File No.ENE51-HR0SERV(MISC)/159/2022-PO7

Notification for the post of Management Trainees (HR) on Contract basis

<table>
<tr><td>1.</td><td>Name of the PSU (Public Sector Undertaking)</td><td>:</td><td>Transmission Corporation of Andhra Pradesh Limited, VidyutSoudha, Gundala, Vijayawada.</td></tr>
<tr><td>2.</td><td>Company Profile</td><td>:</td><td>APTransco was incorporated under the Indian Companies Act, 1956 as wholly owned State Government Company. The Company is presently engaged in Transmission of power and activities related to Grid operations, Transmission Management, Projects, Technical Subjects etc.</td></tr>
<tr><td>3.</td><td>Name of the post</td><td>:</td><td>Management Trainee (HR) (on contract basis)</td></tr>
<tr><td>4.</td><td>Number of posts</td><td>:</td><td>16 Nos.</td></tr>
<tr><td>5.</td><td>Qualification</td><td>:</td><td>i) M.B.A (HR) studied on regular mode.
ii) Knowledge in SAP-HCM Module.
iii) Knowledge in Microsoft office</td></tr>
<tr><td>6.</td><td>Age</td><td>:</td><td>No person shall be eligible if he/she is less than 18 years of age and if he/she is more than 34 years of age as on 01.07.2022 and relaxation of upper age limit permissible upto 5 years for SC, ST & BC candidates and 10 years to the Physically challenged.</td></tr>
<tr><td>7.</td><td>Break up of Vacancy Position</td><td>:</td><td>
<table>
<tr><th colspan="2">Category</th><th>Nos</th><th>Total</th></tr>
<tr><td rowspan="3">OC</td><td>General</td><td>6</td><td rowspan="3">9</td></tr>
<tr><td>Women</td><td>2</td></tr>
<tr><td>PH-W – V -H</td><td>1</td></tr>
<tr><td>BC-A</td><td>Women</td><td>1</td><td rowspan="3">3</td></tr>
<tr><td>BC-B</td><td>Women</td><td>1</td></tr>
<tr><td>BC-C</td><td>General</td><td>1</td></tr>
<tr><td rowspan="2">SC</td><td>General</td><td>2</td><td rowspan="2">3</td></tr>
<tr><td>Women</td><td>1</td></tr>
<tr><td>ST</td><td>Women</td><td>1</td><td>1</td></tr>
<tr><td colspan="3">Grand Total</td><td>16</td></tr>
<tr><td colspan="4">O.C - Open Competition, SC - Scheduled Caste, ST - Scheduled Tribe, BC – Backward Classes; PH-Physically Handicapped -Visually Handicapped</td></tr>
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</td></tr>
<tr><td>8.</td><td>Selection criteria</td><td>:</td><td>Written examination and Interview.</td></tr>
<tr><td>9.</td><td>Preference</td><td>:</td><td>(A) Will be given to the candidates having work experience in HR and Administrative matters in any organization.

(B) Should be able to work in SAP environment, Microsoft applications and knowledge in Microsoft office</td></tr>
<tr><td>10.</td><td>Period (Tenure)</td><td>:</td><td>Two (2) years. After expiry of contract period, basing on the performance evaluation, the Board will examine and decide the extension of tenure.

The selected candidates shall execute a bond in the worth of One lakh prescribed format on non –</td></tr>
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			judicial stamp paper worth Rs.100/- (one hundred only) immediately on their appointment that he/she shall not leave the organization during the engagement period. He/she is liable to pay Rs.1,00,000/- (one lakh) bond money to APTRANSCO, which will have right to recover such money from her/him.
11.	Consolidated Emoluments	:	Rs.27,400/- per month
12.	Description and Responsibilities of the post	:	(1) To work in HR & Administration wings in Corporate office and zonal offices of APTransco i.e., Vijayawada, Kadapa and Visakhapatnam (2) Works entrusted by the higher officers from time to time. Knowledge in Rules and Regulations of the Corporation, Preparation of parawise remarks
13.	Submission of application	:	i. Applications should be submitted in the prescribed format along with enclosures as Annexure in duplicate. The applications should be reached within 21 working days from the date of issue of the notification addressed to **Additional Secretary, APTransco, VidyutSoudha, Vijayawada – 520004** **(OR)** **Through e-mail to as-notification.vja@aptransco.co.in** ii. APTRANSCO under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful while filling up the application form and at the time of submission. If any lapse is detected during the scrutiny, the candidate will be rejected. iii. Antecedents certificate issued by the police is mandatory along with the application.
14.	Place of work	:	To work in HR & Administration wings in APTRANSCO in Corporate office and zonal offices and anywhere as posted by the management.
15	Last date for submission of application	:	Within 21 working days from the date of publication of Notification strictly in the prescribed format.
16.	Address for Submission	:	Additional Secretary, APTransco, VidyutSoudha, Gunadala, Vijayawada – 520 004. (OR) Through e-mail to as-notification.vja@aptransco.co.in

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17.	Instructions: • The engagement on contract basis shall be for a period of two years only. After expiry of contract period, basing on the performance evaluation of the management trainees (HR), the Board will examine and decide their extension. • The engagement is purely on contract basis and shall be terminated with one month notice on either side during the term of agreement. • They will be paid fixed remuneration of Rs.27,400/- (Rupees Twenty seven and four hundred only) per month. He/she is not eligible for any allowances. • Police verification report on the conduct of the applicants shall be submitted by the individual along with the application. • The selected candidates shall execute a bond in the worth of One lakh prescribed format on non – judicial stamp paper worth Rs.100/- (one hundred only) immediately on their appointment that he/she shall not leave the organization during the engagement period. He/she is liable to pay Rs.1,00,000/- (one lakh) bond money to APTRANSCO, which will have right to recover such money from her/him. • They should submit the original certificates relating to qualification, Age, Physical fitness certificate, and Contract Agreement to the AP Transco, VidyutSoudha, Vijayawada for verification. • The candidates appointed under this shall not be regarded as member of service in AP Transco and are not be entitled claim such appointment to any preferential right to any other appointment in that post or in any other service in future. • The appointments now ordered is subject to verification by vigilance wing on the correctness of educational qualification, Date of Birth certificate etc. and other information submitted by the individual. If any information found false, his appointment will be cancelled & further action (as per Dept. procedures) will be initiated. • The individual once selected, should not be engaged in any other organization. • The applications should be in prescribed format only other wise it will not be considered.
18.	**Check List:** i. Application form in prescribed proforma in duplicate (Annexure to the notification). ii. Attested copies in support of Age, Provisional Certificate etc., Qualification, Nationality, Caste certificate and conduct, DOB/X class/Matrix marks memo, Aadhaar Xerox/Passport Xerox. iii. Antecedents certificate iv. Experience & performance certificate (certificate to be enclosed). v. Enclose certificates of merit/achievements, if any. vi. In service applicants should submit the application through proper channel along with “No objection Letter” from the Controlling Officer/ Head of Department.

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