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GOVERNMENT OF TELANGANA
NOTIFICATION

Collector's Ref.No.A2/240/2015

Dated.20.06.2018.

District:: A D I L A B A D

GROUP-IV SERVICES (CLERICAL CADRES) RECRUITMENT (OTHER THAN POSTS IN THE OFFICES OF HEADS OF DEPARTMENT, SECRETARIAT DEPARTMENTS AND THE A.P.JUDICIAL MINISTERIAL SERVICES) IN SUBORDINATE OFFICES FOR SCHEDULED CASTES/SCHEDULED TRIBES BACKLOG VACANCIES.

1. Applications are invited from eligible SC and ST candidates from 20.06.2018 to 04.07.2018 (within 15 days from the date of notification) in the proforma annexed for appointment as Junior Assistants/Typist in T.S Ministerial Services, Subordinate Services, for limited recruitment of backlog vacancies of SC & STs.

2	<u>CATEGORIES OF POST</u>	No. of Posts	<u>EDUCATIONAL QUALIFICATIONS</u>	<u>Name of the Department</u>
(i)	Junior Assistants	09	Must have passed Degree Examination conducted by the Andhra Pradesh/Telangana State Board of Universities or its equivalent Examination	i) DM&HO, Adilabad. ii) Regnl.Jt. Director, Intermediate Education, Warangal. iii) Jt. Commissioner (ST), Adilabad. iv) Dy. Executive Engineer, R&B, Adilabad.
(ii)	Typists	02	(i) Must have passed the Degree Examination conducted by the Andhra Pradesh/Telangana State Board of Universities or its equivalent Examination. ii) Must have passed the Government Technical Examination in Typewriting by the High Grade in Telugu in Government standard Key Board.	i) Dist. Cooperative Officer, Adilabad. ii) Dy.Executive Engineer, R&B, Adilabad.

NOTE:- If Candidate with High Grade Qualification either in Typewriting or Shorthand or both are not available, candidates in Lower Grade Qualification will be considered for appointment as Typist as the case may be.

3.A.G.E: - The applicant should have completed (18) years of age as on 01.07.2017 and should not have completed (44+05= 49) years of age as on the said date.

- (i) Regular State Government Employees shall be allowed to deduct from their age, the length of regular services under the State Government upto 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 employee 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 status of the candidates in this matter.

4. SCALE OF PAY: 16400-470-16870-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-49870-(40).

5. Selection of candidates will be made on the basis of marks obtained in the qualifying academic examinations i.e., Graduation or its equivalent examination.
6. The rule of reservation (General Rule 22) is applicable.
7. 33 1/3 of posts in each category of SCs & STs quota are reserved to be filled by Women in the respective categories. In the matter of direct recruitment to posts, which are reserved exclusively for being filled by women, they shall be filled by women only.
8. Approximately 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	
			S.Cs	S.Ts
T.S. MINISTERIAL SERVICES::				
1	Junior Assistants	09	01-General 03- Women	03-General 02- Women
2	Typists	02	01- Women	01-General

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

IMPORTANT INSTRUCTIONS

1. Format of application should be neatly typed or written on a thick white paper.
2. Completed application forms should be sent by REGISTERED POST addressed to the District Collector Adilabad only super scribed as "Application for the posts included in Group-IV services examination". The applications addressed to the Officers other than the District Collector will not be entertained and liable for rejection.

Applications delivered in person in the Collector's Office should also be submitted a closed cover superscripted as "Application for the posts included in Group-IV Services examination".

3. Caste Certificate relating to conversion from Christianity to SC, a Certificate of conversion or re-conversion as the case may be, in GOMs.No.185, Social Welfare (B2) Department, Dated 04.12.1979.
4. The rule of reservation infavour 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 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 the 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 a period of not less than four years immediately preceding the date of commencement of SSC or equivalent examination in which he 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.

5. Copies of documents where originals are not enclosed must be certified as corrected by a Gazetted Officer or a Magistrate.

6. 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.

7. Candidates claiming to have rendered regular Govt. services or claim to have worked in Census Dept., and retrenched, will not be eligible for the concession allowed if evidence is not produced in support of their claim.


If study/residential certificate is not produced the candidate will be treated as a Non-local candidate.

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.

Every application should be accompanied by a self addressed and a stamped (Rs.5.00) envelope of the size of 12X28 Cms.

**SD/-D.DIVYA, I.A.S.,
COLLECTOR & DISTRICT MAGISTRATE,
ADILABAD DISTRICT.**

//Attested//

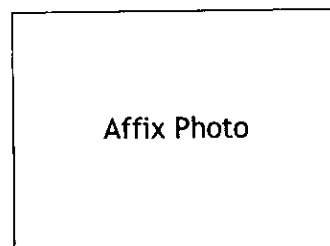

Administrative Officer
Collectorate, Adilabad.

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Annexure-I
Format Application

**APPLICATION FOR RECRUITMENT TO THE POSTS - as Junior Assistant and Typist in
T.S. Ministerial Services for limited recruitment of backlog vacancies of S.C & S.Ts.**



To
The District Collector,
Adilabad District.

Application for the Post of.....

Notes

1. An applicant will be disqualified who attempts to canvas or to bring influence to bear on the Collector/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.

2. a) This form must be completed by the applicant in his own handwriting and must be sent with necessary documents to the Collector Adilabad.
- b) Application in which any portion of the required information is not correctly and completely given will be summarily rejected.
- c) Application which is received after the due date will be summarily rejected.
- d) Application in respect of which prescribed documents and certificates in proper form is received after the due date will be summarily rejected.
- e) 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 appointments 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.
3. Copies of the documents where originals are required to be sent must be certified as correct by a Gazetted Officer or a Magistrate or other responsible person.
- a) Full name of the applicant including the name or names for which the applicant's initials stand (Omission to write the full name will prejudice the application)
- b) Address in Full (Any subsequent alteration should be notified) & Cell No.

NOTE: - Candidates must make arrangements to see that communication addressed to them at address stated in their applications are redirected, if necessary every effort will be made, by the Collector to take account of changes in Candidate's address but cannot accept any responsibility in this matter.

- c) (i) Date of Birth (evidence to be produced with attested copy of the document)
- (ii) Place of birth and District or State in which it is situated.
- (iii) Native place and District or State in which it is situated.
- (iv) Is the applicant a citizen of India?

(v) Does the candidate belong to S.C/S.T category or is he/his parents convert to Christianity from any of the S.Cs? If so, please specify (evidence to be produced with attested copy of the document)

4. Father's Name :

Address (If living) :

Profession or Occupation :

5. a) Does the applicant apply for appointment to more than one service and, if so, which service he prefers.
- b) If the applicant prefers the T.S. Ministerial Service or has applied only for that Service he should state the names of the departments or offices in which he wishes to be appointed. (The names of the departments or offices should be mentioned in order of preference)
6. a) Mother Tongue :
- b) The language in which the applicant which to be tested. :
- d) Other Indian languages known :

State the name of the language	State Examinations passed, if any, in the language	State if he knows to speak only or also to read and write manuscripts in the language

7. Institutions where the applicant was educated with dates from IV-Class onwards:

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

8. Qualifications:

- a) Degree or its equivalent Examination.

Register Name	Month & Year of passing of Examination	Total Marks secured	% of Marks

- b) Highest educational qualification which the applicant possesses. If the applicant is a post graduate, the name of the University from which the applicant

post graduated, nature of degree taken, subjects and class in each branch of the Examination should be stated. If the applicant is graduate holder the marks obtained in each subject at the examination and whether he is eligible for entry into the University Course of study should be stated. (Extracts of the certificates showing the marks and eligibility attested should be enclosed).

- c) Technical (Copies of certificates duly attested to be produced)
- d) Has the applicant rendered war service or is serving with the forest or been invalidated from the war service? Give the details with dates. (Authenticated extract of the Discharge Certificate to be produced as evidence).
- e) Has the applicant been continuously employed temporarily under the T.S Govt. give details with dates? (Evidence to be produced)
- f) Has the applicant been employed regularly under State Government. Give details with dates (Evidence to be produced).
- g) Whether the applicant was demobilized from the Army during 1950-51 on account of Government of India's decision to reduce the size of the Army (Authenticated extract of the discharge certificate to be produced as evidence).

9. How has the applicant been occupied since leaving School or College till the date of application? Particulars of employment, if any, whether, in Government Service or not, and dates or appointment to and relief from each post and reasons for leaving each post and emoluments in each post should be stated.

Post Held	Period of Employment		Reasons for leaving
	From	To	

- 10. a) Has the applicant been a Boy-Scout or member of Cadet of a U.T.C. (N.C.C) National Volunteer Corps., (Lok Sahaik Sena). Auxillary Cadet Corps., Social Service League, Bharat Sevak Samaj, Building and Red Cross? If so, give particulars (Evidence to be produced)
- b) Has the applicant held positions of authority if any, in (1) School (2) Colleges (3) Boy Scout Assn., (4) UTC (NCC) (5) National Volunteer Corps, (Lok Sahaik Sena) (6) Auxiliary Cadet Corps., (7) Social Service League (8) Bharat Sevak Samaj (9) Scouting (10) Guiding and (11) Red Cross? If so, give particulars (Evidence to be produced).
- c) Has the applicant gained any distinctions at Scholl, College or University or rendered any special service to the Government? State any other special grounds which the applicant desires to be considered.

11. 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 to the best of my knowledge and belief.

STATION:

SIGNATURE OF THE APPLICANT

DATED:

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Receipt

Received the application from Sri/Smt.....for the post of Junior Asst./Typist for recruitment of Backlog Vacancies of SC/STs under Group-IV Services-2018.

Signature of the receiver