

Details of documents to be submitted for verification of Junior Accounts Officer & Junior Assistant

The candidates are requested to attend original Document verification **at Conference Hall 3rd Floor, Vidyut Soudha, Gunadala, Vijayawada**, on the dates mentioned against each zone/district of the respective stream of the result.

Documents:

- i. Documentary evidence of Educational Qualifications as reported in his/her application for appointment.
- ii. Documentary evidence of age viz. SSC/ICSE/CBSE or Date of Birth certificate issued by the competent authority.
- iii. Caste certificate (latest by 6 months/permanent) issued by the Tahsildar.
- iv. Local status certificate (FORM-III) (as per G.O.Ms.No.132 & 133, GA (SPF & MC) Department dt. 13.06.2016 and circular Memo.No. 4136/SPF&MC/2015-5, dated 08.08.2016 & Memo.No. 4136/SPF&MC/2015-9, dt. 03.09.2016) issued by Tahsildar, if migrated to Andhra Pradesh.
- v. Certificate of Residence/School Study Certificate (Proforma to download from www.apgenco.gov.in)
- vi. Certificate issued by the District Medical Board in respect of Physically challenged with specific indication of the percentage of disability.
- vii. On outsourcing basis through Contactor: Candidates claiming experience in APGENCO have to submit Gate Pass/Annual Accounts slip of EPF i.e., minimum one gate pass for the candidates who are claiming as contract labour to the proof of working for less than 6 months or PF Membership and minimum of seven gate passes or Annual Accounts Slip of EPF for the candidates claiming who have worked as Contract Labour for more than 6 months.
- viii. Student/ManapementTrainee: Experience certificate issued by the concerned Functional Head/Chief Engineer along with copy of orders issued by APGENCO engaging on contract basis.
- ix. The documents in support of the claim of having experience with APGENCO are required to submit. If the information mentioned in the OMR Sheet do not tally with the Original documents produced by the candidate his/her candidature will be rejected.

If the above documents are found correct with reference to the details mentioned in your online application, you will be required to deposit the above original documents and submit the following documents to the Department at the same time, so as to, enable to issue appointment orders.

- i) Employment Exchange Registration card, if any.
 - ii) Certificate of Physical Fitness issued by a Govt. Medical officer of rank not lower than that of civil surgeon (or) District Medical officer (click here to down load)
 - iii) The Attestation Form in quadruplicate (4 sets) (click here to down load)) duly filled in by the candidate (along with Xerox copies of Educational qualification certificates viz. SSC, Intermediate/Degree)
 - iv) A bond (click here to down load) duly executed on non-judicial stamp paper worth Rs. 100/- (Rupees one hundred only) to the effect that he/she will serve the CORPORATION for a minimum period of 5 years in addition to training period, in case of appointment on regular basis. The person giving surety against the Bond must be:
 - Persons working in Central/State/Quasi Governments/Undertakings with a minimum of 8 years of service left with their employers.(service certificate from the employer with his/her Date of Birth shall be enclosed)
- (OR)
- Persons holding encumbered immovable property worth about Rs.1.00 Lakh and above on production of encumbrance certificate and property valuation certificate from office of the MRO where the property is situated (necessary certificate from the concerned Tahsildar shall be enclosed)