

ANDHRA PRADESH PUBLIC SERVICE COMMISSION: HYDERABAD

NOTIFICATION NO.18/2016, Dt. 08/11/2016

GROUP-II SERVICES
GENERAL RECRUITMENT

PARA – 1:

Applications are invited On-line for recruitment to the posts of Group-II Services.

The proforma Application will be available on Commission's Website (www.psc.ap.gov.in) from **11/11/2016 to 10/12/2016** (**Note: 10/12/2016 is the last date for payment of fee up- to 11:59 mid night**).

Before applying for the post, an applicant shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission Website viz., www.psc.ap.gov.in. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the OTPR User ID through Commission's website.

The Commission conducts Screening test in Off- Line mode in case applicants exceed 25,000 in number and likely to be held on **26/02/2017 FN**.

The main examination in On-Line mode for candidates selected in screening test will be held through computer based test on **20/05/2017 FN & AN and 21/05/2017 FN**

The objective type question papers are to be answered on computer system. Instructions regarding this computer based recruitment test are detailed in the Annexure - III.

MOCK TEST facility would be provided to the applicants to acquaint themselves with the computer based recruitment test. Applicant shall visit the website and practice the answering pattern under MOCK TEST option available on main page of [website www.psc.ap.gov.in](http://www.psc.ap.gov.in)

HALL TICKETS can be downloaded 7 days before commencement of Examination.

All desirous and eligible applicants shall apply ON-LINE after satisfying themselves that they are eligible as per the terms and conditions of this recruitment. The details are as follows:-

Post Code No.	Name of the Post/Service	No. of Vacancies	Age as on 01/07/2016 Min. Max.	Scale of Pay Rs.
Executive Posts:				
01	Municipal Commissioner Grade-III in A.P. Municipal Commissioner Subordinate Service.	12	18-42	29,760 - 80,930/-
02	Asst. Commercial Tax Officer in A.P. Commercial Taxes Sub- ordinate Service.	96	18-42	28,940- 78,910/-
03	Sub-Registrar Grade-II in A.P Registration Sub -ordinate Service.	27	20-42	28,940- 78,910/-
04	Deputy Tahsildar in A.P. Revenue Subordinate Service	253	18-42	28,940- 78,910/-
05	Assistant Labour Officer in A.P. Labour & Employment Sub- ordinate Service.	08	18-42	28,940- 78,910/-
06	Assistant Development Officers in A.P. Handloom & Textile Department	23	18-42	26,600- 77,030/-
07	Extension Officer in PR & RD Department.	08	18-42	29,760 - 80,930/-
08	Prohibition & Excise Sub Inspector in A.P. Prohibition & Excise Sub-Service	15	18-28	26,600- 77,030/-
Total Executive Posts:		442		
Non-Executive Posts:				
09	Assistant Section Officer (GAD) in A.P. Secretariat Sub. Service.	67	18-42	26,600- 77,030/-
10	Assistant Section Officer (Finance Dept.,) in A.P. Secretariat Sub ordinate Service	16	18-42	26,600- 77,030/-
11	Assistant Section Officer (Law Dept.,) in A.P. Secretariat Sub ordinate Service	18	18-42	26,600- 77,030/-

12	Assistant Section Officer (Legislature Dept.,) in A.P. Legislature Secretariat Service.	23	18-42	26,600-77,030/-
13	Senior Auditor in A.P. State Audit Subordinate Service	45	18-42	22,460-66,330/-
14	Senior Accountant in A.P. Treasuries & Accounts (HOD) Sub Service.	82	18-42	22,460-66,330/-
15	Senior Accountant in A.P. Treasuries & Accounts (District Sub Service.	158	18-42	22,460-66,330/-
16	Junior Accountant in various Department in A.P Treasuries & Accounts Sub-Service	39	18-42	16,400-49,870/-
17	Junior Assistants in Government Examination in A.P. Ministerial Service	10	18-42	16,400-49,870/-
18	Junior Assistants Labour Department in A.P. Ministerial Service	10	18-42	16,400-49,870/-
19	Junior Assistants in PH & ME Dept., in A.P. Ministerial Service	03	18-42	16,400-49,870/-
20	Junior Assistants in A.P. Transport Department	06	18-42	16,400-49,870/-
21	Junior Assistants in A.P. Director General of Prisons & Correctional Services)	03	18-42	16,400-49,870/-
22	Junior Assistants in A.P. Women Development Child welfare Department	01	18-42	16,400-49,870/-
23	Junior Assistants in A.P. Drugs & Copy Rights Departments	02	18-42	16,400-49,870/-
24	Junior Assistant in A.P. Agriculture Department.	10	18-42	16,400-49,870/-
25	Junior Assistant (Chief Commissioner of Land Administration).	02	18-42	16,400-49,870/-
26	Junior Assistant in Prohibition & Excise Department.	04	18-42	16,400-49,870/-
27	Junior Assistant in sugar and Cane Department.	01	18-42	16,400-49,870/-
28	Junior Assistant in A.P Roads & Building Department.	14	18-42	16,400-49,870/-
29	Junior Assistant in Survey Settlement Department	04	18-42	16,400-49,870/-
30	Junior Assistant in A.P Civil Supplies Department	07	18-42	16,400-49,870/-
31	Junior Assistant in A.P BC-Welfare Department	03	18-42	16,400-49,870/-
32	Junior Assistant in A.P Anti Corruption Bureau)	01	18-42	16,400-49,870/-
33	Senior Accountant in A.P Insurance (Directorate)	01	18-42	22,460-66,330/-
34	Senior Accountant In Insurance A.P.G.L.I Sub-Service	10	18-42	22,460-66,330/-
Total Non-Executive Posts:		540		
Grand Total: 982				

IMPORTANT NOTE: Distribution of vacancies among roster points is subject to variation and confirmation from the Unit Officer/ Appointing authority.

(Details of vacancies viz., Community, Multi-zone, Zone, District and Gender wise (General / Women) may be seen at Annexure-I)

PARA-2: EDUCATIONAL QUALIFICATIONS:

Applicant must possess the qualifications as detailed below or equivalent thereto, as per the specifications in the relevant service rules and as per the indent received from the Department as on the date of notification.

PC. No.	Name of the Post and Service	Educational Qualifications
01	Municipal Commissioner Grade-III in A.P. Municipal Commissioner Subordinate Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
02	Asst. Commercial Tax Officer in A.P. Commercial Taxes Sub-ordinate Service.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
03	Sub-Register Grade-II in A.P Registration Sub - ordinate Service.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification. Note: Preference shall be given to persons, who in addition to the above qualifications possess a degree in Law of a University in India established or incorporated by or under a Central Act, State Act or a provincial Act or an Institution recognized by the U.G.C or any other equivalent qualifications.
04	Deputy Tahsildar in A.P. Revenue Subordinate Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, State Act or an Institution recognized by the University Grants Commission.
05	Assistant Labour Officer in A.P. Labour & Employment Sub-ordinate Service.	Must Possess a Bachelor's Degree of University in India established or incorporated by or under a Central Act, or Provincial Act or a State Act or any other equivalent recognized qualification.
06	Assistant Development Officers in A.P. Handloom & Textile Department	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification. OR Must Possess a Diploma in Textile Technology or A Diploma in Handloom Technology issued by the A.P. State Board of Technical Education or an equivalent qualification.
07	Extension Officer in PR & RD Department.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
08	Prohibition & Excise Sub Inspector in A.P. Prohibition & Excise Sub-Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
09	Assistant Section Officer (GAD) in A.P. Secretariat Sub. Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
10	Assistant Section Officer (Finance Dept.,) in A.P.	Must Possess a Bachelor's Degree with Economics or Commerce or Mathematics from any University in India

	Secretariat Sub. Service	established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
11	Assistant Section Officer (Law Dept.,) in A.P. Secretariat Sub. Service	Must Possess a Bachelor's Degree in Law from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
12	Assistant Section Officer (Legislature Dept.,) in A.P. Legislature Secretariat Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
13	Senior Auditor in A.P. State Audit Subordinate Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
14	Senior Accountant (HOD) in A.P. Treasuries & Accounts Sub Service.	Must have passed in Commerce or Economics or Mathematics of any University recognized by the U.G.C. Provided that a person who possess any Degree of any University in India established or incorporated by or under a Central Act, Provincial Act, or a State Act or an Institution recognized by the U.G.C shall also be eligible for appointment by direct recruitment on and from 25th June, 1979 AND Pass in any one of the following Certificate Course Examination conducted by the Board of Technical Education and Training, A.P., Hyderabad. (a) Office Automation (b) PC Maintenance and Trouble Shooting (c) Web designing OR Must hold a Degree in B.C.A., or B.Sc.(Computers) or B.Com.(Computers) or B.A.,(Computers) or B.Tech / B.E with Computer Science or information Technology equivalent examination of above, recognised by any University in India established or incorporated by or under Central Act, Provincial Act or a State Act or an institutions recognised by the University.
15	Senior Accountant in A.P. Treasuries & Accounts (District Sub Service.	Must have passed in Commerce or Economics or Mathematics of any University recognized by the U.G.C. Provided that a person who possess any Degree of any University in India established or incorporated by or under a Central Act, Provincial Act, or a State Act or an Institution recognized by the U.G.C shall also be eligible for appointment by direct recruitment on and from 25th June, 1979 AND Pass in any one of the following Certificate Course Examination conducted by the Board of Technical Education and Training, A.P., Hyderabad. (a) Office Automation (b) PC Maintenance and Trouble Shooting (c) Web designing OR Must hold a Degree in B.C.A., or B.Sc.(Computers)

		or B.Com.(Computers) or B.A.,(Computers) or B.Tech / B.E with Computer Science or information Technology equivalent examination of above, recognised by any University in India established or incorporated by or under Central Act, Provincial Act or a State Act or an institutions recognised by the University.
16	Junior Accountant in various Department in A.P Treasuries & Accounts Sub-Ser.	Must Possess a Bachelor's Degree in Economics or Commerce or Mathematics of University recognized by the U.G.C. provided that a person who posses any Degree of any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission shall also be eligible for appointment by Direct Recruitment on and from the 25th June, 1979 to the post Sr. Accountants. And Pass in any one of the following certificate course examination conducted by the Board of Technical Education and Training, A.P, Hyderabad. • Office Automation • PC Maintenance and Trouble Shooting. • Web Designing. OR 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 or above, recognized by any University in India established or incorporated by under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission.
17	Junior Assistants in Government Examination	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
18	Junior Assistants in Labour Department	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
19	Junior Assistants in PH & ME Dept., Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
20	Junior Assistants in A.P. Transport Department	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
21	Junior Assistants in A.P. Director General of Prisons & Correctional	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution

	Services)	recognized by the University Grants Commission or an equivalent qualification.
22	Junior Assistants in A.P. Women Development Child welfare Department.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
23	Junior Assistants in A.P. Drugs & Copy Rights Department.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
24	Junior Assistant in A.P. Agriculture Department.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
25	Junior Assistant in A.P (Chief Commissioner of Land Administration).	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
26	Junior Assistant in A.P Prohibition & Excise Department.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
27	Junior Assistant in A.P sugar and Cane Department.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
28	Junior Assistant in A.P Roads & Building Department.	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
29	Junior Assistant in A.P Survey Settlement Department	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
30	Junior Assistant in A.P Civil Supplies Department	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
31	Junior Assistant in A.P BC-Welfare Department	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
32	Junior Assistant in A.P Anti Corruption Bureau)	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants

		Commission or an equivalent qualification.
33	Senior Accountant in A.P Insurance (Directorate)	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
34	Senior Accountant In Insurance (Zonal) A.P.G.L.I Sub-Service	Must Possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.

Note:- I) **Physical Requirements for Post Code No. 08:**

i) FOR MEN:

- i) Must not be less than 165 Cms. in height.
- ii) Must not be less than 81 Cms. round the Chest on full expiration with a minimum expansion of 5 Cms.

Provided if ST candidates with above measurements are not available, it may be relaxed the requisite height and it shall not be less than 160 Cms.

Provided the members of A.P.M.S; Drivers and Attenders working in Prohibition & Excise Department shall possess a minimum height of 163 Cms., if otherwise eligible.

ii) FOR WOMEN:

- i) Must not be less than 152.5 Cms. in height.
- ii) Must not weigh less than 45.5 Kgs.

Note: For the Post Code: No's.08,09,10,11,12,13,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31, 32,33 and 34 the qualifying test i.e., "**PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE**" will be conducted as per G.O. Ms.No.133 G.A(Ser.A) Dept., Dt.12/5/2014 and G.O. Ms.No.134 G.A(Ser.A) Dept., Dt.12/5/2014. The details of Scheme & Syllabus has been shown in Annexure-II(A).

PARA-3 AGE: 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 01/07/2016.

**As per G.O.Ms.No.396 General Administration (Ser. A) Dept., Dt.05/11/2016 the upper age limit raised up to 8 years i.e. from 34 to 42 years*

Age Relaxation: The upper age limit prescribed above is relaxable in the following cases:

Sl. No.	Category of candidates	Relaxation of age permissible
1	2	3
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 of regular service.
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.	N.C.C.(who have worked as Instructor in N.C.C.)	3 Years & length of service

		rendered in the N.C.C.
5.	SC/ST and BCs	5 Years
6.	Physically Handicapped persons	10 Years
7.	Widows, divorced women and women judicially separated from their husbands, who are not remarried and belonging to SC/ST category covered under Rule 12(b)(iii) of AP State and Subordinate Service Rules, 1996 with reference to posts of Junior Assistants	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 Rule 12(b)(iii) of AP State and Subordinate Service Rules, 1996 with reference to posts of Junior Assistants	Upper age limit is 43 years

EXPLANATION:

After provision of the relaxation of Age in Col. No. 3 of table above; the age shall not exceed the maximum age prescribed for the post for the candidates at Sl. No. 3 & 4.

The age relaxation 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.

PARA - 4: 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 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.

DEFINITION OF LOCAL CANDIDATE:

- "LOCAL CANDIDATE" means a candidate for direct recruitment to any post in relation to that Local area(s) 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.
- In case a 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 is 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.
- 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-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.
- 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:

- (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 provisions of the PRESIDENTIAL ORDER 1975 in this regard
- (D) At the time of verification, candidates who have migrated from Telangana to Andhra Pradesh in between 2nd June, 2014 and 1st June, 2017 shall produce local Status certificate as laid out in circular memo No.4136/SPF & MC/2015-5, Dated.08/08/2016.
- (E) The composition of Districts in each zone is as hereunder:

Zones:

- I. Srikakulam, Vizianagaram and Visakhapatnam. (SKM, VZM, VSP,)
 - II. East Godavari, West Godavari and Krishna. (EG, WG, KST)
 - III. Guntur, Prakasam and Nellore. (GNT, PKM, NLR)
 - IV. Chittoor, Kadapa, Anantapur and Kurnool. (CTR, KDP, ATP, KNL)
- (F) The following are the districts.

Districts:

S.L. No.	Name of the District	S.L. No.	Name of the District	S.L. 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 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 www.psc.ap.gov.in

I STEP: The applicant has to fill the OTPR application to obtain ID Number. While filling the same, the candidates have to ensure that there are no mistakes in it. The Commission bears no responsibility for the mistakes, if any, made by the candidates.

II STEP: The applicant has to fill and submit Application and Click on the Link with Notification Number and Name, OTPR ID Number and Date of Birth to proceed further.

Applicant has to verify the details as obtained from OTPR database displayed on the screen. If any details are to be changed, applicant should go back to the website and use the Modify OTPR link. In addition to the details obtained from OTPR database, Notification specific details such as Examination City opted, eligibility and accepting declarations etc. are to be filled by the applicant. (Preview and Edit facility is available to make changes) and SUBMIT the application form. An Application Fee ID is generated and sent through the SMS/email after successful submission of application form, which is to be used for payment of Fee.

III STEP:- Once the Application Fee ID is generated, select the payment of Fee option for paying through either Net banking / Credit Card / Debit Card.

IV STEP:- After payment of fee, the PDF Application will be generated which contains the particulars furnished by the applicant. The Application Fee ID No in the PDF Application form has to be quoted for future reference/correspondence.

- Applicant shall note that, the details available with OTPR database at the time of submitting the application will be considered for the purpose of this notification. If, any changes are made by the applicant to OTPR database at a later date will not be considered for the purpose of this Notification.
- Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be accepted and liable for rejection.
- iii) For any Technical problems related to Online submission and downloading of Hall Tickets please contact 040- 29802633 (Call Time: 10.30 A.M to 1.00 P.M && 1.30 P.M to 5.00 P.M) or mail to appschelpdesk@gmail.com

NOTE:

- The Commission 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.
- 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 will not be entertained after one week of the last date of submission for application.
- The particulars furnished by the applicant in the Application Form will be taken as final, and data entry processed, based on these particulars. Candidates should, therefore, be very careful in Uploading / Submitting the Application Form Online.
- INCOMPLETE/INCORRECT APPLICATION FORM WILL BE SUMMARILY REJECTED. THE INFORMATION IF ANY FURNISHED BY THE CANDIDATE SUBSEQUENTLY WILL NOT BE ENTERTAINED BY THE COMMISSION UNDER ANY CIRCUMSTANCES. APPLICANTS SHOULD BE CAREFUL IN FILLING-UP THE APPLICATION FORM AND SUBMISSION. IF ANY LAPSE IS DETECTED DURING THE SCRUTINY, THE CANDIDATURE WILL BE REJECTED EVEN THOUGH HE/SHE COMES TO THE FINAL STAGE OF RECRUITMENT PROCESS OR EVEN AT A LATER STAGE.
- 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 - 6: (a) FEE:

Applicant must pay Rs. 250/- (Rupees Two Hundred and Fifty Only) towards application processing fee and Rs 80/- (Rupees Eighty only) towards Examination Fee.

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

- SC, ST, BC, PH & Ex-Service Men.
- Families having Household Supply White Card issued by Civil Supplies Department, A.P. Government. (Residents of Andhra Pradesh)
- Un-employed youth in the age group of 18 to 42* years as per G.O.Ms.No.439, G.A.(Ser.A) Dept., dated: 18/10/1996 should submit declaration at an appropriate time to the Commission.
- Applicants belonging to the categories mentioned above (except Physically Handicapped Persons & Ex-Service Men) hailing from other States are not entitled for exemption from payment of fee and not entitled for claiming any kind of reservation.

b) Mode of Payment of Fee:

- i) The Fee mentioned in the above paragraph is to be paid On-Line 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 appended separately.

- ii) The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee, application fee will entail total rejection of application.
- lii) IPOs / Demand Drafts are not accepted

PARA-7: SCHEME OF EXAMINATION:- The Scheme & Syllabus for the examination has been shown in Annexure-II.

PARA - 8: CENTRES FOR THE WRITTEN EXAMINATION:

THE SCREENING TEST AND MAIN EXAMINATION WILL BE HELD AT ALL THE DISTRICTS in Andhra Pradesh AND HYDERABAD. The applicant may choose the Test City with three preferences. However the Commission reserves the right to allot the applicant to any centre of examination depending on the availability of the resources like centres / systems.

PARA - 9 RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER,

ANSWER KEY AND OTHER MATTER

In the case of objective type examination, the Commission would publish on its website, the key, after conduct of the examination. Any objections with regard to the key and any other matter shall be filed with in one week of the publication of the key on the website of the Commission.

The objections if any would be examined and the decision of the Commission in this regard shall be final. Any objection filed after expiry of one week from the date of publication of key would not be entertained.

PARA -10 NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

- **Vacancies:** The recruitment will be made to the notified vacancies only. There shall be no waiting list as per G.O. Ms. No. 81 General Administration (Ser. A) Department, Dated 22/02/1997 and Rule 6 of APPSC Rules of procedure. In any case, no cognisance will be taken by Commission of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the Commission as far as this Notification is concerned, and these will be further dealt with as per G.O. & Rule cited above.
- 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 Commission from time to time in terms of respective Special Rules/ Adhoc Rules governing the Recruitment applicable in this regard.
- **Rules:** The various conditions and criterion prescribed herein are governed by the General Rules of 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 in force.
- The Commission is empowered under the provisions of Article 315 and 320 of the Constitution of India read with relevant laws, rules, regulations and executive instructions and all other enabling legal provisions in this regard to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit as per Rule 3(vi) of the APPSC Rules of Procedure read with relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to maintain secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed. 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.
- **ZONAL/ 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 30% of the posts consisting of combined merit list of Locals as well as non-locals and the remaining second part shall comprise the balance 70% of the posts consisting of locals only.

- 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, their Head of Office/ Department that they have applied for this recruitment.
- The Commission is also empowered to invoke the penal provisions of the other Public Examinations (Prevention of Malpractices and Unfair means) Act 25/97 for matters connected therewith or incidental thereto in respect of this Notification. Regulation PME of Commission's Regulations issued vide G.O.Ms.No.385, G.A(Ser.A) Dept., Dt.18/10/2016 will also be applicable.
- 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 General Rules for 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, Candidates belonging to other States shall pay the prescribed fee of Rs.80/-(Rupees Eighty only) along with processing fee of Rs.250/-as indicated at Para-6. Otherwise such applications will not be considered and no correspondence on this will be entertained.**
- Reservation and eligibility in terms of General Rule 22 of A.P. State and Subordinate Service Rules are applicable.
- Reservation to Disabled persons is subject to their eligibility to any of the above category of posts and shall be subject to Special Rules/Adhoc Rules governing the posts. The required extent of deformity and the genuineness of the Medical Certificate and in case of ambiguity or doubt, the same shall be referred to the Appellate Medical Boards as per the instructions of the Government, Orders of Hon'ble Supreme Court with reference to reservations for PH will be applied.
- The Reservation to Women will apply as per G.O. Ms. No. 40, DWCD & SC (Prog. II) Dt. 25/07/2016.
- Reservation to BC-E group will be subject to the adjudication of the litigation before the Honorable Courts including final orders in Civil Appeal No: (a) 2628-2637 of 2010 in SLP. No. 7388-97 of 2010, dated. 25/03/2010 and orders from the Government.
- Government had issued orders in 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 laying down the criteria to determine Creamy Layer among Backward Classes in order to exclude from the provisions of reservations. Government of Andhra Pradesh has adopted all the criteria to determine the Creamy Layer among Backward Classes as fixed by the Government of India. In view of the Government orders, in G.O. Ms. No. 3, Backward Classes Welfare(C-2) Department, dated 4/4/2006 read with G.O. Ms. No. 26 Backward Classes Welfare(C) Department, Dated 09.12.2013, **the candidates claiming to be belonging to Backward Classes have to produce a Certificate regarding their exclusion from the Creamy Layer from the competent authority (Tahasildar). The Certificate excluding from Creamy Layer has to be produced at an appropriate time. B.C. Candidates whose Parents' income is less than 6.00 Lakhs per annum come under Non-Creamy Layer. In case of failure to produce the same on the day of verification, the Candidature will be rejected without further correspondence.**

PARA- 11 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- II (A) - Scheme & Syllabus for "PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE"

Annexure- III- Instructions to candidates

Annexure- IV- List of SC / ST / BC's

PARA-12: PROCEDURE OF SELECTION:

In case screening test is conducted as referred above, based on the Merit in screening test, candidates will be picked up in the ratio of 50 per one notified post for the main examination in order of General Merit. In case where no screening test is held, all the eligible applicants would be allowed to appear for the main examination.

THE FINAL SELECTION OF CANDIDATES FOR APPOINTMENT TO THE POSTS SHALL BE BASED ON THE MERIT IN THE COMPUTER BASED MAIN EXAMINATION, TO BE HELD AS PER THE SCHEME OF EXAMINATION ENUNCIATED AT PARA 7 ABOVE.

The physical standards have been prescribed for post code No.08, Medical rules, as prescribed in G.O. Ms.No147, Finance (HR-I, Plg & Policy) Dept., dt.06/08/2016, read with Regulation 14-A (III) of Commission's Regulation, shall apply.

The qualifying test i.e., **"PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE"** will be conducted for the Post Code. No's. 08,09,10,11,12,13,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31, 32,33 and 34 as per G.O. Ms.No.133 G.A(Ser.A) Dept., Dt.12/5/2014 and G.O. Ms.No.134 G.A(Ser.A) Dept., Dt.12/5/2014 for shortlisted candidates by the Commission. The details of Scheme & Syllabus has been shown in Annexure-II(A).

1. The minimum qualifying marks in the main examination for consideration of a candidate to the selection process in case of OC category is 40%, BC category is 35% and for SC, ST and PH categories is 30% or as per the relevant rules. The minimum qualifying mark is relaxable in the case of SC/ST/BC/PH at the discretion of the Commission.

2. The candidates will be selected and allotted to Service/ Department as per their rank in the merit list and as per zonal preference opted by the applicant at the time of making application to the post online.

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

3. Appearance in all the papers is compulsory. Absence in any of the papers will automatically render the disqualification of the candidature.

4. Any candidate shall produce Original documents, as and when called for by the Commission for certificate verification. If any candidate fails to produce the certificates and/or the particulars furnished in the Application do not tally with the Original documents produced by the candidate, his/her candidature will be rejected and he/she would be disqualified without any further correspondence. As candidature for the recruitment is processed through Computer/Electronic devices based on the particulars furnished in the Application Form, the candidate is advised to fill in all the relevant particulars carefully.

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

6. 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 free from any bodily defect or infirmity.

PARA-13: DEBARMENT:

- 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 FOR FIVE YEARS FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summarily rejection of their candidature for this recruitment.
- 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 General Administration (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 register a police case.
- The Commission is vested with the constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in

such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules as per decision of the Commission.

- Any candidate is or has been 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, will be liable to be debarred permanently from any exam or selection held by the Service Commission's in the country.

- **MEMORANDUM OF MARKS:**

Memorandum of Marks is issued on payment of Rs.50/- (Rupees Fifty only) through Online payment facility available on psc.ap.gov.in. Request for Memorandum of Marks from candidates, will be entertained within two months from the date of publication of the selections. Such a request must necessarily be accompanied by a Xerox copy of the Hall-ticket. Request for revaluation or recounting will not be under taken under any circumstances. Invalid, disqualified, ineligible candidates will not be issued any Memorandum of Marks and fees paid by such candidates, if any, will be forfeited to Government account, without any correspondence in this regard.

PARA-14: COMMISSION'S DECISION TO BE FINAL:

The decision of the Commission in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commission also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Commission at any stage.

HYDERABAD
DATE: 08/ 11 /2016

SECRETARY

ANNEXURE - I
BREAK UP OF VACANCIES FOR GROUP-II SERVICES

EXECUTIVE POSTS:

For Pc. No. 01 Municipal Commissioner Grade-III in A.P. Municipal Commissioner Sub-Service.

Multi-ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	4	2	-	1	-	1	-	-	1	-	1	-	1	1	-	-	-	-	07	05
Grand Total																			12	

For Pc.No.02 Assistant Commercial Tax Officer in A.P. Commercial Taxes Sub-ordinate Service.

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	7	3	1	-	1	1	-	1	-	1	-	1	2	1	1	-	-	-	12	8
II	11	5	2	1	2	1	-	-	1	1	1	-	3	2	1	1	1(HH)	1(OH)	22	12
III	5	2	1	1	1	-	-	-	1	1	1	-	2	1	-	-	-	-	11	5
IV	7	4	1	1	1	1	-	1	-	1	-	1	3	2	1	1	-	1(OH)	13	13
TOTAL	30	14	5	3	5	3	-	2	2	4	2	2	10	6	3	2	1	2	58	38
GRAND TOTAL																			96	

For Pc. No. 03 Sub-Register Grade-II in A.P Registration Sub - ordinate Service.

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	2	1	-	-	1	-	-	-	-	-	-	-	1	1	1	-	-	-	5	2
II	2	2	1	-	1	-	-	-	-	-	-	-	-	-	-	1	1(OH)	-	5	3
III	4	1	-	1	-	-	-	-	2	-	1	-	1	-	-	-	-	-	8	2
IV	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1(OH)	-	1	1
TOTAL	8	5	1	1	2	-	-	-	2	-	1	-	2	1	1	1	2	-	19	8
GRAND TOTAL																			27	

For Pc. No. 04 Deputy Tahsildar in A.P. Revenue Subordinate Service.

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	13	7	1	1	3	3	-	-	2	-	2	-	5	2	2	1	1(VH)	-	29	14
II	20	11	4	1	4	2	-	1	3	2	2	1	6	3	2	1	1(HH)	1(OH)	42	23
III	19	10	3	1	4	3	-	1	3	1	1	1	5	3	3	1	1(HH) 1(VH)	-	40	21
IV	25	13	4	2	5	3	1	-	5	1	3	1	8	5	4	2	1(HH)	1(VH)	56	28
TOTAL	77	41	12	5	16	11	1	2	13	4	8	3	24	13	11	5	5	2	167	86
GRAND TOTAL																			253	

For Pc. No. 05 Assistant Labour Officer in A.P. Labour Sub- ordinate Service.

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
II	2	1	-	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	4	1
III	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IV	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	0
TOTAL	3	2	1	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	6	2
GRAND TOTAL																			08	

For Pc. No. 06 Assistant Development Officers in A.P. Handloom & Textile Department.

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	4	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	6	-
II	1	-	1	-	-	1	-	-	1	-	1	-	1	-	1	-	-	-	6	1
III	2	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	3	1
IV	1	2	-	-	-	-	-	-	1	1	-	-	1	-	-	-	-	-	3	3
TOTAL	8	2	1	-	-	1	-	-	2	2	3	-	3	-	1	-	-	-	18	5
GRAND TOTAL																			23	

For Pc. No. 07 Extension Officer in A.P Panchayat Raj & Rural Development Department.

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
II	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-
III	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
IV	1	1	-	-	-	1	-	-	-	-	-	-	1	-	-	-	-	-	2	2
TOTAL																			4	4
GRAND TOTAL																			08	

For Pc. No. 08 Prohibition & Excise Sub Inspector in A.P. Prohibition & Excise Sub-Service.

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	-	1	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	3
II	4	1	-	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	6	1
III	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	2
IV	-	-	-	-	-	1	-	1	-	1	-	-	-	-	-	-	-	-	-	3
TOTAL																			6	9
GRAND TOTAL																			15	

NON-EXECUTIVE POSTS:

For Pc. No. 09 Assistant Section Officer (GAD) in A.P. Secretariat Sub. Service.

HOD	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
	18	11	5	1	4	1	1	-	3	3	2	1	6	3	3	2	1(OH)	1(HH)	1	-	44	23
GRAND TOTAL																					67	

For Pc. No. 10 Assistant Section Officer (Finance Dept.,) in A.P. Secretariat Sub. Service

HOD	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
	7	2	-	1	1	1	-	-	-	-	1	-	1	1	-	-	1(VH)	-	-	-	11	5
GRAND TOTAL																					16	

For Pc. No. 11 Assistant Section Officer (Law Dept.,) in A.P. Secretariat Sub-ordinate Service.

HOD	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
	4	3	1	-	2	-	-	-	-	-	-	1	1	1	2	1	1(HH)	-	1	-	12	6
GRAND TOTAL																					18	

For Pc. No. 12 Assistant Section Officer (Legislature Dept.,) in A.P. Legislature Secretariat Service.

HOD	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
	7	3	1	1	1	1	-	-	2	-	1	-	2	1	1	-		1(VH)	1	-	16	7
GRAND TOTAL																					23	

For Pc. No. 13 Senior Auditor in A.P. State Audit Subordinate Service

ZONE	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	2	1	-	-	-	-	-	-	-	1	-	-	1	-	-	-	-	-	1	-	4	2
II	3	1	-	-	1	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	5	2
III	4	1	-	-	1	1	-	-	-	-	-	-	-	1	-	-	1(OH)	-	-	-	6	3
IV	8	5	2	1	-	1	-	-	1	-	1	-	1	1	-	1	1(OH)	-	-	-	14	9
TOTAL	17	8	2	1	2	2	-	-	1	1	1	-	2	3	1	1	2	-	1	-	29	16
GRAND TOTAL																					45	

For Pc. No. 14 Senior Accountant (HOD) in A.P. Treasuries & Accounts Sub Service.

HOD	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
	24	14	3	2	4	4	1	-	4	1	3	-	8	4	2	2	3(OH)	-	3	-	55	27
GRAND TOTAL																					82	

For Pc. No. 15 Senior Accountant (District) in A.P. Treasuries & Accounts Sub Service.

ZONE	District	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
		G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	SKLM	2	1	-	-	1	-	-	-	-	-	-	1	1	-	1	-	1(OH)	-	1	-	7	2
	VZRM	1	1	-	-	1	-	-	-	-	-	-	1	1	1	1	-	-	-	1	-	5	3
	VSPM	9	4	2	1	2	1	-	1	2	1	1	1	2	1	2	-	1(OH)	-	2	-	23	10
II	EG	4	2	1	-	1	-	-	-	1	-	-	-	1	-	2	-	-	-	1	-	11	2
	WG	5	3	1	-	2	-	1	-	1	-	-	-	1	-	2	-	1(OH)	-	2	-	16	3
	KST	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	2	-	4	0
III	GNT	3	1	-	1	-	1	-	-	1	-	1	-	-	1	-	-	-	-	1	-	6	4
	PKM	1	1	-	-	1	-	-	-	-	-	-	-	1	1	1	-	-	-	1	-	5	2
	NLR	-	1	1	-	-	-	-	-	-	1	-	1	-	1	1	-	-	-	1	-	3	4
IV	KNL	6	4	2	-	2	1	-	-	-	1	-	1	1	1	2	-	1(OH)	1(OH)	1	-	15	9
	KDP	1	1	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	1	3
	CTR	4	2	-	-	1	-	-	-	2	-	1	-	1	-	1	-	-	-	1	-	11	2
	ATP	2	1	1	-	1	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	6	1
TOTAL		38	22	8	2	12	3	1	1	8	3	3	6	11	7	14	-	4	1	14	-	113	45
Grand Total																					158		

For Pc. No. 16 Junior Accountant (HOD) in various Departments in A.P Treasuries & Accounts Sub-Service

Dept.	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL		GRAND TOTAL
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
Dir. of T&A	01	01	-	01	01	01	-	-	-	-	01	-	-	01	-	-	-	-	01	-	04	04	08
Dir. of Agriculture	-	-	-	-	01	-	-	-	-	-	-	-	-	-	01	-	-	-	-	-	02	-	02
Printing Stationary & store purchase	01	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	02	-	02
Dir. of Animal Husbandry	01	01	-	-	-	-	-	-	-	01	-	-	-	-	-	-	-	-	-	-	01	02	03
DGP	02	01	-	-	-	-	-	-	-	-	-	-	-	01	-	-	-	-	-	-	02	02	04
Collegiate	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	01	-	01

Education																							
Comm. of Industries	-	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	01	-	01
Comm. Of Social Welfare	01	01	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	02	01	03
Comm. of Fisheries	01	01	-	-	-	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-	02	01	03
Horticulture	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	01	01
School Education	01	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	02	-	02
Directorate of N.C.C.	-	-	-	-	-	-	-	-	-	-	-	-	01	-	-	-	-	-	-	-	01	-	01
Comm. of Employment & Training	-	01	-	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	01	01	02
Comm. of Intermediate Education	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	01	01
Comm. of Civil Supplies	01	-	-	-	-	-	-	-	-	-	-	-	-	-	01	-	-	-	-	-	02	-	02
Comptroller of Legal Metrology	Single Post (Solitary Post)																						01
Comm. of Tourism	Single Post (Solitary Post)																						01
Director of Juvenile Welfare	Single Post (Solitary Post)																						01
GRAND TOTAL - 39																							

For Pc. No. 17 Junior Assistants in A.P. Government Examinations

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH						Ex-Ser		TOTAL		GRAND TOTAL
																VH		HH		OH						
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
2	1	1	-	1	-	-	-	-	-	-	-	2	-	1	-	1	-	-	1	-	-	-	-	8	2	10

For Pc. No. 18 Junior Assistant in A.P Labour Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL		GRAND TOTAL
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
01	03	-	-	01	-	-	-	01	-	01	01	02	-	-	-	-	-	-	-	06	04	10

For P.C.No.19 Junior Assistant in A.P Public Health & Municipal Engineering Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
02	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	1

For P.C.No.20 Junior Assistant in A.P Transport Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
02	02	01	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	2

For P.C.No.21.Junior Assistant in Director General of Prisons & Correctional Services

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	1VH	1	-	2	1

For P.C.No.22.Junior Assistant in Women Development and Child Welfare Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	--	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-

For P.C.No.23. Junior Assistants in A.P. Drugs & Copy Rights Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	2	-

For P.C. No.24. Junior Assistant in A.P Agriculture Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
04	01	-	-	-	01	01	-	-	01	-	-	-	-	-	-	1 VH	-	1	-	7	3

For P.C. No.25. Junior Assistant in A.P Chief Commissioner of Land Administration

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	01	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1

For P.C. No.26 Junior Assistant in A.P Prohibition & Excise Department.

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	-	01	01	-	-	-	-	01	-	-	-	01	-	-	-	-	-	-	-	3	1

For P.C. No.27 Junior Assistant in A.P sugar and Cane Department.

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-

For P.C. No.28 Junior Assistant in A.P Road & Building Department.

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
1	2	-	-	1	1	-	-	2	-	-	-	4	1	1	-	10H	-	-	-	10	4

For P.C. No.29 Junior Assistant in A.P Survey Settlement Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	-	-	01	01	-	-	-	-	-	01	-	-	-	-	-	1HH	-	-	-	3	1

For P.C. No.30 Junior Assistant in A.P Civil Supplies Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
04	-	-	-	01	01	-	-	-	-	-	-	-	-	-	-	-	-	1	-	6	1

For P.C. No.31 Junior Assistant in A.P BC-Welfare Services

		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
--	--	------	--	------	--	------	--	------	--	------	--	----	--	----	--	----	--	--------	--	-------	--

OC																					
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	-	-	-	-	-	01	-	-	01	-	-	01	-	-	-	-	-	-	-	2	1

For P.C. No.32 Junior Assistant in A.P Anticorruption Bureau Department

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1

For P.C. No.33 Sr. ACCOUNTANTS IN DIRECTOR OF INSURANCE (APGLI) IN HOD

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-

For P.C. No.34 Sr. ACCOUNTANTS IN DIRECTOR OF INSURANCE (APGLI)

Zone	OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		Ex-Ser		TOTAL	
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
I	2	-	-	-	-	1	-	-	-	-	-	-	-	1	-	-	-	-	1	-	3	2
II	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-
III	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	2	1
IV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-
Grand Total																					10	

ANNEXURE – II

SCHEME AND SYLLABUS FOR GROUP-II SERVICES

SCHEME

SUBJECT	MARKS
Screening Test	150
Main Examination	
Paper-I General Studies & Mental Ability	150
Paper-II I. Social History of Andhra Pradesh i.e., the history of various social and Cultural Movements in Andhra Pradesh II. General overview of the Indian Constitution	150
Paper-III Planning in India and Indian Economy Contemporary problems and Developments in Rural Society with special reference to Andhra Pradesh.	150
TOTAL	450

SYLLABUS

SCREENING TEST SYLLABUS FOR GROUP-II SERVICES

(As per G. O, Ms. No.231 G.A(Ser.A) Dept., dt.03.08.2016)

- a) Current Affairs – Issues of National and International importance in politics, Economics, Society, Science, Technology, Arts, Sports, Culture and Governance.
- b) Constitution of India with emphasis on Federalism, Fundamental Rights, Fundamental duties, Union and State Governments, Judiciary, Judicial Review, Local Government, Directive Principles of State Policy, Union and State Legislature, Administration and Legislative relations between Union and State Governments, Scheduled and Tribal Area Administration.

- c) Economic Development of India – Economy in Medieval India, pre Independence Indian economy, Development Plans and Economic and Industrial Policies of Independent India. Liberalizations, Privatization, Globalization, Labour Policies of Union and State Governments, role of Agriculture and Green Revolution in India. Economic disparities between regions and population categories.

SYLLABUS FOR MAIN EXAMINATION FOR GROUP-II SERVICES

PAPER -I

GENERAL STUDIES AND MENTAL ABILITY

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and its applications to the day to day life Contemporary developments in Science & Technology and Information Technology
4. Social- economic and political history of modern India with emphases on Indian national movement.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives.
6. Economic development in India since independence.
7. Geography of India with focus on Andhra Pradesh.
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:
Tabulation of data
Visual representation of data
Basic data analysis (Summary Statistics such as mean and variance coefficient of variation etc.,) and Interpretation
12. 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

SECTION-I

SOCIAL AND CULTURAL HISTORY OF ANDHRA PRADESH

1. Social and Cultural History of Andhra Pradesh: Geographical Features of Andhra – Its Impact on History and Culture – Pre-History – The Satavahanas, Ikshvakus – Socio-Economic and Religious Conditions – Literature, Art and Architecture – The Eastern Chalukyas of Vengi – Society, Religion, Telugu Language, Literature, Art and Architecture.
2. Various kingdoms that ruled Andhra Pradesh between 11th and 16th Centuries A.D Socio- Cultural and Religious conditions in Andhradesa between 11th to

16th Centuries A.D, Growth of Telugu Language, literature, Art, Architecture and Painting.

3. Advent of Europeans- Trade centers- Andhra under the Company– 1857 Revolt and its impact on Andhra- Establishment of British Rule- Socio-Cultural awakening, Justice party/self respect movements- Growth of Nationalist Movement in Andhra between 1885 to 1947– Role of Socialists– Communists– Anti- Zamindari and Kisan Movements. Growth of Nationalist poetry.
4. Origin and growth of Andhra movement- Role of Andhra Mahasabhas- Prominent Leaders- Events leading to the formation of Andhra State 1953. Role of News Papers in the Andhra Movement.
5. Events leading to the Formation of Andhra Pradesh State – Visalandhra Mahasabha – States Reorganization Commission and Its Recommendations - Gentlemen Agreement – Important Social and Cultural Events between 1956 and 2014.

SECTION-II

GENERAL OVERVIEW OF THE INDIAN CONSTITUTION

1. Nature of the Indian Constitution – Constitutional Development – Salient features of Indian Constitution – Preamble – Fundamental Rights, Directive Principles of State Policy and their relationship - Fundamental Duties, Distinctive features - Unitary and Federal.
2. Structure and functions of Indian Government- Legislative, Executive and Judiciary- Types of Legislatures- Unicameral, Bicameral- Executive – Parliamentary, Judiciary- Judicial Review, Judicial Activism.
3. Distribution of Legislative and Executive Powers between the Union and the States; Legislative, Administrative and Financial relations between the Union and the States– Powers and the Functions of Constitutional Bodies- UPSC, State Public Service Commissions, CAG and Finance Commission.
4. Centre- State relations- Need for Reforms- Rajmanner Committee, Sarkaria Commission, M.M. Punchhi Commission - Unitary and Federal features of Indian Constitution.
5. Amendment Process to the Constitution - Centralization Vs Decentralization - Community Development Programs- Balwantray Mehta, Ashok Mehta Committees- 73rd and 74th Constitutional Amendment Acts and their Implementation.
6. Indian Political Parties- National, Regional- One Party, Bi-Party, Multi-Party Systems- Regionalism and Sub-Regionalism–Demand for New States - Sri Krishna Committee – National Integration- Threats to Indian Unity.
7. Welfare Mechanisms in India-Provisions for Scheduled Castes, Tribes and Minorities, Reservations for SCs, STs and Backward Classes- Prevention of SCs and STs Atrocities Act- National and State SCs, STs and BCs Commissions, Women's Commission, National and State Minorities Commissions – Human Rights Commission- RTI- Lokpal and Lok Ayukt.

PAPER-III

PLANNING IN INDIA AND INDIAN ECONOMY

Planning in Indian Economy and present status

Socio- Economic - objectives and outlays of Five Year Plans – alternative strategies - Goals and Achievements – Causes for failure of different Plans –New economic reforms 1991. Regulation of the Economy – Creation of regulatory bodies-NITI Aayog- Co operative Federalism and decentralization of financial resources.

Indian Economic Policies

Agricultural policies – Industrial policies since 1956 – IT industries – Monetary policy of RBI – Fiscal policy – Objectives – Fiscal Imbalance and Deficit Finance –New Foreign Trade Policy. Current account imbalances; FDI.

Availability of Natural resources and Development

Population- size, composition and growth–Trends; Occupational Distribution of Work force –Human Development Index as a measurement of development. Demographic Dividend.

Money, Banking and Public Finance

Concept of Money and measures of money supply ; Creation of credit by Commercial Banks; determination of Price level- Inflation , its causes and remedies; Budget – taxes and non-tax revenue. Goods and Service Tax (GST)

Meaning and Measurements of Growth

Distinction between growth and development – Measurement of growth - Growth, Development and Underdevelopment – Characteristics of Underdevelopment –

Stages of development – Sources of capital formation – Growth strategies; Deregulation and growth.

National Income

National Income and concepts – Gross Domestic Product – Net Domestic Product, Per capita income.

ECONOMY OF ANDHRA PRADESH

- 1) Contribution of agriculture to income and employment in Andhra Pradesh. Land reforms in Andhra Pradesh – Need for Land Reforms – Structure of Land Holdings Forest and sown– Irrigated area – Cropping pattern – sources of agricultural finances – agricultural subsidies – public distribution system in Andhra Pradesh.
2. Five years plans of Andhra Pradesh – Outlays – Finance in public sector plans – Resource allocation pattern in the five year plans of Andhra Pradesh under develops after NITI Aayog.
3. Economic policies of A.P including industrial and implementation and mission based development state Government. Industries in Andhra Pradesh – Growth and structure of industries – Role of Small Scale and Cottage Industries – structure of Co - operatives – share of Co - operatives in total credit of Andhra Pradesh. Energy management
4. Service sectors of Andhra Pradesh – Importance - Composition and growth with special reference to Power, Transport and Communication, Tourism and Information Technology in Andhra Pradesh.
5. Socio Economic welfare Programmes of Government of Andhra Pradesh.

ANNEXURE - II(A)
SCHEME OF EXAMINATION (Practical Type)

TEST	Duration (Minutes)	Maximum Marks	Minimum qualifying 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
Total		50

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
WORD	- Create and save a document using MS WORD - Deletion of Character, Word, line and block of text - Undo and redo process - Moving, Copying and renaming - Format the Text document - Character formatting - Paragraph formatting - Page formatting - Spell check the document - Finding and Replacing of text - Bookmarks and Searching for a Bookmarks - Checking Spelling and Grammar automatically - Checking Spelling and Grammar using Dictionary - Print the document - Print Preview - Print Dialog box - Mail Merge in Ms-word - Create main document and data file for mail merging - Merging the files - From letters using mail merging - Mailing labels using mail merging - Table creation in Ms-word - Create a table in the document - Add row, column to a table - Changing column width and row height. - Merge, split cells of table. - Use formulae in tables. - sorting data in a table. - formatting a table. - 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).	15
NAME	CONTENTS OF PART-B	MARKS
EXCEL	- Create and save a new work book in Excel - Entering Data into Worksheet - Editing data of Worksheet - Formatting the text in the cells - Formatting the numbers in the cells. - Formatting cells. - Copying format of cell along with data format. - Changing the height and width of cells. - Freezing Titles, splitting screen - Enter formulae for calculation in the cells. - Copying the formula over a range of cells. - Inserting built-in functions in to the cells. - Create graphs for the data using Chart Wizard. - Format graphs in Excel. - Printing of worksheet.	10

NAME	CONTENTS OF PART-C	MARKS
POWER POINT	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 2. Choose Auto Layout for a new slide. 3. Insert text and pictures into a blank slide. 4. Insert new slides into the presentation. 5. Apply slide transition effects. 6. Slide show. 7. Set animation to text and pictures in a slide 8. Set the sounds, order and timing for animation.	10
NAME	CONTENTS OF PART-D	MARKS
ACCESS	Creation and manipulation of data bases	10
NAME	CONTENTS OF PART-E	MARKS
INTERNET	1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,). 2. Search the Web using Search Engines. 3. Create an E-mail account. 4. Send and receive E-mail. 5. E-commerce transactions. 6. Web content uploading. 7. Ability to operate Mac OS / pages / key note / Numbers.	05
GRAND TOTAL		50

Annexure-III

INSTRUCTIONS TO CANDIDATES:

A) INSTRUCTIONS TO CANDIDATES:

- 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.
- APPLICANT MUST COMPULSORILY FILL-UP ALL RELEVANT COLUMNS OF APPLICATION AND SUBMIT APPLICATION THROUGH WEBSITE ONLY. THE PARTICULARS MADE AVAILABLE IN THE WEBSITE SHALL BE PROCESSED THROUGH COMPUTER AND THE ELIGIBILITY DECIDED IN TERMS OF NOTIFICATION AND CONFIRMED ACCORDINGLY.
- 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 DISCREPANCY.
- APPLICANTS MUST COMPULSORILY UPLOAD HIS/ HER OWN SCANNED PHOTO AND SIGNATURE THROUGH J.P.G FORMAT.
- THE APPLICANTS SHOULD NOT FURNISH ANY PARTICULARS THAT ARE FALSE, TAMPERED, FABRICATED OR SUPPRESS ANY MATERIAL INFORMATION WHILE MAKING AN APPLICATION THROUGH WEBSITE.
- IMPORTANT:- HAND WRITTEN/TYPED/PHOTOSTAT COPIES/PRINTED APPLICATION FORM WILL NOT BE ENTERTAINED.

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.

The following certificate formats are available on the Commission's Website (www.psc.ap.gov.in) for reference.

- **Community, Nativity and Date of Birth Certificate**
- **Declaration by the Un-Employed**
- **School Study Certificate**
- **Certificate of Residence**
 - a) **Medical Certificate for the Blind**
 - b) **Certificate of Hearing Disability and Hearing Assessment**
 - c) **Medical Certificate in respect of Orthopedically Handicapped Candidates**
- **Creamy Layer Certificate**
- **Local status certificate (if applicable)**

B) INSTRUCTIONS REGARDING OFF-LINE EXAMINATION FOR CANDIDATES:

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.
2. Since the answer sheets are to be scanned (valued) with Optical Mark Scanner system, the candidates have to USE BALL POINT PEN (BLUE/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/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.

3. The OMR Sheet is to be bubbled by Ball Point Pen (Blue/Black) only. Use of any other color like whitener etc., shall make the answer sheet invalid. 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.
4. The Commission may introduce Aadhaar Based bio-metric identification for examination. Therefore, all the candidates are requested to enter their Aadhaar number in the application.

C) INSTRUCTIONS REGARDING ON-LINE EXAMINATION FOR CANDIDATES:

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. Non programmable calculators would be permitted, wherever necessary.

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

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

4) *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.*

5) *Invigilator will announce the password 10 minutes before the start of the examination.*

6) *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.*

7) *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.*

8) *You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.*

9) *To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.*

10) *On the online exam question screen, the timer will display the balance time remaining for the completion of exam.*

11) *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.*

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

13) *Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.*

14) *To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.*

15) *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.*

16) 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.

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

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

19) 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.

20) 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.

21) 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.

22) Please inform the invigilator in case of any technical issues.

23) Please do not talk to or disturb other candidates.

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

25) 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:

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.

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.

3) The candidates should take their seats at the given time before the commencement of the examination and are not to be allowed after of 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.

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.

5) The candidates are not allowed to bring any Electronic devices such as mobile / cellphones, 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.

6) The candidates are expected to behave in orderly and disciplined manner while writing the examination. The candidature will be rejected and in case of impersonation/ disorder/ rowdy behaviour during Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying his / her candidature. The chief superintendent of the centre is authorize to take spot decision in this matter.

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

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 will also be applicable.

9). (a) Wherever the candidates who are totally blind 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 confirming the rules applicable

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

11) The candidate will not be admitted to the examination Hall without procedural formatives.

12) The candidate's admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in the Notification No.18/2016.

13). The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll.

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 Dhoras
22. Nayaks (in the Agency tracts)
23. Mukha Dhoras, Nooka Dhoras
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, Vadabalija, 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. Katipapala
12. Korcha
13. Lambada or Banjara in Telangana Area
(deleted and included in S.T. list vide G.O.Ms.No. 149, SW, dated 3/5/1978)
14. Medari or Mahendra
15. 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 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. Lodha, 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/Bhunja/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. Agaru
2. Are-Katika, Katika, Are-Suryavamsi(Are-Suryavamsi added vide G.O. Ms. No. 39, B.C. W(C2) Dept., Dt. 7/08/08)
3. Atagara
4. Bhatraju
5. Chippolu (Mera)
6. Gavara
7. Godaba
8. Hatkar
9. Jakkala
10. Jingar
11. Kandra
12. Kosthi
13. Kachi
14. Surya Baliya, (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, 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, Kumool, 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, 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 Gurrallavallu
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.