

**DIRECTORATE OF GOVERNMENT EXAMINATIONS::VIJAYAWADA**  
**NOTIFICATION NO.01/2023, Dt.21/06/2023**

1. Applications are invited from the eligible and interested candidates through online for recruitment to the post of Junior Assistant/ Data Processing Assistant in the Office of the Director of Government Examinations(Popularly known as SSC board) **on outsourcing basis.**
2. The applicants shall apply online through the office website <https://www.bse.ap.gov.in> or <https://dge-ap.aptonline.in> and is required to visit the website regularly to keep him/herself updated until completion of the recruitment process. The office website information is final for all correspondence. No individual correspondence by any means will be entertained under any circumstances.
3. All desirous and eligible candidates shall apply online after satisfying themselves that they are eligible as per the terms and conditions of this recruitment notification. No application will be entertained under any circumstances other than the above procedure. Submission of application form by the candidate's authentication that he/she has read the notification and shall abide by the terms and conditions laid down there under.
4. The details of vacancies are as follows:-

Sl. No.	Nature of Appointment	Name of the Post	No of vacancies
1	On Outsourcingbasis	Junior Assistant	11
2	On Outsourcingbasis	Data Processing Assistant	01
<b>TOTAL</b>			<b>12</b>

**The post-wise Remuneration:**

Sl. No	Name of the Post	Remuneration per Month (in Rs.)
1	Junior Assistant	18,500/-
2	Data Processing Assistant	18,500/-

**ELIGIBILITY CRITERIA:**

- i. He/ She shall be a resident of Andhra Pradesh State and citizen of India.
- ii. He / She is of sound health, active habits and free from any bodily defect or infirmity rendering him / her unfit for the service;.

**EDUCATIONAL QUALIFICATIONS:**

The candidate should possess the prescribed academic qualification as on the date of this notification. In respect of other than prescribed Educational Qualifications, claiming equivalence, the decision of the Director of Government Examinations shall be final in this aspect.

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

Sl. No	Name of the post	Qualifications
1.	Junior Assistant	<p>1. Must hold a Bachelor's Degree from any recognized University in India established or incorporated by or under a Central Act, State Act or Provisional Act or an Institution recognized by the University Grants Commission or any equivalent qualification.</p> <p>2. Must have computer knowledge with Typing Skills plus MSOffice/PGDCA/ DCA/Engineering certificate/any graduation with computers.</p>
2.	Data Processing Assistant	<p>1. Must hold a Bachelor's Degree from any recognized University in India established or incorporated by or under a Central Act, State Act or Provisional Act or an Institution recognized by the University Grants Commission or any equivalent qualification.</p> <p>2. Must have computer knowledge with Typing Skills plus MS Office/PGDCA/ DCA/Engineering certificate/any graduation with computers.</p>

### **RESERVATIONS:**

- There will be reservations in the recruitment in respect of SC/ST/BC/PHC as per Rules. **The visually challenged candidates are not eligible** as the nature of the work in this office is of physical verification of all the checklists and the issuance of certificates etc. as per the available records of this office.
- In the case of candidates who claim the benefit of reservation or relaxation from upper age limit on the basis of Caste/Tribe or Community the basic document of proof of Community will be the Certificate issued by the Revenue Authorities not below the rank of Tahsildar in the case of SC/ST and Non Creamy Layer Certificate issued by the Revenue Authorities in the case of Backward Classes. The list of Caste/Tribe/Community is as incorporated in Schedule-of above Rules. 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.
- There shall be Reservation to Women horizontally to an extent of 33- 1/3 % as per rules.

### **AGE:**

- No person shall be eligible for the recruitment if he/she is less than 18 years of age and more than **42 years** of age as on 01.01.2023.
- Age Relaxation is applicable to the categories as detailed below:

Category of candidates	Relaxation of age permissible
SC/ST /BCs and PH's	5 Years

### **EXAMINATION FEE:**

- Applicant must pay Rs.**500/-**(Rupees five Hundred Only) towards application processing fee/Examination Fee.

### **MODE OF PAYMENT OF FEE:**

- The Fee is to be paid online using Payment Gateway.**
- The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee/application fee will entail total rejection of application.
- The Candidates, who desires of applying for more than one post shall pay the fee separately.

**Director of Govt. Examinations decision to be FINAL:**

The decision of the Director of Government Examinations, in all aspects pertains 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 aspects and binding on all concerned.

The Director of Government Examinations also reserves his/her right to alter and modify the terms and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Director at any stage.

**Selection Process:**

<b>Sl. NO</b>	<b>Name of the post</b>	<b>TOTAL (Marks)</b>	<b>CRITERIA FOR</b>	<b>AWARD OF WEIGHTAGE</b>
1.	Junior Assistant & Data Processing Assistant	100	<p><u>Marks earmarked</u></p> <p>1. SSC – <b>25</b> 2. Intermediate – <b>25</b> 3. Graduation – <b>30</b> 4. Compute Proficiency Test – (Only for the candidates, shortlisted based on academic percentage) – <b>20</b> 5. TOTAL – <b>100</b></p> <p><b>Note:</b> The calculation of marks for the candidates, who passed graduation in Open University without SSC and Intermediate, the percentage will be calculated on Graduation marks. However, their marks will be equalized with the candidate, who completed graduation in regular stream with same percentage of marks in graduation. The rank of such candidates will be placed just below the candidate of regular stream with same percentage of marks in Graduation.</p>	<p>1. a. The marks are calculated based on the marks obtained. Formula for awarding marks is: (% of marks X marks earmarked / 100)</p> <p>b. In case of grading in SSC the calculation is as follows: GPA X 9.5 = % of marks.</p> <p>2. Computer Proficiency Test marks will be allotted based on their performance.</p>

1. **Computer Proficiency Test (CPT):** To evaluate a candidate's skills in a particular area, such as Computer knowledge and typing. It provides information about the proficiency of the candidate in computer management – MS office, mailing, typing, etc. The Computer proficiency test level is chosen for the job position and to shortlist candidates accordingly.

The CPT will be conducted to the shortlist (1:5) candidates only.  
Duration – One hour (1 hour). Marks – 20.

For the purpose of deciding ranks to the candidates with equal marks, the following procedure shall be followed in that order:

- i. **Date of Birth:** in case of tie in marks the elder candidate will be given higher rank over a younger candidate.
- ii. If the Date of Birth is also same, but the candidates belong to different genders, a **female candidate** will be given a higher rank over a male candidate.
- iii. If two or more candidates have same date of birth, and no female candidate is one of them, or more than one female candidate are available, then candidates belonging to the following communities (in that order) shall be given a higher rank: 1.SC, 2.ST, 3.BC, 4.OC.

#### **PREPARATION OF SELECTION LISTS:**

1. Based on the marks obtained at above table, the short list will be prepared and the candidates in short list will be informed by phone/ message/ mail.
2. Certificates verification of the short listed candidates will only be done by the Selection Committee of Director of Government Examinations.
3. After having verification of certificates, the Computer Proficiency Test will be conducted for shortlist candidates @1:5 and final selection list will be generated.
4. Display of Final merit list in the website.

#### **ENGAGING THE CANDIDATES AFTER SELECTION:**

1. The Selection of Committee will verify all original documents of the candidates selected from the selection list in support of fulfillment of eligibility conditions laid down in the Notification as well as other documents normally required if any.
2. If any false/fake information submitted by the candidates through online will be rejected without assigning any reasons thereof.
3. If any fake certificates submitted by the candidates concerned at the time of verification, it will be viewed seriously besides initiating stringent criminal cases against such defaulters.
4. Candidates who submit false/fake information in online application form shall be liable for criminal prosecution besides rejection of the application or cancellation of selection, as the case may be.
5. The candidates applying must be fully qualified for the post applied for and in possession of all Certificates as on the last date prescribed in the notification for submission of applications.

#### **NOTE:**

1. **The entire Notification may be cancelled at any time/stage as and when desired by the authorities concerned without assigning any reason thereof.**
2. **As and when all the regular vacancies filled in up by the eligible candidates by direct recruitment the services for engagement of outsourced will automatically be ceased.**
3. The entire work in the Office of the Director of Government Examinations is of the totally confidential and time bound in nature.

Sd/- D Devananda Reddy  
DIRECTOR  
Govt. Examinations