



**Eastern Power**  
**Distribution Company of A.P. Ltd**  
ఆంధ్ర ప్రదేశ్ తూర్పు ప్రాంత విద్యుత్ పంపిణీ సంస్థ

CORPORATE OFFICE; P&T COLONY, SEETHAMMADHARA  
VISAKHAPATNAM – 530 013

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NOTIFICATION

Applications are invited from the eligible candidates for filling up of the posts of Junior Assistant (LDC) – 146 Nos (**Including already notified vacancies**) on Regular basis. Applicants already applied to the earlier Advertisement No. 109, dt. 21.12.2011 published on 22.12.2011 in Eenadu & Hindu shall also have to visit the APEPDCL website **www.apeasternpower.cgg.gov.in for uploading preferences etc.**

Place: Visakhapatnam  
Date: 28.02.2014  
(EENADU & HINDU)

CHIEF GENERAL MANAGER/HRD



**EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED  
CORPORATE OFFICE**

*P&T COLONY, SEETHAMMADHARA, VISAKHAPATNAM – 530 013*

**NOTIFICATION**

This is in addition to the earlier Advertisement No. 109, dt. 21.12.2011 published on 22.12.2011 in Eenadu & Hindu for Recruitment to the post of Junior Assistant.

Applications are invited On-line through APEPDCL WEBSITE [www.apeasternpower.com](http://www.apeasternpower.com) and <http://apeasternpower.cgg.gov.in> from **01.03.2014 to 01.04.2014** (Payment of Fee upto 01.04.2014 **upto 01.00PM only**) from eligible candidates for filling up of the following vacancies (**including backlog vacancies**) on regular basis in APEPDCL Accounts Service.

The desirous eligible candidates may apply ON-LINE by satisfying themselves with the terms and conditions of this recruitment.

The break-up of vacancies (Open/Local) for the post of Junior Assistant shall be as follows :

S. No.	Category	Srikakulam		Vizianagaram		Visakhapatnam		Rajahmundry		Eluru		Total	
		O	L	O	L	O	L	O	L	O	L	O	L
1	OC	1	2		3		4	4	13	3	10	8	32
2	OC (W)	1	2		1	1	3	2	8	1	6	5	20
3	OC-Ex	1			1	1		1			1	3	2
4	OC-Sports								1		1	0	2
5	OC-PH-HH									1		1	0
6	OC-PH-OH								1		1	0	2
7	BC-A		1				2		3	1	1	1	7
8	BC-A (W)			1					1		1	1	2
9	BC-B		1				1	1	3		2	1	7
10	BC-B (W)				1				2		1	0	4
11	BC-C		1		1	1						1	2
12	BC-D							1	3		3	1	6
13	BC-D (W)		1				1		1		1	0	4
14	BC-E								2		1	0	3
15	BC-E (W)		1				1					0	2
16	SC		1				2	1	4	1	3	2	10
17	SC (W)		1				1		3		2	0	7
18	ST		1				1	1	2	1	1	2	5
19	ST (W)								1	1	1	1	2
<b>Total</b>		<b>3</b>	<b>12</b>	<b>1</b>	<b>7</b>	<b>3</b>	<b>16</b>	<b>11</b>	<b>48</b>	<b>9</b>	<b>36</b>	<b>27</b>	<b>119</b>

\* W= Women; O = Open; L = Local; Ex –Ex.Servicemen;

HH-Hearing Handicapped; OH – Orthopedically Handicapped.

\*\* The candidates can apply for the available vacancies in the order of circle preferences, and their candidature shall be considered for the vacancies existing in

all the circles in the order of preference. **If no Circle preference is mentioned, his/her application shall be considered for the local area to which he/she belong to.**

\*\*\* These vacancies are subject to variation at the time of recruitment based on the necessity.

\*\*\*\* **Percentage of reservation:** BC- 25% + 4% Muslim reservation subject to orders of Government from time to time.

SC – 15%, ST – 6%, PH-3%,

Sports-2% as per GO Ms No. 74 Youth Advancement, Tourism & Culture (Sports) Department, dt. 09.08.2012.

33 1/3% reservation for women is applicable as per rules.

**Note:** Reservation to BC-E Group will be subject to the adjudications of the litigation before the Honorable Courts including final orders in Civil Appeal No: (a) 2628-2637 of 2010 in SLP.No. 7388-97 of 2010, dated. 25.03.2010 and order from the Government.

**FEE:**

- i) Each applicant must pay Rs. 150/- (Rupees One hundred and Fifty Only) **towards Application Processing Fee (including SC/ST/BC/PH)**
- ii) Applicants under General category must also pay **Rs.350/- (Three Hundred and Fifty ONLY)** towards **Examination Fee** in addition to the Application Processing Fee of Rs. 150/- (Total Rs. 500/-).
- iii) Applicants belonging to SC/ST/BC Communities and PH need not pay **Examination fee of Rs. 350/-.**
- iv) Candidates belonging to States other than Andhra Pradesh will be considered as Non-Local in General category only, and are required to pay the above-prescribed fee (Rs. 150/- + Rs.350/-= Total Rs. 500/-)

**Note: Application cannot be accessed unless payment details are entered by the candidate. The fee once paid will not be refunded at any cost.**

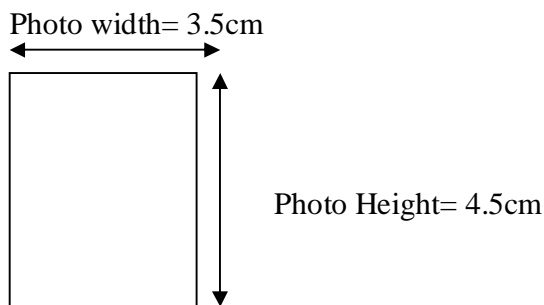
Starting date for Payment of Fee and Application submission is 01.03.2014.

Last date for payment of Fee at AP Online is 01.04.2014 **upto 01.00PM only.**

Last date for submission of Application is 01.04.2014 **up to 7 P.M.**

**INSTRUCTIONS**

**I. Instructions for Scanning of Photograph with Signature**





1. Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
3. The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in **\*.jpg** format on local machine.
4. Ensure that the size of the scanned image is not more than 50KB.
5. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.
6. The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
7. The signature must be signed only by the candidate and not by any other person.
8. The signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

### **Sample Photo and Signature**



*e.g. The Technical Specifications of the sample scanned image shown above are:*

- Size of the file < 50 KB
- Dpi setting = 200 dpi
- True Colour

The candidate has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button at the time of submission of application form.

## **II. ELIGIBILITY:**

**1. AGE :** Age not below 18 years and not above 36 years as on 01.07.2013 Relaxation in upper age limit permissible upto 5 years for SC/ST/BC candidates and upto 10 years for Physically Handicapped candidates and Ex-Servicemen 3 years and length of service rendered in the armed forces (**The age relaxation for Ex-Servicemen is applicable for those who have been released from Armed Forces, otherwise than by way of dismissal or discharge on account of misconduct or inefficiency** }

For in- service contract workers, working in APTransco/Discoms, the age at the time of entry into the organization as contract worker **in the relevant job** will be considered.

**Note: The age of the candidates who have already applied in pursuance of earlier notification shall be considered as on 01.07.2011 for the present notification.**

## **2. EDUCATIONAL QUALIFICATIONS :**

Must hold the degree of B.A or B.Com., or B.Sc of any recognized university in India established or incorporated by or under a Central Act, Provincial Act or State Act (or) any equivalent qualification.

**and**

Must have passed certificate course in Computer Application/Office Automation (MS-Office offered by the Institutions recognized by the Govt. of A.P).

**Note: Candidates possessing one of the subjects as Computer in the Degree (B.A/B.Com/B.Sc) need not require to have certificate in Computer course.**

Note: (i) If there is any deviation from the above qualification for all posts, the candidates shall produce the equivalency certificate from the authority issuing the qualification certificate viz Registrar of the University or Secretary of the institute for accepting his/her application. (ii) **Degrees awarded under Distance mode through study centres by other State Universities (beyond A.P. State) are not legally valid.**

## **III. SELECTION PROCEDURE:**

The selection of candidates for appointment as Junior Assistants will be as follows:

- i) **Evaluation will be done on scale of 100 marks with a maximum of 80 marks for written exam and a maximum of 20 marks for in service experience in the organization as Contract worker.**
- ii) No Interviews will be conducted.
- iii) Selection shall be made duly following the Rule of Reservation for SC/ST/BC and Physically Handicapped, and as per the Presidential order. Reservation to BC-E Group will be subject to the adjudications of the litigation before the Honorable Courts including final orders in Civil Appeal No: (a) 2628-2637 of 2010 in SLP.No. 7388-97 of 2010, dated. 25.03.2010 and order from the Government.

- iv) Sportspersons shall submit Form-2 & 3, whichever is applicable annexed to this notification along with pdf Application format to the concerned circles where they have applied, to consider their applications under sports quota.
- v) Only those candidates who qualify in the written examination by being ranked high, community wise will be called for verification of Original Certificates in **1:1** ratio.
- vi) The minimum qualifying marks in the written test for the above selection process shall be as follows:

OC	-	40%
BC	-	35%
SC/ST	-	30%
PH	-	30%

Or as per Rules

- vi) The in-service contract worker who have been working in the organizations of APTRANSCO/DISCOMs in **the relevant job** will be given weightage marks to a maximum of 20, depending on the length of service in **AP Transco/Discoms i.e., 2 marks per every year (i.e 365 days)** service as contract worker as per the **judgement dt. 09.12.2013 of Hon'ble High Court of AP issued in WP No. 3753/2012 and bunch of cases.**
- vii) Any disruption or discontinuation of service for a continuous period of 180 days and above for whatever the reason as contract worker shall be considered as if fresh commencement from the date of resumption after such discontinuation or disruption. Service less than six months will not be considered for weightage.
- viii) In service contract worker shall submit certificate from the concerned Divisional Engineer evidencing length of service, continuity of in service as contract worker/with recorded evidence through sub-station log books to be certified by the concerned Divisional Engineer and in respect of Corporate Office General Manager/HRD or Divisional Engineer/O&M.

OR

- ix) With recorded evidence of EPF No. in his name to be certified by the concerned Divisional Engineer and in respect of Corporate Office Pay Officer. For computation of period of contract service, the date of joining on such service in the **relevant job** shall be reckoned and **the period of service is computed** up to the date of **this notification.**
- x) Break in service should not exceed more than six months for computation of weightage of marks.

**Note:** 1) **The weightage marks and relevant experience in evaluation, subject to outcome of Writ appeals pending on the orders dt. 09.12.2013 of Hon'ble High Court of AP issued in WP No. 3753 of 2012 etc.**

2) **Final results will be declared subject to outcome of Writ Appeals filed against the orders dt. 09.12.2013 of Hon'ble High Court of AP issued in WP No. 3753 of 2012 etc.**

- 3) Mere securing minimum qualifying marks doesn't vest, any right to a candidate for being called for verification of original certificates and by mere calling the candidate for certificate verification in the ratio 1:1 doesn't vest any right to a candidate for selection.

**IV. Details of Written Examination:**

- i) **Syllabus:** The syllabus for the written examination is placed at **Annexure IV**.
- ii) **Hall Tickets:** The hall tickets will be placed on the website seven days prior to the date of examination. The candidate has to download the Hall ticket from the website only. Hall tickets will not be sent to the candidates by post. No correspondence in this regard will be entertained.
- iii) **Date of examination:**  
The date of written examination may be viewed at a later date in the APEPDCL website along with other instructions to be followed at the time of written test.
- iv) **Examination Centers:** The written examination for recruitment will be held at different centers located in Visakhapatnam only.

**V. TERMS AND CONDITIONS OF SERVICE:**

1. **Scale of Pay:** \_ Rs. 10520-325-12145-400-14145-485-16570-590-19520
2. **Training** : The candidates appointed to the post shall be placed on Training for a period of 2 years.
3. **Place of posting:** The candidates appointed shall be required to work within jurisdiction of APEPDCL or wherever necessary.
4. The candidate will be governed by the rules and regulations applicable or as framed by the APEPDCL and as amended from time to time. The Tripartite Agreement entered into between the APSEB, Govt. of A.P and the Employees Associations is not applicable to these candidates and they shall at no stage be entitled to claim any right whatsoever arising out of the said Tripartite Agreement.

**INSTRUCTIONS TO FRESH APPLICANTS (Instructions to already applied candidates are separately given at X)**

## **VI. HOW TO APPLY:**

### **HOW TO UPLOAD THE APPLICATION FORM:**

The Applicants have to read the User Guide for Online Submission of Applications and then proceed further.

**I Step:- Payment of Fee:** The Applicant should pay the prescribed Fee as per the notification in any one of the A.P. Online centers and obtain Fee paid receipt with Journal Number in the first instance. Applicants can also pay the fee through APOne portal.

**II Step:- Submission of Application:** After payment of Fee, the Candidate has to logon to the website [http:// www.apeasternpower.com](http://www.apeasternpower.com) and click on **APPLY ONLINE** link or directly visit <http://apeasternpower.cgg.gov.in> to view the detailed notification, User Guide and Application Form. The applicants have to provide payment details (journal number and date) and upload the scanned copy of passport size photograph with signature (see instructions for scanning and uploading photograph with signature) and then invariably fill all the relevant fields in the Application. Immediately on submission of application, applicant will get an acknowledgement in the form of a downloadable pdf document.

Note:

1. The applicants are required to go through the detailed notification and decide themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.
2. Candidates are required to retain a photocopy of application form with reference ID for future reference.
3. Candidates have to submit application only through online mode well in advance of the last date to avoid last day rush.
4. **Hand written/ Typed/ Photostat copies/ Outside printed Application Form will not be accepted and liable for rejection.**
5. Only applicants willing to serve anywhere in the jurisdiction of APEPDCL should apply.
6. For any problems related to Online submission and downloading of Hall-Tickets please contact **Help Desk No.** \_\_\_\_\_ (Call Time: 9.30 A.M to 1.00 P.M & 1.30 P.M to 5.30 P.M) or log on to <http://apeasternpower.cgg.gov.in> click on to complaint box.

## **VII. FEE**

- i) Each applicant must pay Rs. 150/- (Rupees One hundred and Fifty Only) **towards Application Processing Fee (including SC/ST/BC/PH & Ex.Servicemen)**



- ii) Applicants under General category must also pay **Rs.350/- (Three Hundred and Fifty ONLY)** towards **Examination Fee** in addition to the Application Processing Fee of Rs. 150/- (Total Rs. 500/-).
- iii) Applicants belonging to SC/ST/BC Communities and PH & Ex.Servicemen need not pay **Examination fee of Rs. 350/-**.
- iv) Candidates belonging to States other than Andhra Pradesh will be considered as Non-Local in General category only, and are required to pay the above-prescribed fee (Rs. 150/- + Rs.350/-= Total Rs. 500/-)

**Mode of Payment of Fee:** The Applicant should pay the prescribed Fee as per the notification in any one of the A.P. Online centers and obtain Fee paid receipt with Journal Number( 12 digit) in the first instance. Applicants can also pay the fee through AP Online portal.

**Submission of Application:** After payment of Fee, the Candidate has to logon to the website [http:// www.apeasternpower.com](http://www.apeasternpower.com) and click on **APPLY ONLINE** link or directly visit [http:// apeasternpower.cgg.gov.in](http://apeasternpower.cgg.gov.in) to view the detailed notification, User Guide and Application Form. The applicants shall invariably fill all the relevant fields in the Application. Immediately on submission of application the Applicant will get an acknowledgement in the form of a downloadable pdf document.

**NOTE:**

1. APEPDCL is not responsible, for any discrepancy in submitting through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.
2. Applicant must compulsorily fill-up all relevant **fields** of application and submit application through website only(online).
3. Incomplete/incorrect application form will be summarily rejected. APEPDCL under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling-up of the application form **at the time of submission**. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
4. Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this **notification**. No relevant column of the application form should be left blank; otherwise application form will not be accepted.
5. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the APEPDCL will not be held responsible for any kind of discrepancy.

6. Applicants must compulsorily upload his/her own scanned photo with signature in **jpg** format only.

### **General**

- The candidate should not furnish any false tampered, fabricated information or suppress any material information while filling up the application form.
- Candidates called for verification of certificates will be required to furnish documentary proof (Originals) in evidence of the following as and when called for.

1. Age: Proof of age as recorded in SSC certificate or equivalent.
2. Qualification: Must hold the degree of B.A or B.Com., or B.Sc of any recognized university in India established or incorporated by or under a Central Act, Provincial Act or State Act (or) any equivalent qualification.

**and**

Must have passed certificate course in Computer Application/Office Automation (MS-Office offered by the Institutions recognized by the Govt. of A.P).

3. Permanent Community certificate issued by MRO in original or Original caste certificate issued by Revenue Officer not less than the rank of MRO issued on or after 01-07-2011 in respect of SC/ST & BC candidates clearly indicating the Sub-Caste and group (**Proforma in Annexure-I**).
4. Physically Handicapped certificate indicating the minimum 40% of disability issued by District Medical Board.
5. Study Certificate from IV to X Class (**Annexure-II**)
6. Residential Certificate issued by the Officer of the Revenue Department not below the rank of Tahsildar in independent charge of Mandal as the case may be (In respect of candidate who has not studied in any Educational Institutions upto SSC) (**Proforma in Annexure - III**)
7. N.O.C from the employer (if already working in any organization).
8. Sports persons shall submit Form-2 & 3 annexed, whichever is applicable to this notification along with pdf Application format to the concerned circles where they have applied, to consider their applications under sports quota.
9. In service contract worker shall submit certificate from the concerned Divisional Engineer evidencing length of service, continuity of in service as contract worker/with recorded evidence through sub-station log books to be certified by the concerned Divisional Engineer and in respect of Corporate Office General Manager/HRD or Divisional Engineer/O&M

OR

With recorded evidence of EPF No. in his name to be certified by the concerned Divisional Engineer or Pay Officer in respect of Corporate Office.

10. Latest pass port size photo.

- Candidates will be required to appear for written test as and when conducted at their own cost.
- Admission for written test or calling the qualified candidates in the written test to furnish documentary proof does not confer any right for appointment.
- The degrees awarded by the Universities/institutions that are recognized by the U.G.C, D.E.C (Under IGNOU) and AICTE as the case shall only be considered. **Degrees awarded under Distance mode through study centres by other State Universities (beyond A.P. State) are not legally valid.**
- The decision of the Selection Committee/APEPDCL is final in selection and allotment of candidates.
- Disqualification:- Conviction in Criminal cases involving moral turpitude declared insolvent.
- Physical Fitness certificate issued by a Medical Officer of the rank not less than that of Civil Surgeon in the prescribed proforma at the time of joining.
- The EPDCL reserves the right to cancel the Notification/Recruitment process at any stage without assigning any reasons.

#### **VIII BREAKUP OF VACANCIES:**

The break-up of vacancies Circle wise are as follows:

<b>Name of the Circle</b>	<b>Backlog posts</b>	<b>General posts</b>	<b>Total Posts</b>
Srikakulam	0	15	<b>15</b>
Vizianagaram	1	7	<b>8</b>
Visakhapatnam	0	19	<b>19</b>
Rajahmundry	0	59	<b>59</b>
Eluru	1	44	<b>45</b>
<b>Total</b>	<b>2</b>	<b>144</b>	<b>146</b>

**IX) LOCAL AREA :** Each District (i.e. Srikakulam/Vizianagaram/Visakhapatnam/Rajahmundry (East Godavari) and Eluru (West Godavari) will be regarded as Local area as defined in the Presidential order

The select list will be drawn into two parts. The first part will comprise 20% of the posts consisting of merit list of local as well as non-locals and the remaining second part will comprise the balance 80% of the posts consisting of locals only and the posts will be filled only following the rule of reservation .

**RESERVATION TO LOCAL CANDIDATES:** Reservation to the local candidates is applicable as provided in the Rules and as amended from time to time in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study Certificates (from Class-IV to X) or Residence Certificate in the **Proforma in Annexure-II & III** only for those candidates who have not studied in any Educational Institutions as the case may be.

The relevant certificates may be got ready with authorized signature and kept with the candidates to present 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 area 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 the candidate does not fall within the scope of the (i) above it will be considered 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 for 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 Local area) 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 last.
- (iii) If the claim of 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 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 Tahsildhar in independent charge of a Mandal. **(Proforma in Annexure- II & III)**
- (iv) If, however, a candidate has resided in more than one Mandal during the relevant 4/7 years period but with in the same District or Zone as the case

may be, separate certificates from the Tahsildhars exercising jurisdiction have to be obtained in respect of different areas.

- (v) **In cases where visually handicapped and hearing handicapped persons studied in the special schools meant for them, the native place of the parents of such visually handicapped and hearing handicapped persons will be the local area.**

**NOTE:**

- a. Single certificate, whether of study or Residence would suffice for enabling the candidate to apply as a **“LOCAL CANDIDATE”**.
- b. **Residence certificate** will not be accepted, if a candidate has studied in any Educational Institution up to S.S.C or equivalent examination, such candidates have to produce **study certificates invariably**.
- c. The following percentage of reservation of posts in respect of local candidates shall be followed while making direct recruitment in APEPDCL for following the spirit of Presidential Order.  
“80% of the posts to be filled by Direct Recruitment shall be reserved for local Candidates in respect of Junior Assistants in Accounts Service in EPDCL as unit which was declared as local area for the said post. The remaining 20% of the posts shall be filled by open competition wherein local and non local candidates can compete.”
- |                  |   |     |
|------------------|---|-----|
| Local Candidates | - | 80% |
| Open Competition | - | 20% |
- d. Presidential order is not applicable to Corporate Head Office.

**X. INSTRUCTIONS TO ALREADY APPLIED CANDIDATES TO THE EARLIER NOTIFICATION DT. 22.12.2011**

- i) The candidates who have already applied to the earlier Advertisement No. 109, dt.21.12.2011 published on 22.12.2011 in Eenadu & Hindu shall also be eligible for consideration, subject to uploading preferences etc.
- ii) The candidates (both In-service contract workers and fresh candidates) who have already submitted the On-line applications for the post of Junior Assistant (LDC), to the earlier notification dt. 22.12.2011 may access their application forms, from the website [www.apeasternpower.com](http://www.apeasternpower.com) or <http://apeasternpower.cgg.gov.in> by entering the **Journal No. and Date of birth, view their application form, edit the circle preferences, Ex.Servicemen Quota, Sports Quota** if necessary and re-submit the On-line Application format.
- iii) The candidates (both In-service contract workers and fresh candidates) who have already submitted the On-line applications for the post of Junior Assistant (LDC) to the earlier notification dt. 22.12.2011 need not pay the processing fee & examination fee, again.
- iv) The age of the candidates who have already applied in pursuance of earlier notification shall be considered for the present notification.

- v) After publication of written test result, the service certificates of in-service contract workers who are qualified in the written test are to be submitted along with pdf Application format to the concerned circles where they have applied, to prepare weightage marks applicable to the candidates. A detailed instructions shall be issued separately on publication of written test results.

**ANNEXURE-IV**

**SYLLABUS**

Section	Particulars of the Section
A	Numerical ability (Indices, Ratios, Proportions, Profit and Loss, Mensuration, Algebra, Geometry and Statistics)
B	Language proficiency (Vocabulary, Sentence corrections, Reading comprehension)
C	Computer awareness
D	General Knowledge

**ANNEXURE - I**  
**FORM FOR COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE**  
Serial No.

S.C.	Seal of the	District Code:
S.T.	Issuing Office	Mandal Code:
B.C.		Village Code:
Certificate No:		

**COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE**

(1) This is to certify that Sri/Smt/Kum \_\_\_\_\_  
Son/Daughter of Sri. \_\_\_\_\_ of Village/Town  
\_\_\_\_\_ Mandal \_\_\_\_\_ District \_\_\_\_\_ of the  
state of Andhra Pradesh belongs to \_\_\_\_\_ Community which is recognized as(\*)  
S.C./S.T./B.C. sub-group \_\_\_\_\_.

The Constitution (Scheduled Castes) Order, 1950  
The Constitution(Schedule Tribes) Order, 1950

G.O.Ms.No.1793, Education, dated 25.9.1970 as amended from time to time  
(BCs)/SCs, STs list (modification) Order, 1956 S.Cs and S.Ts (Amendment) Act, 1976.

(2) It is certified that Sri/Smt/Kum. \_\_\_\_\_ is a  
native of \_\_\_\_\_ Village/Town \_\_\_\_\_ Mandal \_\_\_\_\_  
District of Andhra Pradesh.

(3) It is certified that the place of birth of Sri/Smt/Kum. \_\_\_\_\_ is  
\_\_\_\_\_ Village/Town \_\_\_\_\_ Mandal \_\_\_\_\_ District of Andhra  
Pradesh.

(4) It is certified that the date of birth of Sri/Smt/Kum. \_\_\_\_\_  
is \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ (in  
words) \_\_\_\_\_ as per the declaration given by his /  
her/father/mother/guardian and as entered in the school records where he/she studied.

Signature:

Date:

Name in Capital Letters:

Designation:

(seal)

Explanatory Note:- While mentioning the community, the Competent Authority must mention the sub-caste(in case of Scheduled Castes) and sub-tribe or sub-group(in case of Scheduled Tribes) as listed out in the S.Cs and S.Ts (Amendment) Act, 1976.



**ANNEXURE – II**  
**SCHOOL STUDY CERTIFICATE**

NOTE: Should be obtained from the Head of Educational Institution(s).

Name of the candidate:

Name of the School :

Admission No.

Class	Name and Place of School	District	Duration of Study giving month and year
IV			
V			
VI			
VII			
VIII			
IX			
X or SSC			

STATION:

Signature of the Head of the

DATE:

Educational Institute(s)

ANNEXURE - III

CERTIFICATE OF RESIDENCE

(To be produced by such candidates who have not studied in any educational institution during the whole or any part\* of the relevant 4/7 years period but claim to be local candidates by virtue of residence for Post Codes for which there is reservation for Local Candidates)

**It is here by certified**

(a) That Sri/Smt/Kum \_\_\_\_\_  
S/o. W/o.D/o. \_\_\_\_\_ appeared for the first time for the  
Matriculation (S.S.C) Examination in \_\_\_\_\_ (Month) \_\_\_\_\_ (Year).

(b) That he/she has not studied in any educational institution during the whole/or part of the 4/7 consecutive academic years ending with the academic years ending with the in which he/she first appeared for the aforesaid examination.

(c) That in the 4/7 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place / places namely;

Sl.No.	Village	Mandal	District	Period
1				
2				
3				
4				
5				

OFFICE SEAL:

STATION:

DATED:

Officer of Revenue Department not  
below the rank of Mandal Revenue  
Officer holding independent Charge  
of a Mandal.

\* STRIKE OFF "WHOLE"/PART AS THE CASE MAY BE.

**Form-2**

(For representing a State in India in a National Competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF

Certificate to a meritorious sportsperson for Employment to Group-III posts/Service under the State Government/Similar posts in Government Institutions.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/wife/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (Complete address) \_\_\_\_\_ represented the State of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in the National Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of records available in the Office of the State Association of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State

Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association.

**Form-3**

(For representing a University from A.P. State in the Inter-University Competition at National level/Zonal level/Regional level in one of the recognized Games/Sports)

UNIVERSITY OF \_\_\_\_\_

Certificate to a meritorious sportsperson for Employment to Group-IV posts/Service under the State Government/Similar posts in Government Institutions.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/wife/Daughter of Shri \_\_\_\_\_ resident of (Complete address)

\_\_\_\_\_ represented the University of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in Inter-University Competition// Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of records available in the Office of Dean of Sports or Officer in overall charge of Sports in the University of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the University \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by Dean/Director or other Officer in overall charge of Sports in the concerned University.