



TRANSMISSION CORPORATION OF TELANGANA LIMITED

(Website: www.tgtransco.com CIN No.U40102TG2014SGC094248)

ABSTRACT

TGTRANSCO – Regulations – Screening Test for appointment by Transfer to the post of Assistant cum Computer Operator in P&G Service & Junior Assistant cum Computer Operator in Accounts Service – Revised Pattern with existing Syllabus – Orders - Issued.

T.O.O.(Jt.Secy-Per) Ms.No.2688

Dated.11.03.2026

Read the following:-

1. Minutes of 22nd Board Meeting held on 11-10-2017.
2. T.O.O. (Jt.Secy-Per) Ms.No.166 dt.08.11.2017.
3. T.O.O. (Jt.Secy-Per) ms.No.133 dt.27.06.2018.
4. T.O.O. (Jt.Secy-Per) Ms.No.840 dt.08.09.2020.
5. T.O.O. (Jt.Secy-Per) Ms.No.2687, dt.11.03.2026.

ORDER:

In T.O.O. 4th cited, a revised Syllabus and Pattern was issued for conducting screening test for appointment by transfer to the post of Assistant cum Computer Operator in P&G Service & Junior Assistant cum Computer Operator in Accounts Service in descriptive and objective type.

2. In the Record of Discussions held with the certain Unions on 01.07.2025, it was agreed to examine feasibility in conducting the Screening Test with Multiple Choice Questions (MCQs) type and also to conduct the test twice in a year.

3. After careful examination, in supersession of the orders issued in T.O.O. 4th cited, TGTRANSCO hereby revises the existing pattern of conducting the screening test in lieu of descriptive & objective pattern to objective type in MCQ pattern with the same syllabus for appointment by transfer to the post of Assistant cum Computer Operator in P&G Service & Junior Assistant cum Computer Operator in Accounts Service. The existing syllabus and revised pattern is detailed in the Annexure-I appended to this T.O.O. The screening test shall be conducted twice in a year i.e., as per the orders issued in T.O.O. 5th cited.

4. These orders are issued with the concurrence of the Director (Fin., Comml., & HRD) vide Regd.No.430, dt.02.02.2026.

5. These orders are also available on TGTRANSCO website and can be accessed at the address www.tgtransco.com.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF TELANGANA LTD.)

D.KRISHNA BHASKAR, IAS
CHAIRMAN & MANAGING DIRECTOR

To

The Executive Director (Comml) (TGPCO)
The Chief General Manager(HRD)
All Chief Engineers.
The Joint Secretary
FA&CCAs / Dy. CCAs
All Superintending Engineers/ Dy.Secys
All Divisional Engineers/Executive Engineers

TGTRANSCO

Copy to:

PS to Chairman & Managing Director/TGTRANSCO/Vidyut Soudha/Hyderabad.
PS to Chairman Managing Director/TGNPDCL/Warangal.
PS to Chairman Managing Director/TGSPDCL/Hyderabad.
PS to Director (Finance, Comml., & HRD)/TGTRANSCO/VS/Hyderabad.
PA to Director (Projects)/TGTRANSCO/VS/Hyderabad
PA to Director (Grid & Transmission Management)/TGTRANSCO/VS/Hyderabad.

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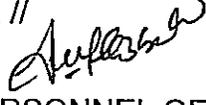
All Chief General Managers (HRD)/TGSPDCL & TGNPDCL.
The Pay Officer/ The Accounts Officer/CPR/TGTRANSCO/VS/Hyderabad.
The Company Secretary/TGTRANSCO/VS/Hyderabad.
The Resident Audit Officer, EBCA/TGTRANSCO/VS/Hyderabad.
All Asst. Secretaries /TGTRANSCO/VS/Hyderabad.
All Sections in P&G Services/TGTRANSCO/VS/Hyderabad.
The General Secretary, TEE 1104 Union/Mint Compound, Hyderabad.
The Secretary General, TSEEU (Reg.No.327), Mint Compound, Hyderabad.
The General Secretary, Telangana Raastra Vidyut Karmika Sangam, (R.No.H-58),
H.O.:Q.No.3-7-443, 444 Beside 132/33 KVSS, Jagital Road, Karimnagar.
The President, Telangana State Power Employees Union (Regd.No.1535) H.Q: Sri Laxmi Plaza, Plot
No.111, D.No.6-3-662/18/A, Jafer Ali Bagh, Somajiguda-Hyderabad.
The General Secretary, Telangana Electricity Engineers Association, Regd.No.319/07, MC, Hyd. The
President, Telangana Electricity P&G Employees Association, (Regd.No.151/2022)
Flat No.402, PRR's Sri Vishnu Charan Nivas, Chaitanyapuri Colony, Hyderabad – 60
The President, Telangana State Power Engineers' Association (Regd.No.555/14), H.No.6-3-663,
Somajiguda, Hyderabad.
The General Secretary, Telangana State Electricity Assistant Engineer's Association,
(Regd.No.1185/77), New Paloncha-507115.
The President, Telangana Power Diploma Engineers' Association (Regd.No.272/2014), H.No.5-9-
22/55, Adarsh Nagar, Hyderabad – 500 063.
The General Secretary, Telangana State Electricity Assistant Engineer's Association,
(Regd.No.618/14), New Paloncha-507115.
The General Secretary, Telangana Vidyut Engineer's Association (Regd.No.1438/2007), Plot.No.47,
Road No.09, East Kalyana Puri, Uppal, Hyderabad – 500 013.
The General Secretary, Telangana Electricity Accounts Staff Association (TEASA)
(Regd.No.1228/2013), 3rd Floor, A-Block, Vidyut Soudha, Hyderabad.
The President, Telangana Electricity Assistant Engineers Association (Regd.No.108/2016),
KTPS, Paloncha.
The President, T.S. Power Engineers Association (Regd.279/2009), 2nd Floor, SSR Chamber, Opp.
Rajdooth Hotel, Telephone Bhavan Road, Lakdikapool, Hyderabad.
The Founder President, Telangana Electricity Employees Association, Regd.No.H-61, Plot No.62,
Door No.7-89/62, Ayyappa Colony, Phase-I, Near Gayatri Dhyana
Mandir,Dammaiguda,(V)Keesara,(M), Hyd.
The Secretary General, Telangana State Electricity SC & ST Employees' Welfare Association
(Regd.No.621/2014),H.O: Dr.B.R. Ambedkar Spoorthi Bhavan, MC, Khairatabad, Hyd.
The General Secretary, Telangana Electricity Backward Classes Employees Welfare Association,
(Regd.No.1681/2006), Vidyuth BC Bhavan, Mint Compound, Hyderabad-500063.
The Secretary General, Electricity OC Employees Welfare Association, (Regd.No.1088/2008),
H.No.1-1-287/33/A, Chikkadapally, Hyd-020.
The General Secretary, State Scheduled Tribe Employees
Welfare Association,(Regd.No.956/78), Mint Compound, Beside TSSPDCL Head Quarters (New
Building), Hyderabad.
The Founder & State President, Telangana Electricity Muslim Minority Employees Welfare Association
(Regd.No.132/2014),D.No.12-1-1035/1, North Lallaguda, Hyd – 17.
The General Secretary, Telangana Electricity Employees Muslim Minority Association
(Regd.No.1124/2014), H.No.8-4-544/58/1, Erragadda, Sanathnagar post, Hyd – 18.
The Secretary General, Telangana Electricity SC & ST Employees Welfare Association
(Regd.No.202/2010) Head Off:Qtr.No.C-37, "A" Colony, Ramagundam, District Karimnagar.
The General Secretary, Vidyut Accounts Officers Association of Telangna (VAOAT)
(Regd.No.656/2016) H.No.8-62,Sri Sai Nagar colony, Medipally, Medchal (Dist.) -500 039.
The General Secretary, TSSEB Secretariat Employees Association, (Regd.No.54/69), Mint
Compound, Hyd.
The General Secretary, TSSEB Accounts Officer's Association, (Regd.No.C-5),
Vidyut Soudha, Hyderabad.
The General Secretary, Junior Accounts Officer's Association, (Regd.No.880),
Vidyut Soudha, Hyderabad
The General Secretary, TSSEB Technical Employees Union (Regd.No.B-2275), C/o. Sri K.Sampath
Reddy, H.No.6-1-40/5, Mint Compound, Hyderabad.
The General Secretary, United Electricity Employees Union (Regd.No.B-1829)/H.No.1-1-60/4,
Musheerabad, Hyderabad-20

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The President, Telangana State Electricity SC & ST Officer' Welfare Association (Reg.No.556/2014),
H.O:8-3-228/1280/56, Jawahar Nagar, Yousufguda, Hyd.
The State General Secretary, Telangana Electricity Employees Union (R.No.H-142),
H.Q:# 19-5-32/A/19, Mahmood Nagar, Kishan Bagh, Hyderabad – 500 064.
The State Secretary General, Telangana State Electricity SC/ST & Dalitha Christian Employees
Association (Reg.No.684/2014) Plot No.12, Near GNR Gardens, Anandbagh Malkajgiri, Hyd-47.
The General Secretary, TS Electricity Board Retired Employees Association (Regd.No.375), MC, Hyd.
The General Secretary, Telangana Vidyut Employees Union (Regd No.H-82/2019), Beside 132/33 KV
Hussain Sagar, GIS Sub-Station, Telangana Chowrastha, Mint Compound, Hyd. 063
The General Secretary, TRPE Union - Regd.No.G-445, H.No.04-12-12/3, Himagiri Nagar Colony,
Road No.03, Gandamguda Gandipet Mandal-Hyderabad - 91.
The Central Record Section. & Stock File.

C.No.Jt. Secy/DS(Per-II)AS(IR,R&RTI)/PO(R&RTI)/JPO/511/2016

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ANNEXURE-I

Screening Test syllabus in MCQ pattern in ON-LINE mode for appointment by transfer to the post of Assistant Cum Computer Operator in P&G Service and Junior Assistant Cum Computer Operator in Accounts Service.

EXAM DURATION: 150 minutes

TOTAL MARKS: 100
QUALIFYING MARKS: 35
NEGATIVE MARKS: 1/4th

SECTION – A

- I. **ABOUT THE ORGANISATION:** **10 Marks (10X1)**
- Different utilities in power sector and their role.
 - Different wings in each utility and their functions.
 - Major equipment's and their significance in Generation, Transmission and Distribution sector.
 - Basic Introduction to TGERC & Tariff related issues.
- II. **SERVICE MATTERS:** **15 Marks (15X1)**
Acts and Regulations (Service, Leave, Conduct, Disciplinary and Appeal Regulations)
- III. **BASIC ENGLISH GRAMMER** **5 Marks (5X1)**
Parts of speech, Tenses, Active voice, Passive voice, Direct/ Indirect speech, Articles.

SECTION-B

- I. **SKILLS IN COMPUTER BASICS:** **25 Marks (25X1)**
- Knowing computer:** About Computer, Basic Applications of Computer; Components of Computer System, Keyboard and Mouse, Other input/output devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information;
 - Operating Computer using GUI Based Operating System:** About Operating System; Basics of Popular Operating Systems; The User Interface, using Mouse; Using right button of the Mouse and Moving icons on the screen, Use of Common Icons, Status bar, Using Menu and Menu-selection, running an Application, viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different windows.
 - Understanding word processing (WORD):** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling.
 - Using Spread Sheet (EXCEL):** Basics of Spread sheet; Manipulation of cells; Basic Formulas and Functions; Editing of Spread Sheet.
 - Basics of Internet and Email.**
 - Knowledge of TGTRANSCO website.**

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II. SIMPLE ARITHMATICS:

20 Marks (20X1)

Ratios, Proportions and disproportions, percentages, LCM, HCF, Simple equations of one and two variables, Time, Velocity and Distances, Accelerations, Force, Work, Power and Energy, Progressions and Matrices.

III. BASIC ACCOUNTING CONCEPTS:

15 Marks (15X1)

- a. **Accounting process:** Financial accounting introduction – Definition – Evolution – Functions – Advantages and Limitations – Uses of Accounting Information – Branches of Accounting – Accounting principles – Concepts and Conventions – Accounting Standards – Meaning – Importance – Types of Accounts – Accounting Cycle – Journal – Ledger, Trail Balance and Final Accounts (i.e., P&L Account, Balance sheet with simple adjustment entries like Depreciation, Prepaid Expenses, Contingent liability / Accrued Income / Expenditure, Bad debts provision, appreciation in lands & rights etc., (Including problems).
- b. **Subsidiary Books:** Meaning – Types – Purchases Book – Purchases Returns Book – Sales Book – Sales Returns Book – Bills Receivable Book – Bills Payable Book – Cash Book – Single Column, Two Column, Three Column and petty Cash Book – Journal Proper (Including problems).
- c. **Bank Reconciliation Statement:** Meaning – Need – Reasons for differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) – Preparation of Bank Reconciliation Statement (Including problems).

IV. BASIC GENERAL KNOWLEDGE:

10 Marks (10X1)

- a. Political, Cultural, Sports, Educational, Industrial, Scientific, Geographical, Historical, Economical, World/Country/State wide events and personalities.
- b. Current affairs.

**D.KRISHNA BHASKAR, IAS
CHAIRMAN & MANAGING DIRECTOR**

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