

VISAKHAPATNAM URBAN DEVELOPMENT AUTHORITY

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NOTIFICATION (GENERAL RECRUITMENT)

Rc.No. 16468/2008/WI/A1

Dated. 01-03-2014

APPLICATIONS FOR THE POST OF WORK INSPECTOR

In pursuance to the G.O. Ms.No. 323, Finance (SMPC.I), Department dt. 04-12-2013 and G.O.Rt.No. 88, MA & UD (B1) Department, dated. 28-02-2014, applications are invited from desirous eligible candidates by satisfying themselves with the terms and conditions of this recruitment, from 03-03-2014 to 03-04-2014 for filling up the vacant posts in the cadre of Work Inspector under Direct Recruitment through ON-LINE proforma application made available on website (<http://vuda.cgg.gov.in>)

(Note: *02/04/2014 is the last date for payment of fee, while 03-04-2014 is the last date for receipt of applications through online)

Number of vacancies given below are subject to decrease or increase according to circumstances

Sl. No.	Name of the post	No. of vacancies	Age as on 28/02/2014	Scale of pay	Roster point	Local / Non-Local
01	Work Inspector	13	18-34	8440-24950	06-VH (W)	Both Local & Non- Local
					07-SC	Both Local & Non- Local
					08-ST (W)	Both Local & Non- Local
					09-OC	Both Local & Non- Local
					10-BC (B)	Both Local & Non- Local
					11-OC	Both Local & Non- Local
					12-OC (W)	Both Local & Non- Local
					13- OC	Both Local & Non- Local
					14-BC-C (W)	Both Local & Non- Local
					15- OC	Both Local & Non- Local
					16-SC	Both Local & Non- Local
					17-OC(W)	Both Local & Non- Local
18-BC-B (W)	Both Local & Non- Local					

(Note ; As per G.O.Ms.No. 41,W.D. & C.W. Dept., dt. 1-8-1996)

BREAK UP VACANCIES

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		VH		Total		Grand Total
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
4	2	-	-	-	1	1	-	1	-	-	2	-	-	1	-	1	6	7	13	

PARA - 1

1. The applicants are required to go through the instructions and decide themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online. All candidates have to pay Rs. 500/- (rupees Five hundred only) towards examination fee.
2. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars entered available in the website shall be processed ONLINE and the eligibility will be decided in terms of notification and confirmed accordingly.
3. The applications received online in the prescribed proforma made available in the website and within the time shall only be considered and VUDA will not be held responsible for any kind of discrepancy.
4. Applicants must compulsorily upload his/her own scanned photo and signature through j.p.g format.
5. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
6. Hand written/typed/photostat copies/printed application form will not be entertained.
7. All the essential certificates issued by the competent authority shall compulsorily be kept with the applicants to produce as and when required, on the day of verification date itself for verification. If candidates fail to produce the same, the candidature will be rejected / disqualified without any further correspondence.

PARA- 2

NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

- 1) The recruitment will be made to the vacancies notified only. There shall be no waiting list as per G.O.Ms.No. 81 General Administration (Ser.A) Department. The vacancies are subject to variation and confirmation, till such time as decided by VUDA/Government. In any case, no cognisance will be taken by VUDA of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the VUDA

as far as this Notification is concerned, and these will be further dealt with as per G.O cited above.

- 2) The Recruitment will be processed as per this Notification; Instructions issued by the Government and also as decided by VUDA from time to time and other related G.Os, Rules etc. applicable in this regard.
- 3) All the applicants are informed that the various conditions and criterion prescribed herein are Governed by the G.O.Ms.No. 560, MA, dt. 29-06-1982 read with the relevant Special Rules applicable to any particular service in the department. Any guidelines or clarification is based on the said Rules, and in case of any necessity, any matter will be processed as per the relevant General and Special Rules cited as in force.
- 4) VUDA is empowered to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit and ensuring that the whole recruitment and selection process is carried out with utmost regard to maintain more of secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed. A candidate shall be disqualified for appointment, if he himself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature, extraneous support, whether from official or non-official sources for appointment to this service.
- 5) For the post notified the district of Visakhapatnam is the local.
- 6) The persons already in Government Service/ Autonomous bodies/ Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are however required to inform in writing, their Head of Office/ Department, that they have applied for this recruitment.
- 7) VUDA is also empowered to invoke the penal provisions of the A.P. Public Examinations (Prevention of Malpractices) and unfair means Act 25/97 and for matters connected therewith or incidental thereto in respect of this Notification.
- 8) Community Certificate issued by the competent authority in terms of G.O.Ms No. 58, SW (J) Dept., dt: 12/5/97 should be submitted at appropriate time. As per General Rules for State and Subordinate Service Rules, Rule -2(28) Explanation: No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste.
- 9) The Candidates who have obtained Degrees/Diplomas through Open Universities / Distance Education mode are required to have recognition of Joint Committee i.e., AICTE, UGC, DEC and IGNOU. Unless such Degrees had been recognised by the D.E.C. they will not be accepted for purpose of

Educational Qualification. The onus in case of doubt, of Proof of recognition by the D.E.C. that their Degrees / Universities have been recognised, rests with the Candidate.

PARA-3

EDUCATIONAL QUALIFICATIONS (As per G.O.Ms.No.560 M.A Dated:29-06-1982)

- Diploma in Civil Engg. From any college or technical Institute Recognised by the State Govt.

PARA-4:

AGE: The applicant should have completed (18) years of age as on 28.02.2014 and should not have completed (34) years for BC, OC and SC, ST for 39 years of age as on the said date.

PARA-5:

FEE: Each applicant must pay **Rs. 500/- (Rupees Five Hundred Only)** towards Application Processing Fee and Examination Fee.

PARA-6:

HOWTO UPLOAD THE APPLICATIONFORM:

- i) Candidate has to pay Rs.500 (Rupees Five Hundred only) at any eSeva /mee Seva / APOne centre or through eSeva/meeSeva/APOnline payment gateway. Candidate need to provide basic details like Name, Date of Birth, mobile Number and Community when they do the payment at eSeva/meeSeva/APOnline Centre and obtain a receipt with JOURNAL NUMBER printed on it.
- ii) After payment of fee the applicant has to visit the website <http://vuda.cgg.gov.in> and access the online application form. The applicant has to provide details of JOURNAL NUMBER given on the payment receipt to access the application form. The candidate has to fill all the relevant details and upload "scanned copy of passport photo with signature below the photo" and submit into the system. On successful submission, system will alert the applicant to download pdf document containing the details submitted by the applicant with unique application number (Reference ID) as acknowledgement.
- iii) Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be accepted and liable for rejection.

PARA-7:

PROCEDURE OF SELECTION:

THE SELECTION OF CANDIDATES FOR APPOINTMENT TO THE POST WILL BE MADE BY WRITTEN EXAMINATION (OBJECTIVE TYPE) FOR ELIGIBLE CANDIDATES.

THE FINAL SELECTION OF THESE POSTS WILL BE BASED ON THE WRITTEN EXAMINATION.

1. Mere securing minimum qualifying marks does not vest any right in a candidate for being considered for selection.
2. The appearance in all the papers at the Written Examination as per rules is compulsory. Absence in any of the papers will automatically render his candidature as disqualified.
3. Candidates have to produce Original documents and other particulars on the day of verification date itself for verification as and when required and called for. If candidate fails to produce the certificates if any one, and the particulars furnished in the Application do not tally with the Original documents produced by the candidate, the candidature will be rejected/disqualified without any further correspondence. As candidature for the recruitment is processed through Computer/Electronic devices based on the particulars furnished in the Application Form, the candidate is advised to fill in all the relevant particulars carefully.
4. The appointment of selected candidates will be subject to their being found medically fit in the appropriate medical classification, and if he/she is of sound health, active habits free from any bodily defect or infirmity.
5. VUDA has right to either fill or cancel the notification without prior intimation at any stage of recruitment.

PARA-8:

RESERVATION TO LOCAL CANDIDATES:- The candidates claiming as Local candidates should obtain the required Study certificates (from IV Class to X Class or SSC) OR Residence Certificate 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 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 last 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- 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:

- (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 upto S.S.C. or equivalent examination, such candidates have to produce study certificates invariably. The candidates, who acquired degree from open universities without studying SSC/ Matriculation or equivalent in Educational Institution, have to submit residence certificate only. Educational Institution means a Recognized Institution by the Government/University/Competent Authority.
- (C) Candidates are advised to refer provisions of the PRESIDENTIAL ORDER 1975

in this regard

PARA-9:

SCHEME OF EXAMINATION:- The Scheme & Syllabus for the examination has been shown as below:

Type of Examinations	:	Objective types
No. of Questions	:	150
No. of Marks	:	150
Duration of Examination	:	2 Hours

SYLLABUS :

Basic Civil Engineering

Building Construction

Soil Mechanics & Testing

Specifications & Estimation Preparation

Management

Building Materials

Building Drawings & Building Construction Drawing

Engineering Drawing - Orthographic Projection, Isometric, Axonometric, Oblique views, and Perspective Views

Basics of Computers & Information Technology

Computer Aided Design And Draughting

Systems of forces, moments, Centroid & Moment of Inertia

Simple Stress and Strain

Building Planning & Designing:

Principle of building planning, selection of site. Building bye laws as per local authorities, orientation of building, sun diagram, and arrangement of rooms, position and purpose, object of drawing in building project.

Reinforced & preliminary pre-stressed concrete:

Advantage of reinforced concrete over other types of construction, Bonding & Placing of reinforcement, finishing of R.C.C. surface.

Surveying:

Total station survey; use, method of plotting , checks & adjustment of errors, setting out of building, centre line of building.

Estimating and Costing:

Analysis rate of typical items, abstracting, general specifications and valuation

PARA-10:

CENTRES FOR THE WRITTEN EXAMINATION:

1. The centres for written Examination will be communicated in due time.
2. Centre once allotted shall be final. VUDA however reserves the right to allot candidates to any centre for administrative reasons.
- 3) The Written Examination will be held on **27/04/2014**

PARA-11:

INSTRUCTIONS TO CANDIDATES:

1. VUDA is not responsible, for any discrepancy in submitting through Online. The applicants are therefore, advised to strictly follow the instructions in their own interest.
2. The particulars furnished by the applicant in the Application Form will be taken as final, and data entered will be processed, only by Computer. Candidates should, therefore, be very careful in Uploading / Submitting the Application Form Online.
3. Incomplete/incorrect application form will be summarily ejected.

The information, if any furnished by the candidate subsequently, will not be entertained by VUDA under any circumstances. Applicants should be careful in filling-up of the application form and 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 Uploading/Submission Application Form, the Candidates should carefully ensure his/her eligibility for this examination. No relevant column of the application form should be left blank, otherwise application form will not be accepted.
5. If any candidate appears at a centre/ Examination venue other than one allotted by VUDA, the answer sheets of such candidates shall not be valued and liable for invalidation.
6. VUDA reserves the right to create centre(s) for examination and also to call the Candidates for the test at any other centre.
- 7) The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission has been issued to him/her does not imply that his/her candidature has been finally cleared by VUDA or that

the entries made by the candidate in his/her application have been accepted by VUDA as true and correct. The candidates have to be found suitable after verification of original certificates; and other eligibility criteria. The Applicants have to upload the his/her scanned recent colour passport photo and signature to the Application Form. Failure to produce the same photograph, if required, at the time of verification, may lead to disqualification. Hence the candidates are advised not to change their appearance till the recruitment process is complete.

- 8) The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Register Number, Subject / Subject Code, Booklet Series, Name of the Examination Centre and other details in the Answer Sheet, which will be provided to him/her in the examination hall.
- 9) Since the answer sheets are to be scanned (valued) with Optical Mark Scanner system, the candidates have to USE BALL POINT PEN (BLUE/BLACK) ONLY FOR MARKING THE ANSWERS. The candidates will be supplied OMR Sheet consists of two copies i.e., the Original Copy (Top Sheet) and Duplicate Copy (Bottom Sheet). The candidate is required to use Ball Point Pen (Blue or Black) for filling the relevant blocks in the OMR Sheet including bubbling the answers. After writing the examination the candidate has to handover the original OMR sheet (Top Sheet) to the invigilator in the examination hall, if any candidate takes away the original OMR Sheet (Top Sheet) his/her candidature will be rejected. However the candidate is permitted to take away the duplicate OMR Sheet (Bottom Sheet) for his/her record. The candidates should bring Ball Point Pen (Blue/Black and smooth writing pad) to fill up relevant columns on the Answer Sheet. The candidate must ensure encoding the Register Number, Subject/Subject Code, Booklet Series, Name of the Examination Centre, Signature of the Candidate and Invigilator, etc., on the O.M.R. Answer sheet correctly, failing which the Answer sheet will be rejected and will not be valued. Use of whitener on OMR Sheet will lead to disqualification.
- 10) The OMR Sheets have to bubble only by Ball Point Pen (Blue/Black). Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination.
- 11) The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.
- 12) The candidates should take their seats 20 minutes before the commencement of the examination and are not to be allowed after 10 minutes of the scheduled time. They should not leave the examination hall till expiry of fulltime. The candidates are allowed to use the calculators in the

examination hall (not programmable calculators). Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Cell phones and Pagers are not allowed in the examination hall.

- 13) The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet, the candidature will be rejected and in case of impersonation/ disorder/ rowdy behaviour during Written Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying appointment in future. Merit is the only criteria that decides the selections. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.
- 14) VUDA would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If it is suspected that the responses have been shared and the scores obtained are not genuine/ valid, VUDA reserves the right to cancel his/ her candidature and to invalidate the Answer Sheet.
- 15) If the candidate noticed any discrepancy printed on Hall ticket as to community, date of birth etc., they may immediately bring to the notice of VUDA officials/Chief Superintendent in the examination centre and necessary corrections be made in the Nominal Roll, in the Examination Hall against his/her Hall Ticket Number for being verified by VUDA's Office.

PARA-12:

DEBARMENT:

- a) Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of Application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred for five years from appearing for any of the examinations conducted by VUDA, and summarily rejection of their candidature for this recruitment.
- b) The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Recruitment.
- c) Any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition

to rendering himself/ herself liable to criminal prosecution, will be liable to be debarred permanently from any examination or selection held by VUDA.

If any candidate fails to mark the Booklet Series, Roll Number etc., in the OMR Answer Sheet, VUDA reserves the right to invalidate such Answer Sheets as Answer Sheets are valued by Optical Mark Scanner. In case of rejection/ invalidation due to omission on the part of the candidate, the decision of VUDA is final. No request for reconsideration of such rejected/invalidated cases will be entertained under any circumstances whatsoever.

PARA-13:

VUDA'S DECISION TO BE FINAL:

Decision of the VUDA in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned under the powers vested with it. VUDA also reserves its right to alter and modify the terms and conditions laid down in the Notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by VUDA at any such stage.

Important dates:

Date of Notification	:	01-03-2014
Starting Date for applying Online	:	03 -03-2014
Closing Date for Online application	:	03-04-2014
Date of Examination	:	27-04-2014
Time of Examination	:	10.00 A.M.

VICE CHAIRMAN
VUDA