REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES (MoUD, GoI), HYDERABAD - 500 007

NOTIFICATION NO.*02/RCUES/2017, Dt. 26/09/2017*
VACANCIES IN URBAN LOCAL BODIES OF ANDHRA PRADESH
As per Roc.No.3056/2017/A1-1, Dt.20-09-2017

PARA – 1:

Applications are invited on-line for recruitment to the vacancies on outsourcing basis, available in the ULBs (Urban Local Bodies) of Andhra Pradesh.

The said recruitment is for a period of 1 (one) year which is extendable from time to time (or) till the posts are filled up on regular basis through Direct Recruitment, whichever is earlier.

The proforma for Application will be available on the website link of www.rcueshyd.gov.in and www.onlinercues.in *from 26/09/2017 to 07/10/2017(Note: 07/10/2017* **is the last date for payment of fee up to 11:59 p.m.) Examination will be conducted offline on 22nd October 2017 (Sunday) from 10:30 a.m. to 12:30 p.m. (2 hours duration). The question paper will consist of 100 multiple choice questions in English and Telugu versions carrying one mark each.**

A common Examination will be conducted offline in 13 cities (Srikakulam, Vizianagaram, Visakhapatnam, Rajahmundry, Eluru, Vijayawada, Guntur, Ongole, Nellore, Kurnool, Anantapur, Kadapa and Tirupati) of Andhra Pradesh.

Before applying for the post, the applicant should register his/ her general details. Once applicant registers his/her particulars, a Login ID will be generated and same will be sent to his/her registered mobile number and email ID. Applicants should apply for the post using the Login ID and password.

HALL TICKETS can be downloaded from 15/10/2017 onwards.

Name of the Post, Number of Vacancies and Remuneration

Sl. No.	Name of the Post	No. of Vacancies	Remuneration (Per Month)
1	Junior Assistant	133	Rs.15,000
2	Bill Collector	165	Rs.15,000
3	Health Assistant	29	Rs.15,000
4	Junior Accountant	93	Rs.15,000
5	Senior Stenographer	110	Rs.17,500
6	System Manager	110	Rs.15,000
7	System Assistant	110	Rs.12,000
	Total	**750**	

IMPORTANT NOTE: Distribution of vacancies among roster points is subject to variation and confirmation from the C&DMA, Government of Andhra Pradesh.

Details of vacancies as per Community, Zone, District and Gender (General / Women) can be seen in Annexure-I

EXAMINATION SYLLABUS: - The Examination Syllabus and other related information is available in Annexure-II.

All eligible applicants shall apply ON-LINE after satisfying themselves with the terms and conditions of this recruitment given below:

<u>PARA-2:</u>

EDUCATIONAL QUALIFICATIONS:

Applicant should possess the qualifications as detailed below or equivalent thereto, as per the specifications in the relevant service rules and as per the indent received from the Department as on the date of notification.

Sl. No	Name of the Post	Educational Qualification
1	Junior Assistant/Bill Collector/ System Assistant	1) Should possess a Bachelor's degree from any University recognized by University Grants Commission or its equivalent qualification with required pass percentage of 60% for OC, 55% for BC and 50% for SC, ST & PH. 2) A certificate in MS Office and computer knowledge from a technical institute recognized by the Government. OR Graduates holding a Degree in B.C.A., or B.Sc.(Computers) or B.Com(Computers) or B.A. (Computers) or B.Tech/ B.E with Computer Science or Information Technology or equivalent of above, from any recognized University in India or incorporated by or under Central Act, Provincial Act or a State Act or any institution recognized by the University.
2	System Manager	1) Should possess a Bachelor's degree from any University recognized by University Grants Commission or its equivalent qualification with required pass percentage of 60% for OC, 55% for BC and 50% for SC, ST & PH. 2) A certificate course on system design, database Management, system security and networking. 3) A certificate in MS Office and computer knowledge from a technical institute recognized by Government. OR Graduates holding a Degree in B.C.A., or B.Sc. (Computers) or B.Com. (Computers) or B.A. (Computers) or B.Tech/ B.E with Computer Science or Information Technology or equivalent of above, from any recognized University in India or incorporated by or under Central Act, Provincial Act or a State Act or any institution recognized by the University.

3	Health Assistant	1) Should possess a Bachelor's degree from any University recognized by University Grants Commission or its equivalent qualification with required pass percentage of 60% for OC, 55% for BC and 50% for SC, ST & PH. 2) A Pass certificate in Multi-Purpose Health Assistants Training Course/Sanitary Inspector Training Course Certificate awarded by the Chairman, Board of Examinations, constituted by Government of Andhra Pradesh or from Government of India/Government of Andhra Pradesh recognized Institutions.
4	Junior Accountant	1) Should possess a Bachelor's degree in Commerce from any University recognized by University Grants Commission or its equivalent qualification with required pass percentage of 60% for OC, 55% for BC and 50% for SC, ST & PH. 2) A certificate in MS Office and computer knowledge from a technical institute recognized by Government. OR Graduates holding a Degree in B.C.A., or B.Sc.(Computers) or B.Com(Computers) or B.A. (Computers) or B.Tech/ B.E with Computer Science or Information Technology or equivalent of above, from any recognized University in India or incorporated by or under Central Act, Provincial Act or a State Act or any institution recognized by the University.
5	Senior Stenographer	1) Should possess a Bachelor's degree from any University recognized by University Grants Commission or its equivalent qualification with required pass percentage of 60% for OC, 55% for BC and 50% for SC, ST & PH. 2) Should have passed the Government technical examination in short hand and type writing by higher grade in the concerned language conducted by State Board of Technical Education of Andhra Pradesh Government or any other equivalent qualification 3) A certificate in MS Office and computer knowledge from a technical institute. OR Graduates holding a Degree in B.C.A., or B.Sc.(Computers) or B.Com(Computers) or B.A. (Computers) or B.Tech/ B.E with Computer Science or Information Technology or equivalent of above, from any recognized University in India or incorporated by or under Central Act, Provincial Act or a State Act or any institution recognized by the University.

PARA-3

AGE:

- Maximum age limit for OC and BC candidates is 40 years as on notification date.
- Maximum age limit for SC, ST and PH candidates is 45 years as on notification date.

As per Roc.No.3056/2017/A1-1, Dt.20-09-2017

PARA – 4

HOW TO UPLOAD THE APPLICATION FORM:

Step-1:

REGISTRATION

Applicant can register by filling their general details and educational qualifications. While filling the same, the candidates have to ensure that there are no mistakes.

Step-2:

ONLINE FEE PAYMENT

The eligible applicant can select the post and proceed for online payment through Credit Card/Debit Card/Net Banking.

Step-3:

LOGIN

Once the Fee Payment is done, Login details (User ID & Password) will be sent to the applicant's registered Mobile Number and email ID. By using the User ID and Password, applicant can login and submit his/her Application form.

Step-4:

PROCEDURE TO SUBMIT ONLINE APPLICATION FORM

- I) Applicant should upload scanned copy of his/her Passport size photo and signature.
- II) Applicant needs to mention the post in order of preference.
- III) Applicant should fill the remaining details and **submit**
- IV) Applicant can take a print out of the application form.

• *For any Technical issues related to online submission and downloading of Hall Tickets candidate may contact **9550999166** (From: 10.30 a.m. to 1.00 p.m. & 1.30 p.m. to 5.00 p.m. on all working days) or by email at **online.rcues@gmail.com***

NOTE:

•The recruiting agency is not responsible, for any omissions by the applicant while submitting the application form On-Line. The applicants are therefore, advised to strictly follow the instructions given in the User guide before submitting the application.

•The particulars furnished by the applicant in the Application form will be considered as final and data will be processed based on these particulars. Candidates should, therefore, be very careful in Uploading / Submitting the Application form online.

•Incomplete/incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the recruiting agency under any circumstances.

PARA - 5(a)

FEE:

All the Applicants should pay Rs. 350/- (Rupees Three Hundred and Fifty only) towards application processing fee and Rs. 150/- (Rupees One Hundred and Fifty only) towards Examination Fee.

However, SC, ST, BC & PH categories of candidates are exempted from payment of Examination fee of Rs.150/-.

b) Mode of Payment of Fee:

i) The Fee mentioned in the above paragraph is to be paid On-Line using Payment Gateway through Net Banking/ Credit Card / Debit Card**.**

ii) The fee once remitted shall not be refunded or adjusted under any circumstances.

PARA-6

CASTE & COMMUNITY:

As per General Rules for State and Subordinate Services, the Caste and Community Certificate issued by the competent authority in terms of G.O. Ms No. 58, SW (J) Dept., Dt: 12/5/97 should be submitted at the time of verification. Otherwise such candidate will not be considered for final selection.

PARA - 7:

CENTRES & DATE OF EXAMINATION

1) THE EXAMINATION WILL BE CONDUCTED IN THE FOLLOWING CITIES OF ANDHRA PRADESH. The applicant may choose any one of the following cities:
   i) Srikakulam, ii) Vizianagaram, iii) Visakhapatnam, iv) Rajahmundry, v) Eluru, vi) Vijayawada, vii) Guntur, viii) Ongole, ix) Nellore, x) Kurnool, xi) Anantapur, xii) Kadapa and xiii) Tirupati.

2) EXAMINATION WILL BE CONDUCTED ON 22nd OCTOBER 2017 (SUNDAY) from 10:30 a.m. to 12:30 p.m. (2 Hours)

PARA – 8:

RESOLUTION OF DISPUTES RELATED TO ANSWER KEY

RCUES will publish the key on its website www.rcueshyd.gov.in   and www.onlinercues.in after the completion of the examination. Any objections with regard to the key should be filed within three days for a fee of Rs.100.

The objections if any would be examined and the decision of the recruiting agency in this regard shall be final. Any objection filed after expiry of three days from the date of publication of key will not be entertained.

PARA-9:

PREPARATION OF FINAL SELECTION LIST:

1. The minimum qualifying marks in the examination for consideration of a candidate to the selection process in case of OC category is 40%, BC category is 35% and for SC, ST and PH categories is 30%.
2. General Merit list shall be prepared on the basis of marks secured in the examination and final selection list shall be prepared following the Rule of Reservation.

   a) Junior Assistant/Bill Collector/System Manager/System Assistant: Taking district as unit, Merit cum Roster list shall be prepared following Rule of Reservation. Basing on the securing Marks, selection to the posts shall be made as per priority.

   b) Health Assistant: Taking Zone as unit, Merit cum Roster list shall be prepared following Rule of Reservation.

   c) Junior Accountant: Taking district as unit, Merit cum Roster list shall be prepared following Rule of Reservation

   d) Senior Stenographer: Taking Zone as Unit, Merit cum Roster list shall be prepared following Rule of Reservation.

THE FINAL SELECTION OF CANDIDATES FOR APPOINTMENT TO THE POSTS SHALL BE BASED ON THE MERIT LIST. IF THERE IS A TIE BETWEEN TWO CANDIDATES, SELECTION TO THE SAME VACCENT POSITION WILL BE RESOLVED BY CONSIDERING DEGREE MARKS. IN THIS REGARD THE DECISION OF RECRUITING AGENCY & C&DMA, ANDHRA PRADESH WILL BE FINAL.

NB: As RCUES and C&DMA calls for preference of posts from the candidates in the application form, it is hereby clarified that the said preferences are only indicative for consideration to the extent possible but is not binding for the RECRUITING AGENCY/ C&DMA/RDMA. Therefore, the RECRUTING AGENCY/ C&DMA/RDMA reserves the authority to assign a candidate to any of the notified posts for which he is considered, qualified and eligible.

N.B.: Securing of minimum qualifying marks alone will not make the candidate eligible for final selection.

PARA-10:

DOCUMENTS FOR VERIFICATION

At the time of verification the selected candidates have to produce the following certificates in original:

1) Graduation certificate
2) Birth Certificate (SSC Certificate)
3) Caste and Community Certificate issued by competent authority
4) Residence/Nativity Certificate issued by competent authority

The selected candidates should produce Original documents, as and when called by the RECRUITING AGENCY/ DMA/RDMA (Regional Director of Municipal Administration) for verification. Failure to produce the original certificates and discrepancy in the submitted information and the original documents shall be liable for disqualification and rejection.

PARA-11:

DISQUALIFICATION:

Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be disqualified.

HYDERABAD

DATE: 26/09/2017   **DIRECTOR**

BREAK-UP OF VACANCIES

JUNIOR ASSISTANTS (PH = VH, HH)

Sl.No	Name of the District	OC G	OC W	BC-A G	BC-A W	BC-B G	BC-B W	BC-C G	BC-C W	BC-D G	BC-D W	BC-E G	BC-E W	SC G	SC W	ST G	ST W	VH G	VH W	HH G	HH W	No of Vacancies
1	Srikakulam	1												1	1			1				4
2	Vizianagaram		2	1							1		1			1	3	4	1			14
3	Visakhapatnam														1							1
4	East Godavari	4	2	1					1		1					1						10
5	West Godavari		3	1					1		1				1	1						8
6	Krishna	3	3	2	1	1			1		1				1		1				1	15
7	Guntur		1				1		1			1						1				5
8	SPSR Nellore	2					1		1					1	1		1	1				8
9	Prakasam		1	1											1			1				4
10	Ananthapur	6	3	2	1	1		1				1		2	1	1	1	1		1		22
11	Chittor	3	2				1				1			2	1		1	1				12
12	Kurnool	1	3		1		1		1		1		1		1		1	1				12
13	YSR Kadapa	3	2	1	1	1	1		1		1	1		1	2	1	1	1				18
																				Total		**133**

BILL COLLECTORS (PH = VH, HH)

Sl.No	Name of the District	OC G	OC W	BC-A G	BC-A W	BC-B G	BC-B W	BC-C G	BC-C W	BC-D G	BC-D W	BC-E G	BC-E W	SC G	SC W	ST G	ST W	VH G	VH W	HH G	HH W	No of Vacancies
1	Srikakulam	3	1		1		1							1	1		1					9
2	Vizianagaram	1			1										1			1				4
3	Visakhapatnam	1	1												1							3
4	East Godavari	6	2		1		1		1					2			1	1				15
5	West Godavari	5	2		1		1		1					1	1		1	1				14
6	Krishna	6	3		1		1		1					2	1		1					16
7	Guntur	6	2		1		1		1		1			2	1		1	1				17
8	SPSR Nellore	4	2		1		1							1	1		1	1				12
9	Prakasam	2	1		1										1			1				6
10	Ananthapur	5	3		1		1		1					2	1		1	1				16
11	Chittor	6	3		1		1		1		1			2	1		1	1				18
12	Kurnool	5	2		1		1		1					1	1		1	1				14
13	YSR Kadapa	7	3	1	1		1		1		1		1	2	1		1	1				21
																				Total		**165**

JUNIOR ACCOUNTANTS

Sl.No	Name of the District	OC		BC - A		BC - B		BC - C		BC - D		BC - E		SC		ST		VH		HH		No of Vacancies
		G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
1	Srikakulam	2				1								1			1	1				6
2	Vizianagaram	4	1			1	1							1			1	1				10
3	Visakhapatnam	1																				1
4	East Godavari	5	2	1		1	1			1		1		1			1					14
5	West Godavari	4	2			1	1			1		1		1				1				12
6	Krishna	4	2			1	1							2			1	1				12
7	Guntur	2	2					1						1				1				7
8	SPSR Nellore	1			1													1				3
9	Prakasam	1				1								1			1	1				5
10	Ananthapur	3	1			1	1							1			1	1				9
11	Chittor	2				1											1					4
12	Kurnool	2				1								1			1	1				6
13	YSR Kadapa	1												1			1	1				4
																	Total					**93**

SENIOR STENOGRAPHERS

Sl.No	No of Zones	Name of the District	OC		BC - A		BC - B		BC - C		BC - D		BC - E		SC		ST		VH		HH		No of Vacancies
			G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
1	Zone I	Srikakulam, Vizianagaram, Visakhapatnam	5	2		1		1							1	1		1	1				13
2	Zone II	East Godavari, West Godavari, Krishna	9	5	2	2	1	1				1		1	3	2	1	1	1				30
3	Zone III	Guntur, SPSR Nellore, Prakasam	9	4	2	1	1	1		1		1		1	3	2	1	1	1				29
4	Zone IV	Ananthapur, Chittor, Kurnool, YSR Kadapa	12	7	2	2	2	1				1		1	3	2	2	1	1		1		38
																		Total					**110**

Sl.No	Name of the District	SYSTEM MANAGERS																		PH				No of Vacancies
		OC		BC - A		BC - B		BC - C		BC - D		BC - E		SC		ST		VH		HH				
		G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W			
1	Srikakulam	2	1		1										1				1					6
2	Vizianagaram	2	1		1										1									5
3	Visakhapatnam		1												1									2
4	East Godavari	5	2		1			1						1	1		1	1						13
5	West Godavari	3	1		1									1	1		1	1						9
6	Krishna	2	1		1									1	1		1	1						8
7	Guntur	5	2		1			1		1				1	1		1	1						14
8	SPSR Nellore	2	1		1									1	1			1						7
9	Prakasam	2	1		1									1	1		1	1						8
10	Ananthapur	4	2		1			1						1	1		1	1						12
11	Chittor	2	1		1									1	1		1	1						8
12	Kurnool	3	1		1									1	1		1	1						9
13	YSR Kadapa	3	1		1									1	1		1	1						9
																					Total			110

Sl.No	Name of the District	SYSTEM ASSISTANTS																		PH				No of Vacancies
		OC		BC - A		BC - B		BC - C		BC - D		BC - E		SC		ST		VH		HH				
		G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W			
1	Srikakulam	2	1		1										1				1					6
2	Vizianagaram	2	1		1										1									5
3	Visakhapatnam		1												1									2
4	East Godavari	5	2		1			1						1	1		1	1						13
5	West Godavari	3	1		1									1	1		1	1						9
6	Krishna	2	1		1									1	1		1	1						8
7	Guntur	5	2		1			1		1				1	1		1	1						14
8	SPSR Nellore	2	1		1									1	1			1						7
9	Prakasam	2	1		1									1	1		1	1						8
10	Ananthapur	4	2		1			1						1	1		1	1						12
11	Chittor	2	1		1									1	1		1	1						8
12	Kurnool	3	1		1									1	1		1	1						9
13	YSR Kadapa	3	1		1									1	1		1	1						9
																					Total			110

Sl.No	No of Zones	Name of the District	OC G	OC W	BC-A G	BC-A W	BC-B G	BC-B W	BC-C G	BC-C W	BC-D G	BC-D W	BC-E G	BC-E W	SC G	SC W	ST G	ST W	VH G	VH W	PH G	PH W	No of Vacancies
1	Zone - I	Srikakulam	1	1		1										1							4
		Vizianagaram																					
		Visakhapatnam																					
2	Zone - II	East Godavari	2	1		1									1	1				1			7
		West Godavari																					
		Krishna																					
3	Zone - III	Guntur	2	1		1									1	1						1	7
		SPSR Nellore																					
		Prakasam																					
4	Zone - IV	Ananthapur	4	1		1		1							1	1		1				1	11
		Chittor																					
		Kurnool																					
		YSR Kadapa																					
Total																							**29**

Note: The categories above fall under the overall heading **HEALTH ASSISTANTS**, with each category (OC, BC-A, BC-B, BC-C, BC-D, BC-E, SC, ST, VH, PH) divided into G and W sub-columns.

Syllabus for AP ULBs Recruitment

(Question paper will consist of 100 multiple choice questions carrying one mark each)

Roc No. 3056/2017/A1-1. Dt. 20/09/2017

1. Current Affairs – Issues of National and International Important Events

2. General Science and its application to the Day to Day Life and Contemporary Developments in Science & Technology

3. Social, Economic and Political History of Modern India with emphasis on Indian National Movement in Andhra Pradesh

4. Indian Polity and Governance: Constitutional issues, nature of Indian Constitution – Constitutional Development, Salient features of Indian Constitution, Structure and Functions of Indian Government – Legislative, Executive and Judiciary, Centre-State Relations, Unitary and Federal features of Indian Constitution and e-Governance initiatives

5. Geographical and Economic Development of India with focus on Andhra Pradesh

6. Secretarial Abilities: Mental Ability (Verbal and Non-Verbal), Logical Reasoning, Comprehension and Numerical and Arithmetical abilities

7. Computers Awareness: Introduction to Computers, Computer System, Uses of Computers, Introduction to Internet, Internet Applications, Operating System, MS Office tools, Latest Trends in IT, Computer Networking

8. Urban Governance: 74th Constitutional Amendment Act and its implementation in India with focus on Andhra Pradesh, Urban Schemes and Programmes of Central and State Governments – Swachh Bharat, AMRUT, Smart Cities, Solid Waste Management, NULM