GOVERNMENT OF ANDHRA PRADESH:
MUNICIPAL ADMINISTRATION DEPARTMENT: GUNTUR
NOTIFICATION NO. 01/2020, DATED:10.01.2020

WARD ADMINISTRATIVE SECRETARY IN A.P. MUNICIPAL GENERAL SUBORDINATE SERVICE (GENERAL RECRUITMENT)

PARA-1:

1.1. Applications are invited online for recruitment to the post of Ward **Administrative Secretary in A.P. Municipal General Subordinate Service** from the eligible candidates within age group of 18 to 42 years as on 01.07.2020. **Ward Administrative Secretary** is carrying the scale of pay of Rs.15030-46060.

Note:- The candidates on the selection and appointment will be paid Rs.15,000/- PM as consolidated pay for a period of 2 years. They will be given scale of pay after satisfactory completion of 2 years probation. The selected candidates on appointment will be deployed to work in the Ward Secretariats established in the Urban Local Bodies as per G.O. Ms. No. 217 MA & UD Dept., Dt. 20.07.2019.

1.2 The Proforma application will be available on Website http://wardsachivalayam.ap.gov.in, http://vsws.ap.gov.in, http://gramasachivalayam.ap.gov.in from 11.01.2020 to 31.01.2020 (Note: 30/01/2020 is the last date for payment of fee upto 11:59 midnight).

1.3 Before applying for the post, an applicant shall register his/her bio- data particulars through One Time Profile Registration (OTPR) on the website viz., http://wardsachivalayam.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. Applicants need to apply for the post using the OTPR use ID through the above said website. Those who have already registered can login with the earlier user ID for submission of online application.

1.4 The date of written examination will be intimated in the website. There would be objective type questions which are to be answered on offline mode (using OMR Sheet). Instructions on off line examination are given in Annexure-III.

1.5 The applicant is required to visit the website http://wardsachivalayam.ap.gov.in regularly to keep himself/herself updated until completion of the recruitment process. The http://wardsachivalayam.ap.gov.in is final for all correspondence.

1.6 HALL TICKETS can be downloaded (3) days before commencement of Examination.

1.7 All desirous and eligible candidates shall apply online after satisfying themselves that they are eligible as per the terms and conditions of this recruitment notifications. 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 authentication that he / she has read the notification and shall abide by the terms and conditions laid down there under.

1.8 The details of provisional vacancies are as follows:-

VACANCIES

Sl. No.	Name of the District	No. of vacancies
1	Srikakulam	2
2	Vizianagaram	2
3	Visakhapatnam	42
4	East Godavari	16
5	West Godavari	12
6	Krishna	17
7	Guntur	1
8	Nellore	2
9	Prakasam	1
10	Kurnool	3
11	Kadapa	1
12	Chittoor	6
	TOTAL	**105**

Note-1:- The details of vacancies viz., Community, District and Gender wise (General/Women) may be seen at Annexure-I.
Note-2:- The number of vacancies notified may increase or decrease as per actual requirement.

PARA-2: ELIGIBILITY:

i. He /She is of sound health, active habits and free from any bodily defect or infirmity rendering him 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 and Resident of Andhra Pradesh.

PARA-3: EDUCATIONAL QUALIFICATIONS:

A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post on the date of the notification.

Sl. No.	Name of the Post	Educational Qualification
1	Ward Administrative Secretary	Any degree from any University in India established or incorporated by or under a Central Act, State Act or a provincial Act or an institution recognized by the University Grants Commission or by a recognized State Board of Technical Education and training

PARA-4: RESERVATIONS:

4.1 There will be reservations in direct recruitment in respect of Scheduled Tribes, Scheduled Castes, Backward Classes, Physically challenged and Women as per Rule 22 and 22 (A) of A.P. State and Subordinate Service Rules.

4.2 In the case of candidates who claim the benefit of reservation or relaxation of upper age limit on the basis of Caste/Tribe or Community the basic document of proof of Community will be the Certificate issued by the Revenue Authorities not

below the rank of Tahsildar in the case of SC/ST 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 applicant 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.

4.3 The meritorious sportsman means a sportsman who has represented the State or the Country in a nation or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports/games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below; and any other games/sports as may be specified by the Government from time to time, in terms of Rule 2 (19) of AP State and Subordinate Service Rules.

4.4 The person with 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 loss of sixty decibels or more in the better ear in the conversational range of frequencies which corresponds to 85 dBs Hearing threshold on the audiogram in the better ear i.e., 85 dB hearing level in audiogram – 25 dB upper limit of normal hearing 60 dBhearing loss as per provision under "Person with Disabilities Act, 1995".

4.5 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: No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste. BCs, SCs &STs belonging to other States are not entitled for reservation.

4.6 If eligible disabled candidates of a particular category are not available, to fill up the carry forward vacancy, the same shall be filled- up by the method of interchanging as per G.O.Ms. No.23, department for Women, Children, Disabled and Senior Citizen (DW)Dept., Dated:26.05.2011 and G.O.Ms.No.99, General Admn (Services -D) Dept., dated: 04.03.2013. Henceall the disabled categories are allowed to apply.

4.7 There shall be Reservation to Women horizontally to an extent of 33 1/3% as per G.O. Ms. No.63, GA (Ser-D) Dept., dated:17.04.2018.

4.8 The reservation to meritorious sports persons will apply as per G.O.Ms.No.13, GA (Ser-D)Dept., dated:23.01.2018, read with G.O.Ms.No.74, youth, advancement, Tourism and Culture(Sports) Dept., dated:09.08.2012 & G.O.Ms.No.473, youth, advancement, Tourism andCulture (Sports &YS) Dept., dated:03.12.2018.

4.9 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.

PARA-5: RESERVATION TO LOCAL CANDIDATES:

5.1 The specification of a post is determined by the concerned Department with reference to both vertical and horizontal reservations as well as local reservation. The reservations are specified through the indent by the concerned department and the general criteria with regard to reservations are given below.

5.2 Reservation to the Local candidates is applicable as provided in Article 371-D as per G.O.Ms.No.674, G.A (SPF- A) Department, dated.20.10.1975 and rules as amended from 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(s) (from IV Class to X Class or SSC) OR Residence Certificate in the proforma prescribed for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates with authorized signature shall be produced as and when required.

PARA -6 DEFINITION OF LOCAL CANDIDATE:

6.1 A local candidate has been defined in G.O.Ms.No.674, General Administration (SPF-A) Department, dated:20.10.1975 "LOCAL CANDIDATE" as follows:

"Local Candidate:- (1) A candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area.

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post.

(i) "if he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination; or

(ii) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared or as the case may be, first appeared.

(b) In cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in that local area for a period of not less than four years immediately proceeding the date on which the post is notified for recruitment.

Explanations:- For the purpose of the paragraph.

(i) educational institution means a University or any educational institution recognized by the State Government, a University or other competent authority;

(ii) relevant qualifying examination in relation to a post means;

(a) the examination, a pass in which is the minimum educational qualification prescribed for the post;

(b) the Matriculation examination or an examination declared by the State Government to be equivalent to the Matriculation examination; whichever is lower; and

(iii) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination shall be disregarded.

(iv) the question whether any candidate for direct recruitment to any post has resided in any local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian (Vide G.O.Ms.No.168, G.A. (SPF.A) Department, dated.10-3-77).

(2) A candidate for direct recruitment to any post who is not regarded as a local candidate under sub paragraph (1) in relation to any local area shall.

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post.

(i) if he has studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination, be regarded as a local candidate in relation to

(1) Such local area where he has studied for the maximum period out of the said period of seven years;or

(2) where the periods of his study in two or more local areas are equal, such local areas where he has studied last in such equal periods;

(ii) if during the whole or any part of the seven consecutive academic years ending with the academic years in which he appeared or as the case may be first appeared for the relevant qualifying examination, he has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to

(1) such local area where he has resided for a maximum period out of the said period of seven years: or

(2) where the periods of his residence in two or more local areas are equal, such local areas where he has resided last in such equal periods;

(b) In cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in the State for a period of not less than seven years immediately preceding the date on which the post is notified for recruitment, be regarded as a local candidate in relation to

(i) such local area where he has resided for the maximum period out of the said period of seven years; or

(ii) where the periods of his residence is two or more local areas are equal such local area where he has resided last in such equal periods ”.
(G.O.Ms.No.168, dated 10-3-1977)

6.2 Single certificate, whether of study or residence as stipulated in G.O.Ms.No.674, General Administration (SPF-A) Dept., dated:20.10.1975 would suffice for enabling the candidate to apply as a "LOCALCANDIDATE".

6.3 Residence certificate will not be accepted, if a candidate has studied in any Educational Institution upto S.S.C. or equivalent examination. Such candidates have to produce study certificates invariably. The candidates, who acquired degree from open Universities directly without studying in any Educational Institution, only may submit residence certificate. Here Educational Institutions mean a recognized Institution by the Government / University/Competent

authority.

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

6.5 Candidates who migrate from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st June, 2019 (in this case till date of notification) as per terms laid down in circular memo no.4136/SPF & MC/2015-5, Dated.20.11.2017 of Government of Andhra Pradesh shall obtain the Local Status Certificate from competent authority and produce at the time of verification.

6.6 The following are the Districts:-

S. No	Name of the Examination Centre	S. No.	Name of the Examination Centre
01	Srikakulam	07	Guntur
02	Visakhapatnam	08	Ongole
03	Vizianagaram	09	Nellore
04	East Godavari	10	Tirupathi
05	West Godavari	11	Kadapa
06	Krishna	12	Ananthapur
		13	Kurnool

PARA-7: AGE:

7.1 No person shall be eligible for direct recruitment if he/she is less than 18 years of age and if he / she is more than 42 years of age for the post on 01/07/2020 as per Rule 12 (v) of AP State & Subordinate Service Rules and instructions issued from time to time. Candidates should not be born earlier than 2nd July 1978 and not later than 1st July 2002.

7.2 Age Relaxation is applicable to the categories as detailed below:

S. No.	Category of candidates	Relaxation of age permissible
1.	SC/ST and BCs	5 Years
2.	Physically Handicapped persons	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.	A.P. State Government Employees (Employees of APSE, APSRTC, Corporations etc are not eligible	Up to a maximum 5 Years based on the length of regular service.
6.	Retrenched temporary employees in the State Census Department with a minimum service of 6 months.	3 Years

7	Widows, divorced women and women judicially separated from their husbands, who are not remarried and belonging to SC/ST category covered under Rule 12(b) (iii) of AP State and Subordinate Service Rules, 1996 with reference to posts of Junior Assistants or less	Upper age limit is 48 years
8	Widows, divorced women and women judicially separated from their husbands, who are not remarried and not belonging to SC/ST category covered under Rule 12(b) (iii) of AP State and Subordinate Service Rules, 1996with reference to posts of Junior Assistants or less	Upper age limit is 43 years
9	Candidates who are working on temporary basis.	Upto maximum of 5 years or length of service whichever is less.

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-8: HOW TO APPLY:

STEP-I: Candidates applying for the first time for 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 Department 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 (If candidates have already registered and have the OTPR ID, number then he/she can proceed to STEP-II Directly.)

STEP-II: The applicant has to login in the http://wardsachivalayam.ap.gov.in website with the user name (OTPR ID) and the Password (Date of Birth) given by Candidate. After Login, the applicant has to click on the "Submit Online Application" in the home page. After successful Submission of Application, application ID will be generated. Applicant has to proceed to the payment form.

STEP-III: PAYMENT PROCESS: After Submission of Online Application, the applicant has to click on the payment link. The basic details required for calculation of the fee and age relaxation will be pre-populated. The applicant has to verify all the details that are displayed. Once the payment form is submitted, the respective details pertaining to payment mode will not be altered in any stage of application processing. On successful payment, the reference ID is generated which indicates completion of Registration. In case if the payment process is not successful, then the applicant should initiate fresh payment.

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

NOTE:

A. The Department is not responsible, for any omissions 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 manual.

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. Corrections in the application will be enabled after the last date of the submission of application.

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 Department 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 16.1 of this notification.

E. Before uploading/submission application form, the candidates should carefully ensure his/her eligibility for this examination. No relevant column of the application form should be left blank; otherwise application form will not be accepted.

PARA - 9: (a) FEE:

9.1 The applicant must pay Rs.200/- (Rupees Two Hundred only) towards application processing fee and Rs.200/- (Rupees Two Hundred only) towards examination fee.

However, the following categories of candidates are exempted from payment of examination fee Rs.200/- only.

i) SC,ST,BC,PH & Ex-Service Men

ii) The candidate applying as non local candidate in addition to his/her local district will be charged an additional fee of Rs.100/- per district (Maximum of 3 districts)

Fee Structure

Category	Application fee	Examination fee	Candidates applying for non local districts
OC	Rs. 200	Rs.200	Rs.100 per district
SC/ST/BC/PHC/Ex Servicemen	Rs.200	-	-

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.

PARA-10: SCHEME OF EXAMINATION:

The Scheme and Syllabus for the Written Examination has been shown in Annexure-II.

PARA-11: CENTRES FOR THE EXAMINATION:

The candidate has to choose a district of his/her choice for appearing for the OMR based written examination. He/she can accordingly indicate the order of preference of 3 districts among which he/she will be allotted to one of the examination centres as per administrative convenience. However best effort will be made to accommodate the candidate in 1st or 2nd choice district.

PARA – 12 RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS

12.1 The key will be published in the website after conduct of the examination. Any objections with regard to the key and any other matter shall be filed within 3 days after publication of the key in the prescribed proforma available in the website.

12.2 The objections received in the prescribed proforma and within due date will be referred to Expert Committee for opinion and to take appropriate decision thereon by the Department. As per decision of the Department a revised key will be hosted and it will be final. In the event of any question found improper by the expert committee, it will be reckoned for adding marks for all the candidates.

12.3 Any objection filed after expiry of specified time from the date of publication of key / revised key would not be entertained.

PARA -13 NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

13.1 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. In any case, no

cognisance will be taken by Department of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the Department as far as this Notification is concerned, and these will be further dealt with as per G.Os cited above.

13.2 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 Department from time to time. In A.P. Municipal General Subordinate Service Rules issued in G.O. Ms. No. 286 MA & UD Dept., Dt. 07.11.2019 and Special Rules/Adhoc Rules Governing the recruitment and other related GOs, Rules etc subject to the amendments as per G.O. Ms. No. 217 MA & UD Dept., Dt. 20.07.2019 are applicable.

13.3 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 departments and any other rules issued by the Government from time to time. 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.

13.4 The Department is empowered as per 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 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.

13.5 District/LOCAL: In terms of Para 4 of the G.O., AP Public Employment (Organisation of Local cadres and Regulations of Direct Recruitment) order, 1975 (G.O. Ms. No. 674 GA (SPF.A) Dept., Dt. 20.10.1975) read with G.O. Ms. No. 124 General Administration (SPF-A) Dept., Dt. 07.03.2002, and other orders/instructions issued by the Government in this regard, the first part shall comprise 20% of the posts consisting of combined merit list of Locals as well as non-locals and the remaining second part shall comprise the balance 80% of the posts consisting of locals only. These posts are district cadre.

13.6 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.

13.7 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.

Evaluation of various physical disabilities and procedure for certification will be as per rules in vogue.

13.8 The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the Distance Education Council, Government of India. Unless such Degrees have been recognised 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 recognised, rests with the candidate. Candidates may also refer 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- 14 Please read the following Annexures appended to the notification before filling the application form

Annexure- I- Break up of vacancies

Annexure- II- Scheme & Syllabus

Annexure- III- Instructions to candidates

Annexure- IV- LIST OF SC / ST /BC's

PARA-15: PROCEDURE OF SELECTION:

15.1 Each District is the unit of appointment.

15.2 The selection of candidates for appointment to the posts shall be based on the merit in the OMR based written examination, to be held as per the scheme examination enunciated at para 10 above.

15.3 The minimum qualifying marks to the candidates of various social categories will be decided basing on the need.

15.4 Where the candidates get equal number of marks in the OMR based written examination if two or more candidates get equal total 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 selection. In case there is tie in age, the person who possesses educational qualification at earlier date would be considered.

15.5 WEIGHTAGE OF MARKS (10%): Ten (10%) percentage of marks as weightage is allowed only for the existing outsourcing/contract employees who are already working in the posts/department relating to the notified posts in the department, who fulfill the following norms:-

a) Recruitment has been done following due process

b) Qualification criteria has been met

c) Rule of reservation has been followed

d) Local/Non-local norms have been followed

15.6 The Department 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.

15.7 The appointment of selected candidates will be subject to their being found fit in the appropriate medical classification, and if he/she is of sound health, active habits and free from any bodily defect or infirmity.

15.8 In the event of candidate getting selected to a post, he/she should stay/reside in the ULB he allotted.

15.9 ANSWER KEY AND MARKS: Answer key would be published on the website and marks of each candidate are also displayed on website. No separate memorandum of marks would be issued.

PARA-16: DEBARMENT:

16.1 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 DEPARTMENT, and summary rejection of their candidature for this recruitment.

16.2 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.

16.3 The Department is vested with the bonded 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 Department 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 Department.

16.4 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 State Government.

16.5 ELECTRONIC GADGETS BANNED:

(a) The use of any mobile (even in switched off mode), pager, scientific 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/ pagers to the venue of the examination, as arrangement for safe – keeping cannot be assured.

PARA-17: DEPARTMENTS DECISION TO BE FINAL:

The decision of the Department 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 and also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages up to selection, 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 Department at any stage.

Sd/- Vijay Kumar G.Srkr
Commissioner & Director

ANNEXURE-II

SYLLABUS FOR GENERAL POSTS – WARD ADMINISTRATIVE SECRETARY

Witten examination (Objective Type)	No. of questions	Duration (minutes)	Maximum
Part –A: General Studies & Mental Ability	75	75	75
Part-B: History, Economy, Geography, Politics etc.,	75	75	75
TOTAL			**150**

Note: For each correct answer one mark will be awarded and for each wrong answer will carry 0.25 negative mark.

SYLLABUS FOR EXAMINATION TO THE POST OF WARD ADMINISTRATIVE SECRETARY IN A.P. MUNICIPAL GENERAL SUBORDINATE SERVICE:

PART-A:

GENERAL STUDIES AND MENTAL ABILITY

1. General Mental ability and reasoning
2. Quantitative aptitude including data interpretation
3. Comprehension – Telugu & English
4. General English
5. Basic Computer knowledge
6. Current affairs of Regional, National and International importance.
7. General Science and its applications to the day to day life, Contemporary developments in Science and Technology and information Technology.
8. Sustainable Development and Environmental Protection

PART-B:

1. History & Culture of India with specific focus on AP
2. Indian polity and governance: constitutional issues, 73/74th Amendments, public policy, reforms and center – state relations with specific reference to Andhra Pradesh
3. Economy and Planning in India with emphasis on Andhra Pradesh.
4. Society, social justice, rights issues
5. Physical geography of Indian sub-continent and Andhra Pradesh
6. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political and Legal implications/problems.
7. Key welfare & development schemes of Government of Andhra Pradesh.
8. Women empowerment and economic development through Self Help Groups / Community Based Organizations with focus on weaker sections

Sd/- Vijay Kumar G.Srkr
Commissioner & Director

Annexure-III
INSTRUCTIONS TO CANDIDATES

A. INSTRUCTIONS TO CANDIDATES:

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.

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.

The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Department will not be held responsible for any kind of delay/discrepancy on part of the candidate.

Applicants must compulsorily upload his/her own photo and signature together scanned and uploaded through .jpg format not exceeding 50 KB.

The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

Important:-Hand written/typed/Photostat copies/printed application form will not be entertained.

The applicant shall produce all the essential certificates issued by the competent authority, for verification by the department, as and when called for. If candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any further correspondence.

B. INSTRUCTIONS REGARDING OMR BASED WRITTEN EXAMINATION FOR CANDIDATES :

The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Registration Number, 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.

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 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.

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. GENERAL INSTRUCTIONS TO CANDIDATES:

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 Department 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 Department Office.

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.

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.

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 Department or that the entries made by the candidate in his/her application have been accepted by the Department 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.

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.

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.

Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.

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.

(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 Department after duly providing the full identification details of the scribe like name, 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

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.

The candidate will not be admitted to the examination Hall without procedural formalities.

The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.

The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll or OMR Answer Sheet.

Instructions to be followed scrupulously in the Examination Hall.

ANNEXURE - IV

LIST OF SCHEDULED CASTES

(Definition 28 of General Rule - 2)

SCHEDULE - I

(Substituted with effect from 27-07-1977throughG.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 Bindla
10 Byagara, Byagari*
11 Chachati
12 Chalavadi
13 Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas*
14 Chambhar
15 Chandala
16 Dakkal, Dokkalwar
17 Dandasi
18 Dhor
19 Dom, Dombara, Paidi, Pano
20 Ellamalwar, Yellammalawandlu
21 Ghasi, Haddi, Relli, Chachandi
22 Godagali, Godagula(in the Districts of Srikakulam, Vizianagaram & Vishakapatnam) *
23 Godari
24 Gosangi
25 Holeya
26 Holeya Dasari
27 Jaggali
28 Jambuwulu
29 Kolupulvandlu, Pambada, Pambanda, Pambala *
30 Madasi Kuruva, Madari Kuruva
31 Madiga

32 Madiga Dasu, Mashteen
33 Mahar
34 Mala, Mala Ayawaru *
35 Mala Dasari
36 Mala Dasu
37 Mala Hannai
38 Mala Jangam
39 Mala Masti
40 Mala Sale, Netkani
41 Mala Sanyasi
42 Mang
43 Mang Garodi
44 Manne
45 Mashti
46 Matangi
47 Mahter
48 Mitha Ayyalvar
49 Mundala
50 Paky, Moti, Thoti
51 (Omitted)*
52 Pamidi
53 Panchama, Pariah
54 Relli
55 Samagara
56 Samban
57 Sapru
58 Sindhollu, Chindollu
59 Yatala (Srikakulam Dist. Only) Memo No. 8183/CV-1/2006-10 SW (CV-I) Dept., Dt. 31/03/2008
60 Valluvan *** (**Chittoor and Nellore Dist. Only**)** Memo No. 8183/CV-1/2006-10 SW (CV-I)

*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, Bentho Oriya, 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

Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi Nomadic Tribes etc.,

1. Agnikulakshatriya, Palli, Vadabalija, 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.
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 Natakalavallu. (included in vide G.O.Ms. No. 40, B.C.W(C2) Dept., Dt.07/08/2008)
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. Agaru
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
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 Srikakulkam, Vizianagaram andVishakapatnam 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, Arevallu 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/Lingabalija, 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, Fhakir Budbudki, Ghanti, Fhakir, Ghanta Fhakirlu, 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 Gurralavallu
8. Hajam, Nai, Nai Muslim, Navid
9. Labbi, Labbai, Labbon, Labba
10. Pakeerla, Borewale, Deraphakirlu, 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, chakkitakanevale, 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.