

**GOVERNMENT OF ANDHRA PRADESH  
PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT: AMARAVATHI,  
GUNTUR DISTRICT**

**NOTIFICATION NO.02/2019, DATED:26-07-2019**

**PANCHAYAT SECRETARY GRADE-VI (DIGITAL ASSISTANT) IN A.P.  
PANCHAYAT RAJ SUBORDINATE SERVICE (GENERAL RECRUITMENT)**

**PARA – 1:**

1.1. Applications are invited online for recruitment to the post of Panchayat Secretary Grade-VI (Digital Assistant) (11,158 posts) in A.P. Panchayat Raj Subordinate Service from eligible candidates within the age group of 18 to 42 years as on 01.07.2019. The Panchayat Secretary Grade-VI (Digital Assistant) post carries the pay scale of Rs.14,600-44,870 in RPS 2015.

**Note:-** The candidates on selection and appointment will be paid Rs. 15,000/- PM as consolidated pay for a period of 2 years. They will be given regular scale of pay after satisfactory completion of 2 years probation. The selected candidates on appointment will be deployed to work in the Village Secretariats established in the Gram Panchayats as per G.O.Ms.No. 110, Panchayati Raj and Rural Development (MDL-1) department dated, 19.07.2019.

1.2. The proforma application will be available on the Website (<https://gramasachivalayam.ap.gov.in>) from 27.07.2019 to 10.08.2019 (Note:10/08/2019 is the last date for payment of fee up to 11:59 midnight).

1.3. Before applying for the post, an applicant shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Website viz., <https://gramasachivalayam.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. Applicants need to apply for the post using the OTPR user ID through the above said website.

1.4. The Written Examination is likely to be held on 1<sup>st</sup> September 2019. There would be objective type questions which are to be answered on offline mode using OMR sheet. Instructions on written examination are given in Annexure.III.

1.5. The applicant is required to visit the website "<https://gramasachivalayam.ap.gov.in>" regularly to keep himself/ herself updated until completion of the recruitment process. The <https://gramasachivalayam.ap.gov.in> website information is final for all correspondence.

1.6. HALL TICKETS can be downloaded (3) days before commencement of examination.

1.7. All desirous and eligible candidates shall apply online after satisfying themselves that they are eligible 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 is taken as authentication that he/ she has read the notification and shall abide by the terms and conditions laid down there under.

1.8. The details of vacancies are as follows:-

**Panchayat Secretary Grade-VI (DIGITAL ASSISTANT):**

**VACANCIES**

Sl.No	Name of the District	No.of Reserved for Local STs in Scheduled areas	No.of Posts in Plain Mandals	No. of vacancies
1	Srikakulam	23	812	835
2	Vizianagaram	63	601	664
3	Visakhapatnam	212	527	739
4	East Godavari	139	1132	1271
5	West Godavari	61	877	938
6	Krishna	-	845	845
7	Guntur	-	872	872
8	Prakasam	-	884	884
9	SPSR Nellore	-	665	665
10	Chittoor	-	1035	1035
11	Ananthapuramu	-	896	896
12	Kurnool	-	881	881
13	YSR Kadapa	-	633	633
	<b>TOTAL</b>	<b>498</b>	<b>10660</b>	<b>11158</b>

Note-1: The details of vacancies viz., Community, District and Gender wise (General/ Women) may be seen at Annexure-I.

Note-2: The number of vacancies notified may increase or decrease as per actual requirement.

**PARA-2: ELIGIBILITY:**

- i. He/ She is of sound health, active habits and free from any bodily defect or infirmity rendering him/her 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.
- iv. He/ She is a citizen of India and resident of Andhra Pradesh.

**PARA-3: EDUCATIONAL QUALIFICATIONS:**

The candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post on the date of the notification.

Name of the Post	Educational Qualifications
Panchayat Secretary (Grade - VI) (DIGITAL ASSISTANT) in A.P. Panchayat Raj Subordinate Service	Must have passed the Degree or Diploma in Electrical, Electronics, Computers, IT, Instrumentation, BCA/MCA, any degree with computers as one of the subjects such as B.Sc.,(Computers)/ B.Com.,(Computers) from any University in India established or incorporated by or under a Central Act, State Act or a Provincial Act or an Institution recognized by the University Grants Commission (or) by a recognized State Board of Technical Education and Training.

#### **PARA- 4 RESERVATIONS:**

- 4.1 There will be reservations in direct recruitment in respect of Scheduled Tribes, Scheduled Castes, Backward Classes, Physically Challenged and Women as per Rule 22 and 22 (A) of A.P. State and Subordinate Service Rules.
- 4.2 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 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.
- 4.3 The meritorious sportsman means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports/games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below; and any other games/sports as may be specified by the Government from time to time, in terms of Rule 2 (19) of AP State and Subordinate Service Rules.
- 4.4 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”.
- 4.5 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: No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste. BCs, SCs & STs belonging to other States are not entitled for reservation.
- 4.6 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 Admn (Services -D) Dept., dated: 04.03.2013. Hence all the disabled categories are allowed to apply.
- 4.7 There shall be Reservation to Women horizontally to an extent of 33 1/3% as per G.O. Ms. No. 63, GA (Ser-D) Dept., dated:17.04.2018.
- 4.8 The reservation to meritorious sports persons will apply as per G.O.Ms.No.13, GA (Ser-D) Dept., dated:23.01.2018, G.O.Ms.No.74, youth, advancement, Tourism and Culture (Sports) Dept., dated:09.08.2012 and G.O.Ms.No.473, youth, advancement, Tourism and Culture (Sports) Dept., dated: 03.12.2018.
- 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 to be belonging to 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 (Tahasildar) 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 is otherwise eligible in all aspects.
- 4.11 In case of posts allotted for scheduled areas only local schedule tribe candidates are eligible to apply. Local ST candidate means the candidate belonging to the Scheduled Tribes notified as such under Article 342 of the Constitution of India and the candidates themselves or their parents have been continuously residing in the scheduled area of the districts in which they are residents till to date since 26<sup>th</sup> January 1950.

**PARA - 5: RESERVATION TO LOCAL CANDIDATES:**

- 5.1 The specification of a post is determined by the Department with reference to both vertical and horizontal reservations as well as local reservation. The reservations are specified by the 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.

**PARA -6 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 in 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 provisions of the PRESIDENTIAL ORDER 1975 in this regard.
- 6.5 Candidates who migrate from Telangana to Andhra Pradesh between 2<sup>nd</sup> June, 2014 and 1<sup>st</sup> June, 2019 (in this case till date of notification) 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.

Sl.No	Name of the District
1	Srikakulam (SKM)
2	Vizianagaram (VZM)
3	Visakhapatnam (VSP)
4	East Godavari(EG)
5	West Godavari(WG)
6	Krishna( KST)
7	Guntur (GNT)
8	Prakasam (PKM)
9	SPSR Nellore (NLR)
10	Chittoor (CTR)
11	Ananthapuramu (ATP)
12	Kurnool (KNL)
13	YSR Kadapa (KDP)

### **PARA- 7 AGE:**

- 7.1 No person shall be eligible for direct recruitment if he/she is less than 18 years of age and if he / she is more than 42 years of age as on 01.07.2019 as per G.O.Ms.No.132,GA (Ser-A) Dept., dated:15.10.2018. Candidates should not be born earlier than 02.07.1977 and not later than 01.07.2001.

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

Sl.No	Category of candidates	Relaxation of age permissible
1.	SC/ST and BCs	5 years
2.	Physically Handicapped	10 years
3.	Ex. Service men	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
4	N.C.C (who have worked as instructor in NCC)	
5	A.P State Government Employees (Employees of APSEB, APSRTC, Corporations, Municipalities etc., are not eligible)	Upto a maximum 5 years based on the length of regular service.
6	Retrenched temporary employees in the state Census department with a minimum service of 6 months	3Years
7	Widows, divorced women and women judicially separated from their husbands who are not remarried and belonging to SC/ST category covered under 12 (b) (iii) of AP state and Subordinate Service Rules, 1996 with reference to posts of Junior Assistants or less	Upper age limit is 48 years
8	Widows, divorced women and women judicially separated from their husbands who are not remarried and not belonging to SC/ST category covered under 12 (b) (iii) of AP state and Subordinate Service Rules, 1996 with reference to posts of Junior Assistants or less	Upper age limit is 43 years
9	Candidates who are working on temporary basis as Data Entry Operators in Gram Panchayats.	Up-to a maximum of 5 years or length of service in years whichever is less.

**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.

**PARA - 8 HOW TO APPLY:**

**STEP-I:** Candidates applying for the first time for any notification has to first fill the One Time Profile Registration (OTPR) application carefully to obtain OTPR ID in the website (<https://gramasachivalayam.ap.gov.in>) while filling the OTPR, the candidate has to ensure that the particulars are filled correctly. The Department bears no responsibility for the mistakes, if any,

made by the candidates. If candidates choose to modify, they may click the button "Edit" and make required changes. Thereafter, click the button "submit the registration" to save details and obtain OTPR ID, and proceed to STEP-II (If candidates have already registered and have the OTPR ID, then he/she can proceed to STEP-II Directly)

**STEP-II:** The applicant has to login in the website(<https://gramasachivalayam.ap.gov.in>) with the username OTPR ID and the Password (Date of Birth) given by Candidate. After Login, the applicant has to click on the "Submit Online Application" in the home page. After successful Submission of Application, application ID will be generated. Applicant has to proceed to the payment form.

**STEP-III: PAYMENT PROCESS:** After Submission of Online Application, the applicant has to click on the payment link. The basic details required for calculation of the fee and age relaxation will be pre-populated. The applicant has to verify all the details that are displayed. Once the payment form is submitted, the respective details pertaining to payment made will not be altered in any stage of application processing. On successful payment, the reference ID is generated which indicates completion of Registration. In case if the payment process is not successful, then the applicant should initiate fresh payment.

**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.

**NOTE:**

- A. The Department is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form online. The applicants are therefore, advised strictly to follow the instructions given in the user manual.
- 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 permitted till the last date of the submission of application.
- 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 Department 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. 200/- (Rupees Two Hundred only) towards application processing fee and Rs. 200/- (Rupees Two Hundred only) towards examination fee.

(i) The candidate applying as non-local candidate in addition to his/her local district will be charged an additional fee of Rs. 100/- per district (Maximum of 3 districts)

9.2 However, the following categories of SC,ST,BC,PH& Ex- Service men, candidates are exempted from payment of examination fee Rs. 200/- (Rupees Two hundred only) and Additional Fee of Rs.100/- (Rupees one hundred only) per district (Maximum of 3 districts) only.

**Fee Structure:**

Category	Application Fee	Examination Fee	Candidates applying for non-local districts per district
OC	Rs. 200	Rs. 200	Rs. 100
SC/ST/BC/PHC/Ex Servicemen	Rs. 200	-	-

**9.2 (b) MODE OF PAYMENT:**

(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 entitle total rejection of application.

(iii) IPOs / Demand Drafts are not accepted.

**PARA-10: SCHEME OF EXAMINATION:**

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

**PARA - 11: CENTRES FOR WRITTEN EXAMINATION:**

The candidate has to choose a district of his/her choice for appearing for the OMR based written examination. He/she can accordingly indicate the order of preference of 3 districts among which he/she will be allotted to one of the examination centers as per administrative convenience. However best effort will be made to accommodate the candidate in 1<sup>st</sup> or 2<sup>nd</sup> choice district

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

12.1 The key will be published in the website after conduct of the examination. Any objections with regard to the key and any other matter shall be filed within 3 days after publication of the key in the prescribed proforma available in the website.

- 12.2 The objections received in the prescribed proforma and within due date will be referred to Expert Committee for opinion and to take appropriate decision thereon by the Department. As per decision of the Department a revised key will be hosted and it will be final. In the event of any question found improper by the expert committee, it will be reckoned for adding marks for all the candidates.
- 12.3 Any objection filed after expiry of specified time from the date of publication of key would not be entertained.

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

- 13.1 **Vacancies:** The recruitment will be made to the vacancies notified. 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. In any case, no cognisance will be taken by Department of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the Department as far as this Notification is concerned, and these will be further dealt with as per G.Os. cited above.
- 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 Department from time to time. In A.P. Panchayat Raj Subordinate service rules issued in G.O.Ms.No.84, PR & RD (Mdl-II) Dept., dated:24.02.2010 and Special Rules / Adhoc Rules Governing the recruitment and other related GOs, Rules etc., subject to the amendments as per G.O.Ms.No. 110 PR&RD (Mdl.I) Dept., Dt: 19.07.2019 are applicable.
- 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 Department is empowered as per 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 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.
- 13.5 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. These posts are district cadre.
- 13.6 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, to their Head of Office/ Department that they have applied for this recruitment.

- 13.7 A candidate shall be disqualified for appointment, if he/she himself/herself or through relations or friends or any others has canvassed or endeavored to enlist for his/her candidature, extraneous support, whether from official or non-official sources for appointment to this service.
- 13.8 Evaluation of various physical disabilities and procedure for certification will be as per rules in vogue.
- 13.9 The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the Distance Education Council, Government of India. Unless such Degrees have been recognized 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 recognized, rests with the candidate. Candidates may also refer G.O.R.T.No.143, Higher Education (EC) Dept., Dated:11.07.2018 and the Supreme Court judgment dated:03.11.2017 in this connection.

**PARA- 14 Please read the following 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 Each District is the unit of appointment. District Selection Committee (DSC) is the selection authority and the District Collector is the appointing authority. The DSC will follow the principle of order of merit and the selection process is carried out with utmost regard to secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed. The committee of Secretaries constituted under G.O.Rt. No. 449, PR & RD (MDL-1), dated 19.07.2019 will provide support for the conduct of the examination.
- 15.2 The selection of candidates for appointment to the posts shall be based on the merit in the OMR based written examination, to be held as per the scheme of examination enunciated at para 10 above. However the data entry operators working in Gram Panchayats on temporary basis will be added with a maximum weightage of 15 Marks @ 1.5 marks for every 6 months of working in Gram Panchayats. Candidates should submit a certificate to this effect issued by the District Panchayat Officer concerned.
- 15.3 The minimum qualifying marks for consideration of a candidate to the selection process are 40% for OCs, 35% for BCs, and 30% for SCs, STs and PHs or as per rules. In the event of Schedule Caste & Schedule Tribe candidates not coming up for selection with the existing minimum prescribed for selection in the examination conducted their selection shall be considered on the basis of rank with reference to their performance in the OMR based written examination irrespective of the marks secured.  
N.B.: Mere securing of minimum qualifying marks does not confer any right to the candidate for being considered to the selection
- 15.4 Where the candidates get equal number of marks in the OMR based written 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.

- 15.5 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.
- 15.6 In the event of a candidate getting selected to a post, he/she should stay/reside in the village where he/she is posted.
- 15.7 ANSWER KEY AND MARKS: Answer key would be published on the website and marks of each candidate are also displayed on 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 DEPARTMENT, 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 DEPARTMENT is vested with the 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 duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Department 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 Department.
- 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 State Government.
- 16.5 **ELECTRONIC GADGETS BANNED:**
  - (a) The use of any mobile (even in switched off mode), pager, scientific 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/ pagers to the venue of the examination, as arrangement for safe – keeping cannot be assured.

**PARA-17: DEPARTMENT'S DECISION TO BE FINAL:**

The decision of the Department 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, Department 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 the Department at any stage.

**PLACE:**

**DATE: 26.07.2019**

**COMMISSIONER, PR&RD.**



8	PKM	OPEN	48	28	17	9	7	4	9	4	10	6	2	0	8	4	5	2	1	1	1	1	2	0	4	3	176	884
		LOCAL	191	114	71	35	29	14	36	14	42	29	4	3	35	14	21	7	5	2	5	2	4	3	14	14	708	
		Schedule Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	NLR	OPEN	36	21	13	7	6	3	7	3	7	5	2	0	5	3	3	2	1	1	1	1	1	0	3	2	133	665
		LOCAL	144	86	53	26	20	11	26	11	32	21	3	2	27	11	16	5	3	2	4	1	4	2	11	11	532	
		Schedule Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	CTR	OPEN	56	33	21	11	8	4	10	5	12	8	2	0	10	4	6	2	2	1	1	1	2	0	4	4	207	1035
		LOCAL	223	133	82	41	34	17	42	16	50	33	6	3	40	17	24	9	5	3	6	3	5	3	17	16	828	
		Schedule Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	ATP	OPEN	48	29	18	9	7	4	10	4	10	6	2	0	8	4	5	2	1	1	1	1	2	0	4	3	179	896
		LOCAL	194	115	71	36	29	14	35	14	44	29	4	3	37	14	22	7	5	2	5	2	4	3	14	14	717	
		Schedule Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	KDP	OPEN	34	20	12	7	5	3	6	3	7	5	2	0	5	3	3	2	1	1	1	0	1	0	3	2	126	633
		LOCAL	137	81	51	25	21	10	26	10	30	20	3	2	25	10	15	5	3	2	4	2	3	2	10	10	507	
		Schedule Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	KNL	OPEN	48	28	17	9	7	4	9	4	10	6	2	0	8	4	5	2	1	1	1	1	2	0	4	3	176	881
		LOCAL	190	113	71	35	28	14	36	14	42	29	4	3	35	14	21	7	5	2	5	2	4	3	14	14	705	
		Schedule Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL			2879	1708	1063	535	715	387	535	219	631	421	76	35	521	217	313	111	77	43	77	39	79	32	231	214	11158	11158

Note:SKM-Srikakulam, VZM-Vizianagaram, VSP-Visakhapatnam, EG-East Godavari, WG-West Godavari, KST-Krishna, GNT-Guntur, PKM-Prakasam, NLR-SPSR Nellore, CTR-Chittoor, ATP-Ananthapuramu, KDP-YSR Kadapa, KNL-Kurnool.

**ANNEXURE-II**  
**SYLLABUS FOR GENERAL POSTS – PANCHAYAT SECRETARY GRADE. VI**  
**DIGITAL ASSISTANT**

<b>Written examination (Objective Type)</b>	<b>No., of questions</b>	<b>Duration (minutes)</b>	<b>Maximum Marks</b>
<b><u>Part- A :</u></b> General Studies , Mental Ability, Indian History, Polity, Economy, Geography etc., with special reference to Andhra Pradesh	50	50	50
<b><u>Part – B :</u></b> Engineering Subjects	100	100	100
<b>TOTAL</b>			<b>150</b>

**Note:-** For each correct answer 1 mark will be awarded and each wrong answer will carry 0.25 negative mark.

**SYLLABUS FOR EXIMANITION TO THE POST OF PANCHAYAT SECRETARY (GRADE-VI DIGITAL ASSISTANT) IN A.P. PANCHAYAT RAJ SUBORDINATE SERVICE**

**PART-A**

**GENERAL STUDIES AND MENTAL ABILITY**

1. General Mental ability and reasoning.
2. Quantitative aptitude including data interpretation.
3. General English.
4. Current affairs of regional, national and International importance.
5. General Science and its applications to the day to day life, Contemporary development in science and Technology and information Technology.
6. History & Culture of India with specific focus on AP.
7. Indian polity and governance: constitutional issues, 73/74<sup>th</sup> Amendments, public policy, reforms ad center – state relations with specific reference to Andhra Pradesh.
8. Society, Social justice, rights issues.
9. Physical geography of Indian sub-continent and Andhra Pradesh.
10. Key welfare & development schemes of Government of Andhra Pradesh.

**PART-B**

**ENGINEERING SUBJECTS**

1. **Data Structures:** Introduction to Data Structures, Arrays, **Stacks** – Stack Operations, Applications of Stacks, **Queues** – Types of Queues, Operations on Queues, Applications, **Linked Lists:** Types of Lists, Operations on Linked Lists, Representation of Lists, Applications, **Trees:** Trees, Binary Trees Tree Traversals Techniques (Preorder, Inorder, Postorder), **Graphs:** Introduction, Types of Graphs, Graph Traversal Techniques (BFS & DFS), **Searching and Sorting:** Linear Search, Binary Search, Bubble Sort, Selection Sort, Insertion Sort, Quick Sort.
2. **Data Base Management Systems:** Introduction to DBMS, Characteristics, Data Models, Architecture, **Database Design** - Data Modeling, **Dependency** - Functional Dependencies, Lossless decomposition, Normal forms, **Working with Tables** - Data



Definition Languages (DDL), Data Manipulation Language (DML), Functions and Grouping, Joins and Set operations.

3. **Operating Systems:** Introduction to Operating System, Types of Operating System, OS Structure and its Components, Objectives of OS, Functions of OS, Services provided by OS, The Evolution of Operating Systems **Process Management** - Process, Process Scheduling, Process Control Block, CPU Scheduling Algorithms, **Memory Management** - Dynamic Loading and Linking, Overlays, Logical and Physical Address Space, Contiguous Allocation – Internal & External Fragmentation, Non Contiguous Allocation - Paging and Segmentation schemes.
4. **Computer organization:** Fundamentals of Computers, Components of Computer System, Types of Softwares, Utility Softwares, Main memory and its types, Memory hierarchy, Characteristics of memory, Locality of Reference, External Memory, Basics of RAID, Input/Output, **Modes of I/O Data Transfer** – Programmed I/O, Interrupt Driven I/O, Direct Memory Access (DMA), **Computer Arithmetic** - Integer Representation and Arithmetic, Floating Point Representation and Arithmetic.
5. **Number Systems and Digital circuits:** Number Systems, Conversion of Number system, Complements, Subtraction with complements, Alpha Numeric Representation, Fixed and Floating Point Representation, Character Representation **Digital Circuits** -Logic Gates, Boolean Algebra Theorems.
6. **Programming Languages:** Algorithm and its efficiency, Flowchart, **C Fundamentals** – Tokens, variables, expressions, Operators, Flow Control Statements, break and continue, goto statements, Loop Control Statements, Functions, recursion, storage classes, Structures and Unions, Pointers, Arrays, Dynamic Memory Allocation Functions, **OOPS Concepts** - Class, Objects, Data Encapsulation, Data Hiding, Inheritance, Polymorphism, Function Overloading, Operator Overloading, Type Conversions, Constructors and Destructors, friend functions, this pointer, Inheritance and its types.
7. **Computer Networks: Introduction to Computer Networks** - Network topologies, Network classifications, Overview of OSI reference model and TCP/IP protocol suite, **Transmission Media**– Wired and Wireless Transmission, Networks Switching Techniques, **Multiple Access Protocols** - CSMA/CD protocols, Ethernet LANS, repeaters, hubs, switches, bridges, router and gateways, **Networks Layer Functions** – Routing, Routing algorithms, IP protocol, **Transport Layer Functions** - Error and Flow control, Three way handshake, **Application layer protocol** - Overview of DNS protocol, WWW &HTTP protocols, **Network Security Basics** - Confidentiality, Integrity, Availability, Security Policies, Security Mechanisms, Transposition, Substitution, Steganography, Ceaser Cipher, Symmetric crypto System vs Asymmetric crypto System, Active and Passive Attacks, **Firewalls** – Firewall and its types, **Intruder** - Intrusion Detection System (IDS) - Network Intrusion Detection Systems (NIDS) and Host-Based Intrusion Detection Systems (HIDS), **Virus and related threats** - Virus, Worms, Trojan Horses, Spyware and Adware, Rootkit, Zoombies, Botnets, Scareware.
8. **Circuit Theory, Electronic Devices and Circuits:**
  - Mesh Current and Node voltage analysis –Network theorems – Thevenin’s, Norton’s, Maximum Power Transfer, Superposition and Reciprocity theorems – Series and Parallel Resonance – Q Factor- Selectivity – Bandwidth – Linear wave shaping circuits.
  - **Semiconductor diodes** – varactor diode – zener diode - Clippers and Clampers – **Transistors** – FETs – UJT (characterstics only) – Power supplies – Rectifiers and Filters – HW, FW and Bridge type – Capacitor, Inductor, L-section filter – **Series and shunt regulators** – **Transistor amplifiers** –

CE,CC and CB configurations – Biasing techniques – RC coupled, Differential amplifiers – Feedback, Power and Tuned amplifiers

#### 9. **Communication Engineering:**

- **Analog – Need for Modulation** – Types of Modulation (AM, FM, PM – Modulation Index – Transmitters – Receivers – Characteristics- Sensitivity, Selectivity, Wave Propagation – Ground, Sky and Space waves – Properties. Digital – Pulse modulation – PCM, Delta modulation – Data codes – Synchronous and Asynchronous transmission – error detection and correction – Digital modulation – ASK, FSK, PSK and QAM – Generation and detection – Multiplexing – TDM, FDM – Multiple Access – TDMA.
- **Antennas** – Radiation resistance – beam width – Polarization – Directivity – Efficiency – bandwidth-gain – folded dipole – arrays – broadside – end fire – Yagi, Log periodic, Turnstile antennas – Parabolic reflectors – beam width, gain and applications.

#### 10. **D.C. Machines and A.C. machines:**

- **DC Machines, Batteries and Measuring Instruments: DC Generators**, EMF equation, Characteristics, Efficiency and Parallel operations. **DC Motors** : Principle of operations, Back EMF, Torque Equation, Types, armature reaction, Characteristics, Starters, Speed control, Losses, Efficiency **A.C. Circuits:** Fundamentals, Series and parallel R-L-C Circuits, Resonant circuits, Polyphase Circuits, **Transformer** : Single phase Transformer, Operation, Equivalent circuit, regulation, efficiency, Three phase Transformers, Auto Transformers.
- **AC Machines : Alternators** : Operation, EMF equation, regulation, **Synchronous Motors** : Operation and performance, effects of Excitation, V – Curve and inverted V- curve, **Three phase induction Motors** ; Principle of operation, Torque Equation, Slip torque characteristics, losses, efficiency, speed control

#### 11. **Power System generation and Protection:**

- **Generating Stations:** Working, Comparison of thermal, Hydel, Nuclear and Gas Power Stations, power factor correction and economy.
- **Power station Protection:** Circuit Breakers – Types, Principles of operation and uses,
- **Transmission and Distribution:** Types of supply systems, Transmission line parameters, inductance and capacitance, performance of short and medium lines, regulation, Ferranti effect, Corona, Basic Concepts of HVDC Transmission Advantage and disadvantages of HVDC Transmission

#### 12. **Electrical & Electronic Measuring Instruments:**

- **Analog Instruments** – Extension of range of Ammeter, Voltmeter and Ohmmeter – FET Voltmeter – Differential voltmeter – Digital instruments – Ramp – Dual slope integration- successive approximation – digital frequency meter-digital LCR meter – CRO – CRT-time base generator – deflection sensitivity – triggered sweep circuits – CRO applications.
- **Classification**, Principle of Operation of Moving coil, moving iron, Dynamometer type, Induction type meters, Instrument transformers, Induction type energy meter, PF meter, Frequency meter, Measurement of Resistance, Transducers and Sensors – Types, Thermistor, Thermocouple, Pressure Transducers and Strain gauges.

**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 Department 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 photo and signature together scanned and uploaded through .jpg format not exceeding 50 KB.
- 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 department, as and when called for. If candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any further correspondence.

**B. INSTRUCTIONS REGARDING OMR BASED WRITTEN EXAMINATION FOR CANDIDATES :**

- 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 the OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

### **C. GENERAL INSTRUCTIONS TO CANDIDATES:**

- C.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 Department 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 Department Office.
- C.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.
- C.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.
- C.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 Department or that the entries made by the candidate in his/her application have been accepted by the Department 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.
- C.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. Non programmable calculators would be permitted, wherever necessary. 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.
- C.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.

- C.7. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.
- C.8. 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 Examination. Action will be taken to penalize as per G.O.Ms.No.385, G.A. (Ser. A) Dept., Dt.18/10/2016.
- C.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 Department 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
- C.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.
- C.11. The candidate will not be admitted to the examination Hall without procedural formalities.
- C.12. The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.
- C.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.
- C.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)

- 1 Adi Andhra
- 2 Adi Dravida
- 3 Anamuk
- 4 Aray Mala
- 5 Arundhatiya
- 6 Arwa Mala
- 7 Bariki
- 8 Bavuri
- 9 Beda Jangam, Budga Jangam (In Districts of Hyderabad, Rangareddy, Mahaboobnagar, Adilabad, Nizamabad, Medak, Karimnagar, Warangal, Khammam and Nalgonda)\*
- 10 Bindla
- 11 Byagara, Byagari\*
- 12 Chachati
- 13 Chalavadi
- 14 Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas\*
- 15 Chambhar
- 16 Chandala
- 17 Dakkal, Dokkalwar
- 18 Dandasi
- 19 Dhor
- 20 Dom, Dombara, Paidi, Pano
- 21 Ellamalwar, Yellammalawandlu
- 22 Ghasi, Haddi, Relli, Chachandi
- 23 Godagali, Godagula (in the Districts of Srikakulam, Vizianagaram & Vishakapatnam) \*
- 24 Godari
- 25 Gosangi
- 26 Holey a
- 27 Holey a Dasari
- 28 Jaggali
- 29 Jambuwulu
- 30 Kolupulvandlu, Pambada, Pambanda, Pambala \*
- 31 Madasi Kuruva, Madari Kuruva
- 32 Madiga
- 33 Madiga Dasu, Mashteen
- 34 Mahar
- 35 Mala, Mala Ayawaru \*
- 36 Mala Dasari
- 37 Mala Dasu
- 38 Mala Hannai
- 39 Mala Jangam
- 40 Mala Masti

- 41 Mala Sale, Netkani
- 42 Mala Sanyasi
- 43 Mang
- 44 Mang Garodi
- 45 Manne
- 46 Mashti
- 47 Matangi
- 48 Mahter
- 49 Mitha Ayyalvar
- 50 Mundala
- 51 Paky, Moti, Thoti
- 52 (Omitted)\*
- 53 Pamidi
- 54 Panchama, Pariah
- 55 Relli
- 56 Samagara
- 57 Samban
- 58 Sapru
- 59 Sindhollu, 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)

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

### **LIST OF SCHEDULED TRIBES**

1. Andh, Sadhu Andh \*
2. Bagata
3. Bhil
4. Chanchu (Chenchwar omitted) \*
5. Gadabas, Boda Gadaba, Gutob Gadaba, Kallayi Gadaba, Parangi Gadaba, Kathera Gadaba, Kapu Gadaba \*
6. Gond, Naikpod, Rajgond, Koitur \*
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Kolawar \*
13. Konda Dhoras, Kubi \*
14. Konda Kapus
15. Konda Reddis
16. Kondhs, Kodi, Kodhu, Desaya Kondhs, Dongria Kondhs, Kuttiya Kondhs, Tikiria Khondhs, Yenity Khondhs, Kuvinga \*
17. Kotia, Benthoriya, Bartika, Dulia, Holva, Sanrona, Sidhopaiko (Dhulia, Paiko, Putiya-omitted \*)

18. Koya, Doli Koya, Gutta Koya, Kammara Koya, Musara Koya, Oddi Koya, Pattidi Koya, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Raj Koya (Goud-omitted \*)
19. Kulia
20. Malis (excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal District)
21. Manna Dhora
22. Nayaks (in the Agency tracts)
23. Mukha Dhora, Nooka Dhora
24. Pardhan
25. Porja, Parangi Perja
26. Reddi Dhoras
27. Rona, Rena
28. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras
29. Sugalis, Lambadis, Banjara \*
30. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)
31. Valmiki (in the Scheduled Areas of Vishakapatnam, Srikakulam, Vizianagaram, East Godavari and West Godavari Districts \*)
32. Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi \*
33. Yerukulas, Koracha, Dabba Yerukula, Kunchapuri Yerukula, Uppu Yerukula \*
34. Nakkala Kurivikaran (Nakkala – A.P. Gazette, Part – III (B) Central Acts ordinance and Regulations Issue No. 05 Dt. 02/10/2003 )
35. Dhulia, Paiko, Putiya (in the districts of Vishakapatnam, Vizianagaram \*)

\* As for the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002, Act No. 10 of 2003

## **LIST OF SOCIALLY 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.,

1. Agnikulakshatriya, Palli, Vadabaliya, Besta, jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshatriya (Vannekapu, Vannereddi, Pallikapu, Pallireddy Neyyala and Pattapu) \*Mudiraj / Mutrasi / Tenugollu, The G.O. Ms.No. 15 BCW(C2) Dept., dt. 19/02/2009 is suspended. Hence the inclusion of Mudiraj / Mutrasi / Tenugollu is suspended) vide Hon'ble A.P. High Court orders in WP No. 2122/2009 dated: 29-04- 2009.
2. Balasanthu, Bahurupi.
3. Bandara
4. Budabukkala
5. Rajaka (Chakali Vannar)
6. Dasari (formerly engaged in bikshatana)  
(amended vide G.O.Rt.No. 32, BCW(M1) Department, dated 23/02/1995)
7. Dommara
8. Gangiredlavaru
9. Jangam (whose traditional occupation is begging)
10. Jogi



11. atipapala
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. Mondivaru, Mondibanda, Banda
16. Nayee Brahmin (Mangali), Mangala and Bajantri  
(amended vide G.O.Ms.No. 1, BCW(M1) Department, dated 6/1/1996)
17. Nakkala (Deleted vide G.O. Ms. No. 21, BCW(C2) Dept., Dt. 20/06/2011)
18. Vamsha Raj (amended vide G.O.Ms.No. 27, BCW(M1) Department, dated 23/06/1995 deleting the Original name Pitchiguntla)
19. Pamula
20. Pardhi (Mirshikari)
21. Pambala
22. Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu (Dammali, Dammala, Dammula, Damala Castes confined to Srikakulam dist. Vide G.O.Ms. No.: 9 BCW(C2) Dept., Dt. 9/04/2008)
23. Veeramushti (Nettikotala), Veera bhadreeya (Amended vide G.O. Ms. No. 62, BCW (M1) Dept., Dt. 10/12/1996)
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)
39. Mehator (Muslim) (Govt. Memo No. 234-VI/72-2, Edn., Dt. 05.07.1972). 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, sountia, 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, Nayanivaru, 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.

46. Rajannala, Rajannalu of Karimnagar, Warangal, Nizamabad and Adilabad Districts only. (included in vide G.O.Ms. No. 44 B.C.W(C2) Dept., Dt.07/08/2008).
47. Bukka Ayyavars, Included vide G.O.Ms.No. 6 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
48. Gotrala, Included vide G.O.Ms.No. 7 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana Region only.
49. Kasikapadi / Kasikapudi, Included vide G.O.Ms.No. 8 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Hyderabad, Rangareddy, Nizamabad, Mahaboobnagar and Adilabad Districts of Telangana Region only.
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.
51. Sikligar / Saikalgar, Included vide G.O.Ms.No. 10 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
52. Poosala included vide G.O. Ms.No. 16 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
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
2. Aryakshatriya, Chittari , Giniyar, Chitrakara, Nakshas (Muchi Telugu Speaking deleted vide G.O. Ms. No. 31, BCW (M1) Dept., 11.06.1996)
3. Devanga
4. Goud (Ediga) Gouda (Gamella) Kalalee, Goundla, Settibalija of Vishaphapatnam, East Godavari, West Godavari and Krishna Districts and Srisayana (Segidi) – (amended vide G.O. Ms. No. 16, BCW (A1) Dept., dt. 19.06.1997
5. Dudekula, Laddaf, Pinjari or Noorbash
6. Gandla, Telikula, Devatilakula (Amended vide G.O. Ms. No. 13, BCW(A1) Dept., dt. 20.05.1997)
7. Jandra
8. Kummara 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, Puragirikshatriya)
16. Nessi 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 Thogataveerakshtriya

21. Viswabrahmin, Viswakarma (Ausula or Kamsali, Kammari, Kanchari Vadla or Vadra or Vadrangi and Silpis)  
(Viswakarma added vide G.O. Ms. No. 59 BCW(M1) Dept., Dt. 06.12.1995)
22. Kunchiti, Vakkaliga, Vakkaligara, Kunchitiga of Anantapur Dist. Only vide G.O. Ms.No. 10 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
24. Bondili (included in vide G.O.Ms. No. 42, B.C.W(C2) Dept., Dt.07/08/2008)
25. Are Marathi, Maratha(Non-Brahmins), Arakalies and Surabhi Natakavallu. (included in vide G.O.Ms. No. 40, B.C.W(C2) Dept., Dt.07/08/2008)
26. Neeli (included in vide G.O.Ms. No. 43, 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 Hyderabad and Ranga Reddy District only.
28. Gudia/Gudiya, included vide G.O.Ms. No. 14, Backward Classes Welfare (C2) Dept., Dt. 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, G.A.(Ser.D) Dept., dt. 02/04/1981)**

### **GROUP – D (Other Classes)**

1. Agarar
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
14. Surya Baliya, (Kalavanthulu) Ganika (amended vide G.O.Ms. No. 20, BCW(P2) Dept., Dt. 19.07.1994)
15. Krishanabaliya (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 (Telangana)

21. Nagavamsam (Nagavamsa) vide G.O.Ms.No. 53, BC Welfare Dept., dated:19/09/1996
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)
29. Tammali (Non-Brahmins) (Shudra Caste) whose traditional occupation is playing musical instruments, vending of flowers and giving assistance in temple service but not Shivarchakars. Included vide G.O. Ms. No. 7, Backward Classes Welfare (C2) Dept., Dt. 19/02/2011).
30. **Turupukapus or Gajula kapus** {... the words "of Srikakulam, Vizianagaram andVishakapatnam Districts" were deleted vide G.O.Ms.No. 62, Backward Classes Welfare (C2) Dept., dt. 20/12/2008 and G.O. Ms.No. 19 Backward Classes Welfare (C2) Dept., dt. 19/02/2009} who are subject to Social customs or divorce and remarriage among their women (G.O. Ms. No. 65, E&SW, dt. 18.02.1994)
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)
35. Sadara, Sadaru of Anantapur Dist. Only vide G.O.Ms.No. 11 BCW (C-2) Dept., Dt. 9- 04-2008
36. Arava of Srikakulam District only. Included in vide G.O. MS. No. 24 BC W (C2) Dept., Dt. 4/07/08
37. Ayyaraka, of Srikakulam, Vizianagaram, 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
38. Nagaralu of Srikakulam, Vizianagaram, Visakhapatnam, Krishna, Hyderabad and Rangareddy Districts only. Included in vide G.O. MS. No. 27 BC W (C2) Dept., Dt. 4/07/08
39. Aghamudian, Aghamudiar, Agamudivellalar and Agamudimudaliar including Thuluva Vellalas of Chittoor, Nellore, Kurnool, 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. Atirasa 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.
42. Sondi / Sundi included vide G.O. Ms.No. 11 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
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.
44. Sistakaranam included vide G.O. Ms.No. 13 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
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.
46. Veerashaiva Lingayat/Lingabalija, included vide G.O. Ms.No. 22 Backward Classes Welfare (C2) Dept., dt. 28/02/2009.
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.
48. Kalinga Komati / Kalinga Vysya vide G.O. Ms. No.10 Backward classes Welfare(c) Department Dated.24.9.2014. The area of operation shall be confined to Srikakulam, Vizianagaram and Visakhapatnam districts only.

## **GROUP – E**

### **(Socially and Educationally Backward Classes of Muslims)**

1. Achchukattalavandlu, Singali, Singamvallu, Achchupanivallu, Achchukattuvaru, Achukatlavandlu.
2. Attar Saibuli, Attarollu
3. Dhobi Muslim/ Muslim Dhobi/ Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tskalas or Chakalas, Muslim Rajakas.
4. Faqir, Fhagir Budbudki, Ghanti, Fhagir, Ghanta Fhagir, 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 Gurravallu
8. Hajam, Nai, Nai Muslim, Navid
9. Labbi, Labbai, Labbon, Labba
10. Pakeerla, Borewale, Deraphakirlu, Bonthala
11. Kureshi/ Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
12. Shaik/ Sheikh
13. Siddi, Yaba, Habshi, Jasi
14. Turaka Kasha, Kakkukotte Zinka Saibulu, chakkidakanevale, Terugadu Gontalavaru, Thirugatiganta, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Thuraka Kasha
15. Other Muslim groups excluding Syed, Saiyed, Sayyad, Mushaik; Mughal, Moghal; Pathans; Irani; Arab; Bohara, Bohra; Shia Imami Ismaili, Khoja; 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.