ANDHRA PRADESH PUBLIC SERVICE COMMISSION: VIJAYAWADA
NOTIFICATION NO.24/2021, DATED:28/12/2021
DIRECT RECRUITMENT TO THE POST OF EXECUTIVE OFFICER GRADE-III IN A.P. ENDOWMENTS SUB-SERVICE
(GENERAL /LIMITED RECRUITMENT)

PARA - I:

1.1. Applications are invited online for recruitment to the post of Executive Officer Grade-III in A.P. Endowments Sub-Service for a total of 60 vacancies (13 Carry forward + 47 Fresh) in the scale of pay of Rs.16,400/- to 49,870/- from candidates within the age group of 18 to 42 years as on 01.07.2021. Candidates who profess Hindu Religion only are eligible to apply to the Executive Officer Grade-III.

1.2. The candidate shall apply online through Commission’s Website https://psc.ap.gov.in. The application can be submitted from 30/12/2021 to 19/01/2022. (Note: 18/01/2022 is the last date for payment of fee upto 11:59 mid night).

1.3. The applicant who desires to apply for the above post shall login the Commission’s Website, with his/her registered OTPR number. In case the candidate is applying for the first time to the posts notified by A.P.P.S.C. he/she shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission’s Website viz., https://psc.ap.gov.in. Once applicant registers his/her particulars, a user ID is generated and sent to his/her registered mobile number and email ID.

1.4. The Commission conducts Screening test, in case applicants exceed 200 times the number of vacancies notified, as per G.O.Ms.No.39, General Administration (Ser.A) Department, dated: 26.03.2019. In terms of G.O.Ms.No.5 General Administration (Ser-A) Dept., dated:05.01.2018, candidates will be short listed to the mains CBT Examination in the ratio as may be decided by the Commission at an appropriate time.

1.5. In respect of Screening test, the objective type examination will be held in offline mode (OMR based). The main examination would be in objective type and questions are to be answered on computer system. Instructions regarding computer based recruitment test are attached as Annexure - III. The candidate has to choose the medium (English /Telugu) in which he/she wants to write the examination and the paper will be valued with reference to that medium only.

1.7. A general Mock Test facility is available to the applicants on the Commission’s website to acquaint themselves with the Computer Based Recruitment Test. Applicant can visit the website and practice the answering pattern under MOCK TEST option available on main page of website https://psc.ap.gov.in.

1.8. The applicant is required to visit the Commission’s website regularly to keep himself / herself updated until completion of the recruitment process. The Commission’s website information is final for all correspondence. No individual correspondence by any means will be entertained under any circumstances.

1.9. HALL TICKETS for the Screening & Main Examination (Computer Based Test) will be hosted on Commission’s website for downloading. Instructions would be given through the website regarding downloading of Hall Tickets.

1.10. All desirous and eligible candidates shall apply online after satisfying themselves as per the terms and conditions of this recruitment notification. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances. Submission of application form by the candidate has to choose the medium (English /Telugu) in which he/she wants to write the examination and the paper will be valued with reference to that medium only.

1.11. As per section 29(4) of the amendment act, 30/1987, the Executive Officer appointed and exercising the powers and discharging the duties shall be a person professing Hindu Religion and shall cease to exercise those powers and discharge those duties when he ceases to profess that religion.

1.12. The details of vacancies are as follows:-

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the District</th>
<th>No. of Vacancies</th>
<th>S.No.</th>
<th>Name of the District</th>
<th>No. of Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Srikakulam</td>
<td>4</td>
<td>8</td>
<td>Prakasam</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Visianagaram</td>
<td>4</td>
<td>9</td>
<td>SPS Nellore</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Visakhapatnam</td>
<td>4</td>
<td>10</td>
<td>Chittoor</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>East Godavari</td>
<td>11</td>
<td>11</td>
<td>Ananthapuramu</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>West Godavari</td>
<td>7</td>
<td>12</td>
<td>Kurnool</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Krishna</td>
<td>6</td>
<td>13</td>
<td>YSR Kadapa</td>
<td>1</td>
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<tr>
<td>7</td>
<td>Guntur</td>
<td>7</td>
<td>Total</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>
Note: The details of vacancies viz., Community, District and Gender wise (General / Women) may be seen at Annexure-I

**PARA-2: ELIGIBILITY:**

i. He / She is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;

ii. His / Her character and antecedents are such as to qualify him/her for such service;

iii. He /She possesses the academic and other qualifications prescribed for the post: and

iv. He/ She is a citizen of India:

Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

**PARA-3: EDUCATIONAL QUALIFICATIONS:**

The candidate should possess the prescribed academic qualification as on the date of this notification. In respect of other than prescribed Educational Qualifications, claiming equivalence, the decision of the concerned department (Unit Officer) shall be final.

**Note:** If the applicant possesses an equivalence of qualification other than prescribed qualification in the Commission’s notification, applicant should produce a copy of the Government Orders to the Commission in advance within 10 days of last date for submitting applications, failing which their application will be rejected.

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Educational Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Officer Grade-III in A.P.</td>
<td>Must possess a Bachelor's Degree from a University in India established or incorporated by or under a Central Act or a State Act or Provincial Act or any other Institution recognized by the University Grants Commission or any other equivalent qualifications.</td>
</tr>
</tbody>
</table>

**Note:** Candidates shall profess Hindu Religion as per sub section (4) of section 29 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act 30/87.

**PARA-4 RESERVATIONS:**

1. There will be reservations in direct recruitment in respect of Scheduled Tribes, Scheduled Castes, Backward Classes, Economically Weaker Sections, Physically Challenged, Women and Meritorious Sports Persons as per Rule 22 and 22 (A) of A.P. State and Subordinate Service Rules.

**NOTE:** The candidates belonging to SC, ST, BC, EWS & PH and who avails upper age relaxation will also be considered for open category vacancies.

2. In the case of candidates who claim the benefit of reservation or relaxation from upper age limit on the basis of Caste/Tribe or Community the basic document of proof of Community will be the Certificate issued by the Revenue Authorities not below the rank of Tahsildar in the case of SC/ST/EWS and Non Creamy Layer Certificate issued by the Revenue Authorities in the case of Backward Classes. The list of Caste/Tribe/Community is as incorporated in Schedule-I of above Rules. The list is also appended at Annexure –IV. The candidates have to produce proof of the community claimed in their application at all stages of selection along with the certificates relating to Educational Qualifications and local status certificates etc... Subsequent claim of change of community will not be entertained.

3. The person with disability means a person suffering from not less than forty percent of any disability as certified by a medical authority except hearing Impairment. Hearing Impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies which corresponds to 85 dBs Hearing threshold on the audiogram in the better ear i.e., 85 dB hearing level in audiogram – 25 dB upper limit of normal hearing = 60 dBs hearing loss as per provision under “Person with Disabilities Act, 1995” as amended in 15 th June 2017.

4. Caste & Community: 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 A.P. State and Subordinate Service Rules, Rule -2(28) Explanation: In so far as claiming for
SC reservation is concerned. No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste. However, scheduled caste converts to Buddhism deemed to be scheduled caste. BCs, SCs, STs & EWS belonging to other States are not entitled for reservation.

4.5. There shall be Reservation to Women horizontally to an extent of 33 1/3% in terms of rule 22-A of APSSS Rule as per G.O. Ms. No. 63, GA [Ser-D] Dept., dated: 17.04.2018.


4.7. The candidates claiming reservations under sports quota shall submit following documents at the time of verification of original certificates.

For Group IV Category post – Candidates should have represented at least a university from A.P. state in the Inter University competition at National/Zonal/Regional Level in one of recognized Games/Sports. He /She shall submit participation certificate along with Form III or above.


4.9. Reservation to BC-E group will be subject to the adjudication of the litigation before the Hon’ble Courts including final orders in Civil Appeal No: 2628-2637 of 2010 in SLP(c). No. 7388-7397 of 2010, dated. 25/03/2010 and orders from the Government.

4.10. The candidates claiming status of non-creamy layer of Backward Class have to obtain a Certificate in terms of G.O. Ms. No. 3, Backward Classes Welfare (C-2) Department, Dated 04.04.2006 read with G.O. Ms. No. 26 Backward Classes Welfare(C) Department. Dated 09.12.2013 regarding their exclusion from the Creamy Layer from the competent authority (Tahsildar) and produce the same at appropriate time of verification. In case of failure to produce the same on the day of verification, the Candidature will be considered against open competition even if he / she are otherwise eligible in all aspects.

4.11. If eligible disabled candidates of a particular category are not available, to fill up the carry forward vacancy, the same shall be filled-up by the method of interchanging as per G.O.Ms. No.23, department for Women, Children, Disabled and Senior Citizen (DW)Dept., Dated: 26.05.2011 and G.O.Ms.No.99, General Administration (Services -D) Dept., dated: 04.03.2013. Hence all the disabled categories are allowed to apply.

4.12. Economically Weaker Sections means the persons who are not covered under existing scheme of reservations for the SCs, the STs and Socially and Educationally Backward Classes and whose gross annual family income is below Rs.8.00 lakh. Only such persons are identified as Economically Weaker Sections for the benefit of reservations. The persons seeking the benefit of reservation under EWS category shall obtain the necessary EWS Certificate issued by the Tahsildar concerned and produce at an appropriate time to the Commission as per G.O.Ms.No:73 GA[SER-D]Dept.04-08-2021.

4.13. The reservations and relaxations to different categories/communities are applicable only in case of availability of vacancies to the respective category/community as announced through this notification.

PARA - 5: RESERVATION TO LOCAL CANDIDATES:

5.1. The specification of a post is determined by the concerned Department with reference to both vertical and horizontal reservations as well as local reservation. The reservations are specified through the indent by the concerned department and the general criteria with regard to reservations are given below.

5.2. Reservation to the Local candidates is applicable as provided in Article 371-D as per G.O.Ms.No.674, G.A (SPF- A) Department, dated:20.10.1975 and rules as amended from time to time and as in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study Certificate(s) (from IV Class to X Class or SSC) OR Residence Certificate in the proforma prescribed for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates with authorized signature shall be produced as and when required.
DEFINITION OF LOCAL CANDIDATE:

6.1. A local candidate has been defined in G.O.Ms.No.674, General Administration (SPF-A) Department, dated: 20.10.1975 “LOCAL CANDIDATE” as follows:

“Local Candidate: - (1) A candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area.

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post.

(i) “if he has 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; or

(ii) 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.

(b) In cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in that local area for a period of not less than four years immediately preceding the date on which the post is notified for recruitment.

Explanations:- For the purpose of the paragraph.

(i) educational institution means a University or any educational institution recognized by the State Government, a University or other competent authority;

(ii) relevant qualifying examination in relation to a post means;

(a) the examination, a pass in which is the minimum educational qualification prescribed for the post;

(b) the Matriculation examination or an examination declared by the State Government to be equivalent to the Matriculation examination;

whichever is lower; and

(iii) 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.

(iv) the question whether any candidate for direct recruitment to any post has resided in any local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian (Vide G.O.Ms.No.168, G.A. (SPF.A) Department, dated: 10-3-77).

(2) A candidate for direct recruitment to any post who is not regarded as a local candidate under sub paragraph (1) in relation to any local area shall.

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post.

(i) if he has studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination, be regarded as a local candidate in relation to

(1) Such local area where he has studied for the maximum period out of the said period of seven years; or

(2) where the periods of his study in two or more local areas are equal, such local areas where he has studied last in such equal periods;

(ii) if during the whole or any part of the seven consecutive academic years ending with the academic years in which he appeared or as the case may be first appeared for the relevant qualifying examination, he has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to

(1) such local area where he has resided for a maximum period out of the said period of seven years; or
(2) where the periods of his residence in two or more local areas are equal, such local areas where he has resided last in such equal periods;

(b) In cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in the State for a period of not less than seven years immediately preceding the date on which the post is notified for recruitment, be regarded as a local candidate in relation to

(i) such local area where he has resided for the maximum period out of the said period of seven years; or

(ii) where the periods of his residence is two or more local areas are equal such local area where he has resided last in such equal periods.”.

(G.O.Ms.No.168, dated 10-3-1977)

6.2. Single certificate, whether of study or residence as stipulated in G.O.Ms.No.674, General Administration (SPF-A) Dept., dated: 20.10.1975 would suffice for enabling the candidate to apply as a “LOCAL CANDIDATE”.

6.3. 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 directly without studying in any Educational Institution, only may submit residence certificate. Here Educational Institutions mean a recognized Institution by the Government / University/Competent authority.

6.4. Candidates are advised to refer to provisions of the PRESIDENTIAL ORDER 1975 in this regard.

6.5. Candidates who migrated from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st June, 2021 as per G.O.Ms.No. 130, General Administration (SPF&MC) Department, dated.29.10.2019 and as per terms laid down in circular memo no.4136/SPF & MC/2015-5, Dated.20.11.2017 of Government of Andhra Pradesh shall obtain the Local Status Certificate from competent authority and produce at the time of verification.

6.6. The following are the districts.

<table>
<thead>
<tr>
<th>No.</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Srikakulam (SKM)</td>
</tr>
<tr>
<td>02</td>
<td>Visakhapatnam (VSP)</td>
</tr>
<tr>
<td>03</td>
<td>Vizianagaram (VZM)</td>
</tr>
<tr>
<td>04</td>
<td>East Godavari (EG)</td>
</tr>
<tr>
<td>05</td>
<td>West Godavari (WG)</td>
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<tr>
<td>06</td>
<td>Krishna (KST)</td>
</tr>
<tr>
<td>07</td>
<td>Guntur (GNT)</td>
</tr>
<tr>
<td>08</td>
<td>Prakasam (PKM)</td>
</tr>
<tr>
<td>09</td>
<td>SPS Nellore (NLR)</td>
</tr>
<tr>
<td>10</td>
<td>Chittoor (CTR)</td>
</tr>
<tr>
<td>11</td>
<td>Anantapuramu (ATP)</td>
</tr>
<tr>
<td>12</td>
<td>Kurnool (KNL)</td>
</tr>
</tbody>
</table>

The candidates belonging to other States are not entitled for local Reservations.

**PARA- 7 AGE:**

7.1. Minimum 18 years & Maximum 42 years as on 01/07/2021, as per G.O.Ms.No.105, GA (Ser-A) Dept., Dt.27.09.2021.

N.B.: No person shall be eligible if less than 18 years and is more than 42 years.

7.2. Age Relaxation is applicable to the categories as detailed below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category of candidates</th>
<th>Relaxation of age permissible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(a)</td>
<td>SC, ST, BCs and EWS</td>
<td>5Years</td>
</tr>
<tr>
<td>1(b)</td>
<td>For SC/ST CF. vacancies (Limited)</td>
<td>10 Years</td>
</tr>
<tr>
<td>2</td>
<td>Physically Handicapped persons</td>
<td>10 Years</td>
</tr>
<tr>
<td>3</td>
<td>Ex-Service men</td>
<td>Shall be allowed to deduct from his age a period of 3 years in addition to the length of service rendered by him in the armed forces / NCC.</td>
</tr>
<tr>
<td>4</td>
<td>N.C.C. [who have worked as Instructor in N.C.C.]</td>
<td>Allowed to deduct from his age the length of regular Service under State Government up to a maximum of five years for the purposes of the maximum age limit.</td>
</tr>
<tr>
<td>5</td>
<td>Regular A.P. State Government Employees [Employees of Corporations, Municipalities etc. are not eligible].</td>
<td></td>
</tr>
</tbody>
</table>
EXPLANATION:
Provided that the persons referred to at Sl.Nos.3 & 4 above shall, after making the deductions referred to in sub Rule 12 (c) (i) & (ii) of A.P. State and Subordinate Service Rules not exceed the Maximum age limit prescribed for the post.

The age relaxation for Ex-Servicemen is applicable for those who have been released from Armed Forces other than by way of dismissal or discharge on account of misconduct or inefficiency.

Note: The SC/ST Candidates who availed 10 years of age relaxation are not eligible for SC/ST fresh vacancies.

PARA - 8 HOW TO APPLY:

STEP-I: The applicant who desires to apply for the post shall login to the Commission’s Website with his/her registered OTPR number. Candidate applying for the first time for any notification has to first fill the OTPR application carefully to obtain OTPR ID. While filling the OTPR, the candidate has to ensure that the particulars are filled correctly. The Commission bears no responsibility for the mistakes, if any, made by the candidates. If candidates choose to modify they may do so by clicking the modify OTPR make the modification, save them and proceed to STEP-II.

STEP-II: The applicant has to login the Commission’s website with the user name (OTPR ID) and the Password set by Candidate. After Login, the applicant has to click on the “Online Application Submission” present in the bottom right corner of the Commission’s website.

PAYMENT PROCESS: The applicant now has to click on the payment link against the notification number that he wants to apply. The basic details required for calculation of the fee and age relaxation will be pre-populated from the OTPR data. The applicant has to verify all the details that are displayed. Once the payment form is submitted, the respective details (used for calculation of fee and age relaxation) will not be altered in any stage of application processing. Hence if any details are to be changed, applicant should use the modify OTPR link, modify the details, save it and again click on application payment link.

STEP-III: After checking all the data and ensuring that the data is correct the applicant has to fill application specific data such as Local/Non Local status, white card details etc., which are also used to calculate the fee. Once all the data is filled appropriately, the applicant has to submit the payment form. On successful submission, the payment reference ID is generated and is displayed on the screen. By clicking “OK” the applicant is shown the various payment options where he/she can select any one among them and complete the payment process as given on the screen.

STEP-IV: Once the payment is successful, payment reference ID is generated. Candidates can note the payment reference ID for future correspondence. Thereafter the applicant is directed to the application form. Applicant should provide the payment reference ID generated along with the other details required for filing the application form (other fields like OTPR ID and fees relaxations details will be pre-populated from the data submitted in the payment form for respective notification). The applicant should check the data displayed thoroughly and should fill the application specific fields like qualification details, examination centre etc., carefully and submit the application form. Once the application is submitted successfully then application receipt is generated. The applicant is requested to print and save the application receipt for future reference/correspondence.

NOTE: Applicant shall note that the data displayed from OTPR at the time of submitting the application will be considered for the purpose of this notification only. Any changes made by the applicant to OTPR data at a later date shall not be considered for the notification on hand.

STEP-V: In any case if the payment process is not submitted successfully, then the applicant should start the fresh payment process as mentioned in STEP-II.

STEP-VI: Once the application is submitted successfully, correction in application form will be enabled. The corrections can be made in the application form itself. Fields which affect the name, fee and age relaxations are not enabled for corrections.
NOTE:
A. The Commission is not responsible, for any omissions made by the applicant in bio-data particulars while submitting the application form online. The applicants are therefore, advised to strictly follow the instructions given in the user guide before submitting the application.

B. All the candidates are requested to submit their application with correct data. It is noticed that some of the candidates are requesting for change in the data, after submission of the application. It is informed that such requests shall be allowed on payment of Rs.100/- (Rupees hundred only) for each correction. However changes are not allowed for name, fee and age relaxation. No manual application for corrections shall be entertained. Corrections in the application will be enabled after the last date of the submission of application and will be allowed upto 7 days only from the last date of applications.

C. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in uploading / submitting the application form online.

D. Incomplete/incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the Commission under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes to the final stage of recruitment process or even at a later stage and also liable for punishment as per Para 16.1 of this notification.

E. 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.

PARA - 9: (a) FEE:

9.1. Applicant must pay Rs. 250/- (Rupees two hundred and fifty only) towards application processing fee and Rs 80/- (Rupees eighty only) towards examination fee.

9.2. However, the following categories of candidates are exempted from payment of examination fee Rs.80/- only.

   i) SC, ST, BC, PH & Ex-Service Men.

   ii) Families having household supply white card issued by Civil Supplies Department, A.P. Government. (Residents of Andhra Pradesh)

   iii) Un-employed youth as per G.O.Ms.No.439, G.A (Ser- A) Dept., dated: 18/10/1996 should submit declaration at an appropriate time to the Commission.

   iv) Applicants belonging to the categories mentioned above (except Physically Handicapped Persons & Ex-Service Men) hailing from other States are not entitled for exemption from payment of fee and not entitled for claiming any kind of reservation.

   v) Candidates belonging to other States shall pay the prescribed fee of Rs.80/- (Rupees eighty only), along with processing fee of Rs. 250/- (Rupees two hundred and fifty only) through different channels as indicated at Para-8. Otherwise such applications will not be considered and no correspondence on this will be entertained.

9.3. b) MODE OF PAYMENT OF FEE:

   i) The fee mentioned in the above paragraph is to be paid online using payment gateway using net banking/ credit card / debit card. The list of banks providing service for the purpose of online remittance of fee will be available on the website.

   ii) The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee and application fee (in non-exempt case) will entail total rejection of application.

   iii) IPOs / Demand Drafts are not accepted.

In case of corrections Rs.100/- per correction will be charged. However changes are not allowed for name, fee and age relaxation.
PARA-10: SCHEME OF EXAMINATION:

10.1. The Scheme & Syllabus for the examination has been shown in Annexure-II.

10.2. As per G.O.Ms.No.5 General Administration [Ser-A] Dept., dated:05.01.2018 the Andhra Pradesh Public Service Commission is empowered to pick up candidates, who obtains such minimum qualifying marks in Screening Test / Preliminary Examination as may be fixed by the Commission at its discretion to the Main Examination in all direct recruitment examinations. The APPSC is further permitted to select candidates belonging to the Scheduled Caste or Scheduled Tribes or Backward classes or Physically Challenged candidates for Main Examination by applying relaxed standards in the Screening Test / Preliminary Examination, if the Commission is of the opinion that sufficient number of candidates from these communities are not likely to be eligible for main examination on the basis of general standard in Screening Test / Preliminary Examination in order to fill up the vacancies reserved for them.

PARA - 11: CENTRES FOR THE EXAMINATIONS:

The centres of examination will be announced separately. The applicant may choose the Test centre with three preferences. However the Commission reserves the right to allot the applicant to any centre of examination depending on the availability of the resources like centers / systems.

PARA – 12 RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS

12.1. The Commission would publish answer key(s) for the question paper(s) on its website after conduct of the examination. If the candidates have any objections with regard to the key / questions they shall have to file the objections within three days after publication of the key in the prescribed proforma available in the website.

12.2. The objections received if any, would be examined and the decision of the Commission in this regard shall be final. Any objection filed after expiry of specified time would not be entertained.

12.3. The question paper is set in English and translated in to Telugu language. English version will be considered as the authentic version for valuation purpose.

12.4. With regard to situation where there is deletion of questions, if any, from any paper, scaling (proportionate increase) would be done for that particular part of the paper to the maximum marks prescribed for the paper and the marks would be rounded off to 2 decimals to determine the merit of the candidate.

PARA-13 NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

13.1. Vacancies: 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, Dated 22/02/1997, G.O.Ms.No.544, General Administration (Ser. A) Department, Dated: 04.12.1998 and Rule 6 of APPSC Rules of Procedure. In any case, no cognizance will be taken by Commission of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the Commission as far as this Notification is concerned, and these will be further dealt with as per G.O. & Rule cited above. As per G.O.Ms.No:139 Finance HR (I) Planning Policy Dept., dt:28/07/2016 Rule 7 of APPSC Rules of procedure regarding relinquished vacancies has been deleted.

13.2. The recruitment will be processed as per this notification and as per the Rules and Instructions issued by the Government and also as decided by the Commission from time to time. G.O.Ms.No.262, Revenue (Endowments-I) dated 20/05/2002 and other related G.Os, rules etc. applicable in this regard.

13.3. Rules: The various conditions and criteria prescribed herein are governed by the A.P. State and Subordinate Service Rules, 1996 read with the relevant Special Rules applicable to any particular service in the departments. 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 as in force.

13.4. The Commission is empowered under the provisions of Article 315 and 320 of the Constitution of India read with relevant laws, rules, regulations and executive instructions and all other enabling legal provisions in this regard to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit as per Rule 3(vi) of the APPSC Rules of Procedure read with relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed.

13.6. District / LOCAL: In terms of Para 4 of the G.O., A.P. Public Employment (Organization of Local cadres and Regulations of Direct Recruitment) Order, 1975 (G.O.Ms. No.674, G.A. (SPF-A) Dept., dt.20/10/1975) read with G.O.Ms.No.124, General Administration (SPF-A) Dept., dt.07/03/2002, and other orders/instructions issued by the Government in this regard, the first part shall comprise 20% of the posts consisting of combined merit list of Locals as well as non-locals and the remaining second part shall comprise the balance 80% of the posts consisting of locals only. This post is district cadre.

13.7. 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, to their Head of Office/ Department that they have applied for this recruitment.

13.8. 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.

13.9. The Degrees obtained through Open Universities / Distance Education mode must have recognition by the Distance Education Council, Government of India. Unless such Degrees have 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. Candidates may also refer to G.O.R.T.No.143, Higher Education (EC) Dept., Dated: 11.07.2018 and the Supreme Court judgment CA Nos.17869-17870/2017 dated: 03.11.2017 in this connection.

PARA-14 The candidate shall go through the Annexures appended to the notification before filling the application form

Annexure- I- Break up of vacancies
Annexure- II- Scheme & Syllabus
Annexure- III- Instructions to candidates
Annexure- IV- LIST OF SC / ST /BC’s

PARA-15: PROCEDURE OF SELECTION:

15.1. The selection to this recruitment notification will be based on the Merit in the Main Examination to be held as per the Scheme and Syllabus shown at Annexure - II.

15.2. Appearance in all the papers of Screening and Main examination (computer based test) is compulsory. Absence in any of the papers will automatically render the disqualification of the candidature.

15.3. The standard for the examination and the cut off marks for various categories for selection shall be fixed by the Commission. However the candidates have to secure minimum qualifying marks to be short listed for selection against respective vacancies. The minimum qualifying marks on aggregate for the vacancies notified under different categories are as follows as per G.O.Ms.No.103, G.A. (Ser.A) Dept., dt.03.02.1967 and amendments from time to time.

1. Open competition & EWS 40%
2. Backward Class 35%
3. SCs, STs & PHs 30%

N.B.: Mere securing of minimum qualifying marks does not confer any right to the candidate for being considered to the selection.

15.4. The claims of members of the Scheduled Castes, Scheduled Tribes, Backward Classes, Economically Weaker Section and Women as the case may be, shall also be considered for the vacancies earmarked for open competition, which shall be filled on the basis of open competition. In respect of social reservations viz., Scheduled Castes, Scheduled Tribes, Backward Classes, the vertical reservation will be applicable and the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force. In case of women, the horizontal reservation is applicable in terms of G.O.Ms.No.63, GA (Ser-D) Dept., dated: 17.04.2018.

15.5. In the event of Scheduled Caste & Scheduled Tribe candidates not coming up for selection with the existing minimum prescribed for selection in the competitive examination conducted by the APPSC their selection shall be considered on the basis of
rank with reference to their performance in the written competitive examination irrespective of the marks secured, as per G.O.Ms.No.631, G.A. (Ser.A) Dept., dt.05.09.1977.

15.6. Where the candidates get equal number of marks in the Main Examination if two or more candidates get equal total number of marks, those candidates shall be bracketed. Candidates within the same bracket shall then be ranked 1, 2, 3 etc., according to age i.e., oldest being considered for admission. In case there is tie in age, the person who possesses educational qualification at earlier date would be considered.

15.7. While the Commission calls for preference of candidates in respect of Districts etc., in the application form, it is hereby clarified that the said preferences are only indicative for being considered to the extent possible but not binding or limiting the Commission’s powers under Article 315 and 320 of the Constitution of India. Therefore, the Commission has the power to assign a candidate to any of the district for which he is considered to be qualified and eligible, subject to fulfilling the selection criterion. Mere claim of preference for any District for allotment against vacancy does not confer a right to selection for that District in particular or any District in general.

15.8. 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 and free from any bodily defect or infirmity.

15.9. ANSWER KEY AND MARKS: Answer key would be published on the website. No separate memorandum of marks would be issued.

PARA-16: DEBARMENT:

16.1. 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 in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable TO BE DEBARRED UPTO FIVE YEARS FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summary rejection of their candidature for this recruitment.

16.2. 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. Further candidates shall be liable for penalty as per G.O.Ms.No.385,G.A.(Ser. A) Dept., Dt.18/10/2016. The Chief Superintendent of the examination centre is authorized to take decision in case of malpractice or usage of unfair means or creation of disturbance or use of physical force by any candidate and report the matter to the competent authority as well as register a police case.

16.3. The Commission is vested with the Constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules as per decision of the Commission.

16.4. Any candidate 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, be liable to be debarred permanently from any exam or selection held by the Service Commissions in the country.

16.5. ELECTRONIC GADGETS BANNED:

(a) The use of any mobile [even in switched off mode], calculator or any electronic equipment or programmable device or storage media like pen drive, smart watches etc., or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangement for safe – keeping cannot be assured.
PARA-17: COMMISSION’S DECISION TO BE FINAL:

The decision of the Commission in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and 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 under Article 315 and 320 of the Constitution of India. Commission 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 or withdraw the notification at any time 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 the Commission at any stage.

PLACE: VIJAYAWADA
Date:28/12/2021

P.S.R.Anjaneyulu, I.P.S.,
Secretary.
Annexure – I
NOTIFICATION NO.24/2021
BREAK UP OF VACANCY POSITION FOR THE POST OF EXECUTIVE OFFICER GRADE-III IN A.P. ENDOWMENTS SUB-SERVICE
CARRY FORWARD (CF) VACANCIES

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Note:
2. If qualified candidate of the VH category is not available, vacancy shall be filled up by interchanging among 3 PH categories as per the procedure prescribed and in case no disabled person available the vacancy shall be filled up by the person other than disability as per G.O. Ms.No. 99 GA(Ser.D)Dept. Dt. 04/03/2013.
3. As per G.O.Ms.No.436, G.A (Ser-D) Dept., dated: 15/10/1996 and in terms of Rule 22(h)(ii) of AP State and Subordinate Service Rules – 1996, if no candidate is available for 01 *ST(W) Local vacancy in Krishna District, the vacancy will be filled with SC(W) by following interchange method.
### FRESH VACANCIES

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**NOTE:** O.C - Open Competition, SC - Scheduled Caste, ST - Scheduled Tribe, BC - Backward Classes; VH-Visually Handicapped, HH- Hearing Handicapped, OH-Orthopedically Handicapped, EWS- Economically Weaker Sections.
Scheme for Recruitment to the post of Executive Officers, Grade-III in A.P. Endowments Sub-Service

SCHEME FOR SCREENING TEST

Written Examination (Objective type) Bachelor's Degree Standard

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N.B. As per G.O. Ms. No.235 Finance (HR-I, Plg & Policy) Dept., Dt.06/12/2016, for each wrong answer will be penalized with $1/3$ of the marks prescribed for the question.

Section –A
GENE RAL STUDIES & MENTAL ABILITY

Questions: 50 Marks: 50

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General science and its applications to the day to day life Contemporary developments in Science & Technology and information Technology.
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:
   a) Tabulation of data
   b) Visual representation of data
   c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
Section –B
HINDU PHILOSOPHY & TEMPLE SYSTEM

Questions: 100  
Marks: 100

1. Ramayanam Basic Knowledge about different characters in Ramayanam – Various parts (Kandaas) of Ramayanam – Dynasties mentioned in Ramayanam. Basic Knowledge about various places mentioned in Ramayanam.

2. Mahabharatham Basic Knowledge about different characters in Mahabharatham – Various parts (Parvaas) of Mahabharatham – Dynasties mentioned in Mahabharatham. Basic Knowledge about various places mentioned in Mahabharatham.

3. Bhagavatham Basic Knowledge about different characters in Bhagavatham – Various parts (Skandams) of Bhagavatham – Basic Knowledge about various places mentioned in Bhagavatham.

4. Hindu Puranams Basic knowledge in various Hindu Puranams – Basic Knowledge about various places mentioned in Puranams.

5. Temple Agamas - Different Agamas in Hindu Sastras: 
   I) Vaishnavam : a) Vaihanasam, b) Pancharatham, c) Chattada Srivaishnavam, 
   II) Saivam : a) Smardham, b) Adi Saiva, c) Veera Saiva, d) Jangama, e) Kapalika etc., 
   III) Mother Goddesses: Sakteyam.

6. Hindu Festivals that will be celebrated in different parts of India. Classical fine Arts of Indian origin.


8. Different Philosophies & Cults in Hindu Religion and Gurus who Professed Different Philosophies & Cults In the History Of Hindu Religion: Alwars (Vaishnavait Gurus); Nayanars (Saivait Gurus); Sankaracharya (Advaita); Ramanujacharya (Visishtadvaitha); Madhwacharya (Dvaitadvaitham); Basava (Veera Saiva).


10. Sources of Income for Temples and Charitable Institutions. Allocation of funds of Endowment Institutions for different purposes. (Section 57 of Endowments Act, 30/87).

11. Duties of Executive Officers of Endowment Institutions (Section 29 of Endowments Act, 30/87).

12. Basic knowledge on Land Records – Law relating to Endowments Lands, [ROR Act (Record of Rights in Land and Pattadar Pass Book Act) & Sections 75 to 86 of Endowments Act,30/87)]
SCHEME FOR MAIN EXAMINATION

Written Examination (Objective type) Bachelor’s Degree Standard

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N.B: 1. As per G.O. Ms. No.235 Finance (HR-I, Plg & Policy) Dept., Dt.06/12/2016, for each wrong answer will be penalized with 1/3rd of the marks prescribed for the question.

Paper – I

GENERAL STUDIES & MENTAL ABILITY

Questions: 150  
Marks: 150

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and it applications to the day to day life Contemporary developments in Science & Technology and information Technology
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:
   a) Tabulation of data
   b) Visual representation of data
   c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
1. **Ramayanam**
   Basic Knowledge about different characters in Ramayanam — Various parts (Kandaas) of Ramayanam — Dynasties mentioned in Ramayanam. Basic Knowledge about various places mentioned in Ramayanam.

2. **Mahabharatham**
   Basic Knowledge about different characters in Mahabharatham — Various parts (Parvaas) of Mahabharatham — Dynasties mentioned in Mahabharatham. Basic Knowledge about various places mentioned in Mahabharatham.

3. **Bhagavatham**
   Basic Knowledge about different characters in Bhagavatham — Various parts (Skandams) of Bhagavatham — Basic Knowledge about various places mentioned in Bhagavatham.

4. **Hindu Puranams**
   Basic knowledge in various Hindu Puranams — Basic Knowledge about various places mentioned in Puranams.

5. **Temple Agamas**
   - Different Agamas in Hindu Sastraas: I) **Vaishnavam** : a) Vaikhanasam, b) Pancharathram, c) Chattada Srivaishnavam,  
     II) **Saivam** : a) Smardham, b) Adi Saiva, c) Veera Saiva, d) Jangama, e) Kapalika etc.,  
     III) **Mother Goddesses**: Sakteyam.

6. **Hindu Festivals**
   that will be celebrated in different parts of India. Classical fine Arts of Indian origin.

7. **Vedic Culture**
   Yagnas & Yagams in Vedic Culture — Vedas — Upavedas — Upanishads — Dharmas in different stages of life.

8. **Different Philosophies & Cults in Hindu Religion** and Gurus who Professed Different Philosophies & Cults In The History Of Hindu Religion: Alwars (Vaishnavait Gurus); Nayanars (Saivait Gurus); Sankarachrya (Advaita); Ramanujacharya (Visishtadvaitha); Madhwacharya (Dvaithadvaitham); Basava (Veera Saiva).

9. **Family structure in Hindu Society** — Adoption — Succession.

10. **Sources of Income** for Temples and Charitable Institutions. Allocation of funds of Endowment Institutions for different purposes. (Section 57 of Endowments Act, 30/87).

11. **Duties of Executive Officers of Endowment Institutions** (Section 29 of Endowments Act, 30/87).

12. **Basic knowledge on Land Records** — Law relating to Endowments Lands, [ROP Act (Record of Rights in Land and Pattadar Pass Book Act) & Sections 75 to 86 of Endowments Act, 30/87)]
Annexure-III

INSTRUCTIONS TO CANDIDATES

A. INSTRUCTIONS TO CANDIDATES:

A.1. The applicants are required to go through the user guide and satisfy themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.

A.2. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website will be processed through computer and the eligibility decided in terms of notification and confirmed accordingly.

A.3. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of delay/discrepancy on part of the candidate.

A.4. Applicants must compulsorily upload his/her own scanned photo and signature through .jpg format.

A.5. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

A.6. Important: Hand written/typed/Photostat copies/printed application form will not be entertained.

A.7. The applicant shall produce all the essential certificates issued by the competent authority, for verification by the commission, as and when called for. If candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any further correspondence.

A.8. The following certificate formats are available on the Commission’s Website (https://psc.ap.gov.in) for reference.

A.8.1. Community, Nativity and Date of Birth Certificate
A.8.2. Declaration by the Un-Employed
A.8.3. School Study Certificate
A.8.4. Certificate of Residence
A.8.5. Medical Certificate for the Blind
A.8.6. Certificate of Hearing Disability and Hearing Assessment
A.8.7. Medical Certificate in respect of Orthopedically Handicapped Candidates
A.8.8. Creamy Layer Certificate
A.8.9. Local status certificate (if applicable)

B. INSTRUCTIONS REGARDING OFF-LINE EXAMINATION FOR CANDIDATES (if Screening test is held):

B.1. The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Registration Number, Subject / Subject Code, Booklet Series, Name of the Examination Centre etc., in the Answer Sheet, which will be provided to him/her in the examination hall.
B.2. Since the answer sheets are to be scanned (valued) with Optical Mark Scanner system, the candidates have to USE BALL POINT PEN (BLUE OR BLACK) ONLY FOR MARKING THE ANSWERS. The candidates will be supplied OMR Sheet consisting 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 (Bottom Sheet) OMR Sheet for his/her record. The candidates should bring Ball Point Pen (Blue or Black and smooth writing pad) to fill up relevant columns on the Answer Sheet. The candidate must ensure encoding the Registration Number, Subject/Subject Code, Booklet Series correctly, write the Name of the Examination Centre, appending Signatures of the Candidate and Invigilator, etc., on the O.M.R. Answer sheet correctly, failing which the Answer sheet will not be valued. Use of whitener / correcting fluid / Blade / Powder/ Eraser / folding / Tearing / Rough Work or any kind of tampering to change the answers on OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

B.3. The OMR Sheet is to be bubbled by Ball Point Pen (Blue or Black) only. Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination. Any kind of tampering to change the answers on OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

C. INSTRUCTIONS REGARDING ON-LINE EXAMINATION FOR CANDIDATES:

C.1. The candidates should take their seats at the prescribed time before the commencement of the examination. Biometric identification would be conducted before entry into examination hall. The entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Electronic devices including cell phones and pagers are not allowed in the examination hall.

C.2. The starting time of each examination paper and the entry time would be mentioned in the hall ticket.

C.3. Candidates will not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he would be disqualified. If there is any problem with computer system, the candidates have to wait without talking to others till the system is restored. In case of any violation, the candidate will be disqualified.

C.4. The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.

C.5. 10 minutes prior to the exam, you’ll be prompted to login. Please type the Login ID (Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.

C.6. Invigilator will announce the password 15 minutes before commencement of the Examination.

C.7. Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.

C.8. After logging in, your screen will display:

*Profile Information - Check the details & click on “I Confirm” or “I Deny”.

*Detailed exam instructions - Please read and understand thoroughly.
*Please click on the “I am ready to Begin” button, after reading the instructions.

C.9. You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.

C.10. To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.

C.11. On the online exam question screen, the timer will display the balance time remaining for the completion of exam.

C.12. The question numbers are color coordinated and of different shapes based on the process of recording your response: White (Square) - For un-attempted questions. Red (Inverted Pentagon) - For unanswered questions. Green (Pentagon) - For attempted questions. Violet (Circle) - Question marked by candidate for review, to be answered later. Violet (Circle with a Tick mark) - Question answered and marked by candidate for review.

C.13. After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.

C.14. Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.

C.15. To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.

C.16. A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.

C.17. In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top.

C.18. You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.

C.19. The SUBMIT button will be activated after 150 Minutes. Please keep checking the timer on your screen.

C.20. In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.

C.21. You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing only the password from it.

C.22. Please don’t touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.

C.23. Please inform the invigilator in case of any technical issues.

C.24. Please do not talk to or disturb other candidates.

C.25. In case you are carrying articles other than the admit card, photo identity proof and pen, please leave them outside the exam room.

C.26. You cannot leave exam room before submitting the paper. Please inform the invigilator if you want to use the wash room.

D. GENERAL INSTRUCTIONS TO CANDIDATES:

D.1. If the candidate notices any discrepancy printed on the Hall ticket, as to community, date of birth etc., he/she may immediately bring it to the notice of Commission’s officials/Chief Superintendent in the examination centre and necessary corrections can be made in the Nominal Roll, in the Examination Hall against his/her Hall Ticket Number for being verified by the Commission’s Office.
D.2. The candidate should satisfy the Invigilator of his/her identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.

D.3. The candidates should take their seats at the given time before the commencement of the examination and are not to be allowed after the scheduled time. The time of Examination and entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime.

D.4. The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission 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 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 interview/ verification, may lead to disqualification. Hence the candidates are advised not to change their appearance till the recruitment process is complete.

D.5. The candidates are not allowed to bring any Electronic devices such as mobile / cell phones, programmable calculators, tablets, iPad, Bluetooth, pagers, watches or any other computing devices to examination Hall. Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.

D.6. The candidates are expected to behave in orderly and disciplined manner while writing the examination. Their candidature will be rejected in case of impersonation/ disorder/ rowdy behaviour during Examination and necessary F.I.R. for this incident will be lodged with concerned Police Station. The Chief Superintendent of the centre is authorized to take spot decision in this matter.

D.7. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.


D.9. (a) Wherever the candidates are totally blind, they will be provided a scribe to write the examination and 20 minutes extra time is permitted to them per hour. Eligible candidates are also allowed to bring their own scribe after due intimation to the Commission after duly providing the full identification details of the scribe like name, address and appropriate proof of identification.

(b) The applicants shall upload the certificate relating to percentage of disability for considering the appointment of scribe in the examination.

(c) An extra time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). No scribe is allowed to such candidates.

(d) The candidate as well as the scribe will have to give a suitable undertaking conforming to the rules applicable

D.10. In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo for each paper to Chief Superintendent for affixing the same on the Nominal Rolls.

D.11. The candidate will not be admitted to the examination Hall without procedural formalities.
D.12. The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.

D.13. The candidates should put his/her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll or OMR Answer Sheet.

D.14. Instructions to be followed scrupulously in the Examination Hall.
**ANNEXURE - IV**  
**LIST OF SCHEDULED CASTES**  
(Definition 28 of General Rule - 2)  

**SCHEDULE - I**

(Substituted with effect from 27-07-1977 through G.O.Ms.No.838, G.A. (Services-D) Department, dated 15/12/1977)

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<td>Konda Reddis</td>
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<td>Kondhs, Kodi, Kodhu, Desaya Kondhs, Dongria Kondhs, Kutilya Konds, Tikiria Kondhs, Yenity Kondhs, Kuvenga</td>
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<td>Kotia, Bentho Oriya, Bartika, Dulia, Holva, Sanrona, Sidhopaiko (Dhulia,Paiko,Putiya- omitted *)</td>
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<td>Malis (excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal District)</td>
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<td>Sugalis, Lambadis, Banjara</td>
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<td>Valmiki (in the Scheduled Areas of Vishakapatnam, Srikakulam, Vizianagaram, East Godavari and West Godavari Districts *)</td>
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<td>Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi *</td>
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<td>Yerukulas, Koracha, Dabba Yerukula, Kunchapot Yerukula, Uppu Yerukula *</td>
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<td>34</td>
<td>Naikala Kurivikaran (Naikala – A.P. Gazette, Part – III (B) Central Acts ordinance and Regulations Issue No. 05 Dt. 02/10/2003 )</td>
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</table>

*) As for the Constitution (Scheduled Caste) orders (Second Amendment) Act 2002, Act No. 61 of 2002

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54 Panchama, Pariah
55 Relli
56 Samagara
57 Samban
58 Sapru
59 Sindhoollu, Chindollu
60 Yatala (Srikakulam Dist. Only) Memo No. 8183/CV-1/2006-10 SW (CV-I) Dept., Dt. 31/03/2008
61 Valluvan (* (Chittoor and Nellore Dist. Only) Memo No. 8183/CV-1/2006-10 SW (CV-I) Dept., Dt. 31/03/2008

* As for the Constitution (Scheduled Caste) orders (Second Amendment) Act 2002, Act No. 61 of 2002
LIST OF SOCIALY AND EDUCATIONALLY BACKWARD CLASSES

(Amended from time to time as on 31/08/2007)

GROUP- A

Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi Nomadic Tribes etc.,


2. Balasanthu, Bahurupi
3. Bandara
4. Budabukkala
5. Rajaka (Chakali Vannar)


7. Dommara
8. Gangireddiavaru
9. Jangam (whose traditional occupation is begging)
10. Jogi
11. Katipapala
12. Korcha

13. Lambada or Banjara in Telangana Area (deleted and included in S.T list vide G.O.Ms.No. 149, SW, dated 3/5/1978)

14. Medari or Mahendra

15. Mondivar, Mondibanda, Banda

17. Nakkala [Deleted vide G.O. Ms. No. 21, BCW(C2) Dept., Dt. 20/06/2011]
18. Vanasha Raj (amended vide G.O.Ms.No. 27, BCW(M1) Department, dated 23/06/1995 deleting the original name Pitchiguntla)

19. Pamula
20. Pardhi (Mshikari)

21. Pambala
22. Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu (Dammali, Dammala, Dammula, Damaala Castes confined to Srikakulam dist. Vide G.O.Ms. No.: 9 BCW(C2) Dept., Dt. 9/04/2008)


24. Valmiki boya (Boya, Bedar, Kirataka, Nishadi, Yellapi, Pedda Boya) Talayari and Chunduvallu (G.O.Ms. No. 124, SW, Dt. 24.06.85) Yellapi and Yellapu are one and the same amended vide G.O. Ms. No. 61, BCW(M1) Dept., Dt. 05.12.1996)

25. Yerukalas in Telangana area (deleted and included in the list of S.Ts)

26. Gudala
27. Kanjara - Bhatta
28. Kalinga (Kinthala deleted vide G.O.Ms. No. 53, SW, Dt. 07.03.1980)
29. Kepmare or Reddika
30. Mondipatta
31. Nokkar
32. Pariki Muggula
33. Yata
34. Chopemari
35. Kaikadi
36. Joshinandiwalas
37. Odde (Oddilu, Vaddi, Vaddelu)
38. Mandula (Govt. Memo No. 40-VI/70-1, Edn., Dt. 10.02.1972)
40. Kunapuli (Govt. Memo No. 1279/P1/74-10, E&SW, Dt. 03.08.1975)
41. Patra (included in G.O. Ms. No. 8, BCW(C2) Dept., Dt. 28.08.2006)
42. kurakula of Srikakulam, Vizianagaram and Visakhapatnam Districts only. Included vide in G.O.MS.No. 26 BC W (C2) Dept., Dt. 4/07/08
43. Pondara of Srikakulam, Vizianagaram, and Visakhapatnam Districts only. Included vide G.O.MS.No. 28 BC W (C2) Dept., Dt. 4/07/08
44. Samanthula, Samantha, sauntia, Sauntia of Srikakulam District only. Included vide G.O.MS.No. 29 BC W (C2) Dept., Dt. 4/07/08
45. pala-Ekari, Ekila, Vyakula, Ekiri, Nayanivar, Palegaru, Tolagari, Kavali of Chittor, Cuddapah, Kurnool, Anantapur, Nellore, Hyderabad and Rangareddy Districts only. Included Vide G.O. MS. No. 23 B.C. W (C2) Dept., Dt. 4/07/08
50. Siddula, Included vide G.O.Ms.No. 9 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana Region only.
53. Aasadula / Asadula, included vide G.O. Ms. No. 13, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to East Godavari and West Godavari Districts only.
54. Keuta/Kevuto/Keviti, included vide G.O. Ms. No. 15, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Srikakulam District only.

GROUP – B (Vocational)

1. Achukatlavandlu in the Districts of Visakhapatnam and Guntur confined to Hindus only as amended vide G.O. Ms. No. 8, BCW(C2) Dept., Dt. 29.03.2000
3. Devanga
5. Dudekula, Laddaf, Pinjari or Noorbash
7. Jandra
8. Kummarla or Kulala, Salivahana (Salivahana added vide G.O. Ms. No. 28, BCW(M1) Dept., 24.06.1995)
9. Karikalabhakthulu, Kaikolan or Kaikala (Sengundam or Sengunther)
10. Karnabhakthulu
11. Kuruba or Kuruma
12. Nagavaddilu
13. Neelakanthi
14. Patkar (Khatri)
15. Perika (Perikabalija, Puragiri kshatriya)
16. Ness or Kurni
17. Padmasali (Sali, Salivan, Pattusali, Senapathulu, Thogata Sali)
18. Srisayana ([sagidi] - deleted and added to Sl.No. 4 of Group-B)
19. Swakulasali
20. Thogata, Thogati or Thogataveerakshatriya
21. Viswabrahmin, Viswakarma (Ausula or Kamsali, Kammari, Kanchari Vadla or Vadra or Vadrangi and Silpis)
   BCW[C-2] Dept., Dt. 9-04-2008
23. Lodh, Lodhi, Lodha of Hyderabad, Rangareddy, Khammam and Adilabad Districts only.
   Included in Vide G.O.MS.No. 22 BC W (C2) Dept., Dt. 4/07/08
25. Are Marathi, Maratha(Non-Brahmins), Arakalies and Surabhi Natakalavallu. (included in
   vide G.O.Ms. No. 40, B.C.W(C2) Dept., Dt.07/08/2008)
27. Budubunjala/Bhunjwa/Bhadbhunja, included vide G.O.Ms, No. 11, Backward Classes
   Welfare [C2] Dept., Dt. 27/05/2011. The area of operation shall be confined to Srikakulam, Vizianagaram and
   Vishakhapatnam, district only.
   27/05/2011. The area of operation shall be confined to Srikakulam, Vizianagaram and
   Vishakhapatnam, district only.

GROUP – C
Scheduled Castes converts to Christianity and their progeny (Substituted in G.O.Ms.No.159,

GROUP – D (Other Classes)
1. Agaru
2. Are-Katika, Katika, Are-Suryavamsi(Are-Suryavamsi added vide G.O. Ms. No. 39, B.C. W(C2)
   Dept., Dt. 7/08/08)
3. Atagara
4. Bhatraju
5. Chippolu (Mera)
6. Gavara
7. Godaba
8. Hatkar
9. Jakkala
10. Jingar
11. Kandra
12. Kosthi
13. Kachi
15. Krishanabalija (Dasari, Bukka)
16. Koppulavelama
17. Mathura
18. Mali (Bare, Barai, Marar and Tamboli of all Districts of Telangana Region added as synonyms vide G.O. Ms. No. 3, BCW(C2) Dept., Dt. 09.01.2004 and G.O. Ms. No. 45, B.C.W(C2) Dept., Dt.07/08/2008)
19. Mudiraj / Mutrasi / Tenugollu.
20. Munnurukapu (Telangan)
22. Nelli(deleted vide G.O.Ms. No. 43, B.C.W(C2) Dept., Dt.07/08/2008)
23. Polinativelmas of Srikakulam and Visakhapatnam districts
24. deleted vide G.O. Ms.No. 16 Backward Classes Welfare (C2) Dept., dt. 19/02/2009
25. Passi
26. Rangrez or Bhavasarakshtriya
27. Sadhuchetty
28. Satani (Chattadasrivaishnava)
31. Uppara or Sagara
32. Vanjara (Vanjari)
33. Yadava (Golla)
34. Are, Arevallu and Arollu of Telangana District [included vide G.O.Ms.No. 11, Backward Classes Welfare (C-2) Department, dt. 13/5/2003 and G.O.Ms. No. 41, B.C.W(C2) Dept., Dt.07/08/2008]
36. Arava of Srikakulam District only. Included in vide G.O. MS. No. 24 BC W (C2) Dept., Dt. 4/07/08
37. Ayyarakara, of Srikakulam, Visianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Khammam and Warangal Districts only. included in vide G.O. MS. No. 25 BC W (C2) Dept., Dt. 4/07/08
39. Aghamudian, Aghamudiari, Agamudivelalar and Agamudimudalair including Thuluva Vellalas of Chittoor, Nellore, Kunool, Anantapur, Hyderabad and Rangareddy Districts only. Included in vide G.O. MS. No. 20 BC W (C2) Dept., Dt. 4/07/08
40. Beri Vysya, Beri Chetty of Chittoor, Nellore and Krishna Districts only. Included in vide G.O. MS. No. 21 BC W (C2) Dept., Dt. 4/07/08
41. Atiras included vide G.O. Ms.No. 5 Backward Classes Welfare [C2] Dept., dt. 19/02/2009. The area of operation shall be confined to East Godavari and West Godavari Districts only.
43. Varala included vide G.O. Ms.No. 12 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana region only.
45. Lakkamari Kapu included vide G.O. Ms.No. 14 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana region only.
47. Kurmi, included vide G.O.Ms. No. 12, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Telangana Region and also Krishna District only.

**GROUP – E**

*(Socially and Educationally Backward Classes of Muslims)*

2. Attar Saibuli, Attarollu
3. Dhobi Muslim/ Muslim Dhobi/ Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tsakalis or Chakalas, Muslim Rajakas.
4. Faqir, Fhakir Budbudki, Ghanti, Fhakir, Ghanta Fhakirlu, Turaka Budbudki, Derves, Fakeer
5. Garadi Muslim, Garadi Saibulu, Pamulavallu, Kani-Kattuvallu, Garadollu, Garadiga.
6. Gosangi Muslim, Phakeer Sayebulu
7. Guddi Eluguvallu, Elugu Bantuvallu, Musalman Keelu Guralavallu
8. Hajam, Naí, Nai Muslim, Navid
9. Labbi, Labbai, Labbon, Labba
10. Pakeeela, Borewale, Deraphakirlu, Bonthala
11. Kureshi/ Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
12. Shaik/ Sheikh
13. Siddi, Yaba, Habshi, Jasí
14. Turaka Kasha, Kakkukotte Zinka Saibulu, chakkikakevanevale, Terugadu Gontalavaru, Thirugalitanga, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Turaka Kasha
15. Other Muslim groups excluding Syed, Saiyed, Sayyad, Mushaik; Mughal, Moghal; Pathans; irani; Arab; Bohara, Bohra; Shia Imam, Ismaili, Koja; Cutchi-Memon; Jamayat; Navayat; and all the synonyms and sub-groups of the excluded groups; and except those who have been already included in the State List of Backward Classes.

N.B.:1. The above list is for information and subject to confirmation with reference to G.O. Ms. No. 58, SW(J) Department, dated 12/05/1997 and time to time orders.

2. On account of any reason whatsoever in case of any doubt/ dispute arising in the matter of community status (SC/ST/BC/OC) of any candidate, subject to satisfaction with regard to relevant rules and regulations in force the decision of the Commission shall be final in all such cases.

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