

GOVERNMENT OF ANDHRA PRADESH

NOTIFICATION

Rc.No.A1/190/2018.

Dated:03.02.2018

District: East Godavari

Last Date for receipt of application : 15.02.2018.

GROUP-IV SERVICES (CLERICAL CADRES) RECRUITMENT TO THE POSTS OF JUNIOR ASSISTANT / TYPIST / JUNIOR STENOGRAPHER OF L.D. CADRE IN A.P. MINISTERIAL SERVICES & SUBORDINATE SERVICES FOR LIMITED RECRUITMENT FOR BACKLOG VACANCIES EARMARKED FOR SCHEDULED CASTES/ SCHEDULED TRIBES.

Applications are invited from eligible SCHEDULED CASTES / SCHEDULED TRIBES candidates for appointment as Junior Assistants / Typists / Junior Stenographer, in A.P. Ministerial Services for limited recruitment of backlog vacancies earmarked for scheduled castes/ scheduled tribes.

The eligible candidates have to apply through online only. The detailed information regarding eligibility and other instructions are available in the web site **eastgodavari.nic.in**.

Sl. No	Category of the post	Educational Qualification
1	Junior Assistant	Must hold a Bachelor's 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 or any equivalent qualification.
2	Typist	<p>i) Must hold a Bachelor's 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 or any equivalent qualification.</p> <p>ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in Telugu on Government Standard Key Board.</p> <p>iii) Provided that if persons with the qualification prescribed in item (ii) above are not available candidates who have passed the above examination in typewriting by Lower Grade if otherwise qualified be appointed.</p> <p>iv) Provided further that candidates who possess Type writing qualifications in English by Lower Grade besides the qualifications mentioned in items (ii) and (iii) above shall be given preference for appointment by direct recruitment.</p>

3	Junior Stenographer	<p>i) Must hold a Bachelor's 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 or any equivalent qualification.</p> <p>ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in the relevant language on Government Standard Key Board; and</p> <p>iii) Must have passed the Govt. 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.</p>
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Note: If candidate with higher grade qualification either in Typewriting is not available, candidates in lower grade qualification will be considered for appointment as Typist as the case may be.

Age: The applicant should have completed (18) years of age as on 01.02.2018 and should not have completed 47 years of age as on the said date (As per the G.O.Ms. No.182, GAD (Ser-A) Dept, dt.04.12.2017)

- i) Regular State Govt. Employees shall be allowed to deduct from their age, the length of regular services under the State Govt. upto a maximum of FIVE years for the purpose of computing the maximum age limit subject to the limitations prescribed by the rules.
- ii) Retrenched temporary employees of the Census Dept. who have rendered at least SIX months temporary service are allowed to deduct THREE years from their age.

N.B: The Tahsildars are competent authorities to issue certificates regarding status of the candidates in this matter.

Scale of Pay: **16400-470-16870-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060- 1270-49870-(40)**

Selection of candidates will **be made on the basis of marks obtained in the qualifying academic examinations i.e. Bachelors Degree or its equivalent examination.**

The rule of reservation (General Rule 22 of A.P.Subordinate Service Rules) is applicable.

Selection for Women Quota will be as per the roster points available with the concerned departments.

Approximate number of vacancies in each category of posts in the district is given below. **The vacancies given are subject to decrease or increase according to circumstances.**

Total Vacancies of Group-IV Services Reserved for SCs/ STs backlog vacancies in the District

Sl. No.	Name of the post	Scheduled Caste			Scheduled Tribe		
		General Category	Women Category	Total	General Category	Women Category	Total
1	Junior Assistants	4	5	9	5	1	6
2	Typists	2	2	4	2	0	2
3	Junior Stenographer	0	1	1	0	0	0

Department wise vacancies of Group-IV Services Reserved for SCs/ STs backlog vacancies in the District A.P. Ministerial Services.

SC & ST Backlog posts - Vacancy Position

Sl. No	Name of the Department	Junior Assistants					Typists				Total
		General		Women		Total	General		Women		
		SC	ST	SC	ST		SC	ST	SC	ST	
1	Chief Executive Officer Z.P., Kakinada	-	1	-	-	1	1	-	-	-	1
2	Superintendent of Police, Kakinada	-	-	1	-	1	-	1	-	-	1
3	RD-cum-ACMA, Rajamahendravaram	-	-	-	1	1	-	-	-	-	0
4	DPO, Panchayat Raj, Kakinada (GP Unit)	3	3	4	-	10	-	-	-	-	0
5	Principal (AD-Fisheries, SIFT, Kakinada)	1	-	-	-	1	-	-	-	-	0
6	RJD, WD & CW, Eluru	-	1	-	-	1	-	-	-	-	0
7	DEO, Education, Kakinada	-	-	-	-	0	1	-	-	-	1
8	Asst. Director of Mines & Geo., Rajahmundry	-	-	-	-	0	-	-	1	-	1
9	Deputy Director (T&A) DTO, Kakinada	-	-	-	-	0	-	-	1	-	1
10	SE, Irrigation, Dowleswaram	-	-	-	-	0	-	1	-	-	1
		4	5	5	1	15	2	2	2	0	6
		Junior Stenographer				Total					
		General		Women							
		SC	ST	SC	ST						
11	Superintendent, Govt. General Hospital, Kakinada	0	0	1	0	1					
		0	0	1	0	1					

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

IMPORTANT INSTRUCTIONS

1. **The eligible candidates have to apply in the prescribed proforma only.**
2. Last date for receipt of applications on **15.02.2018 at 5.00 P.M.**
3. The vacancies given are subject to decrease or increase according to circumstances
4. The applicants are advised to enter their details carefully. Once submitted it is final and **cannot be changed.**
5. Applications in which any portion of the required information is not correctly and completely given will summarily **be rejected.**
6. The applicants have to apply **one application for one post.** If they have applied more than one post in one application, their candidature will be cancelled.
7. If the applicant has the dual Bachelors Degree, it is his responsibility to enter the particulars of the degree in which he has got highest percentage of marks.
8. The merit list will be prepared based on the percentage of marks obtained in Bachelors degree and displayed in the notice board of east godavari official website as per the schedule.
9. The selected candidates shall be called for certificate verification and at that time they have to produce original certificates with 3 sets of attested copies.
10. Candidates claiming to have rendered regular Govt. Service or claim to have worked in Census Dept., and retrenched, will not eligible for the concession allowed if evidence is not produced in support of their claim.
11. If study / residential certificate is not produced the candidates will be treated as a Non-Local candidate.
12. An applicant will be disqualified who attempts to canvas or to bring influence to bear on the Collector / 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.
13. The rule of reservation in favour of local candidates to the extent of 80% in each category of unit is applicable.

Local candidate in relation to local area means a person who has studied in an educational institution in such local area for a period of not less than four consecutive academic years in which he/she appeared or as the case may be first appeared for SSC or equivalent examination or when during the whole or any part of the four consecutive academic years in which he appeared for SSC or equivalent examination, he/she has not studied in any educational institution, if he/she has resided in the local area for a period of not less than four years immediately preceding the date of commencement of SSC or equivalent examination in which he appeared or first appeared as the case may be.

In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination shall be disregarded.

A local candidate of a particular District should appear for the examination in that District only for being considered against 80% local quota. He is, however, free to apply and appear for the said examination from any other District against 20% un-reserved quota as a non-local candidate.

- Note:
1. **the printout application along with required enclosures putting in an envelope**
 2. **the Closed envelope drop in the "Drop Box" at Kakinada Collector's Office (Tapal section near Video Conference Hall, Ground Floor)**
 3. **Top of the envelope write as "Application for the post of _____" Under Backlog Recruitment and addressed to the District Collector, E.G., Kakinada.**

**The Printout Application must drop in the "Drop Box" at Ground Floor,
Collectorate, Kakinada**

A N N E X U R E - I

**APPLICATION FOR RECRUITMENT TO THE POSTS OF JUNIOR ASSISTANT /
TYPIST / JUNIOR STENOGRAPHER of L.D. Cadre in A.P. Ministerial Services /
Subordinate Services**

Limited recruitment for backlog vacancies earmarked for SCs/STs



**To
The District Collector,
East Godavari District., Kakinada**

Application for the post of _ _ _ _ _

Notes & Conditions:

- 1) An applicant will be disqualified who attempts to canvas or to bring influence to bear on the Collector / 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.
- 2) [a] This form must be completed by the applicant in his own hand writing and must be sent with necessary documents to the Collector concerned.
[b] Applications in which any portion of the required information is not correctly and completely given will summarily be rejected.
[c] Application which is received after the due date will summarily be rejected.
[d] Application in respect of which prescribed documents and certificates in proper form is received after the due date will summarily be rejected.
[e] Application from persons in the service of the Indian Union or a State in India or in the employment of local bodies, whether they are permanent or approved probationers or probationers or holding the appointments on temporary or officiating basis which are not sent through the authority competent to appoint them in the posts which they are holding will summarily be rejected.
[f] Qualifications:
 - a) Jr.Assts. : Pass in Bachelors Degree or equivalent examination
 - b) Typists : Pass in Bachelors Degree or equivalent examination and Type Writing in Telugu Higher Grade and preference will be given to Type Writing in English Lower Grade.
 - c) Jr.Steno : Pass in Bachelors Degree or equivalent examination and Type Writing in relevant language Higher Grade + Shorthand in Higher Grade
3. Copies of the documents enclosed which are not originals must be certified as correct by a Gazetted Officer or a Magistrate
- 4) The applicant should indicate in the heading the post and the Service for which he / she applies.

[1] Full name of the applicant :
including the name or names
for which the applicant's
initials stand (omission to
write the full name will
prejudice the application)

[2] Address in Full (Any :
subsequent alteration should
be notified)

[2] Aadhar No.

NOTE : 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, by the Collector to take account of changes in candidate's addresses but cannot accept any responsibility in this matter.

[3] [a] Date of Birth (evidence to :
be produced with attested
copy of the document)

[b] Place of birth and District :
or State in which it is
situated.

[c] Native place and District :
or State in which it is
situated

[d] Is the applicant a citizen of :
India ?

5) Father's Name :

Address (if living) :

Profession or occupation :

7) [a] Does the applicant apply for :
appointment to more than one
service and, if so, which service
he prefers.

[b] If the applicant prefers the A.P. :
Ministerial service or has
applied only for that service he
should state the names of the
departments or offices in which
he wishes to be appointed. (the
names of the departments or
offices should be mentioned in
order of preference).

8) [a] Mother Tongue :

[b] Other Indian Languages known :

- 9) Institution or Institutions where the applicant was educated with dates from V-Class onwards:

Name of the institution with full address	Approximate date of entering	Approximate date of leaving	Examination passed

- 10) Qualifications :

[a] Bachelors Degree or its equivalent examination :

Qualification	University/Board	Maximum Marks	Marks Secured	Percentage
Degree				
Intermediate				
SSC				

[b] Technical qualification (Typewriting/Shorthand) examination :

Higher / Lower	Board	Maximum Marks	Marks Secured	Percentage

- 11) Employment Details if any :

Post Held	Period of Employment		Reasons for leaving
	From	To	

- 12) [a] Has the applicant been a Boy- :
Scout or member of a cadet of a
U.T.C (NCC) National Volunteer
Corps. (Lok Sahaik Sena).
Auxiliary cadet Corps., Social
Service Leaguea, Bharat Sevak
Samaj, Building and Red Cross if
so, give particulars (Evidence to
be produced)
- 12) [b] Has the applicant held positions :
of authority if any, in (1) School
(2) Colleges (3) Boy Scout Assn.,
(4) UTC (NCC) (5) National
Volunteer Corps, (6) Auxiliary
Cadet Corps., (7) Social Service
League (8) Bharat Sevak Samaj
(9) Scouting (10) Guiding and (11)
Red Cross, if so, give particulars
(Evidence to be produced).
- [c] Has the applicant gained any :
distinctions at School, College or
University or rendered any special
service to the Government, State
any other special grounds which
the applicant desires to be
considered.
- 13) Employment Exchange Registration :
number and place of Registration of
the applicant.

I declare that I have not at any time been pronounced unfit for Government service by any medical authority and that the particulars given in this application are true to the best of my knowledge and belief.

Station :

Date :

SIGNATURE OF THE APPLICANT

Cell No.:

- Enclosers:
1. Xerox attested copy of Date of Birth / SSC Certificate,
 2. Xerox attested copy of Inter medicate Certificate,
 3. Xerox attested copy of Study Certificate from 4th to 10th Class
 4. Xerox attested copy of Degree Certificate/Provisional Certificate
 5. Xerox attested copy of Consolidated Marks Memo of Degree
 6. Xerox attested copy of all Marks memos of Degree
 7. Xerox attested copy of latest Caste Certificate
 8. Xerox attested copy of latest Nativity Certificate
 9. Xerox attested copy of Aadhaar
 10. Xerox attested copy of required Technical qualification certificates for Typist posts and Steno
 11. Xerox attested copy of other qualification certificates if any