

**GOVERNMENT OF ANDHRA PRADESH Notification for Filling up of Backlog Vacancies for SCs/STs in Group IV category (Clerical cadre)**

Collector's Rc.No.2598/2017/A3

Dated:22.02.2018  
District: Vizianagaram

**Applications are invited from eligible S.C. & S.T. Candidates for recruitment to posts of Junior Assistants/Typists, etc., in A.P. Ministerial Services for recruitment of backlog vacancies of S.C. & S.Ts under Group-IV Services in Vizianagaram District**

**Department wise vacancies reported in Group IV (clerical category) Category:**

**ABSTRACT – (Group – IV Services)**

Sl.No	Cadre	SC		ST		Total
		G	W	G	W	
1	Jr. Assistant	3	3	1	2	9
2	Jr.Asst. cum Typist	3	2	0	1	6
3	Junior Accountant	1	0	2	0	3
	<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>18</b>

**\*\* 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 instance according to circumstances.**

**2. EDUCATIONAL QUALIFICATIONS:**

1	Junior Assistant	1) Must have passed "Bachelors 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" 2) Pass in Proficiency of Office Automation in Usage of Computer and associated software to be conducted by District Collector after selection
2	Jr.Asst. cum Typist	1) Must have passed "Bachelors 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" 2) i) Must have passed the Govt. Technical Examination in Typewriting by the Higher Grade in Telugu on Govt. Standard Key Board. ii) Provided that if persons with the qualification prescribed in item(i) above are not available, candidates who have passed the above examination by Lower Grade if otherwise qualified be appointed. iii) Provided further that, candidates who possess typewriting qualifications in English by Lower grade besides the qualifications mentioned in (i) and (ii) above shall be given preference for appointment by direct recruitment. 3) Pass in Proficiency of Office Automation in Usage of Computer and associated software to be conducted by District Collector after selection.
3	Jr.Accountant	1) Must hold a degree in Bachelor of Computer Application (BCA) or B.Sc., (Comp.) or B.Com (Comp.) or B.A.(Comp.) or B.Tech/B.E. with Computer Science or Information Technology equivalent examination of above, recognized by any university in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognized by the UGC. 2) Pass in Proficiency of Office Automation in Usage of Computer and associated software to be conducted by District Collector after selection.

- Note:**
- 1.No bonus marks will be given for higher qualification than the prescribed qualification.
  2. No bonus marks will be given on registration of name in the Employment exchange
  - 3.The candidates who have passed the qualifying examination by obtaining grades will be converted into percentage by using CGPA calculator
  4. No oral Interview will be conducted.

- 3. AGE:** The applicant should have completed (18) years of age as on 01/01/2018 and should not have completed 47 years of age as on the said date.

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

- 5.** Selection of candidates will be made only on the basis of percentage of marks obtained in the qualifying academic examination i.e., "Bachelors 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"

- 6.** Selection of an applicant by the competent authority carries with it no guarantee of actual appointment.

.....contd.

## IMPORTANT INSTRUCTIONS

1. Applying candidates can download the detailed notification and other important instructions in respect of this recruitment through Internet @ <http://vizianagaram.nic.in>.
2. a) The candidates should compulsorily apply online in website [vizianagaram.nic.in](http://vizianagaram.nic.in) and should take the printout of the online application and keep the same with them and should produce whenever the candidate is asked to produce the same. No manual applications will be accepted.  
b) The receipt of applications online will be from **23.02.2018 to 04.03.2018**
3. Candidates applying for more than one post should apply separately for each post

**RESERVATION TO LOCAL CANDIDATES:-** Reservation to the Local candidates is applicable as provided in the Rules and as amended from time to time as in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study certificates (from IV Class to X Class or SSC) OR Residence Certificate in the Proforma 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.

### DEFINITION OF LOCAL CANDIDATE:

- i). "**LOCAL CANDIDATE**" means a candidate for direct recruitment to any post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for S.S.C or its equivalent examination. If however, he/she has not studied in any educational institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her local area during the above said period.
- ii). In case Candidate does not fall within the scope of above then, if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied SSC or its equivalent, he/she will be regarded as local candidate on the basis of the maximum period out of the said period of seven years and where the period of his/her study in two or more local areas are equal, such local area where he/she has studied last in such equal periods will be taken for determining the local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution (s) the place of residence during the above period will be taken into consideration and local candidature determined with reference to the maximum period of residence or in the case of equal period where he/she has resided last in such equal periods.
- iii). If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7-6 year period. If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.
- iv). If, however, a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case may be separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas.

**NOTE: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.**

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

5. Candidates must make arrangements to see that communications addressed to them at the addresses stated in their applications are re-directed if necessary. Every effort will be made to take account of changes in candidates address but cannot accept any responsibility in this matter.
6. If study / residential certificate is not produced by the candidate when required to be produced, he / she will be treated as NON LOCAL.
7. 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.
8. Application in which any portion of the required information is not correctly and completely given will be summarily rejected.
9. 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

1) [vizianagaram.nic.in](http://vizianagaram.nic.in)

**Sd/-Vivek Yadav,  
Chairman &  
District Collector (DSC),  
Vizianagaram.**