<sup>th</sup> and 15<sup>th</sup> of December 2024.**

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

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

**(2) ELIGIBILITY TO APPEAR FOR THE TESTS:**

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

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

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

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

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

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

**III) Accountancy Higher Grade Examination: (without Books)**

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

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

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

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

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

**(3) How to Apply:** The candidate has to apply through online application. For submitting application visit: [www.apgenco.gov.in](http://www.apgenco.gov.in) and Click on TRAINING INSTITUTE tab then click on Departmental Tests tab (or) visit the following web link [https://www.apgenco.gov.in/Main/ti\\_custom\\_tabbed\\_pane/178](https://www.apgenco.gov.in/Main/ti_custom_tabbed_pane/178).

The printed application along with original enclosures shall be sent to The Chief Engineer/Training Institute /APGENCO/Dr.NTTPS, Ibrahimpatnam Syllabus and Notification shall be downloaded from website [www.apgenco.gov.in](http://www.apgenco.gov.in)

**(4) EXAMINATION FEE:**

The examination fee of Rs.885/- (Rupees Eight Hundred and Eighty Five Only) shall be remitted by way of Demand Draft drawn in favour of "Accounts Officer/O&M/Dr. NTTPS/Vijayawada on any Nationalized Bank, Payable at Vijayawada only. The D.D, for Rs.885/- (Including GST) towards the examination fee should be enclosed to the application form. The D.D. shall be drawn between 14.10.2024 to 14.11.2024. The application received without D.D will not be accepted. Postal orders or Money Orders will not be accepted. The Fees once remitted shall under no circumstances be refunded or adjusted. It may be noted that the examination fee of Rs. 885/- includes GST @ 18% i.e, Rs.135/- .

**(5) Exemption from payment of Fees:** All the employees shall invariably pay the examination fees of Rs.885/- . Employees eligible for exemption as per Service Regulation Part-III, Annexure-IV from payment of Examination Fees for the above tests can claim reimbursement by producing D.D, Counter slip /Photostat copy of the D.D. from their concerned Head of the Office in which they are working. However the guidelines for claiming exemption from payment of fees are follows.

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

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

(iii) The Head of office / Head of Department should verify carefully that the number of free chances availed (two only) by the candidate and the same is to be recorded in the Service Register before making the reimbursement of examination fee of Rs.885/-.

**NOTE:** Such of those candidates who are below cadres of AE/AEE (Electrical/Mechanical/Telecom), AE/AEE (Civil), UDC/Senior Assistant/ UD Steno and applied for the above tests respectively are not entitled for claiming exemption from examination fees as mentioned at items column 5(i) to 5(iii) above.

**(6) LIST OF EXAM CENTERS FOR CONDUCTING THE EXAMINATION:**

VISAKHAPATNAM, VIJAYAWADA and TIRUPATHI

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

**VIJAYAWADA CENTRE:** For employees working in all the offices of APGENCO APTRANSCO, APSPDCL, APCPDCL and APEPDCL located in Guntur, Krishna, West Godavari Districts including Dr. NTPS and Eluru Circle.

**TIRUPATHI CENTRE:** For employees working in all the offices of APGENCO APTRANSCO, APSPDCL, APCPDCL and APEPDCL located in Kurnool, Ananthapur, YSR Kadapa, Chittoor, Nellore Districts including SDSTPS, R.T.P.P., T.B. Dam, Hospet and Penna Ahobilam.

If the minimum candidates of 100 Nos are not available at any one of the center then they will be allotted to the nearest centre.

The jurisdiction of the districts mentioned above, considered as area prevailing as on 03.04.2022 i.e, before formation of 13 new districts.

**(7) MODE OF SUBMISSION OF APPLICATION:**

The candidates shall apply for "DEPARTMENTAL ACCOUNTS TESTS FOR THE EMPLOYEES of APGENCO, APTRANSCO, APCPDCL, APSPDCL AND APEPDCL" **through ONLINE only.** Procedure for applying online and downloading of hall tickets is specified in **Annexure -I.**

- i) Printed Application shall be submitted to THE CHIEF ENGINEER TRAINING INSTITUTE/APGENCO/Dr.NTPS, IBRAHIMPATNAM / VIJAYAWADA, N.T.R. DIST, PIN - 521456 along with following original enclosures by post/courier
- ii) The Demand Draft towards Examination fees of Rs.885/- for both papers shall be enclosed (Including Tax)
- iii) Copy of the certificate issued by the concerned Controlling Officer duly attested photo is compulsory (Format enclosed)  
Service Certificate issued by pay Officer or last increment received copy with attestation of Controlling Officer (Format enclosed)

**(8) Important Dates for submission of Application Form:**

<b>Description</b>	<b>Date</b>
Online Applications shall be submitted through APGENCO website	<b>from 14/10/2024 @ 17:00 Hrs to 14/11/2024 @ 23:59 Hrs</b>
Last date of receipt of 'printed application' along with enclosures	<b>18.11.2024 @17:30Hrs</b>
Hall tickets shall be downloaded from APGENCO website	<b>03/12/2024 @11:00Hrs</b>

The printed application along with original enclosures shall reach **THE CHIEF ENGINEER TRAINING INSTITUTE / APGENCO /Dr.NTTPS, IBRAHIMPATNAM -521456, N.T.R District by post or courier on or before 18.11.2024 @ 17:30Hrs**

**(9) REJECTION OF APPLICATION:**

- Applications will be rejected for the following reasons and neither intimation nor further correspondence will be entertained, if the following lapses are noticed:
- i) If the application is received after the last date(i.e,18.11.2024 @ 17:30 Hrs)
  - ii) If Wrong information is furnished anywhere in the application form
  - iii) If the signature of candidate is missing.
  - iv) In case the face in the photograph or signature is unclear the candidate's application may be rejected
  - v) If Office Seal/Signature of Controlling officer is missing in the certificate.
  - vi) If the prescribed examination fee is not drawn in the form of D.D/If fee paid is less/If D.D not drawn on Nationalized Bank and not payable at Vijayawada, Ibrahimpatnam, Krishna Dt.
  - vii) If the Demand Draft paid towards Examination fee is not in favor of "Accounts Officer/O&M/Dr.NTTPS/Ibrahimpatnam, IFSC Code: SBIN0020779"
  - viii) If the Demand Draft paid towards Examination fee is dated prior to the Notification of Departmental Examinations or after the last date for submission of online application form
  - ix) If the Demand Draft paid towards Examination fee is without Banker Signature/Date of issue / Name of the Branch / Code number of Branch.
  - x) If the candidate applies for more than one test.
  - xi) If the applicant is not eligible to appear the Examination to which She/he applied for.
  - xii) If Photostat copies of last increment release orders duly attested by the Controlling Officer concerned or a Service Certificate issued by controlling officer is not enclosed.

- xiii) If same photographs are not affixed on the application form and certificate enclosed.
- xiv) Candidates have to submit application only through online mode. Handwritten /Typed/Photostat copies / Outside printed application forms will not be accepted.
- (10) PASS MARKS:** The candidate has to secure a minimum of 40 marks in each paper to pass the above test.
- (11) PUBLICATION OF RESULTS:** Results will be displayed in APGENCO website i.e www.apgenco.gov.in and in Training Institute webpage as well as in the notice Board of the office of Chief Engineer, Training Institute, Dr.NTTPS, APGENCO, Ibrahimpatnam-521456, N.T.R District. and communication will be sent to all the Chief Engineers of APGENCO ,APTRANSCO , APCPDCL,APSPDCL AND APEPDCL
- (12) MEMORANDUM OF MARKS:** Memorandum of marks will be issued on making application to the Chief Engineer, Training Institute,Dr.NTTPS,APGENCO, Ibrahimpatnam- 521456, A.P. by the candidate and also a self addressed envelope of size 10'x5' with pin code and affixed with Rs 10/- postage stamps for dispatching the memorandum of Marks. The application for issuing the Memorandum of Marks shall be made within three months from the date of publishing results. No marks memo will be issued, for the passed candidates. Only who have failed may apply for marks sheet for Rs.40/-and the DD may be drawn in favour "ACCOUNTS OFFICER/O&M/Dr.NTTPS" payable at State Bank of India (IFSC Code SBIN 0020779) Ibrahimpatnam Branch-521456, AP drawn not prior to the date of results notification and after the last date of three months from the date of results declared.
- (13) REVALUATION:** Revaluation of answer scripts in any test is not permissible under any circumstances.
- (14) RECOUNTING OF MARKS:** Recounting of marks shall not be entertained.

**GENERAL INSTRUCTION:-**

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

ii) While submitting the printed application the controlling officer should ensure eligibility criteria of the candidates as per the clause (2) above.

iii)The Hall Ticket for admission to the tests shall be downloaded from APGENCO website from **03/12/2024 @11:00Hrs**

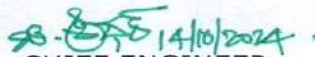
iv) The candidates are requested to write the full answer to the questions attempted, apart from quoting the reference, in respect of the exam with books.

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

vi) For any clarifications regarding processing of online application or any technical queries contact Dy.EE/Training Institute, Mobile No.9493174415,Office No. 0866 2882308 between 09.00 AM to 5.30 PM on all working days

**Place: Ibrahimpatnam**

**Date:**

  
CHIEF ENGINEER  
TRAINING INSTITUTE  
APGENCO :: Dr.NTTPS

## Annexure-I

Before filling the application the following soft copies should be kept ready

- a. Photo with signature JPEG/JPG <200 KB
- b. Scanned Demand Draft <250 KB
- c. Certificate from controlling officer in format prescribed in notification <250 KB
- d. Certificate from Pay officer in format prescribed in notification <250 KB

### 1. How to Apply :-

Visit : [www.apgenco.gov.in](http://www.apgenco.gov.in)

Click on **TRAINING INSTITUTE** tab then click on **Departmental Test** tab

- a) Click on 'Apply' corresponding to departmental accounts test for which application is being submitted.

The screenshot shows the 'DEPARTMENTAL TESTS' section on the APGENCO website. It features a table with the following data:

S.No	Name	Exam Dates	Last Date to Online Application	Last Date to Submit Documents	Apply Online	Download Application	Download Hall Ticket
1	Accountancy Higher Grade Examination of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	Apply	Download	Download
2	Accounts Test for JEs, AEs, AEEs (Elect./Mech./Telecom) of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	Apply	Download	Download
3	Accounts Test for JEs, AEs, AEEs (Civil) of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	Apply	Download	Download

- b) Select 'please read the notification carefully before applying to the Departmental Accounts Test' and click 'Proceed'

[\(Click here to view the Notification\)](#)

Please read the notification carefully before applying to the Departmental Accounts Test.

Proceed

- c) Enter details like Name, Date of Birth and Mobile number and click "Get OTP". OTP will be sent to given mobile number, enter OTP received and click 'submit'.



**Name of the Departmental Test**

Accountancy Higher Grade Examination of APGENCO, APTRANSCO, APEPDCL, APSFDCL, APCPDCL on 14-12-2024 and 15-12-2024

All (\*) marked fields are mandatory

\*Name :

\*Date of Birth :

\*Mobile No :

Get OTP

- d) Details like Name, Date of Birth ( in format mm/dd/yyyy) and Mobile number will be pre-filled. Fill all the remaining fields like Gender, Father Name, E-mail and Address in Personal Details.

**Personal Details :**

\*1. Name :

\*2. Date of Birth:

\*3. Mobile No :

\*4. Gender :

\*5. Father Name:

6. E-Mail :

\*7. Address :

- e) Select present designation from the drop down : 'Designation' , Select Date of Joining in present cadre, Date of Joining in Organisation, Organisation and enter Office Address of controlling officer and select District in which employee is working from the drop down.

**Job Details :**

\*8. Present Designation :

\*9. DOJ in Present Cadre :

\*10. DOJ in Organization :

\*11. Organization :

\*12. Office Address of the Controlling Officer :

\*13. District in which Employee is working :

- f) Enter the Demand Draft details like Name of Bank from which DD is Drawn, Date of issue, DD No., and Fee Paid.

Demand Draft Details :

*15. Name of DD issued Bank :	<input type="text" value="Enter Name of DD issued Bank"/>
Bank :	
*16. DD issued Date :	<input type="text" value="mm/dd/yyyy"/>
*17. DD No :	<input type="text" value="Enter No of DD"/>
*18. Fee Paid :	<input type="text" value="Enter Fee amount paid"/>

- g) Attach the following in JPG/ JPEG format

- a. Photo with signature JPEG/JPG <200 KB
  - b. Scanned Demand Draft
  - c. Certificate from controlling officer in format prescribed in notification
  - d. Service certificate from Pay officer in format prescribed in notification
- } less than 250KB size

Attachments :

*1. Photo with Signature (Jpg/Png/Jpeg Format <100KB)	<input type="button" value="Choose File"/> No file chosen
*2. Scanned copy of DD (Jpg/Png/Jpeg Format <250KB)	<input type="button" value="Choose File"/> No file chosen
*3. Certificate issued by the Controlling officer (Jpg/Png/Jpeg Format <250KB)	<input type="button" value="Choose File"/> No file chosen
*4. Service Certificate issued by Concerned Pay Officer (Jpg/Png/Jpeg Format <250KB)	<input type="button" value="Choose File"/> No file chosen

I accepted all the Terms & Conditions framed by Training Institute/APOENCO  
Application once submitted will not change under the any circumstances

### Instructions for Scanning of Photograph with Signature

Photo width= 3.5cm

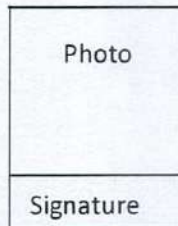
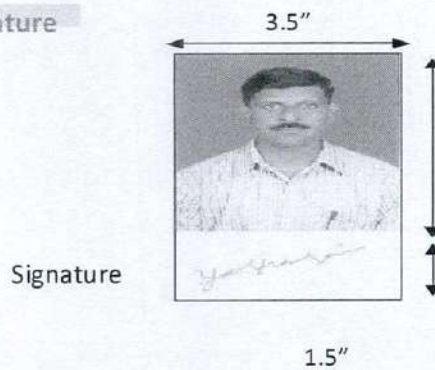


Photo Height= 4.5cm

Signature Space = 1.5 cm

- i) Paste the Photo on any white paper in the above dimensions and sign in the Space provided. Ensure full signature of the candidate should be made 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" × 6.0") consisting of the photo along with the signature is required to be scanned and stored in **\*.jpg/JPEG** format on local machine.
- iv) Ensure that the size of the scanned image is less than 200KB.
- v) If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colors etc., during the process of scanning.

#### Sample Photo and Signature



e.g. The Technical Specifications of the sample scanned image shown above are: Size of the file < 100 KB

Dpi setting = 200 dpi True color

h) Select 'I accepted all the terms and conditions framed by Training Institute/APGENCO'

I accepted all the Terms & Conditions framed by Training Institute/APGENCO

Application once submitted will not change under the any circumstances

Submit

Preview

- i) Click on **Preview** to check the Application details , if any corrections observed, Click on **Edit** button and correct it otherwise.
- j) Click on **Submit** button & print the application.
- k) Application once submitted cannot be modified under any circumstances

2. After submission of the online application, download and print the application by clicking on the Download application corresponding to the accounts test applied and by entering Date of birth and mobile number.

Home / Departmental Tests

### DEPARTMENTAL TESTS

Apply Online     
  Notifications     
  Results

i.No	Name	Exam Dates	Last Date to Online Application	Last Date to Submit Documents	Apply Online	Download Application	Download Hall Ticket
	Accountancy Higher Grade Examination of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	<a href="#">Apply</a>	<a href="#">Download</a>	<a href="#">Download</a>
1	Accounts Test for JEs, AEs, AEEs (Elect./Mech./Telecom) of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	<a href="#">Apply</a>	<a href="#">Download</a>	<a href="#">Download</a>
2	Accounts Test for JEs, AEs, AEEs (Civil) of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	<a href="#">Apply</a>	<a href="#">Download</a>	<a href="#">Download</a>

3. **The downloaded/printed application along with original enclosures shall be sent to THE CHIEF ENGINEER TRAINING INSTITUTE, Dr.NTTPS. / APGENCO / IBRAHIMPATNAM / VIJAYAWADA, N.T.R. District, PIN – 521456**  
 Last date of receipt for 'printed application' along with enclosures is **18.11.2024 @17:30Hrs** and applications received after due date will not be entertained.

How to download Hall tickets:

Click on Download Hall ticket corresponding to the Accounts test applied

Home / Departmental Tests

### DEPARTMENTAL TESTS

Apply Online     
  Notifications     
  Results

i.No	Name	Exam Dates	Last Date to Online Application	Last Date to Submit Documents	Apply Online	Download Application	Download Hall Ticket
	Accountancy Higher Grade Examination of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	<a href="#">Apply</a>	<a href="#">Download</a>	<a href="#">Download</a>
1	Accounts Test for JEs, AEs, AEEs (Elect./Mech./Telecom) of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	<a href="#">Apply</a>	<a href="#">Download</a>	<a href="#">Download</a>
2	Accounts Test for JEs, AEs, AEEs (Civil) of APGENCO, APTRANSCO, APEPDCL, APSPDCL, APCPDCL	14-12-2024 - 15-12-2024	14-11-2024	16-11-2024	<a href="#">Apply</a>	<a href="#">Download</a>	<a href="#">Download</a>

## CERTIFICATE

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

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

Certified that:

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

Station :

Signature of the Controlling Officer  
(With office seal)

Date

**SERVICE CERTIFICATE**

(To be issued by the Pay Officer only)

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

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

Place :

Date:

Signature of the Pay Officer  
(with office seal)

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

**ACCOUNTANCY HIGHER GRADE  
EXAMINATIONS SYLLABUS**

**PAPER – I**

**PART – A**

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

**PART – B**

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

**PAPER – II**

**PART – A**

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

**PART – B**

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

28. 25 (14/10) 2024.  
CHIEF ENGINEER  
TRAINING INSTITUTE  
APGENCO Dr.NTTPS

## SYLLABUS

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

#### PAPER – 1

##### PART – A

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

(Note: Item Nos. 1 & 2 material can be downloaded from internet)

##### PART – B

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

(Note: Item Nos. 3,4 & 5 material can be downloaded from internet)

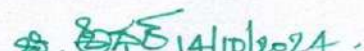
#### PAPER - II

##### PART – A

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

##### PART – B

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

  
CHIEF ENGINEER  
TRAINING INSTITUTE  
APGENCO Dr.NTTPS

DEPARTMENTAL ACCOUNT TEST FOR JUNIOR ENGINEERS/ASST. ENGINEERS /  
ASST. EXECUTIVE ENGINEERS ( Civil)

SYLLABUS

PAPER – I

PART – A

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

(Note: Item Nos. 1 & 2 material can be downloaded from internet)

PART – B

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

PAPER – II

PART – A

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

PART – B

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

28. 8/10/2024  
CHIEF ENGINEER  
TRAINING INSTITUTE  
APGENCO Dr.NTTPS