



**TRANSMISSION CORPORATION OF TELANGANA LIMITED**  
**CORPORATE TRAINING INSTITUTE :: HYDERABAD**  
Website: tgtransco.com CIN No: U40102TG2014SGC94248

From :  
The Controller of Deptl. Exams,  
Corporate Training Institute,  
TGTRANSCO, GTS Colony,  
Hyderabad-45.

To :  
All Chief Engineers / Zones,  
All Superintending Engineers,  
Opn. Circles/OMC/ Constr. Circles of  
TGTRANSCO, TGGENCO, TGSPDCL,  
TGNPDCL & MD/CESS Ltd.

**Lr.No.CE(Trg)/SE(CTI&Eng)/CDE/ADE(TOT-IV)/PO/Deptl.Tests/DEC-2024, Session/  
D.No. 45 / 2024, Dt. 05.12.2024**

Sir,

Sub:-Departmental Tests-DECEMBER-2024 Session-Notification Issued-  
Regarding.

Ref:-Notification No.CE/(Trg.)/SE(CTI&Eng)/CDE/ADE(TOT-IV)/PO(Exams)/DEC-  
2024 Session/D.No.44/2024, Dt. 05.12.2024.

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The following Departmental Tests for DEC-2024 session are proposed to be held on **01.02.2025 & 02.02.2025**.

- a) Account Test for AEs / AAEs (EMT) ( With Books )
- b) Account Test for AEs / AAEs (Civil) ( With Books )
- c) Accountancy Higher Grade Examination. ( Without Books )

1. A copy of Departmental Tests notification is enclosed for wide circulation among the members of the staff working in respective zones / circles. It is also requested to ensure that the employees are well informed about the Departmental Tests to be held on 1<sup>st</sup> & 2<sup>nd</sup> of February-2025.

The detailed Notification along with Application form is available on the TGTRANSCO websites [www.tgtransco.com](http://www.tgtransco.com) / Departmental Training Information / Departmental Tests & <https://cti.tgtransco.com> / Departmental Tests. The Application form for Departmental Tests - DEC-2024 session may be downloaded on four separate legal size papers from the above website. The Application forms are also available with Controller of Departmental Examinations / CTI / TGTRANSCO / Hyderabad at free of cost. The applicants shall submit their application form along with the examination fee of Rs.200/- (Including GST) for each paper / Rs.400/- (including GST) for both papers remitted through any e-payment modes like NEFT / RTGS / UPI etc., by the individual candidate. Demand drafts (DDs) or Postal orders or Money Orders will not be accepted in any circumstances.

2. The last date for submission of filled-in application is **24.12.2024**.

Encl: As above

Yours faithfully,

05/12/2024  
Controller of Departmental Examinations

**Copy Communicated to:**

- PS to Chairman and Managing Director / TGTRANSCO/VS/Hyderabad.
- PS to Chairman and Managing Director / TGGENCO / VS / Hyderabad.
- PS to Chairman and Managing Director / TGSPDCL/Hyderabad.
- PS to Chairman and Managing Director / TGNPDCL/Warangal.

Contd...2

PS to Joint Managing Director (Finance, Comml. & HRD)/TGTRANSCO/VS/Hyd.  
DE/Tech. to Director (Projects ) / TGTRANSCO / VS / Hyderabad.  
PS to Director (Grid Operation)/ TGTRANSCO / VS / Hyderabad.  
PS to Director (Transmission) / TGTRANSCO / VS / Hyd.  
ADE/Tech. to Director (Lift Irrigation Schemes) / TGTRANSCO / VS / Hyd.  
ADE/Tech.to the Executive Director (Comml.) / TSPCC / VS / Hyderabad.  
The Chief Engineer (LIS)/ TGTRANSCO / VS / Hyderabad.  
The Chief General Manager (HRD) / TGTRANSCO / VS / Hyderabad.  
The Chief General Manager / HRD / TGSPDCL.  
The Chief General Manager / HRD / TGNPDCL.  
The Chief General Manager / (Adm. IS & ERP) / TGGENCO / VS / Hyderabad.  
The Chief Engineer/Training/CTI/TGTRANSCO/Erragadda/Hyd.  
The Chief Engineer (IT ) / TGTRANSCO / VS / Hyderabad. - **With a request to host the issue of Notification of Deptl. Tests, DEC-2024 Session on TGTRANSCO Website and updation in SAP.**  
The Executive Director(Finance)/ TGTRANSCO / VS / Hyderabad.  
The FA &CCA (Accts.) / TGTRANSCO / VS / Hyderabad.  
The Joint Secretary / TGTRANSCO / VS / Hyderabad.  
All Dy. CCAs / TGTRANSCO / VS / Hyderabad.  
The Superintending Engineer (CTI & Enquiries) / TGTRANSCO / Hyderabad.  
The Senior Accounts Officer / CTI / TGTRANSCO / Hyderabad.  
All Deputy Secretaries and All Assistant Secretaries/ TGTRANSCO / VS / Hyderabad.  
Notice Board of Personnel Officer (Exams) / CTI / TGTRANSCO / Hyderabad.  
Stock file.



**TRANSMISSION CORPORATION OF TELANGANA LIMITED  
DEPARTMENTAL TESTS, DECEMBER - 2024 SESSION  
FOR THE EMPLOYEES OF TGTRANSCO, TGGENCO, TGSPDCL, TGNPDCL  
AND CESS Ltd.**

**Notification No.CE (Trg.)/ SE(CTI&Enq.)/ CDE/ ADE(TOT-IV)/ PO/**

**DEC-2024 Session/D.No. 44 / 2024, Dt: 05.12.2024.**

**Notification to all CEs, SEs etc. of TGTRANSCO, TGGENCO, TGSPDCL  
TGNPDCL AND CESS Ltd.**

In pursuance of rules 5 and 6 of Departmental Test Rules 1973 approved in A.P.S.E.Board Memo.No.3093 / A2 / 72-14, Dt:10-12-1973 and Service Regulations Part-III, Annexure-IV and the orders issued from time to time, it is hereby notified that the following Departmental Examinations will be held on 01.02.2025 and 02.02.2025.

**(1) TESTS:** The following departmental tests will be conducted for the employees of TGTRANSCO, TGGENCO, TGSPDCL, TGNPDCL and CESS Ltd.

- |   |  |
|---|--|
| i) Account Test for AEs / AAEs (EMT) (With Books)         | } Each test consisting<br>of 2 papers@ 3 Hrs.<br>duration. |
| ii) Account Test for AEs / AAEs (Civil) (With Books)      |  |
| iii) Accountancy Higher Grade Examination (Without Books) |  |

**(2) APPLICATION FORM:** The Application form shall be downloaded in four separate legal size papers from TGTRANSCO websites <https://tgtransco.com> / Departmental Training Information / Departmental Tests & <https://cti.tgtransco.com> / Departmental Tests or the application form should be neatly typed in the prescribed format in two separate legal Xerox papers only. The application forms are also available with Controller of Departmental Exams / CTI / TGTRANSCO / Hyderabad at free of cost. Applications printed on normal white paper / printed in more than two pages / printed in landscape orientation are strictly liable for rejection.

**(3) SYLLABUS:** Syllabus as well as soft copy of the books for the above Departmental Tests are available in the TGTRANSCO website (<https://tgtransco.com> / Department Training Information / Department Test syllabus) other than the prescribed books are not entertained.

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

**i) Account Test for AEs / AAEs (EMT): (With Books)**

The candidates who are appointed as AEs/ AAEs (EMT) temporary or regular or on deputation to other departments are eligible to appear for the test, those technical personnel below the cadre of AE / AAE(EMT) may also apply for the test, subject to the completion of a minimum of one year service in the feeder cadre as direct recruit 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 project 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.

Contd...2



The AEs and the employees below the cadre of AE who were appointed as trainees / on contract basis 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) Account Test for AEs / AAEs (Civil): (With Books)**

The candidates who are appointed as AEs / AAEs (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 / AAE(Civil) may also apply for the test, subject to the completion of a minimum of one year service in the feeder cadre as direct recruit 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 project 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 AEs and the employees below the cadre of AE who were appointed as trainees / on contract basis 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 UDCs / Senior Assistants / UD-Stenos temporary or regular or on deputation to other departments are eligible to appear for the test.

However those accounts personnel below the cadre of UDCs / Senior Assistants / UD-Stenos may also apply for the test, subject to the completion of a minimum of one year service in the feeder cadre as direct recruit 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 project 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 employees below the cadre of UDCs / Senior Assistants / UD-Stenos who were appointed as trainees / on contract basis 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.

Members 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:** (i) The orders issued in TOO. Ms. No.468, Dt: 07.02.2011 specifies "irrespective of the cadre, the employees are allowed to appear for the Departmental Tests concerned, being conducted by TGTRANSCO. 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."

(ii) The orders issued in TOO. Ms. No.151, Dt:08.11.2016 specifies "The candidate securing a minimum of 40 marks in each paper in one sitting or independently is declared to have passed the examination".

**5) EXAMINATION FEE:**

THE EXAMINATION FEE of Rs.200/- (Including GST) for each paper / Rs.400/- (including GST) for both papers shall be remitted through any e-payment modes like NEFT / RTGS / UPI etc., to the following account by individual candidate.

**Name of the Account: "Senior Accounts Officer, Corporate Training Institute, TGTRANSCO, Hyderabad".**

**Account No : 52087935630**  
**IFSC Code : SBIN0020308**  
**Bank : State Bank of India**  
**Branch : S.R. Nagar, Hyderabad.**

The NEFT / RTGS /UPI transaction ID No, Date, amount [Rs.200/- (Including GST) for each paper / Rs.400/- (including GST) for both papers] and time should be mentioned in the application form. The ID. No. should be unique for each individual application. The payment made prior to the date of notification and after the last date for submission of application i.e., **Dt: 24.12.2024** will not be accepted, and the application is liable for rejection. NEFT / RTGS / UPI payment receipt should be enclosed to the application. Demand drafts (DDs) or Postal orders or Money Orders will not be accepted in any circumstances. The fees once remitted shall under no circumstances be refunded or adjusted.

**(6) EXEMPTION FROM PAYMENT OF FEES:**

All the employees shall invariably pay the Examination fees. 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 counter slip / Photostat copy of the bank 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 the 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.



**NOTE:-** Such of those candidates who are below the cadres of AE/AAE(EMT), AE/AAE(Civil), UDC / Senior Assistant / UD Steno and applied for the above tests i.e. 4(i) to 4(iii) respectively are not entitled for claiming exemption from examination fees.

**(7) SELECTION OF EXAMINATION CENTRES:** The following are the centers at which the examinations will be held:

i) HYDERABAD ii) PALONCHA & iii) WARANGAL

**HYDERABAD CENTRE:** Employees working in all the offices of TGTRANSCO, TGGENCO, and TGSPDCL located in Hyderabad, North Circle, South Circle, Central Circle, R.R.North Circle, R.R. South Circle, Medak, Mahabubnagar, Nalgonda including Nagarjuna sagar, Singur projects. In respect of employees working in the offices of SLBHES coming under the control of TGGENCO. Employees, including both Jurala Projects working in Mahabubnagar District and Employees, including YTPS Projects working in Miryalaguda District.

**PALONCHA CENTRE:** Employees working in KTPS and offices of TGTRANSCO, TGGENCO and TGNPDCL located in Kothagudem and Bhadrachalam.

**WARANGAL CENTRE:** Employees working in all the offices of TGTRANSCO, TGGENCO and TGNPDCL located in undivided districts of Adilabad, Nizamabad, Karimnagar, Warangal, Khammam (other than Kothagudem, Bhadrachalam areas) including Pochampad, KTPP, RTS - Ramagundam. Employees working in CESS Ltd.

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

The candidate shall ensure the following before submission of filled-in Application form.

- i. All the columns in the application form & Hall Ticket shall be filled neatly and legibly with candidate's own hand writing and duly signed by the candidate.
- ii. Latest identical passport size photographs to be affixed on the application form and Hall Ticket forms and shall be attested by the Controlling Officer concerned only.
- iii. The NEFT / RTGS /UPI transaction ID No, Date , amount [Rs.200/- (Including GST) for each paper / Rs.400/- (Including GST) for both papers ] and time should be mentioned in the application form. The ID. No. should be unique for each individual application. NEFT/RTGS/UPI payment receipt should be enclosed to the application. Demand drafts (DDs) or Postal Orders or Money Orders will not be accepted in any circumstances.
- iv. Copy of last increment release orders duly attested by the Controlling officer concerned or a service certificate which shall be issued only by the concerned controlling officer, in respect of the candidate who is working directly under their control and which should project EOL period also.
- v. Correct self addressed envelope of size 10'X5' with pin code and affixed with Rs.10/- postage stamps shall be enclosed for dispatching the Hall Ticket, Time Table & Instructions to candidate.

**(9) LAST DATE FOR SUBMISSION OF APPLICATION FORM:**

The last date for receipt of filled-in applications for all the Departmental Tests to be conducted by the TGTRANSCO is **24.12.2024** and applications received after due date will not be entertained. The Filled in Applications shall be sent to **THE CONTROLLER OF DEPARTMENTAL EXAMINATIONS, CORPORATE TRAINING INSTITUTE, TGTRANSCO, GTS COLONY, HYDERABAD – 45.**

**(10) REJECTION OF APPLICATIONS:** Applications will be rejected for the following reasons. There will not be any intimation and no further correspondence will be entertained in this regard.

- i. If the applications are received after the last date.
- ii. If the application form is not in the prescribed Pro-forma, i.e, on four separate legal size papers or the application form is not neatly typed in the prescribed format in two separate legal Xerox papers only.
- iii. If the application form is printed on normal white paper / printed in landscape orientation / split into more than two pages.
- iv. If the application form is not completely and correctly filled in by the candidate's own hand writing or if any particulars are not furnished.
- v. If Hall Tickets columns in application form are not correctly completely filled in and not signed by the candidate in the prescribed columns.
- vi. If wrong information is furnished anywhere in the application form.
- vii. If the signature of candidate is missing even at one place.
- viii. If Office Seal / Signature of Controlling officer is missing in the application.
- ix. If photos are not affixed on the application form or not affixed with identical photos on the application form and Hall Tickets.
- x. If the photos are not attested i.e. Office seal / Signature of controlling officer is missing on photos.
- xi. If the examination fee [Rs.200/- for each paper (Including GST) / Rs.400/- for both papers (Including GST)] is not paid through NEFT / RTGS / UPI etc., and dated prior to notification or after the last date of submission of application form.
- xii. If the fee paid is through Demand drafts (DDs) or Postal Orders or Money Orders.
- xiii. If the candidate has not mentioned in the application form the name of test to which he / she is willing to appear the test.
- xiv. If the candidate applies for more than one test in a single application form.
- xv. If the applicant is not eligible to appear the Examination to which he/she applied for.
- xvi. If the candidate has not enclosed correct self addressed envelope of size 10' x 5' with pin code and affixed with Rs.10/- postage stamps for dispatching the Hall Ticket, Time Table and Instructions to Candidate etc.
- xvii. 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.

**(11) PASS MARKS:**

The candidate has to secure a minimum of 40 (Forty) marks in each Paper to pass the above tests.

**(12) PUBLICATION OF RESULTS:**

Results will be displayed on the TGTRANSCO websites **www.tgtransco.com** / Departmental Training Information / Departmental Tests & **https://cti.tgtransco.com** / Departmental Tests as well as in the Notice Board of the Office of Controller of Departmental Examinations, Corporate Training Institute, TGTRANSCO, Hyderabad - 45 and will also be communicated to Head Offices of all TGTRANSCO, TGGENCO, TGSPDCL, TGMPDCL and CESS Ltd.



**(13) MEMORANDUM OF MARKS:** Memorandum of marks will be issued on making application to the Controller of Departmental Examinations, Corporate Training Institute, TGTRANSCO, Hyderabad -45 by the candidate. The amount of Rs. 40/- (Including GST) for each paper / Rs.80/- (Including GST) for both papers shall be remitted through any e-payment modes like NEFT / RTGS / UPI etc., payment receipt should be enclosed to the account mentioned in column (5) by individual candidate. **DDs or money orders or postal orders will not be accepted.** A self addressed envelope of size 10'X5' with pin code and affixed with Rs.10/- postage stamps should be enclosed 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.

**(14) REVALUATION:** Revaluation of answer scripts in any test is not permissible under any circumstances.

**(15) RECOUNTING OF MARKS:**

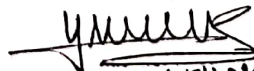
The process of Recounting of marks has been dispensed from the session of DECEMBER- 2010 onwards.

**(16) GENERAL INSTRUCTIONS:**

- 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 that 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 forwarding the filled-in applications the controlling officer should ensure eligibility criteria of the candidate as per the clause (4) above.
- iii. **Demand drafts (DDs) or Postal orders or Money Orders will not be accepted in any circumstances.**
- iv. The controlling officer concerned only should sign and affix his / her seal of office duly certifying the signature of the candidate on 3 Nos. of photographs affixed on the Application form and on the Hall Ticket forms.
- v. The candidate should specifically mention on the application form in the column Sl.No. (6) "Name of the Test Applied", the name of the examination to which he / she desires to appear. Any change of test or change in examination centre will not be entertained at a later date.
- vi. The Hall Ticket for admission to the tests along with the time-table and Instructions to the candidate will be sent to the candidates well in advance to the date of Examinations.
- vii. **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.**
- viii. **The candidates should clearly write the calculation of each step and arrive the final answer instead of writing final answer.**

Place : Hyderabad.

Date : 05-12-2024.



05/12/2024  
CONTROLLER OF DEPARTMENTAL EXAMINATIONS



Last date for receipt of application: 24.12.2024

APPLICATION FOR DEPARTMENTAL TESTS DECEMBER -2024 SESSION  
FOR THE EMPLOYEES OF TGTRANSCO/TGGENCO/TGSPDCL/TGNPDCL/CESS Ltd.

Application No.   
(for office use only)

Hall Ticket No.   
(for office use only)

Affix latest  
photograph and to  
be attested by  
controlling officer  
only with office  
stamp.

- Note:** 1) Application should be printed in four separate legal size papers only.  
2) Please **read the instructions** carefully in the NOTIFICATION OF DEPARTMENTAL TESTS **before filling the application form.**  
3) Candidate should fill each column of the application excluding Hall Tickets columns with his own handwriting legibly & photos to be attested by Controlling Officer only with office stamp. If the photos are attested other than by controlling officer, the application is liable to be rejected.

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Name of the Centre : .....

- 1) Name of the Employee (in **BLOCK LETTERS**) : .....
- 2) Employee ID.No : .....  
(TGTRANSCO/TGGENCO/TGSPDCL/TGNPDCL/CESS Ltd.)
- 3) Date of Birth : .....
- 4) Particulars of Service:  
i) Present Designation of the Candidate : .....  
ii) Date of joining in the present Cadre : .....  
iii) Date of joining into service / organization : .....  
iv) If appointed on contract basis  
a) Date of joining on contract basis : .....  
b) Date of appointment to regular time scale : .....  
(Last increment release orders copy to be enclosed duly attested by Controlling Officer concerned)  
**(Those who are not appointed to regular time scale are not eligible to appear Deptl. Exams)**  
v) Office Address with pin code of the .....  
Controlling Officer of the Employee & .....  
Name of the Organization. ....
- 5) Employee contact no. (Cell No.)/Office No.(with STD Code. No.) .....
- 6) Paper I or paper II passed earlier is to be specified with date of passing .....
- 7) Name of the test applied for - tick (✓) the box  
(1) Account Test for AEs/AAs (EMT) PAPER – I ☐ PAPER - II ☐  
(2) Account Test for AEs/AAs (Civil) PAPER – I ☐ PAPER - II ☐  
(3) Accountancy Higher Grade Exam PAPER – I ☐ PAPER - II ☐
- 8) Particulars of Exam Fee: NEFT / RTGS / UPI Transaction ID. No.....Amount .....,  
Date:..... .. Name of the Bank ..... Name of Branch:.....  
**(NEFT / RTGS / UPI payment receipt should be enclosed to the application)**
- 9) Signature of the Employee : .....

**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)**

**Certified that :**

- i) The photos affixed on the application & Hall Tickets are that of Sri/Smt/Kum.....  
Employee ID.No: .....
- 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 was passed the said examination Paper I ☐ **OR** Paper II ☐ on dt.....
- iv) An attested copy of **last increment released 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

Date :

(with office seal)

\*\*\*\*\*

-: For Office use only :-

**ADMIT**

**REJECT**

**PO**

**ADE(TOT-IV)**

**CONTROLLER OF DEPTL. EXAMINATIONS**

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**FILLED IN APPLICATIONS SHALL BE SENT TO THE CONTROLLER OF DEPARTMENTAL EXAMINATIONS, CORPORATE TRAINING INSTITUTE, TGTRANSCO, GTS COLONY, HYDERABAD – 45.**

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

The candidate shall ensure the following before submission of filled-in Application form .

- i. All the columns in the application form & Hall Ticket columns shall be filled neatly and legibly with candidate's own hand writing and duly signed by the candidate.
- ii. Latest passport size photographs to be affixed on the application form and Hall Ticket forms and shall be attested by the Controlling Officer concerned, only.
- iii. **The NEFT / RTGS /UPI transaction ID No, Date, amount [Rs.200/- (Including GST) for each paper / Rs.400/- (including GST) for both papers ] and time should be mentioned in the application form. The ID. No. should be unique for each individual application. NEFT / RTGS / UPI payment receipt should be enclosed to the application. Demand drafts (DDs) or Postal orders or Money Orders will not be accepted in any circumstances.**
- iv. Copy of last increment release orders duly attested by the Controlling officer concerned or a 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 project EOL period also.
- v. Correct self addressed envelope of size 10'X5' with pin code and affixed with Rs.10/- postage stamps shall be enclosed for dispatching the Hall Ticket, Time Table & Instructions to candidate.

**Contd..3..**



**(2) REJECTION OF APPLICATIONS :**

**Applications will be summarily rejected without any intimation for the following reasons:**

- i. If the applications are received after the last date.
- ii. If the application form is not **in the prescribed Pro - forma, i.e, on four separate legal size papers or the application form is not neatly typed in the prescribed format in two separate legal Xerox papers only.**
- iii. If the application form is printed on normal white paper / printed in landscape orientation / split into more than four pages.
- iv. If the application form is not completely and correctly filled in by the candidate's own hand writing or if any particulars are not furnished.
- v. If Hall Tickets columns in application form are not correctly, completely filled in and not signed by the candidate in the prescribed columns.
- vi. If wrong information is furnished anywhere in the application form.
- vii. If the signature of candidate is missing even at one place.
- viii. If Office Seal / Signature of Controlling officer is missing in the application.
- ix. If photos are not affixed on the application form or not affixed with identical photos on the application form and Hall Tickets.
- x. If the photos are not attested i.e. Office seal / Signature of controlling officer is missing on photos.
- xi. **If the examination fee is not paid through NEFT / RTGS / UPI etc., and dated prior to the notification or after the last date of submission of application form [ Rs.200/- for each paper (Including GST) / Rs.400/- for both papers (Including GST)].**
- xii. If the fee paid is through Demand drafts (DDs) or Postal orders or Money Orders.
- xiii. If the candidate has not mentioned in the application form the name of test to which he/she is willing to appear the test.
- xiv. If the candidate applies for more than one test in a single application form.
- xv. If the applicant is not eligible to appear the Examination to which he/she applied for.
- xvi. If the candidate has not enclosed correct self addressed envelope of size 10 ' x 5' with pin code and affixed with Rs.10/- postage stamps for dispatching the Hall Ticket, Time Table and Instructions to Candidate etc.
- xvii. If Photostat copies of the last increment release orders duly attested by the Controlling officer concerned or a Service Certificate issued by controlling officer concerned is not enclosed.

**CHECKLIST TO BE VERIFIED BY THE CANDIDATE BEFORE SUBMISSION OF APPLICATION FORM :-**

- |    |  |          |
|----|--|----------|
| 1) | Application Form is submitted in four separate legal size papers only.   | YES / NO |
| 2) | Latest 3 Nos. identical passport size photographs to be affixed properly with attestation by their Controlling Officer concerned with office stamp and all the columns in the Hall Ticket are filled in correctly.   | YES / NO |
| 3) | The Examination Fee paid through any e-payment modes like NEFT / RTGS / UPI etc., [Rs.200/- (Including GST) for each paper / Rs.400/- (including GST) for both papers] payment receipt is enclosed.  | YES / NO |
| 4) | A copy of <b>Last Increment release orders</b> duly attested by the Controlling Officer concerned or a <b>Service Certificate</b> 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 project EOL period also. | YES / NO |
| 5) | Correct Self addressed envelope (size 10'X5') with pin code and affixed with Rs.10/- postage stamp is enclosed.  | YES / NO |

DEPARTMENTAL TESTS DECEMBER – 2024 SESSION  
(ORIGINAL)  
HALL TICKET

Centre:

(To be filled in by the candidate)

Hall Ticket No.  PAPER - I ☐ PAPER - II ☐

- 1) Name of the Employee : .....
- 2) Employee ID.No : .....
- 3) Designation : .....
- 4) Name of the Organization : .....  
(TGTRANSCO/TGGENCO/TGSPDCL/TGNPDCL/CESS Ltd.)
- 5) Name of the Test applied for : .....
- 6) Signature of the Employee : .....

Affix latest  
photograph and to  
be attested by  
controlling officer  
only with office  
stamp

Controller of Deptl. Examinations / TGTRANSCO

.....

DEPARTMENTAL TESTS DECEMBER – 2024 SESSION  
(DUPLICATE)  
HALL TICKET

Centre:

(To be filled in by the candidate)

Hall Ticket No.  PAPER - I ☐ PAPER - II ☐

- 1) Name of the Employee : .....
- 2) Employee ID.No : .....
- 3) Designation : .....
- 4) Name of the Organization : .....  
(TGTRANSCO/TGGENCO/TGSPDCL/TGNPDCL/CESS Ltd.)
- 5) Name of the Test applied for : .....
- 6) Signature of the Employee : .....

Affix latest  
photograph and to  
be attested by  
controlling officer  
only with office  
stamp

Controller of Deptl. Examinations / TGTRANSCO

.....



**(SPECIMEN COPY)**

**(To be issued by the Controlling Officer only)**

**SERVICE CERTIFICATE**

**(To be typed in separate sheet)**

It is to certify that Sri. / Smt. / Kum.....(DOB.....)  
(Emp. ID.No:..... ) has joined in the organization  
(TGTRANSCO/TGGENCO/TGSPDCL/TGNPDCL/CESS Ltd.) on Dt..... in the cadre of  
..... .

Presently he/she is 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 to appear for the Departmental Tests - DECEMBER - 2024 Session.

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

Place :

Date:

Signature of the Controlling Officer:

Name & Designation :

Office Address with stamp: