GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT

District: Visakhapatnam.

DIRECT RECRUITMENT FOR THE POST OF VILLAGE REVENUE OFFICERS
THROUGH DISTRICT SELECTION COMMITTEE

Applications are invited On-line in the proforma Application available on the WEBSITE (http://ccla.cgg.gov.in) from eligible candidates from 28.12.2013 to 13.01.2014 (Note:- 12.01.2014 is the last date for payment of fee) for recruitment to the post of Village Revenue Officers as per Andhra Pradesh Village Revenue Officers Service Rules, 2008 for direct recruitment through the District Selection Committee. (Job Chart – see Appendix – I)

CATEGORIE OF POST  EDUCA TIONAL QUALIFICATION.

1. Village Revenue Officer Must have passed Intermediate Examination conducted by the Andhra Pradesh State Board of Intermediate Examination or its equivalent.

2. Nativity The applicant shall be a native candidate of the district. (see Appendix-II)

3. AGE:- No person shall be eligible if he is less than '18' years and more than '36' years of age as on the 1st day of July of the year in which the notification for selection is made Provided that the maximum age limit shall be raised:-

   (i) Uniformly by 5 years in the case of candidates belonging to the SC, STs or BCs.
   (ii) Uniformly by 10 years in the case of Physically Handicapped persons.
   (iii) Uniformly by '3’ years for Ex-Servicemen in addition to the length of service rendered in Armed Forces.
   (iv) Uniformly by the length of regular service subject to maximum of ‘5’ years for the persons already in service of the State Government and by ‘3’ years for retrenched temporary employees during 1991 in the State Census Department who have rendered a minimum service of six months.

4. SCALE OF PAY:- Rs.7520-22430 in the PRC-2010 scales.

5. Method of Selection:- The Selection of candidates is based on a objective type Written Test for 100 Marks at Intermediate level.

   General Studies : 60 Marks*
   Arithmetic Skills : 30 Marks
   Logical Skills : 10 Marks

   * 50% of questions (30 Marks) will be aimed at testing the knowledge of the candidate on rural areas and rural living conditions.
   Question paper will be in Telugu, English and Urdu Medium. (Syllabus see Appendix –III)

6. Exam Fee:- Each applicant must pay Rs.300/-. Applicants belongs to SC / ST Categories have to pay Rs.150/-. No fee applicable to the applicants belonging to PH category.
(However they shall hand over a Xerox copy of the Medical certificate issued in SADAREM to the concerned centre)

Remittance of Fee

The fee shall be remitted at any of the E-Seva / Mee-Seva / AP- Online centers / through web portal of CGG and acknowledgement be obtained by paying only specified amount.

A service charge of Rs.20/- shall be paid to the service providers (e-seva, Mee-Seva, APonline) towards uploading of application.

No payment to be made to service provided for payment of fee alone.

7. Date of Examination:

On 02.02.2014 from 10:00 AM to 12:00 Noon

8. Rule of Reservation

The Rule of Reservation is applicable as per General Rule 22 of A.P. State and Subordinate Service Rules, 1996.

100% vacancies in scheduled area will be filled up with local scheduled Tribe candidates only.

9. No. of Vacancies

Approximate number of vacancies in each category of posts in the District is given below. The No. of vacancies are liable to change.

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<th>Total</th>
<th>OC</th>
<th>SC</th>
<th>ST</th>
<th>Backward Classes-BC</th>
<th>Ex- Service man</th>
<th>Physically challenged</th>
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10. Downloading

The Hall Ticket can be download from the website from 19.01.2014 to till 9:00 AM on 02.02.2014.

NOTE:- Hand written / Typed / Photostat copies / Printed application form will not be entertained.

Sd/- S SOLOMON AROKIARAJ,
COLLECTOR,
VISAKHAPATNAM DISTRICT.
INSTRUCTIONS TO CANDIDATES

1. The applicant must compulsorily fill-up all relevant columns of application and submit application through WEBSITE only.

2. The applications received online in the prescribed proforma available in the WEBSITE and within the time shall only be considered and the Collectors will not be held responsible for any kind of discrepancy.

3. Applicants must compulsorily upload his / her own scanned photo and signature through J.P.G. format.

4. The applications available in the WEBSITE (http://ccla.cgg.gov.in) from 28.12.2013 to 13.01.2014 (Note:- 12.01.2014 is the last date for payment of fee)

5. No need of enclosing any certificates at the time of filing applications.

6. Applicants are free to apply for any one of the post notified i.e., either V.R.O., or V.R.A., or to apply for both the posts i.e., V.R.O., and V.R.A.,

7. The application fee is Rs.300/- for one post with 50% concession to SC / ST applicants ie. Rs.150/-. 100% fee concession to Physically challenged candidates on production of a Xerox copy of the SADERM certificate to the concerned authorities.

8. If a candidate wants to apply for both the posts he shall pay a fees of Rs.600/-

9. The fees shall be paid in any of E-seva, Me-seva, aponline centres or web portal of CGG and obtain acknowledgement.

10. The applicant for the V.R.A., post must be a native of the village for which he is making application and he shall belong to the category for which the post is notified.

11. Appointment orders to the selected candidate will be given subject to the production of relevant Certificates relating to Age, Education qualification, Nativity and Caste etc.,

12. **IMPORTANT:-** Hand written / Typed / Photostat copies / Printed application form will not be entertained.

13. The particulars furnished by the applicant in the Application Form will be taken as final and data entry processed, based on these particulars only by Computer. Candidates should therefore, be very careful in Uploading / Submitting the Application Form Online.

Sd/- I.Y.R. Krishna Rao,
C.C.L.A. and Spl.C.S.,
APPENDIX – I

JOB CHART

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT


REVENUE (VA) DEPARTMENT


Read the following:

4. Minutes of the meeting of the Group of Ministers held on 3.4.2007.

ORDER:

In the G.O. 1st read above orders were issued creating Revenue functionary at Village level under the exclusive administrative control of the Tashildar (MRO) to handle the work relating to Land Revenue matter at the Village level. In the G.O. 2nd read above orders were issued creating the post of Village Revenue Officer and the job chart to the Village Revenue Officers is also issued. It was also ordered to recast the Job chart of Panchayat Secretaries working Panchayat Raj Department by the PR&RD Department.

2. The Cabinet Sub Committee consisting of Minister for Panchayat Raj, Minister for Revenue and Minister for Home, met on 3.4.2007 have approved the new Job chart of the Panchayat functionary i.e., Panchayat Secretaries of PR&RD Department as well as the modified Job chart of Revenue functionary i.e., Village Revenue Officers.

3. In the G.O. 5th read above, the Panchayat Raj & Rural Development Department have issued revised Job chart to the Panchayat Secretaries of PR&RD Department as per the minutes of the meeting of the Group of Ministers held on 3.4.2007.

4. The Chief Commissioner of Land Administration, Hyderabad in his Letter 7th read above has requested the Government to issue a notification relating to allocation of subjects to the Village Revenue Officers as per the minutes of the meeting of the Group of Ministers held on 3.4.2007.

5. Government after careful examination hereby decided to issue the revised Job chart of the Village Revenue Officers of Revenue Department in modification of the Job chart issued in G.O. 2nd read above, as follows:

General Administrative / Revenue Duties:

i) Maintenance of Village revenue record sand all Village revenue Accounts promptly and accurately.

ii) Collection of Land Revenue, Cesssee, Taxes and other sums pertaining to Revenue department.

iii) Azmoish of crops (100%) inclusive of inspection of survey stones.

iv) Issue of Certificates: The Village Revenue Officers shall issue the following certificates in their respective Villages duly following the procedure:
1) Nativity certificate and Solvency certificate
2) Residence Certificate
3) Pahani / Adangal extracts

v) Provide intimation regarding fire accidents, floods cyclone and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue Officials in assessing loss sustained because of natural calamities and in providing relief.

vi) Inform the Railway Station Master of any mishap or unusual occurrence of floods that might need urgent action to prevent mishap.

vii) Preparation of pay bills of Village Servants.

viii) Maintenance of Village Chavadies.

ix) Protection of Government lands, Government tanks, trees and other Government properties and take effective steps to safeguard the interest of Government.

x) Inform promptly to the higher officials in respect of treasure trove and unclaimed property and escheat.

xi) Intimate the Mandal Revenue Officer/Tahsildar of any intended demolition of ancient buildings and any inscriptions on any such ancient monuments which would have archaeological, cultural heritage importance.

xii) Preserve and safeguard Government lands and properties from encroachments, damage or misuse include the lands available to the public, such as, roads, streets and open spaces in and near their villages.

xiii) Report encroachments damage or misuse of Government lands and damage to Government property promptly to the Mandal Revenue Officer/Tahsildar and take effective follow-up action.

xiv) Provide assistance to the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by obtaining property details.

xv) Assist the authorities in serving of legal notices and summons.

xvi) Cause beat of tom-tom and adopt other methods for informing people about events.

xvii) Assist in loan recoveries.

xviii) Conduct Panchanama in recovery of un-claimed property.

xix) Keep Government attached property in safe custody.

xx) Assist in preparation, updation of electoral rolls and perform other election duties as the government may direct.

xxi) Attend the meetings convened by Gram Panchayat in their jurisdiction and on request to furnish information relating to sanction of pensions, number of ration cards in circulation, house site pattas distributed and on other matters relating to Revenue Administration.

xxii) Assist Andhra Pradesh Transaction Corporation in its operations at village level and inform about the theft, pilferage of electricity to the concerned authorities.

xxiii) Act as “Inspector” under Minimum Wages Act, 1948 as and when notified by the Competent Authority.
xxiv) A Village Revenue Officer when called upon to do so, produce the account, registers and other records, maintained by him or which are in his custody for inspection of any revenue official or any other officer authorized by the Collector, RDO or Tahsildar. Except when called upon to produce his accounts and other records as mentioned above, the Village Revenue Officer shall keep the accounts, registers and records in his personal custody.

xxv) In the event of transfer / suspension / removal / dismissal / retirement or proceeding on leave other than casual leave, he shall hand over all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge by the Tahsildar.

II. Police functions:

i) Give prompt information to the police Department regarding murders, suicides, unnatural deaths and other important developments which may threaten peace in the village.

ii) Inform the police of strangers of suspicious appearance who have entered and taken refuge in the village.

iii) Prevent the commission of any offence or public nuisance.

iv) Take measures to bring the offenders to justice.

v) Search for stolen property and bring to the Police Station.

vi) Preserve in-tact the scene of offence.

vii) Take charge of unclaimed property and send to the Policy Station.

III. Community Welfare and Development:

i) Assist the concerned government department in the implementation of important Government programmes such as Indiramma Prabha, Indira Kranthi Pathakam, National Rural Employment Guarantee Programme etc.,

ii) Furnish data on income levels of persons in the village prepared on the basis of government guidelines issued in that regard from time to time.

iii) Do necessary documentation and assist in the implementation of Weaker Section Housing Programme.

iv) Report on the atrocities against women and children to the authorities concerned and take action within 24 hours.

v) Report cases of atrocities against Schedule Castes & Schedule Tribes to the authorities concerned & provide assistance to them.

vi) Strive for eradication of un-touchability of providing access to Schedule Castes and Schedule Tribes in Temples, and removal of discrimination in all forms against the schedule caste population.

vii) Report any outbreak of communicable disease especially Malaria, Japanese Encephalitis and Gastroenteritis to the nearest Primary Health Centre immediately.

viii) Attend meetings of Village Tribal Development agencies and assist them in preparation of micro plans and in implementing them.

ix) Assist the Education department in conducting the literacy classes.
x) Assist in reconciliation of estimates of crop coverage with Azmoish figure for reconciling the crop area for crop insurance scheme.

xi) Assist the department of Agriculture in implementing its programmes and disseminating extension information.

xii) Assist in maintenance of agriculture statistics.

xiii) Assist in giving information to the concerned officials about any black market sales of seeds, fertilizers and pesticides.

xiv) Assist in maintenance of household data of weavers both within and outside Co-operation fold and their economic status.

xv) Issue Dependency Certificate for handloom weavers if any desired.

xvi) Function as Marriage Officer for the cluster of village under the Act for the compulsory registration of marriages in the State (Act No. 15 of 2002)

IV. Miscellaneous:

i) Perform such other duties as may be assigned to him by the Government, Chief Commissioner of Land Administration, Collector, Revenue Divisional Officer, Mandal Revenue Officers / Tahasildar or any authorized in this behalf.

6. The Chief Commissioner of Land Administration, Hyderabad all the District Collector in the State shall take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.V.SUBBA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Special Chief Secretary & CCLA, A.P., Hyderabad
All the District Collectors in the State

Copy to:
The Commissioner of Panchayat Raj, Hyderabad.
The PR&RD (Mandal-II) Department, Hyderabad.
The General Administration (I&PR-Publicity Cell) Department.
The P.S. to Secretary, Legal Affairs
Sf/Sc

//FORWARDED BY ORDER//

SECTION OFFICER.
APPENDIX - II

Nativity / local candidate:-

**VROs:** The post of VRO is not organized as local cadre and hence, presidential orders are not applicable.

**Local Candidate means:**

1. Studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination.

2. Where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared or as the case may be, first appeared.
APPENDIX - III

పాస్ట్ రిసర్చు ద్వారా ప్రతి కార్యం 10 సమాచారాల కంటే కంటే కంటే కంటే 50 సమాచారాలను సంశాధించాలి.

1. సిరిచి దుస్త్రి (60 సమాచారాలు)
(6 సమాచారులు ప్రతి ప్రతికారం సంశాధించాలి కంటే 50 సమాచారాలు)

ప్రతి సమాచారం ప్రతి ప్రతి ప్రతి ప్రతి ప్రతి ప్రతి ప్రతి ప్రతి ప్రతి 10 సమాచారాలు సంశాధించాలి

పాస్ట్ రిసర్చు ద్వారా ప్రతి కార్యం 10 సమాచారాల కంటే కంటే కంటే కంటే 50 సమాచారాలను సంశాధించాలి.

ప్రతి సమాచారం ప్రతి ప్రతి ప్రతి 10 సమాచారాల సంశాధించాలి.

పాస్ట్ రిసర్చు ద్వారా ప్రతి కార్యం 10 సమాచారాల కంటే కంటే కంటే కంటే 50 సమాచారాలను సంశాధించాలి.

ప్రతి సమాచారం ప్రతి ప్రతి ప్రతి 10 సమాచారాల సంశాధించాలి.

పాస్ట్ రిసర్చు ద్వారా ప్రతి కార్యం 10 సమాచారాల కంటే కంటే కంటే కంటే 50 సమాచారాలను సంశాధించాలి.

ప్రతి సమాచారం ప్రతి ప్రతి ప్రతి 10 సమాచారాల సంశాధించాలి.
I. பொருளாய் வருவதாகும்:
கொன்று மயக்க, மூடிய, மறைவு வாழும், காணும், ஆம்பங்க முதிவு, குறுக்கும், நெடுந்து, வரலாறு, காணும், வாழும், செய்யும், ஒருவர், கூட்டும், செய்யும், கூட்டும் வாழும்

II. வருவத்தை சரணக்கு (30 மிளி.)
பிறந்து, விளக்கு, வெளிய, வாழும், முடியை காணும், குறுக்கும், செய்யும், வாழும்,

III.  வருவத்தை குறுக்கு (10 மிளி.)
உடல் / மேற்கு, வளரும், செய்யும், குறுக்கும், வாழ்க்கை, (Odd Man Out) வாழும், வரும், விளக்கு, வாழ்க்கை குறுக்கு.