

**GOVERNMENT OF ANDHRA PRADESH
NOTIFICATION**

Collector's Ref.No.A5/3442/2009

**Dated: 24.01.2010
District : ANANTAPUR.**

GROUP-IV SERVICES (CLERICAL CADRE) RECRUITMENT (OTHER THAN POSTS IN THE OFFICES OF HEADS OF DEPARTMENTS, SECRETARIAT DEPARTMENTS AND THE A.P. JUDICIAL MINISTERIAL SERVICES) IN SUBORDINATE OFFICES FOR BACKLOG VACANCIES EARMARKED FOR THE PHYSICALLY CHALLENGED PERSONS WITH DISABILITIES.

Applications are invited from the eligible disabled/physically challenged candidates up to **09.02.2010** in the Proforma annexed here to for appointment of Junior Assistants /Typists the A.P. Ministerial Services Under limited recruitment for backlog vacancies earmarked for Physically Challenged persons/persons with Physical disabilities.

2. CATEGORIES OF POST

EDUCATIONAL QUALIFICATIONS

(i) **Junior Assistants**

Must have passed Intermediate Examination conducted by the Andhra Pradesh State Board of Intermediate Examination or its equivalent Examination.

(ii) **Typists**

i Must have passed the Intermediate Examination conducted by the Andhra Pradesh State Board of Intermediate or its equivalent Examination.

ii Must have passed the Government Technical Examination in Typewriting by Higher Grade in Telugu in Government standard Key Board.

iii Provided that if persons with the qualification prescribed in item (ii) above are not available, candidates who have passed the above examination in Typewriting by Lower Grade if other wise qualified be appointed.

iv Provided further that candidates who posses Typewriting qualifications in English by Lower Grade besides the qualifications mentioned in items (ii) and (iii) above shall be given preference for appointment by direct recruitment.

Note(i) "If sufficient number of candidates with Telugu Typewriting qualification are not available for appointment as Typists, candidates with English Typewriting qualification may be appointed subject to the condition that he/she should acquire Telugu Typewriting qualification within the period of probation on pain of postponement of increment without cumulative effect."

Note (ii): in the case of Telugu Typist the pass in the Typewriting examination shall be on the typewriter with Government Standard key Board.

3. AGE: The applicant should have completed (18) years of age as on 30.09.09 and should not have completed 43 years of age as on the Said date.

4. The disability certificate issued y the District Medical Board formed as per G.O.Ms.No.109 WD, CW(WH Desk) Department date 15.06.1992 should be enclosed to the application.

5. Scale of Pay: 4825-125-5200-135-5605-145- 6040-155-6505-170-7015-185-7570-200- 8170-215-8815-235-9520-255-10285-280-10845.

6. METHOD OF RECRUITMENT: According to the G.O.Ms.No.74 G.A. (Services-A) Department dated:14.02.2007, the Written Examinations and oral Interviews be waived and the Selection for such limited recruitment of Physically challenged persons, with disabilities be made on the basis of marks obtained in the qualifying academic examinations.

Note: The Medical Certificates produced by the individual shall be verified to confirm the genuineness before the final selection, and issue of appointment orders. Cases shall be refereed by Collectors to the State Appellate Medical board Authority i.e., Sarojini Devi Hospital, Hyderabad for Visually Handicapped. whenever any doubt arises and whenever re-verification is considered necessary for assessing the degree of disability accurately.

Note(ii) : If all relevant factors governing recruitment are equal, preference in employment shall be given to the disabled having higher degree of disability, the genuineness of the medical certificate and in the case of ambiguity of doubt, the same shall be referred to the Appellate Medical Boards as per the instructions of the Government.

(G.O.Ms.No.56 W.D.C.W. & D.W. (DW) Department, Dated 02-12-2002)

Note(iii): Notwithstanding anything contained in A.P.M.S. Rules & in other relevant rules in the matter of Direct Recruitment for which Intermediate is prescribed as the basic qualification, the Physically challenged persons who prosecuted higher Studies, such as Degree and/or Post Graduate Qualification, directly without the basic qualification of Intermediate prescribed in the said rules, may be considered for appointment to the said posts without insisting of a pass in Intermediate qualification, in the event of non availability of eligible Physically challenged candidates with the basic educational qualification prescribed for the said posts in the relevant Service Rules.

(G.O.Ms.No. 33 G.A. (Ser-B) Department, Dated 03-02-2003)

5. The Rule of reservation (General Rule (22) (read with G.O.Ms.No.115 Women Development, Child Welfare & Labour (WH.DESK) Department, dated 30-7-1991) is applicable).
6. Reservation for Women as prescribed in G.O.Ms.No.41 Women Dev. Child Welfare and Disabled Welfare (DW) Department, dated 27-11-2003 read with Government Memo No.3099/DW.A1/2006, dated 30-8-2006 shall be followed.
7. Approximate number of vacancies in each category of posts in the district is given below. The vacancies given are subject to decrease or increase according to circumstances.

Vacancies of Group-IV Services in the District.

Sl. No.	Name of the Category / Post	Approximate No. of Vacancies	Details of vacancies (as per G.O.Ms.No.115 WDCW & L (WH Desk) Dept., dt. 30-7-1991)		
			Visually Handicapped	Hearing Handicapped	Orthopaedically Handicapped
1	Junior Assistant	04	02 VH(W)	02 HH(Open)	Nil
2	Typist	04	04VH(W)	Nil	Nil

IMPORTANT INSTRUCTIONS:

- 1) Format of application should be neatly type or written on a thick white paper.
- 2) Completed application forms should be sent by REGISTERED POST addressed to the District Collector, Anantapur duly superscribed as "Application for the posts included in Group-IV services examination". The applications addressed to the officers other than the District Collector, Anantapur will not be entertained and liable for rejection

Applications delivered in person in the Collector's Office, Anantapur should also be submitted in a closed cover super scribed as "Application for the posts included in Group-IV Services Examination.

- 3) The rule of reservation in favour of local candidates to the extent of 80% in each category of unit is applicable.

Local candidate in relation to local area means a person who has studied in an educational institution in such local area for a period of not less than four consecutive academic years in which he/She appeared or as the case may be first appeared for SSC or equivalent examination or when during the whole or any part of the four consecutive academic years in which he appeared for SSC or equivalent examination, he/she has not studied in any educational institution, if he/she has resided in the local area for period of not less that four years immediately preceding the date of commencement of SSC or equivalent examination in which he/she appeared or first appeared as the case may be.

In reckoning the consecutive academic years during which a candidate has studied any period of interruption of his study by reason of his failure to pass any examination shall be disregarded.

4) Copies of documents where originals are not enclosed must be certified a correct by as Gazetted officer or a Magistrate.

5) Candidates must make arrangements to see that communications addressed to them at the addresses stated in their applications are re-directed if necessary. Every effort will be made by the Collector to take account of changes in candidates address but cannot accept any responsibility in this matter.

If study/residential certificates are not produced the candidate will be treated as a non-local candidate.

6) Two passport size copies of recent photographs should be enclosed to the application one of which should be pasted to the application form in the space provided and the other copy should be firmly attached to the application form. Each copy of photograph should be signed by the candidate in ink on the front side.

7) Every Application should be accompanied by a self addressed and Stamped (Rs.5.00) envelope of the size of 12x28 Cms.

//True Copy //
STATION: ANANTAPUR
DATE:24.01.2010

Sd/-B.Janardhan Reddy
COLLECTOR & DISTRICT MAGISTRATE,
ANANTAPUR

Annexure – I
Format Application

APPLICATION FOR RECRUITMENT TO THE POSTS OF Junior Assistant and Typist under limited recruitment for backlog vacancies earmarked for physically challenged persons / persons with physical disabilities.

To
The District Collector,
Anantapur District.

Affix Photo

Application for the Post of

The applicant should indicate in the heading the Post and the Service for which he/she applies.

- 1) 1) Full name of the applicant: (Omission to write the full name will prejudice the application)
- 2) Address in Full (Any subsequent alteration should be notified)
- 3) a) Date of Birth (evidence to be produced with attested copy of the document)
- b) Place of birth and district or State in which it is situated :
- c) Native Place and District or State in which it is situated :
- d) Is the applicant a citizen of India :
- 4) Father's Name :
- Address (if living) :
- Profession or occupation :
- 5) Nature of disability (Disability should be enclosed as per G.O.Ms.No.109, WD.CW& I(WH Desk) Department dt:15.06.1992
- 6) Does the applicant apply for appointment to more than one Service and, if so, which service he prefers.
- 7) a) Mother Tongue :
- b) Other Indian languages known :
- 8) Institution or institutions where the applicant was educated with dates from V-Class onwards.

Name of the institution with full address	Approximate date of entering	Approximate date of leaving	Examination passed.

- 9) Qualification: a) Intermediate or its equivalent Examination

Register Number	Month & Year of Passing of Examination	Total marks secured	%of marks

- b) Technical (Copies of certificates duly attested to be produced)

- c) Has the applicant been continuously employed temporarily/regularly under the A.P. Government give details with dates. (Evidence to be produced)

Post Held	Period of Employment From To	Reasons for leaving

10. Employment Exchange Registration number and place of Registration of The applicant.

I declare that I have not at any time been pronounced unfit for Government service by any medical authority and that the particulars given in this application are true to the best of my knowledge and belief.

SIGNATURE OF THE APPLICANT

STATION :
DATE: