

GOVERNMENT OF ANDHRA PRADESH

**NOTIFICATION FOR FILLING UP OF BACKLOG VACANCIES FOR
SCs/STs IN GROUP IV CATEGORY CLERICAL CADRE**

Roc.No. A3/e-1288167/2018

District: West Godavari

1. Applications are invited from eligible S.C. and S.T. candidates for appointment as Junior Assistants/Junior Accountant/Typists/Junior Assistant-cum-Typist in A.P. Ministerial Services, for limited recruitment of backlog vacancies of SCs and S.Ts.

**2. CATEGORIES OF POST
QUALIFICATIONS**

EDUCATIONAL

(i) **Junior Assistants**

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.

(ii) **Junior Accountant**

B.Tech/B.E. with Computer Science or Information Technology or BCA or B.Sc. (Comp) or B.Com (Comp) or B.A. (Comp.)

(or)

Must hold Bachelor's Degree of any University in India and to pass in any one of the certified course Examination conducted by the Board of Technical Education and Training A.P., Hyderabad i.e., Office Automation/PC Maintenance and Troubleshooting/ web Designing

(iii) **Typists/
Jr.Asst., cum Typist**

i. 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.

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

Note: - If candidates with higher grade qualification either in Typewriting is not available, candidate in lower grade qualification will be considered for appointment as Typist/ Junior Assistant cum Typist.

The eligible candidates have to apply through online only. The detailed information regarding eligibility and other instructions are available in the website: www.westgodavari.org

3. AGE: The applicant should have completed (18) years of age as on 01.07.2018 and should not have completed (47) years of age on the said date. (
 - (i) Regular State Govt. Employees shall be allowed to deduct from their age, the length of regular services under the State Govt. up to a maximum of FIVE years for the purpose of computing the maximum age limit subject to the limitations prescribed by the rules.
 - (ii) Retrenched temporary employees of the Census Dept., who have rendered at least SIX months temporary service are allowed to deduct THREE years from their age.

N.B: The Tahsildars are competent authorities to issue certificates regarding local status of the candidates in this matter.

4. SCALE OF PAY: As per A.P. Revised Pay Scales – 2015
5. Selection of candidates will be made on the basis of 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"
6. Thereafter, a further test shall be conducted i.e. "Proficiency in Office Automation with usage of computers and associated software", only for the short listed candidates to assess the proficiency in Office Automation with usage of computers and associate software, before finalizing the selection list. Only those candidates who pass the qualifying test to assess "Proficiency in Office Automation with usage of computers and associate software" would be eligible for appointment to the relevant post.
7. The rule of reservation (General Rule 22) is applicable.
8. Selection for Women Quota will be as per the roster points available with the concerned Departments.
9. 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.

Sl. No.	Name of the Category/Post	No of Vacancies	Details of Vacancies	
			S.Cs	S.Ts
1.	Jr. Assistants	08	General - 1	General - 1
			Women - 4	Women - 2
2.	Jr. Accountant	01	General - 1	-
3.	Typists/ Junior Assistant cum Typist	04	General - 1	General - 0
			Women - 2	Women - 1

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

COLLECTOR & DISTRICT MAGISTRATE
WEST GODAVARI, DISTRICT.