



**ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY, LAM, GUNTUR**

**NOTIFICATION NO.01/Ser.III/2019, Dt.11/02/2019**

**(Limited / General Recruitment)**

**DIRECT RECRUITMENT FOR THE POST OF JUNIOR ASSISTANT-cum-TYPIST (JACT)**

**PARA – 1:**

- 1.1. Applications are invited online from the candidates of Andhra Pradesh State for recruitment to the post of JUNIOR ASSISTANT-cum-TYPIST (JACT) in ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY, LAM, GUNTUR for a total of 21 Carried Forward and 94 Fresh vacancies in the scale of pay of Rs.16,400 – 49,870/- from candidates within the age group of 18 - 42 years as on 01.07.2019.
- 1.2. The proforma application will be available on ANGRAU Website (www.angrau.ac.in) from 15/02/2019 to 07/03/2019 (Note: 06/03/2019 is the last date for payment of fee upto 11:59 mid night).
- 1.3. Before applying for the post, an applicant shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the ANGRAU Website (www.angrau.ac.in) Once applicant registers his/her particulars, a Registration/Application ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the Registration/Application ID through ANGRAU website.
- 1.4. The APPSC conducts Screening test in Off - Line mode, Main in Online mode as will be announced later. Instructions regarding Off-line examination recruitment test are attached as Annexure – III
- 1.5. If the screening test is to be held, the date of screening test will be communicated through APPSC Website.
- 1.6. The main examination in online mode for candidates selected in screening test will be announced later. There would be objective type questions which are to be answered on computer system. Instructions regarding computer based recruitment test are attached as Annexure - III. In case any paper of the Examination is held in different languages, the candidate has to choose the medium 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 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 has to apply for the post of JACT through ANGRAU website at first instance afterwards the applicant is required to visit the APPSC website regularly to keep himself /herself updated until completion of the recruitment process. The APPSC website information is final for all correspondence. No individual correspondence by any means will be entertained under any circumstances.
- 1.9. HALL TICKETS can be downloaded whenever the APPSC uploads them to its website. Intimation would be given through the website regarding downloading of Hall Tickets from APPSC website.
- 1.10. 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 authentication that he / she has read the notification and shall abide by the terms and conditions laid down there under.

1.11. The details of vacancies are as follows:-

CARRIED FORWARD VACANCIES

Name of the post (State wide)	No. of vacancies
JUNIOR ASSISTANT-cum-TYPIST (JACT)	21

Note: As per G.O.Ms.No.277, GA (SC & ST CELL .B) Dept., dated: 22.03.1976, G.O.Ms.No.23 Backward Class (Welfare) Dept., dated: 18.03.1996 and G.O.Ms.No.81, GA (Ser-A) Dept., dated:22.02.1997 the Carry Forward Vacancies to be filled first by a relevant community and category of the candidates in succeeding recruitment.

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

FRESH VACANCIES

Name of the post (State wide)	No. of vacancies
JUNIOR ASSISTANT-cum-TYPIST (JACT)	94

Note: The details of vacancies viz., Community 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 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.

**PARA-3: EDUCATIONAL QUALIFICATIONS:**

A candidate should possess the Academic and Technical qualifications prescribed, if any, for the post on the date of the notification for direct recruitment issued by the ANGRAU.

Name of the Post	Educational Qualification
JUNIOR ASSISTANT-cum-TYPIST (JACT) in Acharya N.G. Ranga Agricultural University, Guntur.	<p>1. A University Degree and a Diploma in Computer Application from an Institute recognized by the Government of Andhra Pradesh/University/competent authority who offers the Diploma Courses in Computer Application (Duration of Diploma : Minimum of six (6) months)</p> <p style="text-align: center;"><u>(OR)</u></p> <p>B.C.A. Degree</p> <p style="text-align: center;"><u>(OR)</u></p> <p>A Degree with Computer Science as one of the elective subjects.</p> <p style="text-align: center;"><b>AND</b></p> <p>2. A pass in Government Technical examination in Typewriting in English by the Lower grade.</p>

**PARA- 4 RESERVATIONS:**

- 4.1. There will be reservations in direct recruitment in respect of Scheduled Tribes, Scheduled Castes, Backward Classes Physically Handicapped persons, meritorious Sports persons and Women as per Rule 22 and 22 (A) of A.P. State and Subordinate Service Rules. In the matter of direct recruitment to posts for which Women and Men are equally suited, other things being equal, preference shall be given to women and they shall be selected to an extent of at least 33 1/3 posts in each category of OC, BC, SC and ST Quota provided that if sufficient number of Women candidates are not available such vacancies may be filled by men candidates.
- 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 in G.O.Ms.No.74 Youth Advancement, Tourism & Culture (Sports) Department, dt.09.08.2012 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 3 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. 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.
- 4.7. 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.
- 4.8. Reservation for local candidates is not applicable, as the post is State Cadre.
- 4.9. Candidates who migrate from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st 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.

**PARA - 4 (a): RESERVATION TO LOCAL CANDIDATES:**

The vacant posts mentioned in the notification are state-wide in Acharya N.G. Ranga Agricultural University. The candidates claiming reservation as Local candidates of A.P. state should obtain the required Study Certificate(s) (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 with authorized signature shall be produced as and when required.

**NOTE:**

- (A) Single certificate, whether of study or residence would suffice for enabling the candidate to apply as a "**LOCAL CANDIDATE**".
- (B) RESIDENCE CERTIFICATE WILL NOT BE ACCEPTED, IF A CANDIDATE HAS STUDIED IN ANY EDUCATIONAL INSTITUTION UPTO S.S.C. OR EQUIVALENT EXAMINATION, SUCH CANDIDATES HAVE TO PRODUCE STUDY CERTIFICATES INVARIABLY.  
**THE CANDIDATES, WHO ACQUIRED DEGREE FROM OPEN UNIVERSITIES WITHOUT STUDYING SSC/ MATRICULATION OR EQUIVALENT IN EDUCATIONAL INSTITUTIONS, HAVE TO SUBMIT RESIDENCE CERTIFICATE ONLY. EDUCATIONAL INSTITUTIONS MEANS A RECOGNIZED INSTITUTION BY THE GOVERNMENT / UNIVERSITY/COMPETENT AUTHORITY.**
- (C) Candidates are advised to refer to provisions of the PRESIDENTIAL ORDER 1975 in this regard.
- (D) The following are the districts.

**Districts:**

Sl.No.	Name of the District	Sl.No.	Name of the District	Sl.No.	Name of the District
01	Srikakulam (SKM)	02	Visakahpatnam (VSP)	03	Vizianagaram (VZM)
04	East Godavari (EG)	05	West Godavari(WG)	06	Krishna(KST)
07	Guntur (GNT)	08	Prakasam (PKM)	09	Nellore (NLR)
10	Chittoor (CTR)	11	Kadapa (KDP)	12	Anantapur (ATP)
13	Kurnool (KNL)				

**PARA- 5 AGE:**

5.1. 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 (Service -A) Dept., dated:15.10.2018. Candidates should not be born earlier than 2nd July 1977 and not later than 1st July 2001.

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

Sl. No.	Category of candidates	Relaxation of age permissible
1	Retrenched temporary employees in the State Census Department with a minimum service of 6 months.	3 Years
2	A.P. State Government Employees (Employees of APSEB, APSRTC, Corporations, Municipalities etc. are not eligible).	5 years based on the length regular service (ceiling for 5 years)
3	Ex-serviceman and serving persons of the Armed Forces of the union, who are seeking re-employment one year before the completion of the specified terms of engagement covered under Rule 12 (c)(i) & explanation to Rule 2(16) of AP State and Subordinate Service Rules, 1996.	3 years & length of service rendered in the armed forces.

4	SC/ST and BCs	5 years
5	Physically Handicapped persons	10 years
6	Widows, divorced women and women judicially separated from their husbands, who are not remarried <u>and belonging to SC/ST category</u> covered under Rule 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
7	Widows, divorced women and women judicially separated from their husbands, who are not remarried <u>and not belonging to SC/ST category</u> covered under Rule 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

**EXPLANATION:**

Provided that the persons referred to at Sl.No.3 above shall, after making the deductions referred to in sub Rule 12 (c) (i) & (ii) of A.P. State and Subordinate Service Rules shall not exceed the Maximum age limit prescribed for the post.

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

Applicants who avail age relaxation would not be considered for a category where there is no relaxation. If any candidate selects "Creamy layer" category he / she would be considered as OC. For instance for a post under OC, a person claiming age relaxation under BC / SC/ ST / PH category would not considered.

**PARA - 6 HOW TO APPLY:**

**A) HOW TO UPLOAD THE APPLICATION FORM:**

(i) The Applicants have to read the User manual for On-Line submission of application and then proceed further. User manual is available at ANGRAU Website or <http://www.angrau.ac.in>.

**I STEP:** The candidate after satisfying himself/herself about the eligibility criteria for the notification shall pay fee through corresponding notification Online Payment Form.

At the payment Gateway the candidate has to give his/her Basic Personal Details such as Name of the Candidate, Date of Birth, Gender, whether the Candidate belongs to Andhra Pradesh State, Community, Mobile Number etc. Candidate should enter his/her particulars i.e. Name, Father Name, Mother Name & Date of Birth as per his/her Secondary Education Board Class X Certificate. On receipt of fee at Payment Gateway, the candidate will be issued a "Payment id" with which he / she can proceed with submission of Application online. Issue of Payment id does not mean that the candidate has completed the submission of application online. It is only a confirmation of the fee received.

**II STEP:** After payment of Fee the Applicant should visit Online Application Form Submission link and enter the Payment id, Date of payment and Date of Birth to get and fill the format of Application and should submit ON-LINE.

**III STEP:** The applicant shall affix a recent Colour Passport Size Photograph on a White Paper and then sign below the photograph with Black Pen, Scan the above Photo and Signature and Upload in the appropriate space provided (JPG Format) in Application Form.

**IV. STEP:** The applicants have to invariably fill all the relevant columns in the Application and should submit ON-LINE.

1. Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be Accepted and liable for rejection.
2. Applicants willing to serve anywhere in Andhra Pradesh should alone apply.
3. For any problems related to online submission under downloading of Hall tickets, please contact 0866-2527820 / 2527821 (Call Timings: 10.30 A.M to 1.00 P.M & 1.30 P.M to 5.30 P.M) or mail to appschelpdesk@gmail.com

**NOTE:**

1. The ANGRAU is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form On-Line. The applicants are therefore, advised to strictly follow the instructions given in the User guide before submitting the application.
2. All the candidates are requested to submit their application with correct data.
3. It has been noticed that, earlier some of the candidates are requested for change in the data, after submission of application. Hence, it is informed that such requests will not be entertained after one week of the last date of submission for application.
4. The particulars furnished by the applicant in the Application Form will be taken as final, and data entry processed, based on these particulars only by Computer. Candidates should, therefore, be very careful in Uploading / Submitting the Application Form Online.
5. INCOMPLETE/INCORRECT APPLICATION FORM WILL BE SUMMARILY REJECTED. THE INFORMATION IF ANY FURNISHED BY THE CANDIDATE SUBSEQUENTLY WILL NOT BE ENTERTAINED BY THE ANGRAU 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.
6. 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 - 7: (a) FEE:**

7.1 Applicant must pay **Rs.1500/-** (Rupees One thousand and Five hundred only) and **Rs.750/-** (Rupees Seven hundred and Fifty only) for SC, ST and PH (differently abled persons) candidates towards the application processing fee.

**b) Mode of Payment of Fee:**

- i) The Fee mentioned in the above paragraph is to be paid through payment Gateway or Net Banking/ Credit Card/ Debit Card. The list of Banks providing service for the purpose of online remittance of Fee will available on the website
- ii) The Fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the application fee will entail total rejection of application.
- iii) IPOs / Demand Drafts are not accepted.

**PARA-8: SCHEME OF EXAMINATION:-**

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

**PARA - 9: CENTERS FOR THE SCREENING TEST / ONLINE EXAMS:**

THE SCREENING / ONLINE TESTS WILL BE HELD AT 13 DISTRICTS IN A.P. However the APPSC reserves the right to allot the applicant to any centre of examination depending on the availability of the resources like centres / systems.

**PARA – 10 RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS:**

- 10.1. The APPSC would publish the key on its website after conduct of the examination. Any objections with regard to the key and any other matter shall be filed within one week after publication of the key in the prescribed proforma available in the website.
- 10.2. 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 APPSC. As per decision of the APPSC a revised key will be hosted and further objections only in respect of keys that are revised would be called for a period of three working days from the date of publication of revised key. No further objections on original key will be entertained at this stage. The matter will again be referred to experts, taking into consideration the opinion of Expert Committee and the final key would be hosted on website based on the decision of the APPSC.
- 10.3. The objections if any would be examined and the decision of the APPSC in this regard shall be final. Any objection filed after expiry of specified time from the date of publication of key / revised key would not be entertained.

**PARA -11 NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:**

- 11.1. **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 cognisance will be taken by APPSC of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the APPSC as far as this Notification is concerned, and these will be further dealt with as per G.O. & Rule cited above.
- 11.2. The Recruitment will be processed as per this notification and also as per the Rules and Instructions issued by the Government and also as decided by the ANGRAU from time to time. In terms of respective Special Rules / Adhoc Rules Governing the recruitment and other related GOs, Rules etc., applicable.
- 11.3. 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.
- 11.4. The APPSC 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.
- 11.5. Scheme is prescribed as per G.O.Ms.No.201, Finance (HR-I Plg, & Policy) Dept., dated:21.12.2017.
- 11.6. 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.

- 11.7. 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.
- 11.8 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 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 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- 12 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-13: PROCEDURE OF SELECTION:**

- 13.1. Appearance in all the papers of computer based examination / main examination is compulsory. Absence in any of the papers will automatically render the disqualification of the candidature.
- 13.2. As per G.O.Ms.No.5 General Administration (Ser-A) Dept., dated:05.01.2018 "Government here by permit the Andhra Pradesh Public Service Commission to pick up candidates who obtains such minimum qualifying marks in Screening Test / Preliminary Examination as may be fixed by the APPSC at its discretion shall be admitted 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 APPSC 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".
- 13.3. The selection of candidates for appointment to the posts shall be based on the merit in the computer based examination, to be held as per the scheme of examination enunciated at para 8 above.
- 13.4. 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 competitive examination conducted by the APPSC their selection shall be considered on the basis of rank with reference to their performance in the written and / or oral competitive 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.
- 13.5. Where the candidates get equal number of marks in the test 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.
- 13.6. With regard to situation where there is deletion of questions, if any, from any paper, scaling (proportionate increase) would be done for that particulars 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.



- 13.7. The qualified candidates in the order of merit in Main examination & in their respective communities will be called for CPT test in the ratio of 1:2 in the APPSC website.
- 13.8. 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.
- 13.9. The candidates will be selected and allotted to Acharya N.G. Ranga Agricultural University as per their rank in the merit list anywhere in the Andhra Pradesh, as per the vacancies mentioned in the notification on state-wide basis.
- 13.10 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-14: DEBARMENT:**

- 14.1. 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 APPSC, and summary rejection of their candidature for this recruitment.
- 14.2. 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.
- 14.3. The APPSC 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 APPSC 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 APPSC.
- 14.4. 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 APPSC in the country.
- 14.5. 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-15: ANGRAU'S DECISION TO BE FINAL:**

The decision of the ANGRAU 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. ANGRAU 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 withdrawn 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 ANGRAU at any stage.

Place: GUNTUR  
Date: 11/02/2019

**D. BHASKARA RAO**  
**REGISTRAR**

**Annexure – I****General Recruitment vacancies**

Sl. No	Name of the Post	No. of Vacancies
01	Junior Assistant-cum-Typist in Acharya N.G. Ranga Agricultural University, Guntur.	115 [carry forward vacancies-21 & fresh vacancies-94]

**BREAK UP OF VACANCY POSITION FOR THE POST OF JUNIOR ASSISTANT-CUM- TYPIST IN ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY, LAM, GUNTUR**

<b>Carry forward vacancies</b>			
	<b>General</b>	<b>Woman</b>	<b>Total</b>
OC	0	6	6
BC-A	0	1	1
BC-B	0	2	2
BC-C	0	1	1
BC-E	1	1	2
SC	3	2	5
ST	2	1	3
VH	1	0	1
<b>Grand Total :</b>			<b>21</b>

<b>Regular vacancies</b>			
	<b>General</b>	<b>Woman</b>	<b>Total</b>
OC	26	16	42
BC-A	5	1	6
BC-B	6	4	10
BC-C	1	0	1
BC-D	4	2	6
BC-E	2	1	3
SC	10	4	14
ST	4	2	6
VH	0	1	1
HH	1	0	1
OH	0	1	1
Ex-service men	2	0	2
Sport quota	1	0	1
<b>Grand Total :</b>			<b>94</b>

- Note: 1.** As per G.O.Ms.No.277, GA (SC & ST CELL .B) Dept., dated: 22.03.1976 and G.O.Ms.No.23 Backward Class (Welfare) Dept., dated: 18.03.1996 the carry forward Vacancies to be filled first by a relevant community candidate in succeeding recruitment.
2. If eligible VH (W) candidates are not available, the vacancy shall be filled-up by interchange among candidates of other categories of disability, as per G.O.Ms.No.99, General Admn (Services -D) Dept., dated: 04.03.2013. Hence, all the disabled categories of persons are allowed to apply.
3. Sports Quota reservation will apply as per G.O.Ms.No.13 GA (Ser-D) Dept., dated:23.01.2018 and G.O.Ms.No.74 youth advancement tourism and culture (sports) Dept.,

**Annexure-II****SCHEME & SYLLABUS FOR THE POST OF JUNIOR ASSISTANT-cum-TYPIST  
in Acharya N.G. Ranga Agricultural University****SCHEME**

<b>SUBJECT</b>	<b>MARKS</b>
Screening Test	150
<b>Main Examination</b>	
<u>Paper-I</u> General Studies & Mental Ability	150
<u>Paper-II</u> Secretarial Abilities	150
<p><b>NOTE-I:</b> As per G.O.Ms. No.235 Finance (HR-1, Plg &amp; Policy) Dept, Dt:06/12/2016, for each wrong answer will be penalized with 1/3<sup>rd</sup> of the marks prescribed for the question.</p> <p><b>NOTE-II:</b> Where the examination is held in more than one language medium, the candidate has to select the medium opted by him/her in the application form itself. The candidate's paper will be evaluated only with reference to that medium.</p>	

**SCREENING TEST SYLLABUS**

150 Questions

150 Marks

1. Current affairs- international, national and regional.
2. Basics of General Science and their relevance to the day to day life. Current developments in science, technology and information technology
3. History of Modern India with emphasis upon Indian national movement.
4. Economic development in India since independence.
5. Logical reasoning, analytical ability and data interpretation.
6. over view of Indian Constitution.
7. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and legal implications/problems.
8. Evolution of Panchayat Raj system in India including Constitutional amendments and reports of Various Committees.
9. Evolution of Panchayat Raj system in Andhra Pradesh
10. Key Schemes of Panchayat Raj Department of A.P
11. Rural Economy of Andhra Pradesh: Agriculture, Small scale Industries Rural artisans.
12. Rural Credit Scenario of Andhra Pradesh: Role of Banks, co- operatives and Micro Finance.
13. Women Empowerment and Economic development through Self Help Groups.

**SYLLABUS FOR MAINS TO THE POST OF JUNIOR ASSISTANT-cum-TYPIST  
IN ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY**

**PAPER –I**

**GENERAL STUDIES**

150 Questions

150 Marks

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. Basics of General Science and their relevance to the day to day life. Current developments in science, technology and information technology
4. History of Modern India with emphasis upon Indian national movement.
5. Economic development in India since independence.
6. Logical reasoning, analytical ability and data interpretation.
7. Basic things about Disaster management (CBSE-VIII & IX Standard).
8. Geography of India with focus on A.P
9. Overview of Indian Constitution.
10. Sustainable Development and Environmental Protection.
11. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and legal implications/problems, including
  - a) Loss of capital city, challenges in building new capital and it's financial implications.
  - b) Division and rebuilding of common Institutions.
  - c) Division of employees, their relocation and nativity issues.
  - d) Effect of bifurcation on commerce and entrepreneurs.
  - e) Implications to financial resources of state government.
  - f) Task of post-bifurcation infrastructure development and opportunities for investments.
  - g) Socioeconomic, cultural and demographic impact of bifurcation.
  - h) Impact of bifurcation on river water sharing and consequential issues.
    - i) AP REORGANISATION ACT, 2014 on AP and the arbitrariness of certain provisions.

**PAPER-II****SECRETARIAL ABILITIES**

1. Mental Ability (Verbal and Nonverbal)
2. Logical Reasoning
3. Comprehension
  - i. Descriptive Passage
  - ii. Logical Passage
  - iii. Narrative Passage
4. a) Re-arrangement of sentences with a view to improving the structure of a passage.  
b) Spelling, Punctuation, Proof-Reading, Editing Skills
5. Numerical and Arithmetical abilities.

**Annexure-II(A)****SCHEME OF EXAMINATION (Practical Type)**

TEST	Duration	Maximum	Minimum qualifying marks		
	(Minutes)	Marks	SC/ST/PH	B.C's	O.C's
PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE	30	50	15	17.5	20

**SYLLABUS**

The test shall comprise the following four parts:

Name of the part	Name of the Question to be answered	Marks
Part A	Example: Typing a letter/passage/paragraph (about 100-150 words) in MS-Word	15
Part B	Example: Preparation of a Table/Graph in MS-Excel	10
Part C	Example: Preparation of Power Point Presentations/Slides (Two) on MS-Power Point.	10
Part D	Example: Creation and manipulation of data bases.	10
Part E	Example: Displaying the content of E-mail (Inbox).	05
	<b>Total</b>	<b>50</b>

**Note:** The candidates shall be given the text / matter in the Question Paper and they must type / reproduce it in the Answer Sheet. The formatting of the text should also be of the same type as given in the Question Paper.

NAME	CONTENTS OF PART-A	MARKS
<b>WORD</b>	<ol style="list-style-type: none"> <li>1. Create and save a document using MS WORD               <ol style="list-style-type: none"> <li>a. Deletion of Character, Word, line and block of text</li> <li>b. Undo and redo process</li> <li>c. Moving, Copying and renaming</li> </ol> </li>   <li>2. Format the Text document               <ol style="list-style-type: none"> <li>a. Character formatting</li> <li>b. Paragraph formatting</li> <li>c. Page formatting</li> </ol> </li>   <li>3. Spell check the document               <ol style="list-style-type: none"> <li>a. Finding and Replacing of text</li> <li>b. Bookmarks and Searching for a Bookmarks</li> <li>c. Checking Spelling and Grammar automatically</li> <li>d. Checking Spelling and Grammar using Dictionary</li> </ol> </li>   <li>4. Print the document               <ol style="list-style-type: none"> <li>a. Print Preview</li> <li>b. Print Dialog box</li> </ol> </li>   <li>5. Mail Merge in Ms-word               <ol style="list-style-type: none"> <li>a. Create main document and data file for mail merging</li> <li>b. Merging the files</li> <li>c. From letters using mail merging</li> <li>d. Mailing labels using mail merging</li> </ol> </li>   <li>6. Table creation in Ms-word               <ol style="list-style-type: none"> <li>a. Create a table in the document</li> <li>b. Add row, column to a table</li> <li>c. Changing column width and row height.</li> <li>d. Merge, split cells of table.</li> <li>e. Use formulae in tables.</li> <li>f. sorting data in a table.</li> <li>g. formatting a table.</li> </ol> </li>   <li>7. Ability to type on Qwerty key board of Computer at a speed of at least equivalent to 30 Words per 1 minute (Lower type writing test).</li> </ol>	<b>15</b>

<b>NAME</b>	<b>CONTENTS OF PART-B</b>	<b>MARKS</b>
<b>EXCEL</b>	<ol style="list-style-type: none"> <li>1. Create and save a new work book in Excel</li> <li>2. Entering Data into Worksheet</li> <li>3. Editing data of Worksheet</li> <li>4. Formatting the text in the cells</li> <li>5. Formatting the numbers in the cells</li> <li>6. Formatting cells</li> <li>7. Copying format of cell along with data format.</li> <li>8. Changing the height and width of cells</li> <li>9. Freezing Titles, splitting screen</li> <li>10. Enter formulae for calculation in the cells.</li> <li>11. Copying the formula over a range of cells.</li> <li>12. Inserting built-in functions in to the cells.</li> <li>13. Create graphs for the data using Chart Wizard</li> <li>14. Format graphs in Excel.</li> <li>15. Printing of worksheet.</li> </ol>	<b>10</b>
<b>NAME</b>	<b>CONTENTS OF PART-C</b>	<b>MARKS</b>
<b>POWER POINT</b>	<ol style="list-style-type: none"> <li>1. Create and save a new presentation using MS Power Point layout of opening screen in Power Point the tool bars in MS Power Point</li> <li>2. Choose Auto Layout for a new slide.</li> <li>3. Insert text and pictures into a blank slide</li> <li>4. Insert new slides into the presentation</li> <li>5. Apply slide transition effects.</li> <li>6. Slide show.</li> <li>7. Set animation to text and pictures in a slide</li> <li>8. Set the sounds, order and timing for animation</li> </ol>	<b>10</b>
<b>NAME</b>	<b>CONTENTS OF PART-D</b>	<b>MARKS</b>
<b>ACCESS</b>	Creation and manipulation of data bases	<b>10</b>
<b>NAME</b>	<b>CONTENTS OF PART-E</b>	<b>MARKS</b>
<b>INTERNET</b>	<ol style="list-style-type: none"> <li>1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.).</li> <li>2. Search the Web using Search Engines.</li> <li>3. Create an E-mail account</li> <li>4. Send and receive E-mail.</li> <li>5. E-commerce transactions.</li> <li>6. Web content uploading.</li> <li>7. Ability to operate Mac OS / pages / key note / Numbers.</li> </ol>	<b>05</b>
	<b>TOTAL</b>	<b>50</b>



**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 the 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. 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.
- 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.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.
- 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)

- 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
- 27 Holey 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) Dept., Dt. 31/03/2008  
 \* 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 Konds, 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 (issuspended) 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)  
Dasari (formerly engaged in bikshatana) (amended vide G.O.Rt.No. 32, BCW(M1) Department, dated 23/02/1995)
6. Dommara
7. Gangiredlavaru
8. Jangam (whose traditional occupation is begging)
9. Jogi
10. Katipapala
11. Korcha
12. Lambada or Banjara in Telangana Area  
(deleted and included in S.T. list vide G.O.Ms.No. 149, SW, dated 3/5/1978)
13. Medari or Mahendra
14. Mondivaru, Mondibanda, Banda
15. Nayee Brahmin (Mangali), Mangala and Bajantri  
(amended vide G.O.Ms.No. 1, BCW(M1) Department, dated 6/1/1996)
16. Nakkala (Deleted vide G.O. Ms. No. 21, BCW(C2) Dept., Dt. 20/06/2011)
17. Vamsha Raj (amended vide G.O.Ms.No. 27, BCW(M1) Department, dated 23/06/1995 deleting the Original name Pitchiguntla)
18. Pamula
19. Pardhi (Mirshikari)
20. Pambala
21. 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)
22. Veeramushti (Nettikotala), Veera bhadreeya (Amended vide G.O. Ms. No. 62, BCW (M1) Dept., Dt. 10/12/1996)
23. 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)
24. Yerukalas in Telangana area (deleted and included in the list of S.Ts)
25. Gudala
26. Kanjara - Bhatta
27. Kalinga (Kinthala deleted vide G.O.Ms. No. 53, SW, Dt. 07.03.1980)
28. Kepmare or Reddika
29. Mondipatta
30. Nokkar
31. Pariki Muggula
32. Yata



33. Chopemari
34. Kaikadi
35. Joshinandiwalas
36. 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 Chittoor, 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 Vishakhapatnam, 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 (Perikabaliya, 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 Balija, (Kalavanthulu) Ganika (amended vide G.O.Ms. No. 20, BCW(P2) Dept., Dt. 19.07.1994)
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 (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 and Vishakapatnam 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, Arevally 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 videG.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/Lingabaliya, 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,
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, Fhakhir Budbudki, Ghanti, Fhakhir, Ghanta Fhakhiru, 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, chakkitakanevale, 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.

\*\*\*\*