ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA
NOTIFICATION NO. 12/2026, Dated:16/10/2026
DIRECT RECRUITMENT TO THE POST OF DISTRICT PROBATION OFFICER, GRADE-II/INTAKE PROBATION OFFICER IN A.P. JUVENILE WELFARE AND CORRECTIONAL SUB SERVICES
(General Recruitment)

PARA – 1:

1.1. Applications are invited through online from eligible candidates for the post of District Probation Officer, Grade-II/Intake Probation Officer in A.P. Juvenile Welfare and Correctional Sub Services. The applicant shall apply online through Commission's Website https://psc.ap.gov.in from **16.10.2026 to 05.11.2026 up to 11:59 P.M.**

1.2. All desirous and eligible candidates shall apply online after satisfying themselves as per the terms and conditions of this Recruitment Notification. The details of vacancies are as follows;

ZONAL POST

Name of the Post & Department	Total No. of vacancies	Age as on 01.07.2026 (Min-Max)	Scale of pay in Rs.
District Probation Officer, Grade-II/Intake Probation Officer in A.P. Juvenile Welfare and Correctional Sub Services	15	25-44	44,570 – 1,27,480

Note: The Detailed break -up of vacancies may be seen at Annexure-I.

1.3. 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.

1.4. The applicants who desire to apply to this post shall login into the Commission's Website, with his/her registered OTPR ID/number. In case, applying for the first time to the posts notified by APPSC, 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, an user ID is generated and be 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. Applicants are advised to retain their registered mobile number and e-mail ID to receive OTP/SMS and communication updates.

1.5 The selection to the post shall be on the basis of Written Examination. The examination will be conducted by the Commission in online examination Computer based recruitment test (CBRT) mode. The date of Examination will be intimated later.

1.6 The candidate 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.

1.7 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

1.8 HALL TICKETS for the written Examination will be hosted on the Commission's website. Instructions would be given through the website regarding downloading of Hall Tickets.

PARA -2: ELIGIBILITY:

1. He / She is of sound health, active habits and free from any bodily defect or infirmity rendering him / her unfit for such service;
2. His / Her character and antecedents are such as to qualify him/her for such service;
3. He /She possesses the academic and other qualifications prescribed for the post; and
4. 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:

Applicants must possess the prescribed academic qualification from the recognized University as on the date of this detailed notification. The date of this notification shall be the crucial date for calculating the experience including the practical experience.

Name of the Post	Educational Qualification
District Probation Officer, Grade-II/Intake Probation Officer in A.P. Juvenile Welfare and Correctional Sub Services	Must possess a Bachelor's Degree in Social Work or Psychology or any graduation with M.A in Social Work or Psychology or M.A. with specialization in Criminology or Correctional Administration from a University in India established or incorporated by or under Central Act, Provincial Act or State Act.

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 Women, Persons with Benchmark Disabilities (PBD), and Meritorious Sports Persons (MSP) as per Rule 22, 22(A) and 22(B) of A.P. State and Subordinate Service Rules, 1996 as amended from time to time read with G.O.Ms.No.77, G.A. (Ser-D) Dept., Dt: 02.08.2023 , G.O.Ms. No.03, G.A. (Ser-D) Dept., Dt: 17.01.2024. G.O.Ms.No.46, GA (Ser-D) Dept., Dt: 19.04.2025. G.O. Ms.No.56.GA (Ser-D) Dept., Dt:15.05.2026 read with G.O.Ms.No.25, YAT&C (Sports & Youth Services) Department, Dated: 15.05.2026.

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 and G.O.Ms. No.03, G.A. (Ser-D) Dept., Dt: 17.01.2024. and G.O.Ms.No.46, GA (Ser-D) Dept., Dt: 19.04.2025.

4.3. There shall be Reservation to Meritorious Sports Persons to an extent of 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.56.GA(Ser-D) Dept.,Dt:15.05.2026 read with G.O.Ms.No.25,YAT&C (Sports & Youth Services) Department, Dated: 15.05.2026.

4.4. There shall be Reservations in respect of Person with Benchmark Disability (PBD) as per Rule 22, 22 (A) and 22 (B) of State and Subordinate Service Rules and read with Departmental Special Rules.

4.5. 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 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.

4.6. **The following are the categories of Persons with Benchmark Disabilities as per G.O.Ms.No.77, G.A. (Ser-D) Dept., Dt: 02.08.2023 and G.O.Ms. No.03, G.A. (Ser-D) Dept., Dt: 17.01.2024:**

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.

4.7. 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**.

4.8. 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.

4.9. The candidates belonging to Backward classes (BC's) applying for this Notification must produce Non Creamy layer 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 (Tahsildar) and issued on or after 01.04.2026 (after the completion of FY 2025-2026) but not later than the closing date of the submission of Application Form for this Notification and must produce the same at appropriate time of verification. In case of failure to produce the same on the day of verification, he/she would not be entitled for the benefit of Reservation.

4.10. Economically Weaker Sections means the persons who are not covered under existing scheme of reservations for the SCs, 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 applicants/candidates who claim the EWS Reservation must possess the EWS certificate **based on the income for FY 2025-2026** as issued by the competent Revenue Authority in the rank of Tahsildar in digital format only on / after 01.04.2026 (after the completion of FY 2025-2026) but not later than the closing date of the submission of Application Form for this Notification and must invariably produce the same at the time of certificate verification as per G.O.Ms.No:73, GA (SER-D) Dept,Dt:04-08-2021.

4.11. In the case of applicants, 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 BC/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 APS&SS, Rules, 1996. The detailed list is also appended as Annexure –IV of this Notification. 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 under any circumstances. The candidate is solely responsible for furnishing correct and complete information in the online application in this regard.

4.12. **Caste & Community:** Community Certificate issued by the competent authority in terms of G.O. MS. No. 58, SW (J) Dept., dt.12/05/97 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.**

4.13. Horizontal Reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for Persons with Benchmark Disabilities / Meritorious Sports Persons 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 and G.O.Ms. No.03, G.A. (Ser-D) Dept., Dt: 17.01.2024, G.O.Ms.No.46, GA (Ser-D) Dept., Dt: 19.04.2025 and G.O.Ms.No.56.GA (Ser-D) Dept., Dt: 15.05.2026.

4.14. Reservation for local candidates is applicable for the posts which are organized into contiguous zones as per the indent. Selection shall be made as per the provision of the Presidential Order 2025 read with G.O.Ms.No.45 G.A(SPF &MC) Dept., Dated:20.04.2026 and subsequent amendments from time to time and other related G. O's, Rules and instructions issued by the Government from time to time as in force as on the date of this notification and also in terms of Departmental Special/Ad-hoc Rules and related Rules.

4.15. Candidates seeking reservation/relaxation benefits available for SC(Gr-I/II/III)/ST/BC/EWS/PBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in this Notification. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Notification for such benefits by the closing date of the application form of this Notification. (The Certificates issued in the name of applicant along with Father/Mother/legal Guardian's (if parents are no longer alive) name only are acceptable).

PARA- 5: AGE:

5.1. Minimum 25 years & Maximum 44 years as on 01/07/2026, as per Rule 12 of APS&SS, Rules,1996 and read with G.O.Ms.No.187, GA (Ser-A) Dept., Dt. 14/09/2026.

5.2 **Age Relaxation is applicable to the categories as detailed below**:

<table>
<tr><th>Sl. No.</th><th>Category of candidates</th><th>Relaxation of age permissible</th></tr>
<tr><td>1</td><td>SC, ST, BCs and EWS</td><td>5 Years</td></tr>
<tr><td>2</td><td>Persons with Benchmark Disabilities (PBD)</td><td>10 years</td></tr>
<tr><td>3</td><td>Ex-Servicemen</td><td rowspan="2">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.</td></tr>
<tr><td>4</td><td>N.C.C. (who have worked as Instructor in N.C.C.)</td></tr>
<tr><td>5</td><td>Regular A.P. State Government Employees (Employees of Corporations, Municipalities etc. are not eligible).</td><td>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.</td></tr>
<tr><td>6</td><td>Retrenched temporary employees in the State Census Department with a minimum service of 6 months.</td><td>3 Years</td></tr>
<tr><td colspan="3"><u>EXPLANATION</u>:
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.</td></tr>
</table>

PARA - 6: RESERVATION TO LOCAL CANDIDATES:

6.1 Reservation to the Local candidates is applicable as provided in Article 371-D as per G.O.Ms.No.45, G.A (SPF&MC) Department, dated.20.04.2025 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 I Class to VII Class)** 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.

6.2 DEFINITION OF LOCAL CANDIDATE:

A. 1. "LOCAL CANDIDATE" means a candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local areas where he/ she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for 7th class or its equivalent Examination. If however, he/ she has not studied in any Educational institute during the above four years period it is enough if he/she resided in that area which is claimed as his/ her Local area during the above said period.

A.2.In case the candidate does not fall within the scope above then, if he/ she has studied for period of not less than seven years prior to and inclusive of the year in which he/she has studied seventh class or its equivalent, he/ she will be regarded as a Local candidate on the basis of the maximum period out of the said period of seven years AND where the period of his/ her study in two or more local areas.

A.3. As or equal such local area where he/ she has studied last in such equal periods will be taken for determining the Local candidature. Similarly, if he/ she has not studied during the above said period in any Educational institution(s), the place of Residence during the above period will be taken into consideration and local candidature determined with reference to the maximum period of Residence or in the case of equal period where he/ she has resided last in such equal periods.

A.4. If the claim for local candidate is based on Study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 period. If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.

A.5.If, however, a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or zone as the case may be separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas.

A.6.Note:

(a) Single Certificate, whether of study or residence would suffice for enabling the candidate to apply as a "**LOCAL CANDIDATE"**

(b) RESIDENCE CERTIFICATE WILL NOT BE ACCEPTED. IF A CANDIDATE HAS STUDIED IN ANY EDUCATIONAL INSTITUTION UP TO 7TH CLASS OR EQUIVALENT EXAMINATION, SUCH CANDIDATES HAVE TO PRODUCE STUDY CERTIFICATES INVARIABLY. THE CANDIDATES, WHO ACQUIRED DEGREE FROM OPEN UNIVERSITIES WITHOUT STUDYING VII STANDARD OR EQUIVALENT IN EDUCATIONAL INSTITUTIONS, HAVE TO SUBMIT RESIDENCE CERTIFICATE ONLY. EDUCATIONAL INSTITUTIONS MEANS A RECOGNIZED INSTITUTION BY THE GOVERNMENT /UNIVERSITY/COMPETENT AUTHORITY.

(c) Applicants/Candidates are advised to refer the provisions of A.P. Presidential Order, 2025 in this regard.

(d) The post is organized into contiguous zonal cadre. The benefit of 95 % of Local Reservation as provided in Presidential Order 2025 will go to local candidates of each Zone mentioned hereunder. Each of the contiguous Zones comprises of the following districts:

Contiguous Zone-I comprises of Zone-I,II and III and Contiguous Zone-II comprises of Zone-IV,V and VI

Contiguous Zone-I	**ZONE-I:**	Srikakulam, Vizianagaram, ParvathiPuram Manyam, Visakhapatnam and Anakapalli. (SKM, VZM, PPM,VSP, AKP)
	ZONE–II:	Alluri SitaRama Raju, East Godavari, Kakinada, Dr.B.R.Ambedkar Konaseema. (ASR, EG, KKD, AKSM)
	ZONE-III:	West Godavari, Eluru, NTR, Krishna (WG, ELR, NTR, KST)
Contiguous Zone-II	**ZONE-IV:**	Guntur, Palnadu, Bapatla, Prakasam, Sri Potti Sriramulu Nellore (GNT, PND, BPT, PKM, NLR)
	ZONE-V:	Tirupathi, Chittoor, Annamayya, YSR Kadapa (TPT, CTR, ANN, KDP)
	ZONE-VI:	Nandyal, Ananthapuramu, Kurnool, SriSathyaSai. (NDL, ATP, KNL, SSS)

6.3. Candidates who migrated from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st 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.

PARA – 7: HOW TO APPLY:

STEP-I: The applicant desires to apply for the post shall login to 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 options. If candidate click on save button, the application details will be only saved. **THE APPLICANT HAS TO CLICK ON THE SAVE & SUBMIT BUTTON, AND THEN ONLY 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. Saving the application alone will not be sufficient. The application will be considered complete only when the candidate clicks the Save & Submit button and successfully completes the submission process. Applications that are not submitted accordingly will be treated as incomplete, and the commission shall not be responsible for such application.
4. 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 a later date shall not be considered for this Recruitment Notification.

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 (alert) will be 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 failed, 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. After this no changes in application form i.e., change of community/Reservation Category or any other will not be entertained under any circumstances at later stages. The corrections can be made in the application form itself. By making a payment of Rs.100 for each correction in said stipulated time. **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. The requests for change in the data, after submission of the application shall be allowed on payment of Rs.100/- (Rupees Hundred Only) for each correction only for period mentioned in Step V. **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 15.1 of this notification.

E. Before uploading / Submission of Application Form, the applicants 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 – 8: FEE:

8.1 Applicant must pay Rs. 250/- (Rupees two hundred and fifty only) towards application processing fee and Rs 80 /- (Rupees Eighty only) towards examination fee.

8.2. However, the following categories of candidates are exempted from payment of examination fee Rs**.** 80/-only.

i) SC, ST, BC, PBDs & Ex-Servicemen.

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 (PBD) & 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) Applicants belonging to other States shall pay the prescribed fee of Rs. 80/- (Rupees Eighty only), along with processing fee of Rs. 250/- (Rupees Two Hundred and Fifty only). Otherwise, such applications will not be considered and no correspondence on this will be entertained.

8.3 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. If any candidate fails to pay the examination fee (in non-exempt cases) and application processing fee his/her application will be rejected.

iii) IPOs / Demand Drafts are not accepted.

PARA-9: SCHEME OF EXAMINATION:

9.1 Scheme & Syllabus for the written examination including the Computer Proficiency Test (CPT) is appended at **Annexure-II.**

9.2 Scheme is prescribed as per Annexure-V of G.O. Ms. No. 141, Finance (HR-I Plg. & Policy) Department, Dt.:01.08.2016 amended in G.O.Ms.No.201, Finance (HR-I Plg, & Policy) Dept., Dt: 21/12/2017 and G.O.Ms.No.26, G.A. (Ser-B) Dept., Dt: 24.02.2023 for CPT.

9.3 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 1/3rd of the marks prescribed for the question.

9.4 The candidates depending upon their Educational qualification prescribed for this post shall write the concerned paper either Social work and Criminology or Psychology as Paper-II in addition to Paper-I(GSMA). Hence, candidates may choose any one of the subjects in Paper-II.

9.5 The Commission will normalize the scores of candidates for the Computer Based Tests, if conducted in Multi-sessions to take into account any variation in the question papers across different sessions and the results will be announced on percentile basis after normalization. The Commission holds the prerogative to decide on normalization as described in Annexure-V as may be required and the decision of the Commission is final.

9.6 After completion of the Written Examination, the candidates who have provisionally shortlisted for further process of selection in the ratio prescribed by the Commission have to qualify the Computer Proficiency Test (CPT) and would be eligible for selection/appointment to the vacancies/posts notified as per Rule 14A of APS&SS, Rules, 1996 read with G.O.Ms.No.28 G.A (Ser.A) Dept., Dated: 12.03.2024.

PARA-10 : CENTERS FOR WRITTEN EXAMINATION:

10.1. The Computer Based Recruitment Test will be held in the following 04 centers;

(i) Visakhapatnam (ii) Vijayawada (iii) Tirupathi (iv) Ananthapuramu

10.2. The applicant may choose the Test center with three preferences. However, the Commission reserves the right to create any Centre(s) or allot the applicant to any Centre of examination depending on the availability of the resources like centers / systems or any other means.

PARA –11: RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS:

11.1.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.

11.2. 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.

11.3. 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.

11.4. The question paper is set in English and translated into Telugu Language. English version will be considered as the authentic version for valuation purpose.

11.5. 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.

11.6. **ANSWER KEY**: Answer key would be published on the Commission's website.

PARA-12: NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

12.1 **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.

12.2 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 in terms of respective Special Rules/Adhoc Rules governing the Recruitment and the G.O. Ms. No. 63, Women Dev. Child Welfare and Disabled Welfare (CL) Dept., Dt: 26.08.1999, G.O. Ms. No. 12, Women Dev. Child Welfare and Disabled Welfare (JJ) Dept., Dt: 12.05.2008, G.O. Ms. No. 21, Dept., for Women, Children, Differently abled and Senior Citizens (JJ&Genl), Dt: 23.09.2026 and Special Rules / Adhoc Rules Governing the recruitment and other related GOs, Rules etc applicable in this regard.

12.3 **Rules**: All are informed that 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.

12.4 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.

12.5 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 Notification.

12.6 A candidate shall be disqualified for appointment, if he/himself/she/herself or through relations or friends or any others has canvassed or endeavored to enlist for his/her candidature, extraneous support, whether from official or non-official sources for appointment to this service.

12.7 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 orders passed in Civil Appeal Nos.17869-17870/2017 (arising out of Special Leave Petition (C) No. s19807-19808/2012), dated.03.11.2017 in this connection. However, B.Tech/B.E courses obtained under Distance Mode recognized/ approved by the AICTE are only eligible.

PARA- 13: ANNEXURES:

The applicants shall go through the Annexures 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
Annexure-V :	Procedure for Normalization

PARA-14: PROCEDURE OF SELECTION:

14.1. Appearance in all the papers of examination is compulsory.Absence in any of the papers will automatically render the disqualification of the candidature.

14.2. The selection to this Recruitment shall be based on the merit in the Written Examination; subject to condition he/she qualifies the Computer Proficiency Test (CPT).

14.3. 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, Sportspersons 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.

14.4. During the selection process, the Open competition vacancies shall be considered as per merit on open competition irrespective of Caste/community/ Gender and as the case may be. In respect of social reservations viz., Scheduled Castes, Scheduled Tribes, Backward Classes and Economically Weaker Sections 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. However, the candidates who got selection under Horizontal Reservation shall be adjusted against their respective social category only.

Note: The candidates belonging to SC, ST, BC, EWS and PBDs and who avail upper age limit relaxation will also be considered for Open Competition (OC) Vacancies.

14.5. In the event of Scheduled Caste & Scheduled Tribe, candidates not coming up for selection with the existing minimum marks 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.

14.6. Where the candidates get equal number of marks in the written 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.

14.7. 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.

14.8.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, the marks of all the candidates who have attended the written Examination will be available in their individual logins. Requests for Memorandum of Marks will not be entertained until the recruitment process is finalized. Rejected, Invalid, Disqualified, ineligible candidates will not be issued any Memorandum of Marks.

PARA-15: DEBARMENT:

15.1 Applicants 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 applicant 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 summarily rejection of their candidature for this recruitment.

15.2 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.

15.3 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.

15.4Any 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.

15.5 ELECTRONIC GADGETS BANNED:

15.5.1. 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 switch 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.

15.5.2 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-16: 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 **Sd/-**
Dated: 16/10/2026. **Secretary (FAC)**

ANNEXURE – I

DETAILED VACANCY POSITION FOR THE POST OF DISTRICT PROBATION OFFICER, GRADE-II /INTAKE PROBATION OFFICER IN A.P JUVENILE WELFARE CORRECTIONAL SUB-SERVICE (GENERAL RECRUITMENT)

(BREAKUP OF VACANCIES – CONTIGUOUS ZONAL POST)

Community	Contiguous Zone-I (Zone-I, II & III)		Contiguous Zone-II (Zone-IV, V & VI)	
	Open	Local	Open	Local
OC	01	04	01	03
BC-A	-	01	-	01
BC-B	-	-	-	-
BC-C	-	-	-	-
BC-D	-	-	-	-
BC-E	-	-	-	-
SC-I	-	01	-	01
SC-II	-	01	-	-
SC-III	-	-	-	-
ST	-	01	-	-
EWS	-	-	-	-
TOTAL	01	08	01	05
GRAND TOTAL	09		06	

NOTE: HORIZONTAL RESERVATION WITHOUT ROSTER POINTS: As submitted by the unit officer in accordance with G.O. Ms. No. 77, GA (Ser-D) Dept., Dt: 02.08.2023 and G.O.Ms. No.03, G.A. (Ser-D) Dept., Dt: 17.01.2024, the vacancies under Horizontal Reservation are as follows:

A. WOMEN:

Women	Contiguous Zone-I	Contiguous Zone-II	Total
OC	01	01	02

NOTE: Since the above vacancies shown at Note - A are under Horizontal Reservation, all eligible candidates irrespective of Category/Community/Gender may apply.

ANNEXURE – II

SCHEME AND SYLLABUS FOR RECRUITMENT TO THE POST OF DISTRICT PROBATION OFFICER, GRADE-II /INTAKE PROBATION OFFICER IN A.P JUVENILE WELFARE CORRECTIONAL SUB-SERVICE

SCHEME OF THE EXAMINATION

(ANNEXURE-V To GO.MS.NO.201, Finance (HR-1 Plg & Policy) Dept. Dt.21.12.2017)

WRITTEN EXAMINATION (OBJECTIVE TYPE) Degree Standard			
Name of the Paper	**No. of Questions**	**Duration in Minutes**	**Maximum Marks**
Paper – I: General Studies & Mental Ability	150	150	150
Paper – II: (Concerned Subject). Social Work and Criminology **OR** Psychology	150	150	150
Total	**--**	**--**	**300**
N.B: NEGATIVE MARKS: 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 1/3rd of the marks prescribed for the question.			

PAPER – I
GENERAL STUDIES AND MENTAL ABILITY

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 (Concerned Subjects)

SOCIAL WORK AND CRIMINOLOGY

Unit I: Definition and Scope of Social Work – Social Work Values and Ethics – Social WorkPractice in India.

Unit II: Criminology: Meaning, Concept, scope and extent – Deviance – Definition, Concept andScope –Crime–Definition, Concept, Scope and Characteristics.

Unit III: Form of Crime; Crime in India – Patterns and trends – Punishment – Definition, Nature andTypes – Corporal and Capital – Prison as a community - Prison Programmes and reforms.

Unit IV: Administrative functions, programmes and limitations of open prisons, Borstal schools, certified schools, reformatory schools, remand homes observation homes, juvenile Homes and special home.

Unit V: Criminal Justice system: Courts and Correctional administration - Probation and Parole Origin, nature, process and practice of Probation and Parole in India – role of Probation Officer in correctional setting.

PSYCHOLOGY

1. **Introduction to Psychology:** Concept and definition of psychology – Nature and Scope – Branches of psychology – Application of psychology to society and social problems.
2. **Methods in Psychology:** Characteristics of psychological studies, Observation, Survey method, Clinical and case study method. Experimental method. Application of the method.
3. **Quantitative Analysis:** Measures of central tendency and dispersion. Correlation. Levels of measurement. Reliability and validity. Application in test construction.
4. **Physiological Psychology:** Structure of neuron, nerve impulses, synapse and neurotransmitters. Central and peripheral nervous system-structure and neural control of behavior. Hemispheric specialization. Endocrine system and hormonal control of behavior. Application of hemispheric knowledge to diagnostic purposes.
5. **Development of human behavior**: Individual Differences; Heredity and environment. Lifespan development. Role of early experience and mastering developmental tasks. Sensitive or critical periods of development in human life cycle and its application.
6. **Perception**: Perceptual process. Perceptual organization. Perceptual of form, color, depth and time. Perceptual readiness and constancy. Role of motivation, social and cultural factors in Perception. Application of knowledge of Perception to skill development (e.g. for certain jobs like that of driving, airline pilots etc.)
7. **Learning**: Classical conditioning and operant conditioning. Modeling and observational learning. Transfer of training. Learning and motivation. Application of the above to the improvement of academic performance in education.

8. **Memory**: Physiological basis of memory. Memory and forgetting. Measurement of memory (Recall, Recognition, Relearning). Short term and long term memory. Theories of forgetting (Decay and interference theories and Repressive forgetting) Application of Mnemonic devices etc., to improving memory.
9. **Cognition and Language**: Concept of formation. Nature and development of thinking. Language and thought and acquisition of language. Problem solving. Creative thinking and its applications.
10. **Intelligence and Aptitude**: Definition and concept. Theories and models of Intelligence. Measurement of intelligence and aptitude. Exceptional intelligence. Mental retardation. Concepts of multiple, emotional and artificial intelligence and their applications.
11. **Motivation and Emotion**: Definition and concept. of instinct, needs, drives and motives. Theories of motivation and their application (drive reduction theory, Maslow's motivational hierarchy). Social motivation; Achievement, power, affiliation motives and influence of early experiences. Physiological basis of emotion. Theories of emotion) James-Lange and Cannon-Brad theories, cognitive physiological theory).
12. **Personality**: Concepts and Definition of personality. Study of personality (Trait, type and eclectic approaches) Development of personality (Freud, Erikson, Biological and socio- cultural determinants). Measurement of Personality (Projective tests, pencil-paper tests). Application of personality profiles in fitting a person to a job.
13. **Adjustment and Stress**: Concept and definition. Factors affecting adjustment (frustration and conflict). Sources of stress and reactions to stress. Coping with stress. Application of stress management techniques.
14. **Social Behaviour**: Socio-cultural factors and behaviour. Development of attitudes, stereo- types and prejudice, Measurement of Attitudes (Thurstone, Likert attitude scale and Bogardus Social Distance scale). Strategies for reducing prejudice and changing attitude. Person perception, implicit personality theory and integrating impressions. Application of person perception to impression management.
15. **Application of Psychology**: Health and mental health (yoga, meditation and relaxation therapies). Education (programmed learning; self instructional learning and learning styles). Community (self help through group cohesiveness and leadership). Industry (Assessment centre approach in selection, recruitment and training). Environment (man-nature interaction, personal space concept, pollution reduction information technology (Application to commercial, educational and health areas).

SCHEME & SYLLABUS 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)

Scheme of the examination (Practical Type)					
Test	**Duration (Minutes)**	**Maximum Marks**	**Minimum Qualifying Marks**		
			SC/ST/PBD	**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 Character User Interface (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 Macintosh Apple Computer (MAC) OS - Introduction - Advantages of Macintosh Apple Computer (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/Macintosh Apple Computer (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/Linux/Mac 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 - Cantering 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/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. Prepare 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)

****

ANNEXURE-III
INSTRUCTIONS TO CANDIDATES

A. INSTRUCTIONS REGARDING ON-LINE 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 Website (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. Non-Creamy Layer Certificate

A.8.9. Local status certificate (if applicable)

B. INSTRUCTIONS REGARDING ON-LINE EXAMINATION:

B.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.

B.2. The starting time of each examination paper and the entry time would be mentioned in the hall ticket.

B.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, the candidates have to wait without talking to others till the system is restored. In case of any violation, the candidate will be disqualified.

B.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.

B.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.

B.6. Invigilator will announce the password 15 minutes before commencement of the Examination.

B.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.

B.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.

B.9. You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.

B.10. To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.

B.11. On the online exam question screen, the timer will display the balance time remaining for the completion of exam.

B.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.

B.13. After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.

B.14. Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.

B.15. To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.

B.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.

B.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.

B.18. You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.

B.19. The SUBMIT button will be activated after 150 Minutes. Please keep checking the timer on your screen.

B.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.

B.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.

B.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.

B.23. Please inform the invigilator in case of any technical issues.

B.24. Please do not talk to or disturb other candidates.

B.25. In case you are carrying articles other than the admit card, photo identity proof and pen, please leave them outside the exam room.

B.26. You cannot leave exam room before submitting the paper. Please inform the invigilator if you want to use the wash room.

C. GENERAL INSTRUCTIONS:

C.1. 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.

C.2. 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.

C.3. 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 verification, may lead to disqualification. Hence the candidates are advised not to change their appearance till the recruitment process is complete.

C.4. The candidates are not allowed to bring any Electronic devices such as mobile /cell phones, 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.

C.5. 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.

C.6. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.

C.7. 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.

C.8. (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, 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

C.9. 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.

C.10. The candidate will not be admitted to the examination Hall without procedural formalities.

C.11. The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.

C.12. 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.

C.13. Instructions to be followed scrupulously in the Examination Hall.

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ANNEXURE - IV
LIST OF SCHEDULED CASTES
(Under Definition 28 of General Rule - 2)
SCHEDULE – I
and read with

(G.O. Ms. No.46, General Administration (Services-D) Department, dt: 19/04/2025)

GROUP - I

Sl. No.	Caste Sl. No. as per Ordinance	Name of the Caste
1	8	Bavuri
2	12	Chachati
3	16	Chandala
4	18	Dandasi
5	20	Dom, Dombara, Paidi, Pano
6	22	Ghasi, Haddi, Relli - Chachandi
7	23	Godagali, Godagula
8	48	Mehtar
9	51	Paky, Moti, Thoti
10	53	Pamidi
11	55	Relli
12	58	Sapru
		Total – 12 Castes

GROUP – II

Sl. No.	Caste Sl. No. as per Ordinance	Name of the Caste
1	5	Arundhatiya
2	10	Bindla
3	14	Chamar, Mochi, Muchi, Chamar – Ravidas, Chamar – Rohidas
4	15	Chambhar
5	17	Dakkal, Dokkalwar
6	19	Dhor
7	24	Godari
8	25	Gosangi
9	28	Jaggali
10	29	Jambuvulu
11	30	Kolupulvandlu, Pambada, Pambanda, Pambala
12	32	Madiga
13	33	Madiga Dasu, Mashteen
14	43	Mang
15	44	MangGarodi
16	47	Matangi
17	56	Samagara
18	59	Sindhollu, Chindollu
		Total – 18 Castes

GROUP – III

Sl. No.	Caste Sl. No. as per Ordinance	Name of the Caste
1	2	Adi Dravida
2	3	Anamuk
3	4	Aray Mala
4	6	Arava Mala
5	7	Barki
6	11	Byagara, Byagari
7	13	Chalavadi
8	21	Ellamalawar, Yellammalawandlu
9	26	Holeya
10	27	Holeya Dasari
11	31	Madasi Kuruva, Madari Kuruva
12	34	Mahar
13	35	Mala, Mala Ayawaru
14	36	Mala Dasari
15	37	Mala Dasu
16	38	Mala Hannai
17	39	Malajanagam
18	40	Mala Masti
19	41	Mala Sale, Netkani
20	42	Mala Sanyasi
21	45	Manne
22	50	Mundala
23	57	Samban
24	60	Yatala
25	61	Valluvan
26	1	Adi Andhra
27	46	Mashti
28	49	Mitha Ayyalvar
29	54	Panchama, Pariah
		Total – 29 Castes

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) CentralActs 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. 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 Natakalavallu. (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. 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 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 Srikakulkam, 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, 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.

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ANNEXURE-V
The criteria of Normalization

The Commission has been using Computer Based Recruitment Test (CBRT) for various recruitments. The CBRT involves the Normalization of the Scores of candidates for the Examinations which are conducted in multi-sessions. Further, the process of normalization as adopted by major leading organizations at National and State level in the conduct of Recruitment Examinations and Entrance Examinations is also adopted by the Commission.

The Commission has adopted the following formula to calculate final score of candidates in the multi-session CBRT Examinations as recommended by the Experts' Committee constituted by the Commission.

NORMALIZATION FORMULA

$$\widehat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} \left(M_{ij} - M_{iq}\right) + M_q^{gm}$$

N.B.

Where:

$\widehat{M}_{ij}$ = Normalized marks of j^{th} candidate in the i^{th} shift.

$\bar{M}_t^g$ = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

M_q^g = is the sum of mean and standard deviation marks of the candidates in the examination considering all shifts.

$\bar{M}_{ti}$ = is the average marks of the top 0.1% of the candidates in the i^{th} shift (number of candidates will be rounded-up).

M_{iq} = is the sum of mean marks and standard deviation of the i^{th} shift.

M_{ij} = is the actual marks obtained by the j^{th} candidate in i^{th} shift.

M_q^{gm} = is the sum of mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

N.B.

1. Calculation of normalized marks will be done up to 5 decimal places.
2. Normalized marks of the candidate may vary from the original/absolute marks obtained.
3. Normalized marks of the candidate only shall be taken for General Ranking List (GRL) preparation.

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