GOVERNMENT OF ANDHRA PRADESH
Notification for Filling up of Backlog Vacancies for SCs/STs in Group IV category

Clerical cadre

Collector’s Rc.No. 2239/2015 A2
Dated:24/06/2015
District: Visakhapatnam

Applications are invited from eligible S.C. & S.T. Candidates for recruitment to posts of Junior Assistants/Typists, etc., in A.P. Ministerial Services for limited recruitment of backlog vacancies of S.C. & S.Ts under Group-IV Services in Visakhapatnam District

Department wise vacancies reported in Group IV (clerical category) Category:

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<tr>
<th>Sl. No</th>
<th>Name of Dept</th>
<th>Schedule Caste</th>
<th>Schedule Tribe</th>
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<tbody>
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<td>1</td>
<td>Revenue Department</td>
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<td>Marketing</td>
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<td>3</td>
<td>Medical &amp; Health</td>
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<td>4</td>
<td>Women &amp; Child Welfare</td>
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<td>5</td>
<td>Transport</td>
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<td>6</td>
<td>Legal Metrology</td>
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<td>7</td>
<td>SE (Public Health)</td>
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<td>8</td>
<td>Conservator of Forest</td>
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** The vacancies given are subject to decrease or increase according to circumstances.

**The notification can be cancelled or some posts can be reduced at any instance according to circumstances.

2. EDUCATIONAL QUALIFICATIONS:

1. Jr. Asst
   1) "Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission"
   2) Pass in Proficiency of Office Automation in Usage of Computer and associated software to be conducted by District Collector after selection

2. Typist
   1) "Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission"
   2) Pass in Govt. Technical Exam in Typewriting by Higher Grade in Telugu in Govt. Standard Keyboard
   3) Pass in Proficiency of Office Automation in Usage of Computer and associated software to be conducted by District Collector after selection

3. Jr. Steno
   1) "Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission"
   2) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in the relevant language; and
   3) Must have passed the Government Technical examination in Shorthand by the Higher Grade in the relevant language. If however persons who have passed the examination in Typewriting or Shorthand by the Higher Grade are not available those who have passed the examination by the Lower Grade may be appointed.
   4) Pass in Proficiency of Office Automation in Usage of Computer and associated software to be conducted by District Collector after selection

Note: If candidates with higher grade qualification in Typewriting are not available, candidates in Lower grade qualification will be considered for appointment as Typist. Preference will be given to the candidates who possess Type(English) Higher in addition to the requisite qualification above.

3. AGE: The applicant should have completed (18) years of age as on 01/07/2014 and should not have completed 45 years of age as on the said date.

   (i) Regular State Govt. Employees shall be allowed to deduct from their age, the length of regular service under the State Government upto a maximum of 5 years for the purpose of computing the maximum age limit subject to the limitation prescribed by the rules.

   (ii) Retrenched temporary employees of the census department who have rendered atleast 6 months temporary service are allowed to deduct (3) years from their age.

   (iii) The maximum age limit shall be relaxed in the case of widows, Divorced Women and Women judicially separated from their husbands who are not married, subject to the condition that after such relaxation in any case the age of the candidates in respect of the age limit shall not exceed 45 years in the case of Scheduled Castes and Scheduled Tribes.

4. SCALE OF PAY: As per AP - Revised Pay Scales – 2015

5. Selection of candidates will be made on the basis of marks obtained in the qualifying academic examination i.e., "Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission"

6. The rule of reservation (General Rule 22) is applicable

7. Selection of an applicant by the competent authority carries with it no guarantee of actual appointment.
IMPORTANT INSTRUCTIONS

1. Applying candidates can download the detailed notification and other important instructions in respect of this recruitment through Internet @ http://visakhapatnam.nic.in.

2. a) The candidates should compulsorily apply online in website http://visakhaddsw.ogp.gov.in and should take the printout of the online application and submit the same to the Deputy Director, Social Welfare, Visakhapatnam, Visakhapatnam compulsorily along with the copies of the attested certificates either by registered post or manually.

b) It is mandatory to apply the application by both means 1) online through website and 2) submitting the online application printout with enclosures to the Deputy Director, Social Welfare, DRDA Office Complex, MVP Colony, Visakhapatnam 530017 by regd/post manually. Failure in observing any of the above will lead to rejection of the application

c) The receipt of applications both online will be from 06.07.2015 to 21.07.2015

d) Last date for submission of the online application printout with enclosures to Deputy Director, Social Welfare, Visakhapatnam is 23.07.2015.

3. Candidates applying for more than one post should apply separately for each post

4. The rule of reservation in favour of local candidates to the extent of 80% in each category of unit is applicable.

RESERVATION TO LOCAL CANDIDATES:- Reservation to the Local candidates is applicable as provided in the Rules and as amended from time to time as in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study certificates (from IV Class to X Class or SSC) OR Residence Certificate in the Proforma only for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be kept ready with authorized signature to produce as and when required.

DEFINITION OF LOCAL CANDIDATE:

i). “LOCAL CANDIDATE’ means a candidate for direct recruitment to any post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for S.S.C or its equivalent examination. If however, he/she has not studied in any educational institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her local area during the above said period.

ii). In case Candidate does not fall within the scope of above then, if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied SSC or its equivalent, he/she will be regarded as local candidate on the basis of the maximum period out of the said period of seven years and where the period of his/her study in two or more local areas are equal, such local area where he/she has studied last in such equal periods will be taken for determining the local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and local candidature determined with reference to the maximum period of residence or in the case of equal period where he/she has resided in such equal periods.

iii). If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7-6 year period. If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.

iv). If, however, a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case may be separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas.

NOTE : RESIDENCE CERTIFICATE WILL NOT BE ACCEPTED. IF A CANDIDATE HAS STUDIED IN ANY EDUCATIONAL INSTITUTION UPTO S.S.C. OR EQUIVALENT EXAMINATION. SUCH CANDIDATES HAVE TO PRODUCE STUDY CERTIFICATES INVARIABLY.

Copies of documents enclosed to the online application form should be strictly attested. Unattested documents will not be considered.

Candidates must make arrangements to see that communications addressed to them at the addresses stated in their applications are re-directed if necessary. Every effort will be made to take account of changes in candidates address but cannot accept any responsibility in this matter.

Candidates claiming to have rendered regular Govt. Service have to produce evidence in support of their claim for availing age relaxation.

If study / residential certificate is not produced by the candidate when required to be produced, he / she will be treated as NON LOCAL.

An applicant will be disqualified who attempts to canvass or to bring influence to bear on the District Selection Committee personally or by a letter. The same penalty will be imposed if any relative, friend, patron, official or other persons attempts to influence the Collector on behalf of the applicant.

Application in which any portion of the required information is not correctly and completely given will be summarily rejected.

Application which is received after the due date will be summarily rejected.

Application in respect of which prescribed documents and certificates in proper form is not received after the due date will be summarily rejected.

Application from persons in the service of the Indian Union of a State in India or in the employ of local bodies whether they are permanent or approved probationers or probationers or holding the appointment on temporary or officiating basis which are not sent through the authority competent to appoint them in the posts which they are holding will be summarily rejected.

Two passport size copies of recent Photographs should be enclosed to the online application printout, one of which should be pasted to the application form in the space provided and the other copy should be firmly attached to the application form. Each copy of photograph should be signed by the candidate in ink on the front side.

Every application should be accompanied by a self addressed and a stamped (Rs.5.00) envelope of the Size of 12x28 Cms.

The Application fee is Rs.50/- payable by Payment gateway of website / aponline centers.
CHECKLIST OF THE CERTIFICATES TO BE ENCLOSED ALONG WITH ONLINE APPLICATION PRINTOUT

1) The online application printout with enclosures should be submitted in an envelop addressed to the Deputy Director, Social Welfare, Visakhapatnam and can be submitted by Regd. Post or manually at O/o Deputy Director, Social Welfare, Visakhapatnam

2) The name of the post applied (JA/Typist/Jr.Steno) and the name of the notification (SC/ST Backlog Limited Recruitment- 2015) should be strictly superscribed on the envelop.

3) Date of Birth Certificate ie., SSC Certificate / Birth Certificate issued by Competent Authority.

4) Integrated Caste Certificate issued by Tahsildar or Revenue Divisional Officer as applicable

5) Educational Certificates
   1) Graduations marks sheet
   2) Intermediate marks sheet
   3) Pass certificate of Government Technical Examination in Typewriting by the Higher Grade in Telugu and English in Government standard Key Board (for those who applied for the post of typists & Jr. Steno)
   4) Pass certificate of Government Technical examination in Shorthand by the Higher Grade (for those who applied for post of Jr. Steno)
   5) Pass certificates of higher educational qualifications if any.

6) Nativity particulars.
   1) School Study Certificates from 4th to 10th Classes.
   2) In case candidate has not studied in any school, then he has to produce residence certificate issued by Tahsildar for the period of 7 years from 4th class up to completion of SSC or equivalent examinations.

7) Employment Registration Card (Optional)

8) Ration Card / Aadhaar Card / Voter ID Card

SD/- N. YUVARAJ
DISTRICT COLLECTOR & CHAIRMAN, DSC
VISAKHAPATNAM