



# ASSAM POWER GENERATION CORPORATION LIMITED

Registered Office: Bijulee Bhawan, Paltanbazar, Guwahati-781 001, Assam

CIN:U40101AS2003SGC007239

Tel.No.: 0361-2739502, Fax No.03612739546/22

e-mail:apgcl\_md@yahoo.com, Website: www.apgcl.org

## **Special recruitment drive for Persons with Disability (PWD)**

Applications are invited from candidates (who are permanent resident of Assam) having requisite qualifications for filling up the following reserved vacancies in Assam Power Generation Corporation Limited.

Sl. No.	Name of the vacant Posts	No. of Posts	Educational Qualification	Reserved for PWD candidates	Pay Band
1.	Lower Division Assistant Cum Typist	2 Nos.	Minimum HSLC passed and above and completed at least 3 (three) months course on computer.	Locomotor Disability/Hearing Impaired	Rs. 6380/--Rs. 23000/- Grade Pay: Rs. 2200/-
2.	Peon	2 Nos.	Minimum Class VIII passed	Hearing Impaired	Rs. 4720/--Rs. 18000/- Grade Pay: Rs. 1500/-

### **A. Terms and Conditions:**

- (1) **Age:** (According to HSLC/ School Certificate): Not less than 21(twenty one) years and not more than 38 (thirty eight) years on 1<sup>st</sup> August, 2017. Upper age limit is relaxed by 5 (five) years in the case of Scheduled Caste and Scheduled Tribe candidates.
- (2) **Domicile:** The candidate must be a domicile of Assam and should have proficiency in Assamese/Hindi.
- (3) **Service conditions:** As applicable as per company's rules as well as the rules that may be prescribed by the company.
- (4) **Application fee:** Treasury Challan drawn in favour of DGM (F&A), APGCL (Non-refundable) Rs. 500/- (Rupees five hundred) only for General Category/OBC/MOBC candidates and Rs. 250/- (Rupees two hundred fifty) in case of SC/ST candidates.
- (5) **Selection procedure:** The candidate will have to appear in the viva-voce to be notified in due course.

### **B. How to Apply:**

Eligible and interested candidates would be required to apply in prescribed format available in APGCL's website **www.apgcl.org**. No other means/mode of application shall be accepted. The candidates are required to submit the self attested copies in support of age, caste, educational qualification, residence, work experience (If any) and physical disability etc. The application along with Treasury Challan drawn in favour of DGM (F&A), APGCL are required to be sent to the General Manager (HR), APGCL, 3<sup>rd</sup> FLOOR, BIJULEE BHAWAN, PALTAN BAZAR, GUWAHATI-1 latest by **28<sup>th</sup> August, 2017** by registered post. Envelope containing the application should be clearly be super-scribed "**Application for the post of Lower Divisional Assistant Cum Typist/Peon**" on the top of the envelope.

### **IMPORTANT:**

All correspondence with candidates shall be done through the communication address furnished in the application form only by registered post.

**C. General Instruction:**

1. Before applying the candidate should read all the instructions to ensure about his/her eligibility. Candidates who do not fulfill the eligibility criteria need not apply.
2. Candidates working in Govt./Semi-Govt./Public Undertakings should produce 'No Objection Certificate' from their present employer along with the application, failing which he/she shall not be considered for candidature.
3. APGCL reserves the right to cancel recruitment for any or all of the posts without assigning any reason thereof.
4. Bringing influence at any stage of the selection process will disqualify the candidate.
5. If at any stage, it is detected that the candidate has given false information; his candidature will be rejected.
6. Certificates of SC/ST/OBC/PWD should have been issued by the appropriate Authority.
7. While applying the candidates should enter their full name as it appears in the admit card of HSLC/School Certificate etc.
8. Candidates should give clear and complete postal address, mobile nos. and e-mail address for correspondence; APGCL will not be responsible for any postal delay/wrong delivery/non-delivery of any communication at any stage of the recruitment process.
9. Only completed application forms will be accepted. In case of non submission of the supporting document the candidature of the candidate shall be rejected. Candidates should retain their duplicate copy of Treasury Challan as they can be asked to produce it in future.
10. Incomplete application/ application without enclosures/ application without photograph/ application without application fee/ application not fulfilling the eligibility criteria will be summarily rejected. No communication in this regard will be entertained from APGCL.
11. The decision of APGCL, in all matters relating to eligibility, acceptance, rejection of the application, issue of call letters, verification of the testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.

**IMPORTANT DATE:**

<b>Last date of receipt of application form along with requisite fees</b>	<b>28<sup>th</sup> August 2017</b>
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Sd-  
**General Manager (HR)**  
**APGCL, Bijulee Bhawan, Guwahati-1.**