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.14/CE/TI/APGENCO/DyEE(T)/DEPT.TEST/D.No.682/2026, Dt.09.10.2026

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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 **12th and 13th of December 2026.**

(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 only. For submitting application visit: 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.

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

(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/Ibrahimpatnam IFSC Code: SBIN0020779 on any Nationalized Bank, Payable at Ibrahimpatnam, Vijayawada IFSC Code: SBIN0020779 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 09.10.2026 to 12.11.2026.** 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 as 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) EXAM CENTER FOR CONDUCTING THE EXAMINATION:

Training Institute, Dr.NTTPS, APGENCO, Ibrahimpatnam, Pin Code: 521456.

(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.NTTPS, 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:

Description	Date
Online Applications shall be submitted through APGENCO website	**from 09/10/2026 @ 17:00 Hrs to 12/11/2026 @ 23:59 Hrs**
Last date of receipt of 'printed application' along with enclosures	**18/11/2026 @17:30Hrs**
Hall tickets shall be downloaded from APGENCO website	**04/12/2026 @11:00Hrs**

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 18/11/2026 @ 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,18.11.2026 @ 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, Ibrahimpatnam, Vijayawada, NTR Dt., IFSC Code: SBIN0020779.

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 Chief Engineer/Training Institute, Dr.NTTPS, APGENCO 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 **04/12/2026 @11:00Hrs**

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

Place: Ibrahimpatnam

Date:09/10/2026.

09/10/2026.
CHIEF ENGINEER
TRAINING INSTITUTE
APGENCO :: Dr.NTTPS

Annexure-I

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

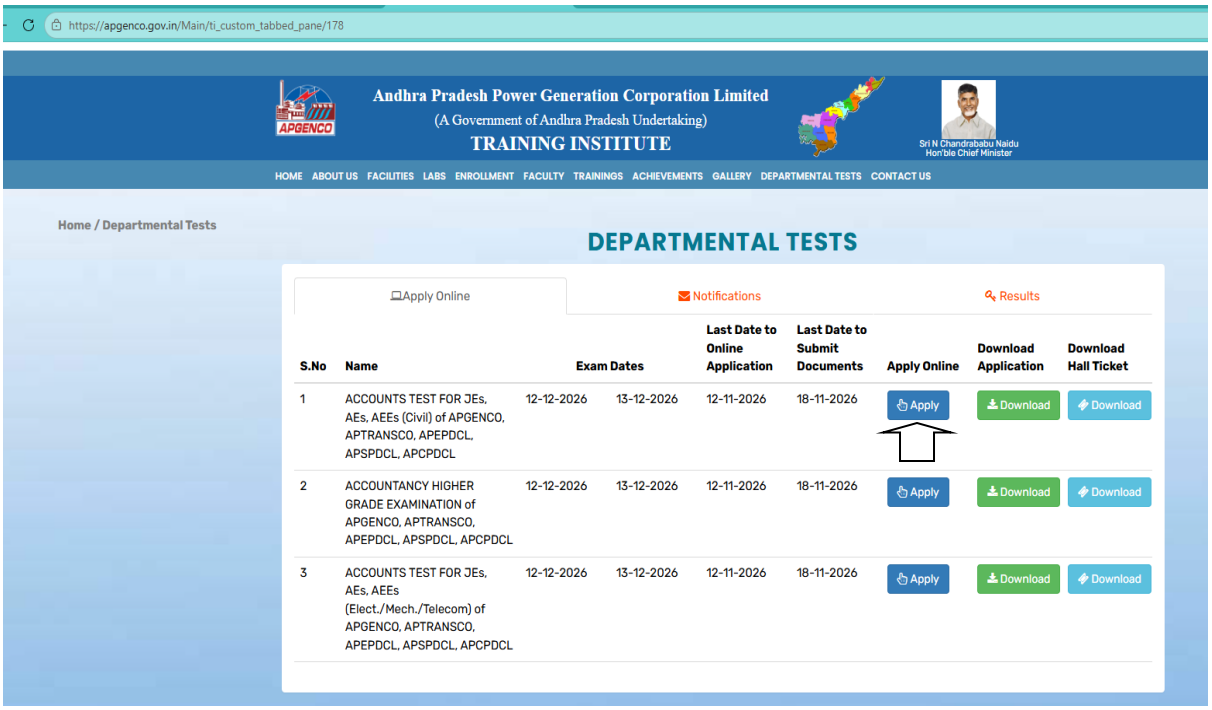
- **a.** Photo with signature JPEG/JPG <200 KB
- **b.** Scanned Demand Draft <250 KB
- **c.** Certificate from controlling officer in format prescribed in notification <250 KB
- **d.** Certificate from Pay officer in format prescribed in notification <250 KB

1. How to Apply:-

Visit : www.apgenco.gov.in

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.



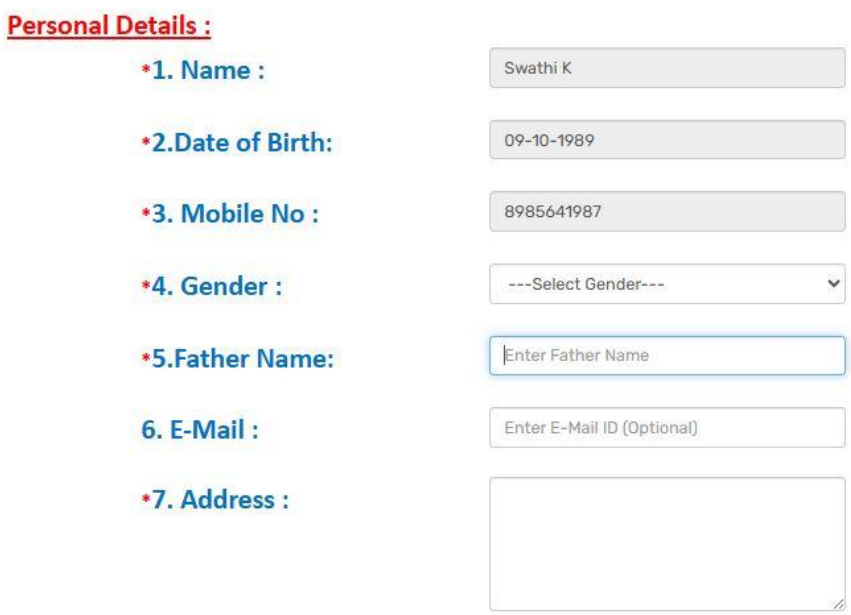
b) Select 'please read the notification carefully before applying to the Departmental Accounts Test' and click 'Proceed'



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'.



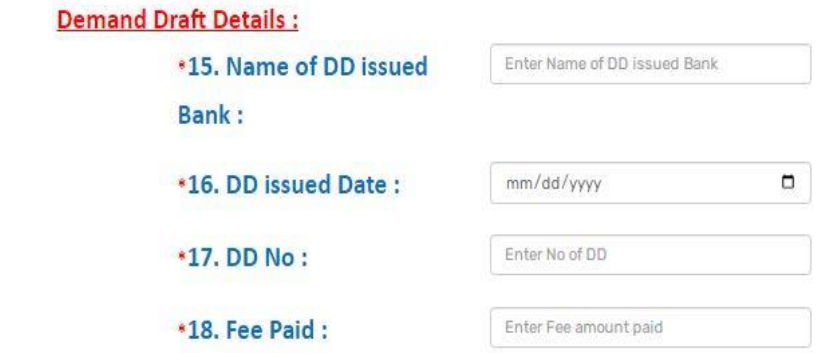
d) Details like Name, Date of Birth (in format mm/dd/yyyy) and Mobile number will be prefilled. Fill all the remaining fields like Gender, Father Name, E-mail and Address in Personal Details.



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.



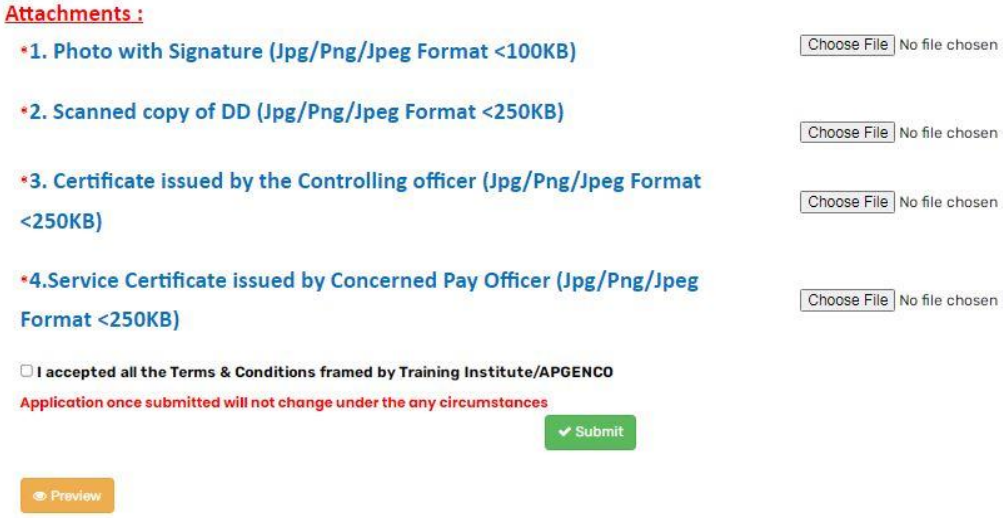
f) Enter the Demand Draft details like Name of Bank from which DD is Drawn, Date of issue, DD No., and Fee Paid.



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



Instructions for Scanning of Photograph with Signature

Photo width= 3.5cm

Photo
Signature

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 Spaceprovided. Ensure full signature of the candidate should be made within the box.

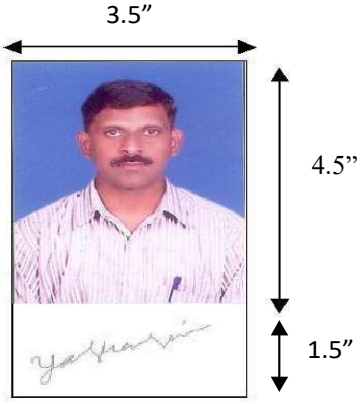
ii) Scan the above required size containing photograph and signature. Please do not scan thecomplete page.

iii) The entire image (of size 3.5" × 6.0") consisting of the photo along with the signature isrequired 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 asthe dpi resolution, no. of colors etc., during the process of scanning.

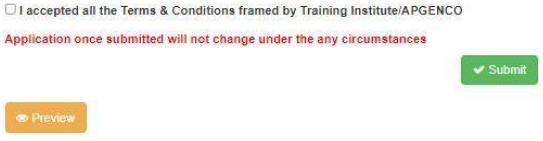
Sample Photo and Signature



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'

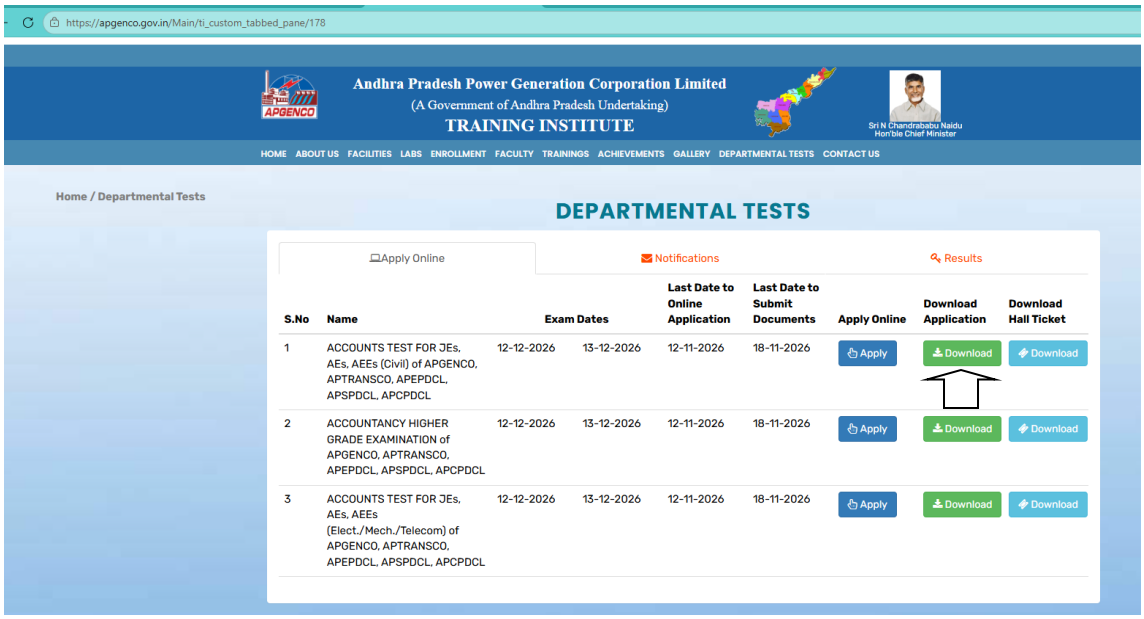


i) Click on **Preview** to check the Application details, if any corrections observed, Click on **Edit** button and correct it otherwise.

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.



3. **<u>The downloaded/printed application along with original enclosures shall be sent to</u>** 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 **<u>18.11.2026 @17:30Hrs</u>** and applications received after due date will not be entertained.

<u>How to download Hall tickets:</u>

Click on Download Hall ticket corresponding to the Accounts test applied



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 sate 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:_____

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

SYLLABUS

DEPARTMENTAL ACCOUNT TEST FOR ASST.ENGINEERS/ADDL.AST ENGINEERS (ELECTRICAL, MECHANICAL AND ELECTRONICS)

PAPER –I

PART – A

1. A.P.E.D Manual Vol. I
   (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 No.s 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 No.s 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 8and 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.

   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. Rulers 32:
   Sub – rules 1 to 5 instructions 1 to 10 portions which have direct bearing on Electricity Department.

09/10/2026
CHIEF ENGINEER
TRAINING INSTITUTE /APGENCO
IBRAHIMPATNAM- 521 4

SYLLABUS

DEPARTMENTAL ACCOUNT TEST FOR ASST.ENGINEERS/ ADDL.AST ENGINEERS

(CIVIL)

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 No.s 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 thereunder.

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 –Rrule 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).

08.తేదీ 07/10/2026.
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IBRAHIMPATNAM- 521 456

SYLLABUS
ACCOUNTANCY HIGHER GRADE EXAMINATION

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 (J0b 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.

09/10/2026

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