

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

Collector's Rc.No.639/2021/A2

Dated:22/07/2021.

District: Visakhapatnam.

Applications are invited from eligible S.C. & S.T. Candidates for recruitment to the posts of Junior Assistants / Typists of A.P.Ministerial Services and to the posts of Office Subordinates / Cook, Cook Mates / Class Room Attendants (O.S. Category) / Scavenger / Female Attendants / Dhobi / Barber pertaining to A.P.Last Grade Services for recruitment of backlog vacancies of S.Cs & S.Ts under Group-IV Services / Class IV (LGS) Category in Visakhapatnam District.

**Department wise vacancy reported in Group IV (Clerical ) Category:**

Sl. No.	Name of Department	Schedule Caste				Schedule Tribe			
		JA		Typist		JA		Typist	
		G	W	G	W	G	W	G	W
1	Commercial Tax Department	-	1 (Local)	-	-	-	-	-	-
2	School Education Department	1 (Local)	-	-	-	1 (Local)	-	-	-
3	Public Health Department	-	-	1 (Local)	-	-	-	-	-

**Abstract – (Group – IV Services):**

Sl.No.	Cadre	SC		ST		Total
		G	W	G	W	
1	Jr. Assistant	1	1	1	-	3
2	Typist	1	-	-	-	1
Total		2	1	1	-	4

**Department Wise Vacancies reported in Class IV (LGS) Category:**

Sl. No	Name of the Department	Category of Post	Schedule Caste		Schedule Tribe		Total
			G	W	G	W	
1	School Education Department	Office Subordinate	2 (Local)	-	-	-	2
2	Disabled Welfare Department	Cook	-	1 (Local)	-	-	1
		Class Room Attendants (O.S. Category)	1 (Local)	-	-	1 (Local)	2
3	Irrigation Department	Office Subordinate	-	-	-	1 (Local)	1

4	Prisons Department	Scavenger	-	-	-	1 (Local)	1
5	DW&CDA Department	Office Subordinate	-	-	1 (Local)	-	1
6	Medical Education Department (Superintendent, KGH, Visakhapatnam)	Cook Mates	-	-	-	1 (Local)	1
7	Medical Education Department (Superintendent for Mental Care, Visakhapatnam)	Female Attendants	-	-	-	1 (Local)	1
8	Police Department	Dhobi	-	-	-	1 (Local)	1
		Barber	-	-	-	1 (Local)	1
9	Education Department	Office Subordinate	-	-	-	1 (Local)	1
<b>SUB-TOTAL</b>			<b>3</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>13</b>

**Abstract - Class IV (LGS):**

SI.No.	Cadre	SC		ST		Total
		G	W	G	W	
1	Office Subordinate	2	-	1	2	5
2	Cook	-	1	-	-	1
3	Cook Mate	-	-	-	1	1
4	Class Room Attendants (O.S.)	1	-	-	1	2
5	Scavenger	-	-	-	1	1
6	Female Attendant	-	-	-	1	1
7	Dhobi	-	-	-	1	1
8	Barber	-	-	-	1	1
<b>Total</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>13</b>

**TOTAL ABSTRACT (GROUP IV ( Clerical) & CLASS IV (LGS) CATEGORY):**

SI.No.	Cadre	SC		ST		Total
		G	W	G	W	
1	Junior Assistant	1	1	1	-	3
2	Typist	1	-	-	-	1
3	Office Subordinate	2	-	1	2	5
4	Cook	-	1	-	-	1
5	Cook Mate	-	-	-	1	1
6	Class Room Attendants (O.S.Category)	1	-	-	1	2
7	Scavenger	-	-	-	1	1
8	Female Attendant	-	-	-	1	1
9	Dhobi	-	-	-	1	1
10	Barber	-	-	-	1	1
<b>Total</b>		<b>5</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>17</b>

**\*\* The notifying authority has reserves the right of cancellation of the notification or to increase or decrease the vacancies and cancellation of some vacancies notified in the notification.**

**2. EDUCATIONAL QUALIFICATIONS:**

<b>Sl. No</b>	<b>Category of Post</b>	<b>Qualification Required (As per A.P.Ministerial Service Rules &amp; Last Grade Service Rules)</b>
1	Junior Assistant	<ol style="list-style-type: none"> <li>1. Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission.</li> <li>2. Pass in Proficiency of Office Automation in Usage of Computer and associated software.</li> </ol>
2	Typist	<ol style="list-style-type: none"> <li>1. Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission.</li> <li>2. Pass in Govt. Technical Exam in Typewriting by Higher Grade in Telugu on Government Standard Key Board (Preference to be given to candidates possessing English (H) in addition to Telugu (H) in direct recruitment) &amp;</li> <li>3. Pass in Proficiency of Office Automation in Usage of Computer and associated software.</li> </ol>
3	Office Subordinate/ Class Room Attendants (O.S.Category)	<ol style="list-style-type: none"> <li>1. Must have passed VII Class examination.</li> <li>2. Must be able to ride a Bicycle.</li> </ol>
4	Cook / Cook Mate	<ol style="list-style-type: none"> <li>1. Must be able to read and write Telugu.</li> <li>2. Must have experience for One Year in the relevant vocation.</li> </ol>
5	Scavenger	<ol style="list-style-type: none"> <li>1. Must be able to read and write Telugu.</li> </ol>
6	Female Attendant / Dhobi / Barber	<ol style="list-style-type: none"> <li>1. Must be able to read and write Telugu.</li> <li>2. Must have experience for One Year in the relevant vocation as may be required for the post.</li> </ol>

**3. Age:** The applicant should have completed (18) years of age as on **01.07.2021** and should not have completed 47 years of age as on the said date.

- Regular State Govt. Employees shall be allowed to deduct from their age, the length of regular service under the State Government upto a maximum of 5 years for the purpose of computing the maximum age limit subject to the limitation prescribed by the rules.
- Retrenched temporary employees of the census department who have rendered at least 6 months temporary service are allowed to deduct (3) years from their age.
- The maximum age limit shall be relaxed in the case of widows, Divorced Women and Women judicially separated from their husbands who are not married, subject to the condition that after such relaxation in any case the age of the candidates in respect of the age limit shall not exceed 47 years in the case of Scheduled Castes and

Scheduled Tribes.

4. **Scale of Pay:** As per A.P. Revised Pay Scales -2015.

5. **Junior Assistant & Typist:** Selection of candidates will be made on the basis of highest marks obtained in the qualifying academic examination i.e., "Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission". For the post of typist in addition to the Bachelor's degree, Pass in Govt. Technical Exam in Typewriting by Higher Grade in Telugu on Government Standard Key Board (Preference to be given to candidates possessing English (H) in addition to Telugu (H) in direct recruitments).

**Office Subordinate in LGS Category:**

Selection of candidates will be made on the basis of highest marks obtained in the qualifying academic examination i.e. 7th Class as the case may be and on furnishing relevant vocation certificate.

**Other posts in LGS Category:**

Selection of candidates will be made on read and writing of Telugu Language and in addition to that furnishing of relevant vocation certificate.

**NOTE:** The candidates who did not study 7th class are not eligible to apply for the post of Office Subordinate since marks in 7th class is the criteria for selection of the said post.

6. The rule of reservation (General Rule 22) is applicable.

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

**IMPORTANT INSTRUCTIONS**

1. Applying candidates can download the detailed notification and other important instructions in respect of this recruitment through Internet @ <https://visakhapatnam.ap.gov.in>.
2. a) The candidates should compulsorily apply online in website <https://visakhapatnam.ap.gov.in> through Mee-Seva centers and should take the printout of the online application and keep the same with them and should produce whenever the candidate is asked to produce the same. No manual applications will be accepted.  
b) The receipt of applications online will be 15 days from the date of publication of notification.
3. Candidates applying for more than one post should apply separately for each post.
4. The rule of reservation in favour of local candidates to the extent of 80% in each category of unit is applicable.

**RESERVATION TO LOCAL CANDIDATES:** Reservation to the Local candidates is applicable as provided in the Rules and as amended from time to time as in force on the date of notification. The candidates claiming reservation as Local candidates

should obtain the required Study certificates (from IV Class to X Class or SSC) (OR) Residence Certificate in the Proforma only for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be kept ready with authorized signature to produce as and when required.

**DEFINITION OF LOCAL CANDIDATE:**

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

NOTE: RESIDENCE CERTIFICATE WILL NOT BE ACCEPTED, IF A CANDIDATE HAS STUDIED IN ANY EDUCATIONAL INSTITUTION UPTO S.S.C. OR EQUIVALENT EXAMINATION. SUCH CANDIDATES HAVE TO PRODUCE STUDY CERTIFICATES INVARIABLY.

in 4. Candidates are advised to refer provisions of the PRESIDENTIAL ORDER 1975  
this regard.

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

6. Candidates claiming to have rendered regular Govt. Service have to produce evidence in support of their claim for availing age relaxation.

7. If study / residential certificate is not produced by the candidate when required to

be produced, he / she will be treated as NON LOCAL.

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

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

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

11. If two or more candidates acquires same marks for 1 post, then eldest of the candidate as per DOB, will be considered.

12. For any information / intimation / publication of results / schedule of certificate verification etc., with regard to this notification, the candidates have to pursue through the website @ <https://visakhapatnam.ap.gov.in>

**V Vinay Chand I A S,  
DISTRICT COLLECTOR &  
CHAIRMAN, DSC  
VISAKHAPATNAM.**