GOVERNMENT OF ANDHRA PRADESH
N O T I F I C A T I O N

Ref.No:A3(DD-SW)/130/2017.   Social Welfare Department,
                                              YSR District, Kadapa,
                                              Dated: 17.12.2018.

RECRUITMENT TO THE POSTS OF JUNIOR ASSISTANT/ OFFICE SUBORDINATE / COOK / WATCHMAN / OFFICER WATCHER IN A.P.STATE AND SUBORDINATE SERVICES AND LAST GRADE SERVICES FOR LIMITED RECRUITMENT FOR BACKLOG VACANCIES EARMARKED FOR SCHEDULED CASTES/SCHEDULED TRIBES in YSR District Kadapa.

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Applications are invited from eligible **SCHEDULED CASTES / SCHEDULED TRIBES** candidates for appointment as JUNIOR ASSISTANT IN A.P.STATE AND SUBORDINATE SERVICES AND OFFICE SUBORDINATE / COOK / WATCHMAN / OFFICE WATCHER in Last Grade Services for limited recruitment of backlog vacancies **earmarked for Scheduled Castes / Scheduled Tribes**.

The eligible candidates have to apply through online only within 10 days from the date of Notification in the District Website: **kadapa.nic.in** The detailed information regarding eligibility and other instructions are available in the website: **kadapa.nic.in**.

CATEGORY WISE VACANCIES REPORTED IN CLASS-IV CATEGORY:

S.No	Name of the Post	SC		ST		Total No.of Posts
		General	Women	General	Women	
1	Junior Assistant	2(G)	1(W)	1(G)	1(W)	5
1	Office Subordinate	4 (G)	5 (W)	3 (G)	1 (W)	13
2	Cook	0	0	1 (G)	0	1
3	Watchman	1 (G)	1 (W)	0	2(W)	4
4	Office Watcher	0	1(W)		1(W)	2
Total		7	8	5	5	25

- **The vacancies given are subject to decrease or increase according to circumstances.**

- **The notification can be cancelled or some posts can be reduced at any point of time according to circumstances.**

EDUCATIONAL QUALIFICATIONS:

Sl. No.	CATEGORIES OF THE POST	EDUCATIONAL QUALIFICATIONS
1	2	3
(a)	Junior Assistant	**1.** Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification. **2.** Pass in Proficiency of Office Automation in Usage of Computer and Associated Software to be conducted by District Collector after selection.

(b)	Office Subordinate	Must have passed 7th class examination. Must be able to ride a Bicycle.
(c)	Cook	Must be able to read and write Telugu and Urdu or English or Hindi. Must have experience for one year in the relevant vacation.
(d)	Watchmen/ Office Watcher	Must have passed 5th class or its equivalent examination. Must be an Ex-Service man or must have been trained in Civil Defense or as a Home Guard. Must be able to ride a Bicycle.

Note:-**(a)**   No bonus marks will be given for higher qualification than the prescribed qualification.

(b)   No bonus marks will be given on registration of name in the Employment exchange.

(c)   The Candidates who have passed the qualifying examination by obtaining grades will be converted into percentage by using CGPA calculator **.**

(d)   No oral interview will be conducted.

AGE:

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

N.B: The Tahsildar is competent authority to issue certificates regarding certificate status of the candidates.

SCALE OF PAY: As per **AP – Revised Pay Scales – 2015**.

METHOD OF RECRUITMENT

1. The selection for the posts to limited recruitment of SC/ST backlog vacancies filled on the basis of marks obtained in the qualifying academic examination (i.e., Degree for Junior Assistant and prescribed education qualifications for the posts of i.e Office Subordinate, /Watchman/ Office Watcher 7th & 5th class as the case may be. The applicants must furnish connected Marks Memos).

2. Selection of applicant by the competent authority carries no guarantee of actual appointment .

3. The candidates who did not study 7th & 5th are not eligible to apply to the posts of Office Subordinate, Watchman, Office Watcher, respectively, since marks secured in 7th & 5th class are criteria for selection.

4. Selection of candidates to the posts of Cooks will be done by the committee constituted separately for this purpose.

5. The candidate to the posts of Cooks should enclose the experience certificate in the relevant vocation.

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

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

IMPORTANT INSTRUCTIONS

1. The eligible candidates have to apply through online only i.e., www.kadapa.nic.in (Kadapa District Website). No manual applications will be accepted.

2. The Candidate should print the Online generated application form, attach a passport size copy of recent photograph and affix his/her signature and submit the same to the concerned department (**for SC candidates Deputy Director (SW) and ST candidates   District Tribal Welfare Officer**) along with attested copies of the relevant certificates/documents through post/courier on or before **10.01.2019 duly mentioning the post applied for on the top of the envelop cover.** Applications received after the last date shall not be considered under any circumstances.

3. Candidates applying for more than one post should apply separately for each post.

4. **Reservation to local candidates** :-Reservation to the Local candidates is applicable as provided in the Rules and as amended 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 (from IV Class to X Class or SSC) OR Domicile Certificate only for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be kept ready with authorized signature to produce as and when required.

5. **DEFINITION OF LOCAL CANDIDATE** :-   The rule of Local Candidate will be followed by the Government Memo.No.17414/Ser.A/2007 GA (Ser.G) Department, Dt:**07.12.2007** is applicable.

6. Candidates must ensure that the addresses stated in their applications are correct and filled properly. Department will not take and accept any responsibility for change of addresses by candidates and non receipt of communications.

7. If study / domicile certificate is not produced by the candidate when required to be produced, he / she will be treated as NON LOCAL.

8. Applicant will be disqualified who attempts to canvas or to bring influence to bear on the District Selection Committee personally or by a letter. The same penalty will be imposed if any relative, friend, patron, official or other persons attempts to influence the Collector on behalf of the applicant.

9. Application in which any portion of the required information is not correctly and completely given will be summarily rejected.

10. Application from persons in the service of the Indian Union of a State in India or in the employ of local bodies whether they are permanent or approved probationers or probationers or holding the appointment on temporary or officiating basis which are not sent through the authority competent to appoint them in the posts which they are holding will be summarily rejected.

11. For any information / intimation/ publication of results / schedule of certificate verification etc., with regard to this notification, the candidates have to pursue through the following web sites www.kadapa.nic.in.

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<u>INSTRUCTIONS TO ELIGIBLE *SCHEDULED CASTES/ SCHEDULED TRIBES* CANDIDATES FOR APPOINTMENT **AS JUNIOR ASSISTANT, OFFICE SUBORDINATE / COOK / WATCHMAN / OFFICER WATCHER.**</u>

1. The eligible candidates have to apply on-line only (i.e., www.kadapa.nic.in). No manual applications will be accepted.

2. The website will be closed automatically on **31.12.2018** at 5.00 P.M.

3. The applicants are advised to enter their details carefully. Once submitted it is final and cannot be changed.

4. Candidates applying for more than one post should apply separately for each post. The candidates have to apply only once. If they have applied more than once, their candidature will be cancelled.

5. If any of the information furnished by the applicant is found to be incorrect in later stages, the candidature of the applicant will be cancelled and he will be prosecuted under the law.

6. If the applicant has the dual Bachelors Degree, it is his/her responsibility to enter the particulars of the degree in which he/she has got highest percentage of marks.

7. The merit list will be prepared based on the percentage of marks obtained in Bachelors Degree and 7th & 5th classes as per the category of post applied and displayed in the notice board of YSR District Kadapa official website **www.kadapa.nic.in** as per the schedule.

8. The selected candidates shall be called for certificate verification and at that time they have to produce original certificates along with 3 sets of attested copies.

9. The vacancies given are subject to decrease or increase according to Circumstances.

Sd/-(C.HARI KIRAN)
DISTRICT COLLECTOR
YSR DISTRICT

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