

IMPORTANT INSTRUCTIONS TO CANDIDATES

- Applications are invited from eligible S.C. and S.T. candidates for appointment as Junior Assistants/Typists/Junior Assistant-cum-Typist in A.P. Ministerial Services through online WEBSITE "westgodavari.org" from 04/10/2018 to 19/10/2018.
- Applying candidates can download the detailed notification and other important instructions in respect of this recruitment through Internet @ "westgodavari.org"
- Last date for submission of online application is **19/10/2018 upto 5 pm.**
- The particulars uploaded in the online application by the applicant will be taken as final and data entry processed based on these particulars. Candidates should therefore, be very careful in upload/submitting the application form through online.
- Incomplete/incorrect applications received will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained.
- Applicants should be careful in filling-up of the application form and submission.
- Before upload / submission application from the candidates should carefully ensure his/her eligibility for this examination.
- 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 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 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 UPLOAD STUDY CERTIFICATES INVARIABLY. IF STUDY /RESIDENCE CERTIFICATES IS NOT PRODUCED BY THE CANDIDATES WHEN REQUIRED TO BE PRODUCED, HE/SHE WILL BE TREATED AS NON-LOCAL.

- v). Candidates who have migrated from Telangana to Andhra Pradesh as per terms laid out in circular memo No.4136/SPF & MC/2015-5, Dated.08/08/2016 of Government of Andhra Pradesh shall obtain the migration certificate and produce at the time of verification.

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

- 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.
- Candidates claiming to have rendered regular Govt. Service or claim to have worked in Census Dept. and retrenched will not be eligible for the concession allowed if evidence is not uploaded in support of their claim.
- An 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.
- The Merit list will be prepared based on the percentage of total marks obtained in Bachelors Degree.
- Application in which any portion of the required information is not correctly and completely given will be summarily rejected.
- Application in respect of which prescribed documents and certificates is not uploaded will be summarily rejected.
- Any candidate shall produce Original documents, as and when called for by the District Selection Committee 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.
- 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.

COLLECTOR & DISTRICT MAGISTRATE
WEST GODAVARI, DISTRICT.