

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION: VIJAYAWADA****NOTIFICATION NO.14/2023, DATED: 22/12/2023****DIRECT RECRUITMENT TO THE POST OF DEPUTY EDUCATIONAL OFFICER IN A.P. EDUCATIONAL SERVICE  
(GENERAL RECRUITMENT)****PARA – 1:**

- 1.1. Applications are invited through online from eligible candidates for the post of Deputy Educational Officer in A.P. Educational Service for a total of 38 vacancies in the scale of pay of Rs.61,960 – 1,51,370 (RPS: 2022) within the age group of 18 - 42 years as on 01.07.2023.
- 1.2. The candidate shall apply online through Commission's Website <https://psc.ap.gov.in> The application can be submitted from **09/01/2024 to 29/01/2024 up to 11:59 mid night.**
- 1.3. The applicant who desires to apply for the above post shall login the Commission's Website, with his/her registered OTPR number. In case, the candidate is applying for the first time to the posts notified by A.P.P.S.C. he/she shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission's Website viz., <https://psc.ap.gov.in> Once applicant registers his/her particulars, a user ID is generated and sent to his/her registered mobile number and email ID.
- Note:** i. **One Time Profile Registration (OTPR) is not considered as an application for any post under any circumstances.**  
ii. **The applicants are advised to retain their mobile number and Email ID registered in OTPR for receiving OTPR/SMS for further communication.**
- 1.4. The Commission conducts Screening Test on 13/04/2024, in case candidates exceeds 200 times the number of vacancies notified, as per G.O.Ms.No.39, General Administration (Ser.A) Department, dated: 26.03.2019 and the Candidates will be short listed to the Mains (CBT) Examination in the ratio as may be decided by the Commission at an appropriate time in terms of G.O.Ms.No.5, General Administration (Ser-A) Dept., dt: 05.01.2018. The dates of Main Examination will be announced separately.
- 1.5. In respect of Screening Test, the objective type examination will be held in offline mode (OMR based). The Main Examination would be in objective type and questions are to be answered on computer system. Instructions regarding computer based recruitment test (CBT) are attached as Annexure - III.
- 1.6. A general Mock Test facility is available to the applicants on the Commission's website to acquaint themselves with the computer based recruitment test. Applicant can visit the website and practice the answering pattern under MOCK TEST option available on main page of website <https://psc.ap.gov.in>
- 1.7. The applicant is required to visit the Commission's website regularly to keep himself /herself updated until completion of the recruitment process. The Commission's website information is final for all correspondence. No individual correspondence by any means will be entertained under any circumstances.
- 1.8. HALL TICKETS for the Screening and Main Examination will be hosted on Commission's website for downloading. Instructions would be given through the website regarding downloading of Hall Tickets.
- 1.9. All desirous and eligible candidates shall apply online after satisfying themselves as per the terms and conditions of this recruitment notification. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances. Submission of application form by the candidate is construed as he / she read the notification and shall abide by the terms and conditions laid down there under.
- 1.10. The details of vacancies are as follows:-

**VACANCIES (STATE WIDE POST)**

Name of the Post & Department	Zone wise vacancies				Total
	I	II	III	IV	
Deputy Educational Officer A.P. Educational Service	07	12	08	11	38

- Note:** 1. The post is State Wide Post but allotment will be in Zone wise.  
2. The details of vacancies may be seen at **Annexure-I.**

**PARA-2 ELIGIBILITY:**

- i. He / She is of sound health, active habits and free from any bodily defect or infirmity rendering him / her unfit for such service;
- ii. His / Her character and antecedents are such as to qualify him/her for such service;
- iii. He /She possesses the academic and other qualifications prescribed for the post; and
- iv. He/ She is a citizen of India:

Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

**PARA-3: EDUCATIONAL QUALIFICATIONS:**

The candidate should possess the prescribed academic qualification as on the date of this notification. **The date of this notification** shall be the crucial date for calculating the experience including the practical experience. **In respect of other than prescribed Educational Qualifications, claiming equivalence, the decision of the concerned department (Unit Officer) shall be final.**

**Note:** If the applicant possesses an equivalence of qualification other than prescribed qualification in the Commission's notification, applicant should produce a copy of the Government Orders to the Commission in advance within 10 days of last date for submitting applications, failing which their application will be rejected.

Name of the Post	Educational Qualifications
Deputy Educational Officer in A.P. Educational Service	A first or Second class Post Graduate Degree in any one of the subjects suitable for admission in to B.Ed. course.

**Note:**

**Based on merit in Main examination the candidates will be short listed for Computer Proficiency Test. No candidate shall be eligible for appointment to the Post Deputy Educational Officer in A.P. Educational Service unless he/she qualifies the Computer Proficiency Test in terms of G.O.Ms.No.26, G.A. (Ser-B) Dept., Dt: 24.02.2023.**

**PARA- 4 RESERVATIONS:**

- 4.1. There will be Vertical Reservations in direct recruitment in respect of Scheduled Tribes, Scheduled Castes, Backward Classes and Economically Weaker Sections; and Horizontal Reservations in respect of Persons with Benchmark Disabilities, Women and Meritorious Sports Persons as per Rule 22, 22(A) and 22(B) of A.P. State and Subordinate Service Rules, 1996 as amended vide G.O.Ms.No.77, G.A. (Ser-D) Dept., Dt: 02.08.2023.

**“NOTE: The candidates belonging to SC, ST, BC, EWS & PBDs and who avails upper age relaxation will also be considered for open category (OC) vacancies”.**

- 4.2. There shall be Reservation to Women horizontally to an extent of 33 1/3% in terms of Rule 22, 22 (A) and 22 (B) of A.P. State and Subordinate Service Rules, 1996 as amended vide G.O. Ms. No. 77, GA(Ser-D) Dept., Dt:02.08.2023.
- 4.3. There will be reservations in direct recruitment in respect of Person with Benchmark Disability as per Rule 22, 22 (A) and 22 (B) of State and Subordinate Service Rules and read with Departmental Special Rules.
- 4.4. The Person with Benchmark Disability means a person suffering from not less than forty percent of any disability as certified by a medical authority except hearing Impairment. Hearing Impairment means a) “**deaf**” means persons having 70 DB hearing loss in speech frequencies in both ears; b) “**hard of hearing**” means persons having 60 DB to 70 DB hearing loss in speech frequencies in both ears; as per provision under “Person with Disabilities Act, 1995”, The Rights of Persons with Disabilities Act, 2016 and The Rights of Persons with Disabilities Rules, 2017, dt: 15.06.2017 as per G.O.Ms.No.36, Dept., for Women, Children, Differently Abled & Senior Citizens (Prog.II), Dt: 23.08.2023.

- 4.5. The following are the categories of Persons with Benchmark Disabilities as per G.O.Ms.No.77, G.A. (Ser-D) Dept., Dated: 02.08.2023:
- a) Blindness and low vision
  - b) Deaf and hard hearing
  - c) Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
  - d) Autism, Intellectual disability, Specific learning disability, Mental illness.
  - e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.
- 4.6. Evaluation of various physical disabilities and procedure for certification will be as per orders contained in **G.O.Ms.No.36, Dept., for Women, Children, Differently Abled & Senior Citizens (Prog.II) Dt: 23.08.2023.**
- 4.7. Reservation to BC-E group will be subject to the adjudication of the litigation before the Hon'ble Courts including final orders in Civil Appeal No: 2628-2637 of 2010 in SLP(C). No. 7388-7397 of 2010, dated. 25/03/2010 and orders from the Government.
- 4.8. The candidates claiming status of non-creamy layer of Backward Class have to obtain a Certificate in terms of G.O. Ms. No. 3, Backward Classes Welfare (C-2) Department, Dated 04.04.2006 read with G.O. Ms. No. 26 Backward Classes Welfare(C) Department, Dated 09.12.2013 regarding their exclusion from the Creamy Layer from the competent authority (Tahasildar) and produce the same at appropriate time of verification. In case of failure to produce the same on the day of verification, the Candidature will be considered against OC, if he / she is otherwise eligible in all aspects.
- 4.9. Economically Weaker Sections means the persons who are not covered under existing scheme of reservations for the SCs, the STs and Socially and Educationally Backward Classes and whose gross annual family income is below Rs.8.00 lakh. Only such persons are identified as Economically Weaker Sections for the benefit of reservations. The persons seeking the benefit of reservation under EWS category shall obtain the necessary EWS Certificate issued by the Tahsildar concerned and produce at an appropriate time to the Commission as per G.O.Ms.No:73 GA(SER-D)Dept,Dt:04-08-2021.
- 4.10. In the case of candidates who claim the benefit of reservation or relaxation from upper age limit on the basis of Caste/Tribe or Community/Category the basic document of proof of Community/Category will be the Certificate issued by the Revenue Authorities not below the rank of Tahsildar in the case of SC/ST/EWS and Non Creamy Layer Certificate issued by the Revenue Authorities in the case of Backward Classes. The list of Caste/Tribe/Community is as incorporated in Schedule-I of above Rules. The list is also appended at Annexure -IV. The candidates have to produce proof of the community claimed in their application at all stages of selection along with the certificates relating to Educational Qualifications and local status certificates etc... Subsequent claim of change of community will not be entertained.
- 4.11. Caste & Community: Community Certificate issued by the competent authority in terms of G.O. Ms No. 58, SW (J) Dept., dt.12/5/97 should be submitted at appropriate time. As per A.P. State and Subordinate Service Rules, Rule -2(28) Explanation: In so far as claiming for SC reservation is concerned, No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste. However, scheduled caste converts to Buddhism deemed to be scheduled caste. BCs, SCs, STs & EWS belonging to other States are not entitled for reservation.
- 4.12. Horizontal Reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for Persons with Benchmark Disabilities have to be placed in the appropriate category viz. SC / ST / BC / EWS / Unreserved depending upon the category to which they belong in the roster meant for reservation of SCs/STs/BCs/EWSs as per G.O. Ms. No.77, G.A. (Ser-D) Dept., Dt: 02.08.2023.
- 4.13. **“Reservation for Local Candidates is not applicable. Candidates may apply even if vacancy is not indicated in any Zone. Selection shall be made on State wide merit and allotment of Zones shall be made as per preference given by candidate, in terms of Departmental special/adhoc rules”.**
- 4.14. The composition of Districts in each Zone is as hereunder:
- |           |   |
|-----------|---|
| Zone-I:   | Srikakulam, Vizianagaram and Visakhapatnam. (SKM, VZM, VSP)   |
| Zone-II:  | East Godavari, West Godavari and Krishna. (EG, WG, KST)       |
| Zone-III: | Guntur, Prakasam and Nellore. (GNT, PKM, NLR)                 |
| Zone-IV:  | Chittoor, Kadapa, Anantapur and Kurnool. (CTR, CDP, ATP, KNL) |

- 4.15. Candidates who migrated from Telangana to Andhra Pradesh between 2<sup>nd</sup> June, 2014 and 1<sup>st</sup> June, 2024 as per G.O. Ms. No. 161, General Administration (SPF&MC) Department, dated.27.12.2022 and as per terms laid down in Circular Memo No.4136/SPF & MC/2015-5, Dated.20.11.2017 and Circular Memo No.4136/SPF & MC/2015-17, Dated.27.12.2022 of Government of Andhra Pradesh shall obtain the Local Status Certificate from competent authority and produce at the time of verification.
- 4.16. **The reservations and relaxations to different categories/communities are applicable only in case of availability of vacancies to the respective category/ community as announced through this notification.**

**PARA- 5 AGE:**

- 5.1. Minimum 18 years & Maximum 42 years as on 01/07/2023, as per G.O.Ms.No.109, GA (Ser-A) Dept., Dt.10.10.2023.  
N.B.: No person shall be eligible if less than 18 years and is more than 42 years.
- 5.2. Age Relaxation is applicable to the categories as detailed below:

S. No.	Category of candidates	Relaxation of age permissible
1.	SC, ST, BCs and EWS	5 Years
2.	Persons with Benchmark Disabilities	10 years
3.	Ex-Service men	Shall be allowed to deduct from his age a period of 3 years in addition to the length of service rendered by him in the armed forces / NCC.
4.	N.C.C. (who have worked as Instructor in N.C.C.)	
5.	Regular A.P. State Government Employees (Employees of Corporations, Municipalities etc. are not eligible).	Allowed to deduct from his age the length of regular Service under State Government up to a maximum of five years for the purposes of the maximum age limit.
6.	Retrenched temporary employees in the State Census Department with a minimum service of 6 months.	3 Years

**EXPLANATION:**  
Provided that the persons referred to at Sl.Nos.3 & 4 above shall, after making the deductions referred to in sub Rule 12 (c) (i) & (ii) of A.P. State and Subordinate Service Rules not exceed the Maximum age limit prescribed for the post.  
The age relaxation for Ex-Servicemen is applicable for those who have been released from Armed Forces other than by way of dismissal or discharge on account of misconduct or inefficiency.

**PARA - 6 HOW TO APPLY:**

**STEP-I:** The applicant desires to apply for the post shall login the Commission's Website with his/her registered OTPR number. Candidate applying for the first time for any notification has to first fill the OTPR application carefully to obtain OTPR ID. While filling the OTPR, the candidate has to ensure that the particulars are filled correctly. The Commission bears no responsibility for the mistakes, if any, made by the candidates. If candidates choose to modify they may do so by clicking the modify OTPR make the modification, save them and proceed to STEP-II.

**STEP-II:** The Applicant has to Login in the Commission's website with the User Name (OTPR ID) and the Password set by Candidate. After Login, the Applicant has to click on the "Online Application Submission" present in the bottom right corner of the Commission's website. The applicant now has to click on the Fill Application button against the notification number that he / she wants to apply.

**STEP-III:** After checking all the data and ensuring that the data is correct the applicant has to fill application specific data such as Local/Non Local status, White card details etc., which are also used to calculate the Fee. Hence if any details are to be changed, applicant should use the modify OTPR link, modify the details, save it and again click on online application submission.

Once all the data such as Qualification details, Post preferences, examination centre, etc filled carefully and submit the Application form with Save or Save & Submit

option. If candidate click on save button the application details are only save due to power/service issues. The applicant has to click on the Save & Submit button payment link will be generated.

**NOTE:** 1. By click on "Save" button the application details given by you will be partially saved at our end. However, your application will not be submitted until you click on "Save & Submit" button.

2. By click on "Save & Submit" button you will be directed to the payment gateway and on successful payment of fee, your application will be finally submitted.

3. Applicant shall note that the data displayed from OTPR at the time of submitting the application will be considered for the purpose of this notification only. Any changes made by the applicant in OTPR data at later date shall not be considered for the notification on hand.

**PAYMENT PROCESS:** The applicant has to check the basic details for calculation of the fee and age relaxation will be pre-populated from the OTPR data. The applicant has to verify all the details that are displayed. Once the payment form is submitted, the respective details (used for Calculation of fee and age relaxation) will not be altered in any stage of application processing. On successful submission, the payment reference ID is generated and SMS alter sent to the registered Mobile Number of the candidate. The candidate can download the filled application pdf for ready reference / correspondence.

**STEP-IV:** In any case if the payment process is not submitted successfully, then the applicant should start the fresh payment process as mentioned in STEP-II.

**STEP-V:** Once the application is submitted successfully, corrections in the application will be enabled after the last date of the submission of application and will be allowed up to 7 days only from the last date of applications. The corrections can be made in the application form itself. Fields which affect the Name, fee and age relaxations are not enabled for corrections.

**NOTE:**

A. The Commission is not responsible, for any omissions made by the applicant in bio-data particulars while submitting the application form online. The applicants are therefore, advised to strictly follow the instructions given in the user guide before submitting the application.

B. All the candidates are requested to submit their application with correct data. It is noticed that some of the candidates are requesting for change in the data, after submission of the application. It is informed that such requests shall be allowed on payment of Rs.100/- (Rupees Hundred Only) for each correction. However changes are not allowed for Name, Fee and age relaxation. No manual application for corrections shall be entertained.

C. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in uploading / submitting the application form online.

D. Incomplete / incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the Commission under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he / she comes to the final stage of recruitment process or even at a later stage and also liable for punishment as per Para 14.1 of this notification.

E. Before uploading / Submission Application Form, the Candidates should carefully ensure his / her eligibility for this recruitment. No relevant column of the application form should be left blank; otherwise application form will not be accepted.

**PARA -7: (a) FEE:**

- 7.1. Applicant must pay Rs. 250/- (Rupees two hundred and fifty only) towards application processing fee and Rs 120/- (Rupees One Hundred Twenty only) towards examination fee.
- 7.2. However, the following categories of candidates are exempted from payment of examination fee Rs.120/- only.
  - i) SC, ST, BC, PBDs & Ex-Service Men.
  - ii) Families having Household Supply White Card issued by Civil Supplies

Department, A.P. Government. (Residents of Andhra Pradesh).

- iii) Un-employed youth as per G.O.Ms.No.439, G.A (Ser- A) Dept., dated: 18/10/1996 should submit declaration at an appropriate time to the Commission.
- iv) Applicants belonging to the categories mentioned above (except Persons with Benchmark Disabilities & Ex-Servicemen) hailing from other States are not entitled for exemption from payment of fee and not entitled for claiming any kind of reservation.
- v) Candidates belonging to other States shall pay the prescribed fee of Rs.120/- (Rupees One Hundred and Twenty only), along with processing fee of Rs. 250/- (Rupees Two Hundred and Fifty only) through different channels as indicated at Para-6. Otherwise such applications will not be considered and no correspondence on this will be entertained.

7.3. **b) MODE OF PAYMENT OF FEE:**

- i) The Fee mentioned in the above paragraph is to be paid online using payment gateway using Net Banking/ Credit card / Debit Card. The list of Banks providing service for the purpose of online remittance of fee will be available on the website.
- ii) The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee and application fee (in non-exempt case) will entail total rejection of application.
- iii) IPOs / Demand Drafts are not accepted.
- iv) In case of corrections Rs.100/- per correction will be charged. However changes are not allowed for Name, Fee and age relaxation.

**PARA-8: SCHEME OF EXAMINATION:**

- 8.1. The Scheme & Syllabus for the Screening Test and Main examination including Computer Proficiency Test (CPT) has been shown at **Annexure-II**.
- 8.2. Scheme is prescribed as per G.O.Ms.No.141, Finance (HR-I Plg. & Policy) Department, Dt: 01.08.2016 read with G.O Ms. No.100, GA(SER-A) Dept., dated: 30.09.2022 and G.O.Ms.No.26, G.A. (Ser-B) Dept., Dt: 24.02.2023 for CPT .
- 8.3. As per G.O. Ms. No.235, Finance (HR-I, Plg & Policy) Dept., Dt. 06/12/2016, for each wrong answer will be penalized with 1/3<sup>rd</sup> of the marks prescribed for the question.
- 8.4. As per G.O.Ms.No.5 General Administration (Ser-A) Dept., dated:05.01.2018, the Andhra Pradesh Public Service Commission is empowered to pick up candidates, who obtains such minimum qualifying marks in Screening Test (Preliminary Examination) as may be fixed by the Commission at its discretion to the Main Examination in all direct recruitment examinations. The APPSC is further permitted to select candidates belonging to the Scheduled Caste or Scheduled Tribes or Backward classes or Persons with Benchmark Disabilities for Main Examination by applying relaxed standards in the Screening Test (Preliminary Examination), if the Commission is of the opinion that sufficient number of candidates from these communities are not likely to be eligible for main examination on the basis of general standard in Screening Test (Preliminary Examination) in order to fill up the vacancies reserved for them.

**PARA - 9: CENTRES FOR THE SCREENING TEST AND MAIN EXAMINATIONS:**

- 9.1. Screening Test and Main Examination will be held in 13 erstwhile Districts Centers. However, the Commission reserves the right either to increase or decrease the number of Centers.
- 9.2. The following are the Examination Centers:

S. No.	Name of the Examination Centre	S. No.	Name of the Examination Centre
1	Srikakulam	8	Prakasam
2	Vizianagaram	9	S.P.S.R. Nellore
3	Visakhapatnam	10	Chittoor
4	East Godavari	11	Y.S.R. Kadapa
5	West Godavari	12	Anantapuramu
6	Krishna	13	Kurnool
7	Guntur		

- 9.3. Therefore, the applicant may choose the examination centre from above with three preferences. However, the Commission reserves the right to allot the applicant to any centre of examination depending on the availability of the resources.
- 9.4. Applicants must indicate the centres for both Screening Test and Main Examination in the On-Line Application Form.

**PARA-10 RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS:**

- 10.1. **Invalidation of OMR Answer Sheet:**
- a. If any applicant fails to bubble or wrongly bubble the Booklet Series in the OMR Answer Sheet, such Answer sheets are invariably invalidated as the answer sheets are valued by Optical Mark Reader. This stipulation is to avoid any sort of human interface in evaluation of the Scripts.**
- b. Tampering of OMR answer sheet by using whitener, eraser, blade and chalk powder etc., and also tampering of barcode by any means leads to invalidation.**
- c. No request for reconsideration of such rejected/invalidated cases will be entertained.**
- 10.2. The Commission would publish initial answer key(s) for the question paper(s) on its website after conduct of the examination. If the candidates have any objections with regard to the initial key / questions they shall have to file the objections within three days after publication of the initial key in the prescribed proforma available in the website. Any objection filed after expiry of specified time would not be entertained.
- 10.3. The objections received if any on initial key, would be examined by referring it to three subject experts and finalize the key as per the decision of the Commission. And the key so finalized shall be final and no further objections shall be taken in to account.
- 10.4. The candidate shall pay Rs.100/- per objection raised by him/her against question/ initial answer key within the stipulated time & procedure as above. In case of genuine objections, which are sustained in the final analysis, the amount will be reimbursed to the candidate.
- 10.5. The question paper is set in English and translated in to Telugu language. English version will be considered as the authentic version for valuation purpose.
- 10.6. With regard to situation where there is deletion of questions, if any, from any paper, scaling (proportionate increase) would be done for that particular part of the paper to the maximum marks prescribed for the paper and the marks would be rounded off to 2 decimals to determine the merit of the candidate.
- 10.7. ANSWER KEY: Answer key would be published on the website.

**PARA -11 NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:**

- 11.1. **Vacancies:** The recruitment will be made to the vacancies notified only. There shall be no waiting list as per G.O. Ms. No. 81, General Administration (Ser. A) Department, Dated 22/02/1997, G.O.Ms.No.544, General Administration (Ser. A) Department, Dated:04.12.1998 and Rule 6 of APPSC Rules of procedure. In any case, no cognizance will be taken by Commission of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the Commission as far as this notification is concerned, and these will be further dealt with as per G.O. & Rule cited above. As per G.O.Ms.No:139 Finance HR (I) Planning Policy Dept., dt:28/07/2016 Rule 7 of APPSC Rules of procedure regarding relinquished vacancies has been deleted.
- 11.2. The Recruitment will be processed as per this notification and as per the Rules and Instructions issued by the Government and also as decided by the Commission from time to time in terms of G.O.Ms.No.505,Edn., (Ser. I) Department dt. 16.11.1998. Further, in terms of Special Rules / Adhoc Rules of the respective department.
- 11.3. **Rules:** The various conditions and criteria prescribed herein are governed by the A.P. State and Subordinate Service Rules, 1996 read with the relevant Special Rules applicable to any particular service in the department. Any guidelines or clarification is based on the said Rules, and, in case of any necessity, any matter will be processed as per the relevant General and Special Rules as in force.
- 11.4. The Commission is empowered under the provisions of Article 315 to 320 of the Constitution of India read with relevant laws, rules, regulations and executive

instructions and all other enabling legal provisions in this regard to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit as per Rule 3(vi) of the APPSC Rules of Procedure read with relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed.

- 11.5. The persons already in Government Service/ Autonomous bodies/ Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are however required to inform, in writing, to their Head of Office/ Department that they have applied for this recruitment.
- 11.6. A candidate shall be disqualified for appointment, if he himself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature, extraneous support, whether from official or non-official sources for appointment to this service.
- 11.7. The Degrees obtained through Open Universities / Distance Education mode must have recognition by the Distance Education Council, Government of India. Unless such Degrees have been recognized by the D.E.C. they will not be accepted for purpose of Educational Qualification. The onus, in case of doubt, of Proof of recognition by the D.E.C. that their Degrees / Universities have been recognized, rests with the candidate. Candidates may also refer to G.O.R.T.No.143, Higher Education (EC) Dept., Dated: 11.07.2018 and the Supreme Court judgment dated: 03.11.2017 in this connection.

**PARA-12: The candidate shall go through the Annexures appended to the notification before filling the application form:**

Annexure-I : Break up of vacancies

Annexure-II:- Scheme & Syllabus for Screening, Main and Computer Proficiency Test(CPT)

Annexure-III : Instructions to candidates

Annexure-IV: List of SC / ST /BC's

**PARA-13: PROCEDURE OF SELECTION:**

- 13.1 Appearance in all the papers of Screening and Main examination is compulsory. Absence in any of the papers will automatically render the disqualification of the candidature.
- 13.2. The selection of candidates for appointment to the post shall be based on the Merit in the Main Examination to be held as per the Scheme and Syllabus shown at Annexure - II.
- 13.3. The standard for the examination and the cut off marks for various categories for selection shall be fixed by the Commission. However the candidates have to secure minimum qualifying marks to be short listed for selection against respective vacancies. The minimum qualifying marks on aggregate for the vacancies notified under different categories are as follows as per G.O.Ms.No.103, G.A. (Ser.A) Dept., dt.03.02.1967 and amendments from time to time.

1. OC, Sports Persons, Ex-Servicemen & EWS	40%
2. Backward Class	35%
3. SCs, STs & PBDs	30%

N.B.: Mere securing of minimum qualifying marks does not confer any right to the candidate for being considered to the selection.

- 13.4. The claims of members of the Scheduled Castes, Scheduled Tribes, Backward Classes, Economically Weaker Section and Women as the case may be, shall also be considered for the vacancies earmarked for OC, which shall be filled on the basis of merit in the OC. In respect of social reservations viz., Scheduled Castes, Scheduled Tribes, Backward Classes, the vertical reservation will be applicable and the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force.
- 13.5. In the event of Schedule Caste & Schedule Tribe candidates not coming up for selection with the existing minimum prescribed for selection in the competitive examination conducted by the APPSC their selection shall be considered on the basis of rank with reference to their performance in the written examination irrespective of the marks secured, as per G.O.Ms.No.631, G.A. (Ser.A) Dept., dt.05.09.1977.



- 13.6. Where the candidates get equal number of marks in the main examination if two or more candidates get equal total number of marks, those candidates shall be bracketed. Candidates within the same bracket shall then be ranked 1, 2, 3 etc., according to age i.e., oldest being considered for admission. In case there is tie in age, the person who possesses educational qualification at earlier date would be considered. However, where the preferential educational qualification is prescribed, the educational qualification will take priority over the age while ranking the candidates with equal marks.
- 13.7. Zonal preferences will be taken at the time of submission of online application as well as at the time of verification of Certificates. However, the submission of option for Zonal preferences at the time of verification of Certificates is mandatory and will be considered as final for selection. Candidates are required to visit Commission's website regularly for this purpose.
- 13.8. It is hereby clarified that the said preferences are only indicative for being considered to the extent possible but not binding or limiting the Commission's powers under Article 315 to 320 of the Constitution of India. Therefore, the Commission has the power to assign a candidate to any of the notified posts for which he is considered to be qualified and eligible, subject to fulfilling the selection criterion. Mere claim of preference for any Zone for allotment against vacancy does not confer a right to selection for that Zone in particular or any Zone in general.
- 13.9. The appointment of selected candidates will be subject to their being found medically fit in the appropriate medical classification, and if he/she is of sound health, active habits and free from any bodily defect or infirmity.
- 13.10. Memorandum of Marks: After publication of final selection list, the marks list (total marks) of the successful candidates will be displayed on the Commission's website. However, Memorandum of their own Marks can be obtained individually after one month from the date of declaration of selection list in APPSC website on payment of Rs.200/- (Rupees Two hundred only) through IPO/DD in favour of Secretary, A.P. Public Service Commission, Vijayawada, for a period of Three Months only. Rejected, Invalid, Disqualified, ineligible candidates will not be issued any Memorandum of Marks and fees paid by such candidates, if any, will be forfeited to Government account, without any correspondence in this regard. Requests for Memorandum of Marks will not be entertained until the recruitment process is finalized.

**PARA-14: DEBARMENT:**

- 14.1. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate **furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information** is liable TO BE DEBARRED UPTO FIVE YEARS FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summary rejection of their candidature for this recruitment.
- 14.2. The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked **if malpractice and unfair means are noticed at any stage** of the recruitment. Further candidates shall be liable for penalty as per G.O.Ms.No.385, G.A.(Ser. A) Dept., Dt.18/10/2016. The Chief Superintendent of the examination centre is authorized to take decision in case of malpractice or usage of unfair means or creation of disturbance or use of physical force by any candidate and report the matter to the competent authority as well as register a police case.
- 14.3. The Commission is vested with the Constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules as per decision of the Commission.
- 14.4. Any candidate found **impersonating or procuring impersonation by any person** or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, be liable to be debarred permanently from any exam or selection held by the Service Commissions in the country.

14.5. ELECTRONIC GADGETS BANNED:

(a) The use of any mobile (even in switched off mode), calculator or any electronic equipment or programmable device or storage media like pen drive, smart watches etc., or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangement for safe – keeping cannot be assured.

**PARA-15: COMMISSION'S DECISION TO BE FINAL:**

The decision of the Commission in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 to 320 of the Constitution of India. Commission also reserves its right to alter and modify the terms and conditions including vacancies laid down in the notification for conducting the various stages up to selection or withdraw the notification at any time duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Commission at any stage.

**PLACE: VIJAYAWADA,  
DATED: 22/12/2023**

**Sd/- J. PRADEEP KUMAR, I.R.S.M.E.,  
SECRETARY.**

**ANNEXURE – I**  
**NOTIFICATION NO.14/2023**

**VACANCY POSITION FOR THE POST OF DEPUTY EDUCATIONAL OFFICER IN A.P. EDUCATIONAL SERVICE**

COMMUNITY	ZONE-I	ZONE-II	ZONE-III	ZONE-IV	GRAND TOTAL
OC	03	04	04	03	14
BC-A	-	01	-	01	02
BC-B	-	01	01	01	03
BC-C	01	-	01	-	02
BC-D	01	01	-	01	03
BC-E	-	01	-	01	02
SC	01	02	01	02	06
ST	-	01	-	01	02
EWS	01	01	01	01	04
<b>TOTAL</b>	<b>07</b>	<b>12</b>	<b>08</b>	<b>11</b>	<b>38</b>

- NOTE:** 1. **ZONE-I:** Among the 07 vacancies, the following are reserved under horizontally:  
**Women:** OC-01, EWS -01 & BC-D-01.
2. **ZONE-II:** Among the 12 vacancies, the following are reserved under horizontally:  
**Women:** OC-02, BC-D-01, BC-E -01 & SC- 1.
3. **ZONE-III:** Among the 08 vacancies, the following are reserved under horizontally:  
**Women:** OC-01, EWS-01 & BC-B-01.
4. **ZONE-IV:** Among the 11 vacancies, the following are reserved under horizontally:  
**Women:** OC-02, BC-D-01, BC-E -01 & SC- 1.

**Persons with Benchmark Disability (PBD):**

- ZONE-II** : HH-01 with in the above Communities.  
**ZONE-III** : VH-01 with in the above Communities.  
**ZONE-IV** : VH-01 with in the above Communities.

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**ANNEXURE - II****SCHEME AND SYLLABUS FOR THE RECRUITMENT TO THE POST OF DEPUTY EDUCATIONAL OFFICER  
IN A.P. EDUCATIONAL SERVICE****SCHEME FOR SCREENING TEST**

<b>Written Examination (Objective Type) - Degree Standard</b>				
<b>PAPER</b>	<b>Subject</b>	<b>No. of Questions</b>	<b>Duration in Minutes</b>	<b>Maximum Marks</b>
	General Studies & Mental Ability	150	150	150
<b>Total</b>				<b>150</b>
<b>N.B:</b> As per G.O.Ms. No.235 Finance (HR-1, Plg & Policy) Dept, Dt: 06/12/2016, for each wrong answer will be penalized with 1/3 <sup>rd</sup> of the marks prescribed for the question.				

**SYLLABUS FOR SCREENING TEST****GENERAL STUDIES AND MENTAL ABILITY - 150 MARKS**

1. Major Current Events and Issues pertaining to International, National and State of Andhra Pradesh.
2. General Science and its applications to the day to day life Contemporary developments in Science & Technology and Information Technology.
3. History of India – emphasis will be on broad general understanding of the subject in its social, economic, cultural and political aspects with a focus on AP and Indian National Movement.
4. Geography of India with focus on Andhra Pradesh.
5. Indian polity and Governance: constitutional issues, public policy, reforms and e-Governance initiatives.
6. Indian Economy and planning
7. Sustainable Development and Environmental Protection
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster
9. Logical reasoning, analytical ability and logical interpretation.
10. Data Analysis: Tabulation of data Visual representation of data Basic data analysis (Summary Statistics such as mean, median, mode and variance) and Interpretation.

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## SCHEME FOR MAIN EXAMINATION

(G.O.Ms.No.141, Finance (HR-I Plg. & Policy) Department, Dt: 01.08.2016.)

<b>Written Examination (Objective Type) - Degree Standard</b>				
<b>PART - A</b>	<b>Subject</b>	<b>No. of Questions</b>	<b>Duration in Minutes</b>	<b>Maximum Marks</b>
Paper - I	General Studies & Mental Ability	150	150	150
Paper - II	Education – I	150	150	150
Paper - III	Education - II	150	150	150
<b>Total</b>				<b>450</b>
<p><b>N.B:</b> As per G.O.Ms. No.235 Finance (HR-1, Plg &amp; Policy) Dept, Dt:06/12/2016, for each wrong answer will be penalized with 1/3<sup>rd</sup> of the marks prescribed for the question.</p>				

## SYLLABUS FOR MAIN EXAMINATION

### GENERAL STUDIES AND MENTAL ABILITY

#### PAPER – I (150 MARKS)

1. Major Current Events and Issues pertaining to International, National and State of Andhra Pradesh.
2. General Science and its applications to the day to day life Contemporary developments in Science & Technology and Information Technology.
3. History of India – emphasis will be on broad general understanding of the subject in its social, economic, cultural and political aspects with a focus on AP and Indian National Movement.
4. Geography of India with focus on Andhra Pradesh.
5. Indian polity and Governance: constitutional issues, public policy, reforms and e-Governance initiatives.
6. Indian Economy and planning
7. Sustainable Development and Environmental Protection
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster
9. Logical reasoning, analytical ability and logical interpretation.
10. Data Analysis: Tabulation of data Visual representation of data Basic data analysis (Summary Statistics such as mean, median, mode and variance) and Interpretation.

#### PAPER – II (150 MARKS)

#### EDUCATION – I (Degree standard)

#### **(A) FOUNDATION OF EDUCATION:**

1. Nature and scope of philosophical and sociological foundations of education.
2. Idealism; Naturalism; pragmatism; Realism; existentialism;
3. Gandhi; Tagore; Aurobindo; Vivekananda; Jiddu Krishna Murthy;
4. Socialization and Education; Social change and education; Culture and education; Modernization and education; Equality of Educational opportunities; Education of Weaker sections.

#### **(B) EDUCATIONAL PSYCHOLOGY:**

##### **I. INTRODUCTION TO EDUCATIONAL PSYCHOLOGY.**

Relationship between Educational Psychology. Nature and scope of Educational Psychology. Methods of Educational Psychology.

## **II. GROWTH AND DEVELOPMENT**

Principles of Growth and development. Stages of development – infancy, childhood, Adolescence and aspects of development – Physical, Mental, social and Emotional and its Educational implications to classroom teaching and education.

## **III. Learning.**

Nature of learning, theories of learning (Behavioral, Cognitive and social) and its Relevance to classroom teaching, learning and motivation; Various methods of motivation (intrinsic and extrinsic) and its applications for classroom teaching.

## **IV. Individual difference and its assessment.**

Meaning and significance of the study of individual differences. Inter and intra individual difference and its assessment. Concept of personality and its assessment (projective and Non-projective methods). Understanding and helping learners with special needs – poor achievers, under achievers, low-level of intellectual functioning; giftedness and creativity. Need and significance of guidance and counseling in schools.

## **V. Statistics**

Statistics - concept and its need for understanding behavior of learners and teachers. Measures of central tendency. Measures of variability. Correlation and various methods of computing correlation.

## **(C) Trends in Education**

1. Universalization of Education - significance, constitutional guarantee, problems involved in implementing. Quality of primary Education -Minimum level of learning approach.
2. Wastage and stagnation in Education - Meaning, causes, problems and remedial measures.
3. Adult Education and Functional literacy - Meaning, scope, problems involved and strategies for remedial action.
4. Non-formal Education – contemporary significance, problems, methodology, motivational aspect and implementation.
5. School and community relationships - need and importance, ways of bringing their together, making use of community resources persons, some practical strategies to facilitate appropriate relationships.
6. Medium of instruction - problem, Language in India, Three language formula, its implications and difficulties in implementing the formule.
7. Family life and population Education - the problem, objectives at secondary level creating awareness, difficulties in implementing, strategies to spread right type of family life and population education.
8. Moral Education - meaning and scope, approaches to Moral Education, difference between Moral and Religious Education, Practical work.
9. National and emotional integration – meaning, nature, problems, Implementation celebrating national days and role of school and teachers.
10. International understanding – education for peace, disarmament and co-existence, meaning, nature, significance, developing a broader perspective in the mind students.
11. Education of the socially and culturally disadvantaged – meaning – significance problems, equality of opportunity and strategies to implement meaningful programme.
12. Lifelong Education - Meaning, need and scope, approach and role of teachers.
13. Teacher Education - Pre-Service and in-Service - Professional Organizations teachers.
14. Vocational Education and Vocationalisation of Education.
15. Common Entrance Examinations and centralized admissions into the basic courses in Andhra Pradesh.
16. Recommendations of various Education Commissions and Committees.

**PAPER – III (150 MARKS)****EDUCATION – II (Degree Standard)**

- i) Current trends and challenges in Education
- ii) Innovation in Education
- iii) Measurements and evaluation
- iv) Inclusive Education
- v) Information and Communication Technology in the field of Education
- vi) Educational administration and supervision
- vii) Gender Sensitization: Gender-Equality, Equity and Empowerment of women, Urbanization and Migration, Life skills
- viii) Environmental Education
- ix) Schemes and reforms in Educational sector in Andhra Pradesh and India
- x) Perspectives in Education
  - History of Education
  - Teacher Empowerment
  - Educational Concerns in contemporary India
  - Democracy and Education, Equality, Equity, Quality in Education, Quality of Educational opportunities
  - Economics of Education, Education as human capital, Education and Human Resource development, Literacy-Saakshar Bharat Mission
  - Population Education
  - Role of Education in view of Liberalization, Privatization and Globalization
  - Value Education, Peace Education
  - Programme and Projects - APPEP, DPEP, SSA, National Programme for Education of Girls at elementary level (NPEGEL), RMSA, Rashtriya Aveshkar Abhiyan (RAA), KGBVs, Model Schools.
  - Incentives and special provisions
  - Acts/Rights: RTE Act-2009, RTI Act-2005, Child Rights and Human Rights
  - National curriculum frame work – 2005
  - National Educational Policy – 2020.

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**SCHEME & SYLLABUS OF EXAMINATION OF THE COMPUTER PROFICIENCY TEST (CPT)****Scheme for Computer Proficiency Test**

(As per G.O.Ms.No.26, G.A. (Ser.B) Dept., dt: 24.02.2023)

<b>Scheme of the examination (Practical Type)</b>					
Test	Duration (Minutes)	Maximum Marks	Minimum Qualifying Marks		
			SC/ST/PH	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software.	60	100	30	35	40

**Syllabus for Computer Proficiency Test****PART-A**

- 1. INTRODUCTION TO COMPUTERS:** Introduction to Computers - Components and their classification - Peripheral devices and their purpose. Input Devices - Keyboard, Mouse, Scanner, Lighten, Touch screens, Joystick, Micro phone, Scanner, Digital camera, Bar code reader, Biometric sensor Output Devices: Display devices, Printers, Monitor, Speaker, Plotter, Secondary Storage Devices – Feature- Driven Development (FDD), Magnetic tape, Universal Serial Bus(USB), Pen Drives, Disks - The Role of input Processing / output processing devices - Computing Concepts - Data - Information – Random Access Memory (RAM) – Read-Only Memory(ROM) - Control Unit - Memory Unit – Arithmetic Logic Unit(ALU).
- 2. COMPUTER SOFTWARE TYPES:** System Software, Application Software, Embedded software, Proprietary Software, Open source software (their purpose and characteristics only).
- 3. OPERATING SYSTEM:** Purpose of operating system, Single User and Multi User Operating Systems with Examples.
- 4. WINDOWS OPERATING SYSTEM:** Interfacing Graphical User Interface (GUI), Differences between Criminal Interdiction Unit(CUI) and Graphical User Interface(GUI) - working With Files and Folders - More About Files - Running An Application Through The File Manager - Running an Application Through The Program Manager - Setting up of Printer, Webcam, Scanner and other peripheral devices,
- 5. LINUX/MAC OS (only basic concepts):** Introduction to Linux - Features and advantages of Linux, File handling commands, directory handling commands - User Management - File permissions Media Access Control Address(MAC) OS - Introduction - Advantages of Media Access Control Address(MAC) OS . Basics commands
- 6. INTERNET CONCEPTS (only basic concepts):** Minimum Hardware and Software Requirements for a system to use internet, Communication Protocols and Facilities - Various browsers - What is Internet Protocol(IP) Address - Steps required in connecting system to network - Uploading and Downloading Files from Internet
- 7. ELECTRONIC MAIL (only basic concepts):** Sending and receiving mails, Basic E-Mail Functions, Using your word processor for E-mail, Finding E-Mail Address, Mailing Lists and lists Servers.
- 8. WORLD WIDE WEB (only basic concepts):** WWW advantages of the Web - how to navigate with the Web - Web Searching.

**PART – B**

- 1. OFFICE SUITE:** MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/Media Access Control Address (MAC)OS.
- 2. GETTING STARTED WITH OFFICE:** Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.
- 3. FILE OPERATIONS IN THE OFFICE:** Common Office Tools and Techniques - Opening An Application - Creating Files - Entering And Editing Text - Saving Files - Opening Files - Closing a File - Exiting The Application - Managing Your files With The Office Applications.
- 4. TOOLS IN THE OFFICE APPLICATIONS:** Key Combinations - Cut, Copy and Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo and - Redo - Spell Checking - Auto Correct - Find and Replace - Help And The Office Assistants - Templates and Wizards.



- 5. WORD PROCESSING (MS WORD or its equivalent in Libre office /Apache Open Office / Neo office for Windows/s/Linux/Mac OS):** Starting Word
- Title Bar - Menu Bar - Format Bar - Standard Bar - Ruler - Workspace Area - Scroll Bar - Status Bar - Different Toolbars - Option a Menu Bar - Creating New Document When Word is Running - Opening Pre existing Documents When Word is Running - Designing Your Document - Typing Text - Selection text - Deleting Text - Formatting text and document - copying and moving - Saving Document - Page Setup - Properties of a document - Undo-Redo-Cut-Copy a Document - Pasting a Document - Print Preview - Printing - Select All - Find - Replace - Go To - Four Different View Of A Document - Normal, Web Layout, Print Layout, and Outline Layout- Document Map - Full Screen - Zoom - Objects - Page Break - Header and Footer - Page Number - Auto Format - Auto Text - Inserting Date And Time - Working With Header, Footers- footnotes-Fields-Symbols-Caption Cross Reference-Index-Tabs-Table and Sorting - Working With Graphics - Inserting Pictures - Modifying Pictures - Word Art - Inserting Chart - Inserting Files - Hyper Linking - Bookmark - Using Different Fonts - Paragraph – Bullets Borders and Shading- Columns-Drop Cap-Theme-Change Case Background-Frames-Style-Spelling And Grammar - Set Language - Word Count - Auto Summarize - Auto Correct - Merge Document - Protect Document - Envelopes And Labels - - Templates, Wizards And Sample Documents - drawing Tables - Merge Cell - Spilt Cells - Spilt Table - Table Auto Format - Auto Fit - Sort - Formula - Arrange All-Split- Micro Soft Word Help - Macros - Custom Toolbars - Keyboard Shortcuts - Menus - Mail Merge.
- 6. SPREAD SHEET (MS Excel or its equivalent in Libre Office / Apache Open Office / Neo office for Windows/s/Linux/ Maa OS):**
- Features Of Excel - Excel worksheet - Selecting Cell - Navigating With The Mouse And Keyboard - Entering And Editing Text - Text Boxes - Text Notes - Checking Spelling - Undoing And Repeating Action - Entering And Editing Formulas - Referencing Cells - Order Of Evolution in Formulas - Copying Entries And Equations To Minimize Typing - More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Worksheet - Excel Formatting Tips And Techniques - Moving cell - Copying Cells - Sorting Cell Data - Insertion Cells Inserting As You Paste - Deleting Parts Of Worksheet - Clearing Parts Of A Worksheet - Excel Page Setup - Changing Column Width And Row Heights - Auto Format - Manual Formatting - Using style - Format Code Alter A Number's Appearance - Format Painter Speeds-Up Format Copying - Changing Font Size And Attributes - Adjusting Alignments - Centering Text Across Column - Using Border Buttons And Commands - Changing Color And Shading - Inserting And Removing Page Breaks - Hiding Rows And Columns - Rearranging Worksheet - Entering Formula - Excel Functions - Inserting Rows And Columns - Saving A Worksheet - Printing A Worksheet - Printing Tips For Large Excel Project - Parts Of A Function - Functions Requiring Add-ins - Function Wizard - Example Of Functions By Category - Organizing Your Data - Excel's Chart Features - Chart Parts And Terminology - Instant charts with The chart wizard - Creating Chart On Separating Worksheets - Resizing And Moving Charts - Adding Chart Notes And Arrows - Editing Charts - Rotating 3-D Charts - Printing Charts - Deleting Charts Setting The Default Chart Type - Creating Trend Lines Data Map - Working With Graphics in Excel - Creating And Pacing Graphic objects - Resizing Graphs - Possible Sources Of Excel Graphics - Creating and Running Macro - Sorting Excel Data - Adding Subtotals To Databases - Customizing Excel - Customizing Workspace – Comma Separated Value (CSV) File format - Using Worksheet As Databases.
- 7. PRESENTATION SOFTWARE (MS Power Point or its equivalent in Libre Office/Apache Open office/Neo office for Windows/s/Linux/Mac Os):** Introduction - Starting Presentation Software - Views in Presentation Software - Slides - Terminology - Color Schemes - Formatting Slides - Creating a Presentation - Using the Auto Content Wizard - Masters- - Using a Template - Creating a Blank Presentation - Working with Text in Power Point - Adding Slides Editing And Working Text - Working in Outlaying view – Spell checking - Finding And Replacing Text - Formatting Text - Aligning Text - Developing Your Presentation - Importing images From The Outside World - The Clipart Gallery - Drawing in Presentation software- Bringing A Presentation to Life - Inserting Objects in Your Presentation - Inserting A Picture - Working With Graphics - Multimedia in Power Point - Animating The Objects, Pictures, Graphics, - Enhancements to the Slide Show Showing Slides Out Of Order Printing Presentation Elements - Finalizing The Presentation - Assigning Transitions And Timings - Setting The Master Slide - Setting Up The Slide Show - Running The Slide Show.

**Assessment Pattern:**

**Part-A:** Test may be designed to assess the candidate by means of MCQs.

**(20 %of Total Marks)**

**Part-B:** A computer based assessment test where they need to:

1. Prepare a model document and organize the same in a formatted manner. This should cover evaluating the typing speed, organizing the document and covering several other aspects such as inserting tables, inserting Images/WordArt, mail merge, etc.)
2. Evaluating typing speed **(25% of Total Marks)**  
(This may be made mandatory for qualifying based on the norms existing)
3. Organizing and inserting different objects **(15% of Total Marks)**
4. Prepare an Excel Sheet to fill with data and format the sheet, merging/splitting cells, formulae for calculation in the cells, conditional formatting, preparation of different graphs based on the data. **(20% of Total Marks)**
5. Prepared a Power Point presentation using the standard layouts available and filling different slides with content (Formatted text, images, tables, transition effects, animation etc.). **(20%of Total Marks)**

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**ANNEXURE-III****INSTRUCTIONS TO CANDIDATES****A. INSTRUCTIONS REGARDING ONLINE APPLICATION:**

- A.1. The applicants are required to go through the user guide and satisfy themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.
- A.2. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website will be processed through computer and the eligibility decided in terms of notification and confirmed accordingly.
- A.3. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of delay/discrepancy on part of the candidate.
- A.4. Applicants must compulsorily upload his/her own scanned photo and signature through .jpg format.
- A.5. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
- A.6. Important: Hand written/typed/Photostat copies/printed application form will not be entertained.
- A.7. The applicant shall produce all the essential certificates issued by the competent authority, for verification by the commission, as and when called for. If candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any further correspondence.
- A.8. The following certificate formats are available on the Commission's <https://psc.ap.gov.in> for reference.
- A.8.1. Community, Nativity and Date of Birth Certificate
- A.8.2. Declaration by the Un-Employed
- A.8.3. School Study Certificate
- A.8.4. Certificate of Residence
- A.8.5. Medical Certificate for the Blind
- A.8.6. Certificate of Hearing Disability and Hearing Assessment
- A.8.7. Medical Certificate in respect of Orthopedically Handicapped Candidates
- A.8.8. Creamy Layer Certificate
- A.8.9. Local status certificate (if applicable)

**B. INSTRUCTIONS REGARDING OFF-LINE (OMR BASED) EXAMINATION:**

- B.1. The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Subject / Subject Code, Booklet Series, Name of the Examination Centre etc., in the Answer Sheet, which will be provided to him/her in the examination hall.
- B.2. Since the answer sheets are to be scanned (valued) with Optical Mark Scanner system, the candidates have to USE BALL POINT PEN (BLUE or BLACK) ONLY FOR MARKING THE ANSWERS. The candidates will be supplied OMR Sheet consisting of two copies i.e., the Original Copy (Top Sheet) and Duplicate Copy (Bottom Sheet). The candidate is required to use Ball Point Pen (Blue or Black) for filling the relevant blocks in the OMR

Sheet including bubbling the answers. After writing the examination the candidate has to handover the original OMR sheet (Top Sheet) to the invigilator in the examination hall. If any candidate takes away the original OMR Sheet (Top Sheet) his/her candidature will be rejected. However the candidate is permitted to take away the duplicate (Bottom Sheet) OMR Sheet for his/her record. The candidates should bring Ball Point Pen (Blue or Black and smooth writing pad) to fill up relevant columns and answers on the Answer Sheet. The candidate must ensure encoding the Registration Number, Subject/Subject Code, Booklet Series correctly, write the Name of the Examination Centre, appending Signatures of the Candidate and Invigilator, etc., on the O.M.R. Answer sheet correctly, failing which the Answer sheet will not be valued. Use of whitener / correcting fluid / Blade / Powder/ Eraser / folding / Tearing / Rough Work or any kind of tampering to change the answers on OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

- B.3. The OMR Sheet is to be bubbled by Ball Point Pen (Blue or Black) only. Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination. Any kind of tampering to change the answers on the OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

**C. INSTRUCTIONS REGARDING ON-LINE (CBT) EXAMINATION:**

- C.1. The candidates should take their seats at the prescribed time before the commencement of the examination. Biometric identification would be conducted before entry into examination hall. The entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Electronic devices including cell phones and pagers are not allowed in the examination hall.
- C.2. The starting time of each examination paper and the entry time would be mentioned in the hall ticket.
- C.3. Candidates will not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he would be disqualified. If there is any problem with computer system in case of Computer Based Test/Computer Proficiency Test, the candidates have to wait without talking to others till the system is restored. In case of any violation, the candidate will be disqualified.
- C.4. The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.
- C.5. 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.
- C.6. Invigilator will announce the password 15 minutes before commencement of the Examination.
- C.7. Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.
- C.8. After logging in, your screen will display:  
 \*Profile Information - Check the details & click on "I Confirm" or "I Deny".  
 \*Detailed exam instructions - Please read and understand thoroughly.  
 \*Please click on the "I am ready to Begin" button, after reading the instructions.
- C.9. You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.
- C.10. To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.
- C.11. On the online exam question screen, the timer will display the balance time remaining for the completion of exam.

- C.12. The question numbers are color coordinated and of different shapes based on the process of recording your response: White (Square) - For un-attempted questions. Red (Inverted Pentagon) - For unanswered questions. Green (Pentagon) - For attempted questions. Violet (Circle) - Question marked by candidate for review, to be answered later. Violet (Circle with a Tick mark) - Question answered and marked by candidate for review.
- C.13. After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- C.14. Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- C.15. To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- C.16. A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.
- C.17. In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top.
- C.18. You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- C.19. The SUBMIT button will be activated after 150 Minutes. Please keep checking the timer on your screen.
- C.20. In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.
- C.21. You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing only the password from it.
- C.22. Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.
- C.23. Please inform the invigilator in case of any technical issues.
- C.24. Please do not talk to or disturb other candidates.
- C.25. In case you are carrying articles other than the admit card, photo identity proof and pen; please leave them outside the exam room.
- C.26. You cannot leave exam room before submitting the paper. Please inform the invigilator if you want to use the wash room.

**D. GENERAL INSTRUCTIONS:**

- D.1. If the candidate notices any discrepancy printed on the Hall ticket, as to community, date of birth, etc., he/she may immediately bring it to the notice of Commission's officials/Chief Superintendent in the examination centre and necessary corrections can be made in the Nominal Roll, in the Examination Hall against his/her Hall Ticket Number for being verified by the Commission's Office.
- D.2. The candidate should satisfy the Invigilator of his/her identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.
- D.3. The candidates should take their seats at the given time before the commencement of the examination and are not to be allowed after the scheduled time. The time of Examination and entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime.

- D.4. The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission as true and correct. The candidates have to be found suitable after verification of original certificates; and other eligibility criteria. The Applicants have to upload his/her scanned recent colour passport photo and signature to the Application Form. Failure to produce the same photograph, if required, at the time of interview/verification, may lead to disqualification. Hence the candidates are advised not to change their appearance till the recruitment process is complete.
- D.5. The candidates are not allowed to bring any Electronic devices such as mobile / cell phones, programmable calculators, tablets, iPad, Bluetooth, pagers, watches or any other computing devices to examination Hall. Non programmable calculators would be permitted, wherever necessary. Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.
- D.6. The candidates are expected to behave in orderly and disciplined manner while writing the examination. Their candidature will be rejected in case of impersonation/disorder/rowdy behaviour during Examination and necessary F.I.R. for this incident will be lodged with concerned Police Station. The Chief Superintendent of the centre is authorized to take spot decision in this matter.
- D.7. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.
- D.8. The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Examination. Action will be taken to penalize as per G.O.Ms.No.385, G.A. (Ser. A) Dept., Dt.18/10/2016.
- D.9. (a) Wherever the candidates are totally blind, they will be provided a scribe to write the examination and 20 minutes extra time is permitted to them per hour. Eligible candidates are also allowed to bring their own scribe after due intimation to the Commission after duly providing the full identification details of the scribe like name, qualification, address and appropriate proof of identification.
- (b) The applicants shall upload the certificate relating to percentage of disability for considering the appointment of scribe in the examination.
- (c) An extra time of 20 minutes per hour is also permitted for the candidates with Locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). No scribe is allowed to such candidates.
- (d) The candidate as well as the scribe will have to give a suitable undertaking conforming to the rules applicable.
- D.10. In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo for each paper to Chief Superintendent for affixing the same on the Nominal Rolls.
- D.11. The candidate will not be admitted to the examination Hall without procedural formalities.
- D.12. The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.
- D.13. The candidate should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll or OMR Answer Sheet.
- D.14. All the Instructions to be followed scrupulously in the Examination Hall.

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**ANNEXURE - IV****LIST OF SCHEDULED CASTES****(Definition 28 of General Rule - 2)****SCHEDULE - I**

(Substituted with effect from 27-07-1977 through G.O.Ms.No. 838, G.A. (Services-D) Department, dated 15/12/1977)

- 1 Adi Andhra
- 2 Adi Dravida
- 3 Anamuk
- 4 Aray Mala
- 5 Arundhatiya
- 6 Arwa Mala
- 7 Bariki
- 8 Bavuri
- 9 Beda Jangam, Budga Jangam (In Districts of Hyderabad,Rangareddy, Mahaboobnagar, Adilabad, Nizamabad,Medak,Karimnagar,Warangal, Khammam and Nalgonda)\*
- 10 Bindla
- 11 Byagara, Byagari\*
- 12 Chachati
- 13 Chalavadi
- 14 Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas\*
- 15 Chambhar
- 16 Chandala
- 17 Dakkal, Dokkalwar
- 18 Dandasi
- 19 Dhor
- 20 Dom, Dombara, Paidi, Pano
- 21 Ellamalwar, Yellammalawandlu
- 22 Ghasi, Haddi, Relli, Chachandi
- 23 Godagali, Godagula (in the Districts of Srikakulam, Vizianagaram & Vishakapatnam) \*
- 24 Godari
- 25 Gosangi
- 26 Holey a
- 27 Holey a Dasari
- 28 Jaggali
- 29 Jambuwulu
- 30 Kolupulvandlu, Pambada, Pambanda, Pambala \*
- 31 Madasi Kuruva, Madari Kuruva
- 32 Madiga
- 33 Madiga Dasu, Mashteen
- 34 Mahar
- 35 Mala, Mala Ayawaru \*
- 36 Mala Dasari
- 37 Mala Dasu
- 38 Mala Hannai
- 39 Mala Jangam
- 40 Mala Masti
- 41 Mala Sale, Netkani
- 42 Mala Sanyasi
- 43 Mang
- 44 Mang Garodi
- 45 Manne
- 46 Mashti
- 47 Matangi
- 48 Mahter
- 49 Mitha Ayyalvar
- 50 Mundala
- 51 Paky, Moti, Thoti
- 52 (Omitted)\*
- 53 Pamidi
- 54 Panchama, Pariah
- 55 Relli

- 56 Samagara  
 57 Samban  
 58 Sapru  
 59 Sindhollu, Chindollu  
 60 Yatala (Srikakulam Dist. Only) Memo No. 8183/CV-1/2006-10 SW (CV-I) Dept., Dt. 31/03/2008  
 61 Valluvan \* (Chittoor and Nellore Dist. Only) Memo No. 8183/CV-1/2006- 10 SW (CV-I) Dept., Dt. 31/03/2008  
 \* As for the Constitution (Scheduled Caste) orders (Second Amendment) Act 2002, Act No. 61 of 2002

**LIST OF SCHEDULED TRIBES**

1. Andh, Sadhu Andh \*
2. Bagata
3. Bhil
4. Chanchu (Chenchwar omitted) \*
5. Gadabas, Boda Gadaba, Gutob Gadaba, Kallayi Gadaba, Parangi Gadaba, Kathera Gadaba, Kapu Gadaba \*
6. Gond, Naikpod, Rajgond, Koitur \*
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Kolawar \*
13. Konda Dhoras, Kubi \*
14. Konda Kapus
15. Konda Reddis
16. Kondhs, Kodi, Kodhu, Desaya Kondhs, Dongria Kondhs, Kuttiya Konds, Tikiria Khondhs, Yenity Khondhs, Kuvinga \*
17. Kotia, Benthoriya, Bartika, Dulia, Holva, Sanrona, Sidhopaiko (Dhulia, Paiko, Putiya- omitted \*)
18. Koya, Doli Koya, Gutta Koya, Kammara Koya, Musara Koya, Oddi Koya, Pattidi Koya, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Raj Koya (Goud-omitted \*)
19. Kulia
20. Malis (excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal District)
21. Manna Dhora
22. Nayaks (in the Agency tracts)
23. Mukha Dhora, Nooka Dhora
24. Pardhan
25. Porja, Parangi Perja
26. Reddi Dhoras
27. Rona, Rena
28. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras
29. Sugalis, Lambadis, Banjara \*
30. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)
31. Valmiki (in the Scheduled Areas of Vishakapatnam, Srikakulam, Vizianagaram, East Godavari and West Godavari Districts \*)
32. Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi \*
33. Yerukulas, Koracha, Dabba Yerukula, Kunchapuri Yerukula, Uppu Yerukula \*
34. Nakkala Kurivikaran (Nakkala – A.P. Gazette, Part – III (B) Central Acts ordinance and Regulations Issue No. 05 Dt. 02/10/2003 )
35. Dhulia, Paiko, Putiya (in the districts of Vishakapatnam, Vizianagaram \*)

\* As for the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002, Act No. 10 of 2003

**LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES**

(Amended from time to time as on 31/08/2007)

**GROUP- A**

1. Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi Nomadic Tribes etc., Agnikulakshatriya, Palli, Vadabaliya, Besta, jalari, Gangavar, Gangaputra, Goondla,



Vanyakulakshatriya (Vannekapu, Vannereddi, Pallikapu, Pallireddy Neyyala and Pattapu) \*Mudiraj / Mutrasi / Tenugollu, The G.O. Ms.No. 15 BCW(C2) Dept., dt. 19/02/2009 is suspended. Hence the inclusion of Mudiraj / Mutrasi / Tenugollu is suspended)vide Hon'ble A.P. High Court orders in WP No. 2122/2009 dated: 29-04-2009. Kandra added as per G.O.Ms.No.09 Backward Classes Welfare(F)Dept.,Dt:20.04.2023.

2. Balasanthu, Bahurupi
3. Bandara
4. Budabukkala
5. Rajaka (Chakali Vannar)
6. Dasari (formerly engaged in bikshatana)

(amended vide G.O.Rt.No. 32, BCW(M1) Department, dated 23/02/1995)

7. Dommara
8. Gangiredlavaru
9. Jangam (whose traditional occupation is begging)
10. Jogi
11. Katipapala
12. Korcha
13. Lambada or Banjara in Telangana Area

(deleted and included in S.T. list vide G.O.Ms.No. 149, SW, dated 3/5/1978)

14. Medari or Mahendra
15. Mondivaru, Mondibanda, Banda
16. Nayee Brahmin (Mangali), Mangala and Bajantri

(amended vide G.O.Ms.No. 1, BCW(M1) Department, dated 6/1/1996)

17. Nakkala (Deleted vide G.O. Ms. No. 21, BCW(C2) Dept., Dt. 20/06/2011)
18. Vamsha Raj (amended vide G.O.Ms.No. 27, BCW(M1) Department, dated 23/06/1995 deleting the Original name Pitchiguntla)
19. Pamula
20. Pardhi (Mirshikari)
21. Pambala
22. Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu (Dammali, Dammala, Dammula, Damala Castes confined to Srikakulam dist. Vide G.O.Ms. No.: 9 BCW(C2) Dept., Dt. 9/04/2008)
23. Veeramushti (Nettikotala), Veera bhadreeya (Amended vide G.O. Ms. No. 62, BCW (M1) Dept., Dt. 10/12/1996)
24. Valmiki boya (Boya, Bedar, Kirataka, Nishadi, Yellapi, Pedda Boya) Talayari and Chunduvallu (G.O.Ms. No. 124, SW, Dt. 24.06.85) Yellapi and Yellapu are one and the same amended vide G.O. Ms. No. 61, BCW(M1) Dept., Dt. 05.12.1996)
25. Yerukalas in Telangana area (deleted and included in the list of S.Ts)
26. Gudala
27. Kanjara - Bhatta
28. Kalinga (Kinthala deleted vide G.O.Ms. No. 53, SW, Dt. 07.03.1980)
29. Kepmare or Reddika
30. Mondipatta
31. Nokkar
32. Pariki Muggula
33. Yata
34. Chopemari
35. Kaikadi
36. Joshinandiwalas
37. Odde (Oddilu, Vaddi, Vaddelu)
38. Mandula (Govt. Memo No. 40-VI/70-1, Edn., Dt. 10.02.1972)
39. Mehator (Muslim) (Govt. Memo No. 234-VI/72-2, Edn., Dt.05.07.1972)
40. Kunapuli (Govt. Memo No. 1279/P1/74-10, E&SW, Dt. 03.08.1975)
41. Patra (included in G.O. Ms. No. 8, BCW(C2) Dept., Dt. 28.08.2006)
42. kurakula of Srikakulam, Vizianagaram and Visakhapatnam Districts only. Included vide in G.O.MS.No. 26 BC W (C2) Dept., Dt. 4/07/08
43. Pondara of Srikakulam, Vizianagaram, and Visakhapatnam Districts only. Included vide G.O.MS.No. 28 BC W (C2) Dept., Dt. 4/07/08
44. Samanthula, Samantha, sountia, Sauntia of Srikakulam District only. Included vide G.O.MS.No. 29 BC W (C2) Dept., Dt. 4/07/08
45. pala-Ekari, Ekila, Vyakula, Ekiri, Nayanivaru, Palegaru, Tolagari, Kavali of Chittor, Cuddapah, Kurnool, Anantapur, Nellore, Hyderabad and Rangareddy Districts only. Included Vide G.O. MS. No. 23 B.C. W (C2) Dept., Dt. 4/07/08
46. Rajannala, Rajannalu of Karimnagar, Warangal, Nizamabad and Adilabad

- Districts only. (included in vide G.O.Ms. No. 44 B.C.W(C2) Dept., Dt.07/08/2008).
47. Bukka Ayyavars, Included vide G.O.Ms.No. 6 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
  48. Gotrala, Included vide G.O.Ms.No. 7 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana Region only.
  49. Kasikapadi / Kasikapudi, Included vide G.O.Ms.No. 8 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Hyderabad, Rangareddy, Nizamabad, Mahaboobnagar and Adilabad Districts of Telangana Region only.
  50. Siddula, Included vide G.O.Ms.No. 9 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana Region only.
  51. Sikligar / Saikalgar, Included vide G.O.Ms.No. 10 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
  52. Poosala included vide G.O. Ms.No. 16 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
  53. Aasadula / Asadula, included vide G.O. Ms. No. 13, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to East Godavari and West Godavari Districts only.
  54. Keuta/Kevuto/Keviti, included vide G.O. Ms. No. 15, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Srikakulam District only.

#### **Group-B (Vocational)**

1. Achukatlavandlu in the Districts of Visakhapatnam and Guntur confined to Hindus only as amended vide G.O. Ms. No. 8, BCW(C2) Dept., Dt. 29.03.2000
2. Aryakshatriya, Chittari , Giniyar, Chitrakara, Nakshas (Muchi Telugu Speaking deleted vide G.O. Ms. No. 31, BCW (M1) Dept., 11.06.1996)
3. Devanga
4. Goud (Ediga) Gouda (Gamella) Kalalee, Goundla, Settibalija of Vishaphapatnam, East Godavari, West Godavari and Krishna Districts and Srisayana (Segidi) – (amended vide G.O. Ms. No. 16, BCW (A1) Dept., dt. 19.06.1997
5. Dudekula, Laddaf, Pinjari or Noorbash
6. Gandla, Telikula, Devatilakula (Amended vide G.O. Ms. No. 13, BCW(A1) Dept., dt. 20.05.1997)
7. Jandra
8. Kummara or Kulala, Salivahana (Salivahana added vide G.O. Ms. No. 28, BCW(M1) Dept., 24.06.1995)
9. Karikalabhakthulu, Kaikolan or Kaikala (Sengundam or Sengunther)
10. Karnabhakthulu
11. Kuruba or Kuruma
12. Nagavaddilu
13. Neelakanthi
14. Patkar (Khatri)
15. Perika (Perikabalija, Puragirikshatriya)
16. Nessi or Kurni
17. Padmasali (Sali, Salivan, Pattusali, Senapathulu, Thogata Sali)
18. Srisayana ((**sagidi**)- deleted and added to Sl.No. 4 of Group-B)
19. Swakulasali
20. Thogata, Thogati or Thogataveerakshtriya
21. Viswabrahmin, Viswakarma (Ausula or Kamsali, Kammari, Kanchari Vadla or Vadra or Vadrangi and Silpis) (Viswakarma added vide G.O. Ms. No. 59 BCW(M1) Dept., Dt. 06.12.1995)
22. Kunchiti, Vakkaliga, Vakkaligara, Kunchitiga of Anantapur Dist. Only vide G.O. Ms.No. 10 BCW(C-2) Dept., Dt. 9-04-2008
23. Lodh, Lodhi, Lodha of Hyderabad, Rangareddy, Khammam and Adilabad Districts only. Included in Vide G.O.MS.No. 22 BC W (C2) Dept., Dt. 4/07/08
24. Bondili (included in vide G.O.Ms. No. 42, B.C.W(C2) Dept., Dt.07/08/2008)
25. Are Marathi, Maratha(Non-Brahmins), Arakalies and Surabhi Natakavallu. (included in vide G.O.Ms. No. 40, B.C.W(C2) Dept., Dt.07/08/2008). Tholu Bommalatavallu added as per G.O.Ms.No.08, Backward Classes Welfare(F) Dept., Dt:20.04.2023.
26. Neeli (included in vide G.O.Ms. No. 43, B.C.W(C2) Dept., Dt.07/08/2008).
27. Budubunjala/Bhunjwa/Bhadbhunja, included vide G.O.Ms. No. 11, Backward

- Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Hyderabad and Ranga Reddy District only.
28. Gudia/Gudiya, included vide G.O.Ms. No. 14, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Srikakulam, Vizianagaram and Vishakhapatnam, district only.

**GROUP – C**

**Scheduled Castes converts to Christianity and their progeny**  
**(Substituted in G.O.Ms.No.159, G.A. (Ser.D) Dept., dt. 02/04/1981)**

**GROUP – D (Other Classes)**

1. Agarar
2. Are-Katika, Katika, Are-Suryavamsi(Are-Suryavamsi added vide G.O. Ms. No. 39, B.C. W(C2) Dept., Dt. 7/08/08)
3. Atagara
4. Bhatraju
5. Chippolu (Mera)
6. Gavara
7. Godaba
8. Hatkar
9. Jakkala
10. Jingar
11. Kandra Deleted and added to Sl.No. 01 Under BC-A Group as per G.O.Ms.No.09 BCW(F)Dept., Dt:20.04.2023.
12. Kosthi
13. Kachi
14. Surya Balija, (Kalavanthulu) Ganika (amended vide G.O.Ms. No. 20, BCW(P2) Dept., Dt. 19.07.1994)
15. Krishanabalija (Dasari, Bukka)
16. Koppulavelama
17. Mathura
18. Mali (Bare, Barai, Marar and Tamboli of all Districts of Telangana Region added as synonyms vide G.O. Ms. No. 3, BCW(C2) Dept., Dt. 09.01.2004 and G.O. Ms. No. 45, B.C.W(C2) Dept., Dt.07/08/2008)
19. Mudiraj / Mutrasi / Tenugollu.
20. Munnurukapu (Telangana)
21. Nagavamsam (Nagavamsa) vide G.O.Ms.No. 53, BC Welfare Dept., dated:19/09/1996
22. Nelli(deleted vide G.O.Ms. No. 43, B.C.W(C2) Dept., Dt.07/08/2008)
23. Polinativelmas of Srikakulam and Visakhapatnam districts
24. deleted vide G.O. Ms.No. 16 Backward Classes Welfare (C2) Dept., dt.19/02/2009
25. Passi
26. Rangrez or Bhavasarakshtriya
27. Sadhuchetty
28. Satani (Chattadasrivaishnava)
29. Tammali (Non-Brahmins) (Shudra Caste) whose traditional occupation is playing musical instruments, vending of flowers and giving assistance in temple service but not Shivarchakars. Included vide G.O. Ms. No. 7, Backward Classes Welfare (C2) Dept., Dt. 19/02/2011).
30. Turupukapus or Gajula kapus {... the words "of Srikakulam, Vizianagaram and Vishakapatnam Districts" were deleted vide G.O.Ms.No. 62, Backward Classes Welfare (C2) Dept., dt. 20/12/2008 and G.O. Ms.No. 19 Backward Classes Welfare (C2) Dept., dt. 19/02/2009} who are subject to Social customs or divorce and remarriage among their women (G.O. Ms. No. 65, E&SW, dt. 18.02.1994)
31. Uppara or Sagara
32. Vanjara (Vanjari)
33. Yadava (Golla)
34. Are, Arevalla and Arollu of Telangana District (Included vide G.O.Ms.No. 11, Backward Classes Welfare (C-2) Department, dt. 13/5/2003 and G.O.Ms. No. 41, B.C.W(C2) Dept., Dt.07/08/2008)
35. Sadara, Sadaru of Anantapur Dist. Only vide G.O.Ms.No. 11 BCW (C-2) Dept., Dt. 9- 04-2008
36. Arava of Srikakulam District only. Included in vide G.O. MS. No. 24 BC W (C2) Dept., Dt. 4/07/08
37. Ayyaraka, of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Khammam and Warangal Districts only. Included

- in vide G.O. MS. No. 25 BC W (C2) Dept., Dt. 4/07/08
38. Nagaralu of Srikakulam, Vizianagaram, Visakhapatnam, Krishna, Hyderabad and Rangareddy Districts only. Included in vide G.O. MS. No. 27 BC W (C2) Dept., Dt. 4/07/08
  39. Aghamudian, Aghamudiar, Agamudivellalar and Agamudimudaliar including Thuluva Vellalas of Chittoor, Nellore, Kurnool, Anantapur, Hyderabad and Rangareddy Districts only. Included in vide G.O. MS. No. 20 BC W (C2) Dept., Dt. 4/07/08
  40. Beri Vysya, Beri Chetty of Chittoor, Nellore and Krishna Districts only. Included in vide G.O. MS. No. 21 BC W (C2) Dept., Dt. 4/07/08
  41. Atirasa included vide G.O. Ms.No. 5 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to East Godavari and West Godavari Districts only.
  42. Sondi / Sundi included vide G.O. Ms.No. 11 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
  43. Varala included vide G.O. Ms.No. 12 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana region only.
  44. Sistakaranam included vide G.O. Ms.No. 13 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
  45. Lakkamari Kapu included vide G.O. Ms.No. 14 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana region only.
  46. Veerashaiva Lingayat/Lingabaliya, included vide G.O. Ms.No. 22 Backward Classes Welfare (C2) Dept., dt. 28/02/2009.
  47. Kurmi, included vide G.O.Ms. No. 12, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Telangana Region and also Krishna District only.
  48. Kalinga Komati / Kalinga Vysya vide G.O. Ms. No.10 Backward classes Welfare(c) Department Dated.24.9.2014. The area of operation shall be confined to Srikakulam, Vizianagaram and Visakhapatnam districts only.

**GROUP – E**  
**(Socially and Educationally Backward Classes of Muslims)**

1. Achchukattalavandlu, Singali, Singamvallu, Achchupanivallu, Achchukattuvaru, Achukatlavandlu.
  2. Attar Saibuli, Attarollu
  3. Dhobi Muslim/ Muslim Dhobi/ Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tskalas or Chakalas, Muslim Rajakas.
  4. Faqir, Fhakhir Budbudki, Ghanti, Fhakhir, Ghanta Fhakhiru, Turaka Budbudki, Derves, Fakeer
  5. Garadi Muslim, Garadi Saibulu, Pamulavallu, Kani-Kattuvallu, Garadollu, Garadiga.
  6. Gosangi Muslim, Phakeer Sayebulu
  7. Guddi Eluguvallu, Elugu Bantuvallu, Musalman Keelu Gurravallu
  8. Hajam, Nai, Nai Muslim, Navid
  9. Labbi, Labbai, Labbon, Labba
  10. Pakeerla, Borewale, Deraphakhiru, Bonthala
  11. Kureshi/ Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
  12. Shaik/ Sheikh
  13. Siddi, Yaba, Habshi, Jasi
  14. Turaka Kasha, Kakkukotte Zinka Saibulu, chakkidakanevale, Terugadu Gontalavaru, Thirugatiganta, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Thuraka Kasha
  15. Other Muslim groups excluding Syed, Saiyed, Sayyad, Mushaik; Mughal, Moghal; Pathans; Irani; Arab; Bohara, Bohra; Shia Imami Ismaili, Khoja; Cutchi-Memon; Jamayat; Navayat;  
and all the synonyms and sub-groups of the excluded groups; and except those who have been already included in the State List of Backward Classes.
- N.B.: 1. The above list is for information and subject to confirmation with reference to G.O. Ms. No. 58, SW(J) Department, dated 12/05/1997 and time to time orders.
2. On account of any reason whatsoever in case of any doubt/ dispute arising in the matter of community status (SC/ST/BC/OC) of any candidate, subject to satisfaction with regard to relevant rules and regulations in force the decision of the Commission shall be final in all such cases.

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