



ANDHRA PRADESH STATE FINANCIAL CORPORATION
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Park, Vijayawada – 520 007, Andhra Pradesh
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RECRUITMENT NOTIFICATION

**Applications are invited for Appointment to the post of Managers,
Deputy Managers and Assistant Managers – 2023 in
Andhra Division of Andhra Pradesh State Financial Corporation, Vijayawada.**

| | |
|--|---|
| Opening date for ON-LINE Registration of Application | 14.04.2023 |
| Closing date for ON-LINE Registration of Application | 15.05.2023 |
| Last date for Payment of Application Fee (ONLINE remittance only through Net Banking/Debit Card) | 15.05.2023 |
| Online test (tentative) | In the month of June 2023 (Exact date will be communicated later) |

01. General Vacancies:

| Sl.No. | Category | No. of Vacancies | | |
|--------|--------------|------------------|-----------------|--------------------|
| | | Managers | Deputy Managers | Assistant Managers |
| 1 | OC-Women | 1 | - | 1 |
| 2 | SC | 1 | - | - |
| 3 | SC Women | - | - | 1 |
| 4 | ST | - | - | 2 |
| 5 | BC-A | 1 | - | - |
| | Total | 3 | 0 | 4 |

Abbreviations stand for: OC-Open Competition, SC-Scheduled Caste, ST-Scheduled Tribe, BC- Backward Classes.

Backlog Vacancies:

| Sl.No. | Category | No. of Vacancies | | |
|--------|--------------|------------------|-----------------|--------------------|
| | | Managers | Deputy Managers | Assistant Managers |
| 1 | SC Women | 1 | - | - |
| 2 | ST-Women | - | 1 | - |
| 3 | BC-A Women | 1 | 1 | 1 |
| 4 | BC-B Women | 1 | 1 | - |
| | Total | 3 | 3 | 1 |

Abbreviations stand for: SC-Scheduled Caste, ST-Scheduled Tribe, BC- Backward Classes.

Note :

- (i) The Corporation reserves the right to modify the number of vacancies as also the number of reserved vacancies and other terms and conditions in tune with the requirement of the Organization.
- (ii) Candidates may apply for one post only.

02. Eligibility (As on 01.04.2023):

a) Qualifications & Experience:

| Sl. No | Position | Posts | Minimum Educational Qualifications | Experience |
|--------|-----------------------------|-------|--|---|
| 1 | Manager (Finance) | 6 | CA/CMA or B.Tech. 1 st class with MBA or PGDM (from any reputed B-School) with 1 st class with min. 60% marks from a recognized University. | Min. of 3 years experience on full time basis in Banks / Financial Institutions with exposure in project appraisal / financing / TEV study etc. |
| 2 | Deputy Manager (Finance) | 3 | CA/CMA or B.Tech. 1 st class with MBA or PGDM (from any reputed B-School) with 1 st class with min. 60% marks from a recognized University. | Min. of 2 years experience on full time basis in Banks / Financial Institutions with exposure in project appraisal / financing / TEV study etc. |
| 3 | Assistant Manager (Finance) | 3 | CA (Inter) or CMA (Inter) or MBA or PGDM from any reputed B-School] with 1 st class with min. 60% marks from a recognized University. Proficiency in computer skills like MS Office, Financial modelling etc., is required. | Min. of 1 year experience on full time basis in Banks / Financial Institutions with exposure in project appraisal / financing / TEV study etc. |
| 4 | Assistant Manager (Law) | 2 | 1 st Class Bachelor or Post Graduate Degree in Law in Business / Commercial Laws from a recognized university with min. 60% marks. Proficiency in MS Office is required. | Min. of 3 years Bar experience in practicing Business and allied Civil Laws in High Court / Dist. Court / Debt Recovery Tribunal is essential. Experience as a Law Officer in a Commercial Bank / Financial Institutions will be preferred. Working knowledge in Telugu is essential. |

- i) All the Educational qualifications, Graduation / Post Graduation etc. shall be FULL TIME COURSES only, from an Institution accredited by AICTE / recognized by UGC wherever applicable.
- ii) For the posts where experience is essential / desirable, the experience should be post qualifications experience on FULL TIME BASIS.

b) Age:

| Cadre | Minimum Age reckoned as on 01.04.2023 | Maximum Age reckoned as on 01.04.2023 |
|---|--|--|
| Manager, Deputy Manager & Assistant Manager | 21 | 34 |
| In-service candidates of APSFC | NA | 45 |

c) Relaxation in Upper Age limit:

| Sl. No. | Category | Age relaxation |
|----------------|--|-----------------------|
| 1 | Scheduled Caste/Scheduled tribe Candidates | 5 years |
| 2 | Backward Class Candidates | 3 years |
| 3 | Physically Challenged Candidates | 10 years |

d) Knowledge of Languages:

Speaking, Reading and Writing knowledge of English and Telugu are essential.

03. Scale of Pay for each post:

| Cadre | Scale of Pay | Approx. gross salary incl. of Basic, DA, CCA, HRA etc. at the start of Scale |
|-------------------|---------------------|---|
| Manager | Rs.101970 – 174790 | Rs. 1,45,000/- |
| Deputy Manager | Rs.76730 – 162780 | Rs. 1,15,000/- |
| Assistant Manager | Rs.54060 - 140540 | Rs. 80,000/- |

04. Application Fee including Bank and other charges (Non-Refundable):

The application fee including intimation charges (non-refundable), is prescribed as

| Sl. No. | Category | Fees (Incl. of GST) |
|----------------|-----------------|----------------------------|
| 1 | SC/ST | Rs. 590/- |
| 2 | General / BC | Rs. 1,180/- |

Bank Transaction charges for Online Payment of fees/intimation charges will have to be borne by the candidate, including the candidate applying under reserved category. The fee/intimation charges as mentioned in the above table is excluding the transaction charges payable to the Union Bank of India, Auto Nagar, Vijayawada.

Candidates have to pay requisite fees/intimation charges through ONLINE mode only.

05. **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

- (i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:
- The candidate will have to arrange his/her own scribe at his/her own cost.
 - The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidates and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
 - A person acting as a scribe for one candidate cannot be a scribe for another candidate.
 - The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
 - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
 - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
 - Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
 - Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
 - During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy:

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates:

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

06. SELECTION PROCEDURE:

The selection of the candidates shall be made on the basis of Online test and interview. The Online test will be conducted in English. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for Online test, which will comprise the following:

- (a) Online test marks: 200
- (b) There shall be Negative Marking for wrong answers in the online examination
- (c) Exam question contents would be as under:

For Managers [Financial]***

- i) Professional knowledge
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness (with Emphasis on MSMEs, etc.)

For Deputy Managers [Financial]***

- i) Professional knowledge
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness (with Emphasis on MSMEs, etc.)

For Assistant Manager (Financial)***

- i) Professional knowledge
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English

v) General & Financial Awareness (with Emphasis on MSMEs, etc.)

*** Although the nomenclature of the test will remain the same for the above mentioned posts, the level of difficulty of the tests will vary basing on the post.

For Assistant Manager (Law)

- i) Professional knowledge Test on Law
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness

There will be 50 objective type questions in Professional knowledge with 2 marks for each question and 25 objective type questions with 1 mark each for others. The time allotted for attempting the questions will be 120 minutes.

The structure of the test for the post of Manager (Finance), Deputy Manager (Finance) and Assistant Manager (Finance) is as under:

| S.No. | Name of the Test | No. of questions | Maximum Marks | Version | Duration |
|-------|---|------------------|---------------|--------------|--------------------|
| 1 | Professional Knowledge | 50 | 100 | Only English | 30 minutes |
| 2 | Reasoning | 25 | 25 | | 25 minutes |
| 3 | Quantitative Aptitude | 25 | 25 | | 25 minutes |
| 4 | English | 25 | 25 | | 25 minutes |
| 5 | General & Financial Awareness (with emphasis on MSMEs etc.) | 25 | 25 | | 15 minutes |
| | Total | 150 | 200 | | 120 minutes |

The structure of test for the post of Assistant Manager (Law):

| S.No. | Name of the Test | No. of questions | Maximum Marks | Version | Duration |
|-------|---|------------------|---------------|--------------|--------------------|
| 1 | Professional Knowledge (Test on Law) | 50 | 100 | Only English | 30 minutes |
| 2 | Reasoning | 25 | 25 | | 25 minutes |
| 3 | Quantitative Aptitude | 25 | 25 | | 25 minutes |
| 4 | English | 25 | 25 | | 25 minutes |
| 5 | General & Financial Awareness (with emphasis on MSMEs etc.) | 25 | 25 | | 15 minutes |
| | Total | 150 | 200 | | 120 minutes |

Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test-wise scores and scores on total is reported with decimal point up to two digits.

Note: Cutoffs are applied in two stages:

- (i) On scores in individual tests
- (ii) On Total score

Depending upon the number of vacancies only those candidates who rank sufficiently high in the written test will be called for the interview in the ratio of 1:3 or 1:4. Mere eligibility/pass in the test shall not vest any right for being called for interview.

The detailed information regarding the written test will be given in the “**Acquaint yourself**” booklet which will be available on the Corporation’s website, <https://esfc.ap.gov.in> which can be downloaded by the candidates.

20 Marks will be allotted for interview. Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the Online written test and interview, which is aggregating to 220.

07. Written Test:

The Online written test will be held during the month of June, 2023 [tentative]

- ii) The date of examination is tentative. The exact date will be communicated to the candidates through call letter for the examination. The Corporation, however, reserves the right to cancel or make any change in the date of examination, as per need.

- iii) Examination Centres:

The online examination will be conducted at the following Centres:

| S.No. | Centre |
|-------|---------------|
| 1 | VIJAYAWADA |
| 2 | VISAKHAPATNAM |
| 3 | RAJAHMUNDRY |
| 4 | ELURU |
| 5 | GUNTUR |
| 6 | ONGOLE |
| 7 | TIRUPATI |
| 8 | KADAPA |
| 9 | KURNOOL |
| 10 | HYDERABAD |

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.

3. The Corporation, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. The Corporation also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and the Corporation will not be responsible for any injury or losses etc. of any nature
6. Choice of center once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, the Corporation reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, the Corporation reserves the right to allot any other centre to the candidate.

08. **Appointment:**

Candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement.

09. **Service Bond:**

The selected candidates will have to execute a service bond undertaking to service the Corporation for a minimum period of 3 years from the date of joining. If he/she leaves the Corporation before completion of three years period he/she will have to pay liquidated damages as per rules of the Corporation as detailed below:

| | |
|-------------------|------------------|
| Manager | : Rs. 2,50,000/- |
| Deputy Manager | : Rs. 2,00,000/- |
| Assistant Manager | : Rs. 1,50,000/- |

10. **HOW TO APPLY**

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 14.04.2023 to 15.05.2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) **scan their :**
 - **photograph (4.5cm × 3.5cm)**
 - **signature (with black ink)**
 - **left thumb impression (on white paper with black or blue ink)**
 - **a hand written declaration (on a white paper with black ink) (text given below)**
ensuring that all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) **The left thumb impression should be properly scanned and not smudged.** (If a candidate is not having left thumb, he/she may use his/her right thumb for applying.)
- (iv) **The text for the hand written declaration is as follows –**
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. The Corporation may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

**11. APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)
PAYMENT OF FEE ONLINE : 14.04.2023 TO 15.05.2023**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the Corporation's website <https://esfc.ap.gov.in> click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **COMPLETE REGISTRATION BUTTON**.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before **COMPLETE REGISTRATION**.
10. Modify details, if required, and click on '**COMPLETE REGISTRATION**' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Complete Registration' button.

B. **PAYMENT OF FEES**

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impressions and the handwritten declaration, as per the specifications given below.

Photograph Image: (4.5 cm x 3.5 cm)

- Photograph must be a recent passport style colour picture.

- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink Pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20 kb- 50 kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type : jpg/jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (width * height)
 - File size : 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - File type : jpg/jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (width * height)
 - File size : 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or call letter, signed at the time of examination, does not match the signature uploaded, the applicant will be disqualified.

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File size as specified above
- Crop the image in the scanner to the edge of the photograph / signature / left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option

If the file size and format are not as prescribed, an error message will be displayed.

- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading, photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload photograph / signature / left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned photograph, signature, left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online application will not be registered unless you upload your photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or thumb impression or hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be up-loaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/ denied. Candidate himself/ herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible.
- (7) After registering online candidates as advised to take a printout of their system generated online application forms.

12. VERIFICATION OF CREDENTIALS:

The candidates who qualify for interview will be subjected to verification of credentials, such as, verification of Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, Physically Challenged certificates, etc. and also subjected to verification with the respective Universities/ Authorities.

13. SPECIAL INSTRUCTIONS:

Candidates have to submit the online examination call letter at the time of online examination.

14. IDENTITY VERIFICATION:

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetee Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proofs.

Note:

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

15. Candidates are advised to regularly keep in touch with the Corporation's website <https://esfc.ap.gov.in> for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

16. **GENERAL INSTRUCTIONS:**

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.
- b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. The Corporation would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Corporation shall be final on qualification and other eligibility norms.
- c) Candidates should ensure that the photographs and signatures appended by them in all the places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with the Corporation, in future, should be identical and there should be no variation of any kind.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.
- f) The Corporation shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of interview.
- h) A declaration is required to be submitted in the prescribed format by candidate seeking reservation under BC Category, that, he/she does not belong to the creamy layer as on **1.4.2023**. The BC Certificate containing the creamy layer status should have been issued during the period of 1 year prior to **1.4.2023**.
- i) Candidates already in employment should produce 'no objection certificate' from their employer, at the time of interview, in the absence of which their candidature will not be considered.
- j) Only candidate willing to serve anywhere in the State should apply.

- k) The decision of the Corporation in all aspects 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 power vested with it under the byelaws and Service Regulations of the Corporation and it 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 the recruitment process, or as deemed necessary by the Corporation at any stage.
- l) Decision of the Corporation in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Corporation in this behalf.
- m) The Corporation would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Corporation in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Corporation reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- n) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- o) The requests of the applicants seeking marks obtained by them in the online test/interview will not be entertained.
- p) Canvassing in any form will be a disqualification.
- q) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at Vijayawada only.
- r) The Corporation takes no responsibility for any certificate/remittance sent separately by candidate.
- s) No Candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the written examination/interview at the examination center at their own expenses and risks and the Corporation will not be responsible for any injury/loss etc. of any nature.
- ✳ Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
 - ✳ Appointment of selected candidates is subjected to his/her being declared medically fit as per the requirement of the Corporation. Such appointments will be subject to the Service & Conduct Rules of the Corporation.
- t) Competent Authority for issue of Certificate to SC/ST/BC/PC and proof of Local Candidate is as under: (to be produced at the time of interview)
- ✳ For SC/ST/BC – District Magistrate/Addl. Distt. Magistrate/Collector/ Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub- Division Magistrate/Taluka Magistrate/Executive Magistrate /Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief

Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

✳ For Physically Challenged – the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/cerebral/visual/hearing disability as the case may be.

✳ For local candidate – Bonafide study certificate from the Educational Institution/s

OR

Residential Certificate issued by MRO/Competent Revenue Authorities, as the case may be.

17. **OTHER CLAUSES:**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or test from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of the Corporation in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Corporation in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes at any center or for any candidate.
4. The Corporation would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Corporation in this regard, it is inferred / concluded that the responses have been shared and scores obtained are not genuine / valid, the Corporation reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Corporation recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

18. **Action against candidates found guilty of misconduct / use of unfair means:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal to be disqualified from the examination for which he/ she is a candidate
- (vii) to be debarred either permanently or for a specified period from any examination conducted by the Corporation
- (viii) for termination of service, if he/ she has already joined the Corporation.

Responses (answers) of a candidate in online examination will be analyzed to detect patterns of similarity of right and wrong answers. If, in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature may be cancelled and/or the result withheld.

19. **DOWNLOAD OF CALL LETTER**

Candidates will have to visit the Corporation's website <https://esfc.ap.gov.in> for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (14) above and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

20. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be

at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

Place : Vijayawada
Date : 13.04.2023

EXECUTIVE DIRECTOR