



VIDUYUT OMBUDSMAN FOR THE STATE OF TELANGANA

First Floor, 33/11 kV substation,
Hyderabad Boats Club Lane,
Lumbini Park, Hyderabad - 500 063
Phone: 040 -23450901

EMPLOYMENT NOTIFICATION (No. VO/120/2017-18)

Applications are invited from the qualified and eligible candidates for appointment (direct recruitment) to the following post on temporary basis in the Office of the Viduyut Ombudsman on or before 18.12.2017.

| Sl. No. | Name of the Post | No. of posts Vacant | Qualification | Experience | Scale of Pay |
|---------|-------------------|---------------------|---|---|-------------------|
| 1 | Private Secretary | One | Any Graduate from a recognised University. Should possess good communications skills and computer knowledge - MS Word and MS Excel. | 2 Years experience in a reputed or government organisation. Preference shall be given to a candidate having experience in power sector and Quasi-judicial functioning | 23,740-700-25,840 |

INSTRUCTIONS TO THE CANDIDATES:

1. Candidates may check their eligibility of qualifications, experience, age etc and qualified candidates may make an application in the format prescribed. Application maybe filled in block letters. Separate applications are to be made for different posts.
2. Candidates are required to fill in all the columns of the application in their own handwriting. In case any column is not applicable to them, they may indicate NA (Not Applicable) under the column.
3. Candidates have to enclose the self certified copies of the following along with the application.
 - a) All certificates relating to Educational Qualifications, including the Computer proficiency
 - b) All certificates relating to professional experience

Cont.....

- c) Certificates in support of reservation (issued by the competent authority and the certificate should have been issued 6 months prior to the date of notification)
- d) A fee of Rs. 500/- (Exempted for SC/STs) by way of a demand draft drawn in favour of Vidyut Ombudsman payable at Hyderabad drawn on any nationalized bank.
- e) Latest passport size photo (2 copies). One is to be pasted on the application form and another is to be attached to the application.
- 4) The candidates should have completed the age of 18 years and should not cross the upper age limit of 34 years as on the date of Notification, i.e, 24.11.2017. The persons working in the office of Vidyut Ombudsman on contract basis prior to the commencement of this notification shall be eligible for being considered, along with the outsiders for the purpose of direct recruitment to various posts subject to upper age limit of 36 years as on the date of notification of the vacancy by the Vidyut Ombudsman, provided they fulfill the prescribed eligibility criteria for being considered for the post.
5. All the applications received in response to this notification alone will be considered. Applications received after expiry of the due date shall not be considered.
6. After scrutiny of the applications received, shortlisted candidates need to attend a written examination. Short listed candidates who qualify in the written examination are required to attend a practical computer test. Only those who qualify in the Computer practical test shall be shortlisted for an interview. Details of the venue for the examination / test / interview shall be intimated to the candidates separately to their email ids from time to time. A candidate who does not have the email id shall be intimated in writing by post.
7. No T.A or D.A will be paid to the candidates for attending the written test / skill test / Interview.
8. No correspondence will be entertained regarding selection process. All the candidates are strictly informed that canvassing in any form will be a disqualification.
9. Candidates are advised to read the terms and conditions of employment which are placed on the website of Vidyut Ombudsman.
10. Reservations as stipulated by the Government of Telangana State rules shall apply mutatis mutandis.

Vidyut Ombudsman



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Paste your recent
passport photograph
here

APPLICATION FORM FOR THE POST OF PRIVATE SECRETARY

BASIC INFORMATION:

| | | |
|----|--|--|
| 1. | Name and Surname | |
| 2. | Date of Birth (DD-MM-YYYY) | |
| | Age in years as on date (Years, months) | |
| 3. | Contact address | |
| 4. | E-mail id | |
| 5. | Phone number | |
| 6. | Native Place | |
| 7. | Place of Birth | |
| 8. | Aadhar Number | |

9. Educational Qualifications:
(Starting with Class - X)

| Sl. No. | Name of the Examination | College/University | % of marks secured | Year of Passing |
|---------|-------------------------|--------------------|--------------------|-----------------|
| a | | | | |
| b | | | | |
| c | | | | |
| d | | | | |
| e | | | | |

| | | |
|-----|---|--|
| 10. | Whether belongs to SC/ST/BC/Others | |
| 11. | Earliest date by which the applicant can report for duty, if selected | |

12. Details of Professional Experience:

(Start with the last employment held. If required additional sheets may be enclosed. Details of nature of job, specific skill sets used and contributions made in each employment may be made on additional sheets)

| Sl. No. | Name of the Organization | Designation | Period of work | |
|---------|--------------------------|-------------|----------------|--|
| | | | | |
| a | | | | |
| b | | | | |
| c | | | | |
| d | | | | |
| e | | | | |

13. Details of Schooling (from 4th onwards):

| Sl. No. | Class studied | Name of the School | Address of the school | Year of passing |
|---------|---------------|--------------------|-----------------------|-----------------|
| I | | | | |
| II | | | | |
| III | | | | |
| IV | | | | |
| V | | | | |

14. Fee payment details:

| Name of the Bank | DD No | Date of issue of DD | Name of the Branch | Amount in Rs. |
|------------------|-------|---------------------|--------------------|---------------|
| | | | | |

15. Declaration

Declaration:

I hereby declare that the information furnished is true. I certify that I was not convicted in any of the civil/criminal cases instituted against me. I am aware that I would be liable for necessary actions for furnishing any false information. Further, I undertake not to withdraw my candidature or decline the post in the event of my selection.

Date:

Place:

Signature of the applicant

SYLLABUS FOR THE WRITTEN EXAMINATION

Part A - Mathematics & numerical ability

Number system – Decimals – Fractions – Simplification - HCF and LCM - Percentages – Selling Price , Cash Price & Expenditure problems – Fractions – Ratio – Average – Volume – Time & Work Problems – Speed & Distance Problems – Simple Interest – Compound Interest

Part B – Logical Reasoning, Analytics and Data Interpretation

Series completion – Blood Relation – Directions Sense Test – Logical Venn Diagrams – Alphabet Test – Number, ranking and time sequence test – Sitting Arrangements – Logical connectives.

Part C – Basic English & Grammar

Grammar: Entire grammar including active voice and passive voice, direct & indirect speech - Vocabulary – Antonyms & Synonyms – Statements, questions, imperatives and exclamations - Verb forms - Adjectives, adverbs and prepositions - Word forms – Spellings.

Part D – Telangana

History – focus on movement of formation of Telangana, geography, society, culture, heritage, arts and literature.

Part E – Indian constitution with focus on Judicial System

Basic knowledge about Indian constitution

Structure, organisation and functioning of the executive and Judiciary – Statutory Bodies – Regulatory Bodies – Quasi Judicial Bodies

Part F – Current affairs

Regional, National and International events in the fields of Politics - General Science – Technology – Entertainment - Sports

Part I – Précis writing

Candidates have to precisely present what is written in the given passage in about 1/3rd of its total number of words with a suitable title.