

**GOVERNMENT OF ANDHRA PRADESH**  
**NOTIFICATION**

REF.NO:B5(JD-SW)/41/2021.

SOCIAL WELFARE DEPARTMENT,  
YSR DISTRICT, KADAPA,  
DATED:05.07.2021.

**RECRUITMENT TO THE POSTS OF OFFICE SUBORDINATE / WATCHMAN / OFFICE WATCHER IN A.P.STATE AND SUBORDINATE SERVICES AND LAST GRADE SERVICES FOR LIMITED RECRUITMENT FOR BACKLOG VACANCIES EARMARKED FOR SCHEDULED CASTES/SCHEDULED TRIBES IN YSR DISTRICT,KADAPA.**



Applications are invited from eligible **SCHEDULED CASTES / SCHEDULED TRIBES** candidates for appointment as OFFICE SUBORDINATE / WATCHMAN / OFFICE WATCHER in A.P. State and SUBORDINATE SERVICES AND Last Grade Services for limited recruitment of backlog vacancies **earmarked for Scheduled Castes / Scheduled Tribes.**

The eligible candidates have to apply within 08 days from the date of Notification. The detailed information regarding eligibility and other instructions are available in the website: **kadapa.ap.gov.in**

**CATEGORY WISE VACANCIES REPORTED IN CLASS-IV CATEGORY:**

S.NO	NAME OF THE POST	SC		ST		TOTAL NO.OF POSTS
		GENERAL	WOMEN	GENERAL	WOMEN	
1	OFFICE SUBORDINATE	1 (G)	0	0	0	1
3	WATCHMAN	1 (G)	1 (W)	0	2(W)	4
4	OFFICE WATCHER	0	1(W)	0	1(W)	2
TOTAL		2	2	0	3	7

- The vacancies given are subject to decrease or increase according to circumstances.
- The notification can be cancelled or some posts can be reduced at any point of time according to circumstances.

**EDUCATIONAL QUALIFICATIONS:**

Sl.No.	CATEGORIES OF THE POST	EDUCATIONAL QUALIFICATIONS
1	2	3
(a)	Office Subordinate	Must have passed 7 <sup>th</sup> class examination. Must be able to ride a Bicycle.
(b)	Watchmen/ Office Watcher	Must have passed 5 <sup>th</sup> class or its equivalent examination. Must be an Ex-Service man or must have been trained in Civil Defense or as a Home Guard. Must be able to ride a Bicycle.

**Note:-**

- No bonus marks will be given for higher qualification than the prescribed qualification.
- No bonus marks will be given on registration of name in the Employment exchange.
- The Candidates who have passed the qualifying examination by obtaining grades will be converted into percentage by using CGPA calculator.
- No oral interview will be conducted.

**AGE:** The applicant should have completed (18) years of age as on 01-07-2021 and should not have completed (47) years of age as on the said date.

**N.B:** The Tahsildar is competent authority to issue certificates regarding social status of the candidates.

**SCALE OF PAY:** As per AP - Revised Pay Scales - 2015.



## **METHOD OF RECRUITMENT**

- 1) The selection for the posts to limited recruitment of SC/ST backlog vacancies filled on the basis of marks obtained in the qualifying academic examination (i.e., prescribed education qualifications for the posts of i.e., Office Subordinate, /Watchman/ Office Watcher 7<sup>th</sup> & 5<sup>th</sup> class as the case may be. The applicants must furnish connected Marks Memos).
- 2) Selection of applicant by the competent authority carries no guarantee of actual appointment.
- 3) The candidates who did not study 7<sup>th</sup> & 5<sup>th</sup> are not eligible to apply to the posts of Office Subordinate, Watchman, Office Watcher, respectively, since marks secured in 7<sup>th</sup> & 5<sup>th</sup> class are criteria for selection.
- 4) The rule of reservation (General Rule 22 of A.P.Subordinate Service Rule) is applicable.
- 5) Selection for Women Quota will be as per the roster points available with the concerned departments.

## **IMPORTANT INSTRUCTIONS**

- 1) The eligible candidate have to download the application from the website, [kadapa.ap.gov.in](http://kadapa.ap.gov.in) and attach a passport size copy of recent photograph with his/her signature and submit the same to the concerned department (for SC candidates office of the Joint Director (SW) and ST candidates office of the District Tribal Welfare Officer, D-Block, New Collectorate, YSR District) along with attested copies of the relevant certificates/documents through post/courier to reach this concerned departments on or before **14.07.2021** duly mentioning the post applied for on the top of the envelop cover. Applications received after the last date shall not be considered under any circumstances.
- 2) Candidates applying for more than one post should apply separately for each post.
- 3) **Reservation to local candidates** :-Reservation to the Local candidates is applicable as provided in the Rules and as amended time to time and as in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study certificate (from IV Class to X Class or SSC) OR Domicile Certificate only for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be kept ready with authorized signature to produce as and when required.
- 4) **DEFINITION OF LOCAL CANDIDATE** :- The rule of Local Candidate will be followed by the Government Memo.No.17414/Ser.A/2007 GA (Ser.G) Department, Dt:**07.12.2007** is applicable.
- 5) Candidates must ensure that the addresses stated in their applications are correct and filled properly. Department will not take and accept any responsibility for change of addresses by candidates and non receipt of communications.
- 6) If study / domicile certificate is not produced by the candidate when required to be produced, he / she will be treated as NON LOCAL.
- 7) Applicant will be disqualified who attempts to canvas or to bring influence to bear on the District Selection Committee personally or by a letter. The same penalty will be imposed if any relative, friend, patron, official or other persons attempts to influence the Collector on behalf of the applicant.
- 8) Application in which any portion of the required information is not correctly and completely given will be summarily rejected.
- 9) Application from persons in the service of the Indian Union of a State in India or in the employee of local bodies whether they are permanent or approved probationers or probationers or holding the appointment on temporary or officiating basis which are not sent through the authority competent to appoint them in the posts which they are holding will be summarily rejected.

- 10) For any information / intimation/ publication of results / schedule of certificate verification etc., with regard to this notification, the candidates have to pursue through the following web sites <https://kadapa.ap.gov.in> and
- a) Date of Notification : 05-07-2021.
  - b) Date of Closing the Notification : 12-07-2021(applications after 12-07-2021 at 5.00 P.M. should be rejected).
  - c) Last date for receipt of hard copies from the candidates : 14-07-2021.

Sd/- C.HARI KIRAN  
DISTRICT COLLECTOR  
YSR DISTRICT

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