ANDHRA PRADESH PUBLIC SERVICE COMMISSION::VIJAYAWADA
NOTIFICATION.NO.15/2026, DATED:16/10/2026
DIRECT RECRUITMENT TO THE POST OF DRAUGHTSMAN GRADE-II (TECHNICAL ASSISTANT) IN A.P. FOREST SUBORDINATE SERVICE
(GENERAL RECRUITMENT)

PARA – 1:

1.1. Applications are invited through online from eligible candidates for Recruitment to the post of Draughtsman Grade-II (Technical Assistant) in A.P. Forest Subordinate Service. The applicants 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 & Service	**Total No. of vacancies**	**Age as on 01.07.2026 (Min-Max)**	**Scale of pay in Rs.**
Draughtsman Grade-II (Technical Assistant) In A.P. Forest Subordinate Service	20	18-44	34,580-1,07,210

Note: The Detailed break -up of vacancies may please 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. The applicants are advised to retain their mobile number and e-mail ID registered in OTPR for receiving OTP/SMS for further communication.

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 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 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
Draughtsman Grade-II (Technical Assistant) in A.P. Forest Subordinate Service	Must possess a trade certificate of Draughtsman (Civil) Trade i.e., ITI in the State or its equivalent examination.

NOTE: If the applicant possesses an equivalence of qualification other than prescribed qualification in the Commission's notification, applicant should produce a copy of the Government Orders to that effect to the Commission in advance within 10 days of last date for submitting applications, failing which their application will be rejected and The decision of the concerned Department (Unit Officer) shall be final.

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 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 as in force on the date of this notification 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.

4.3.1. The candidates claiming Reservation under Meritorious Sports Persons Quota shall be considered as per the eligibility criteria laid down in the relevant G.O's and accordingly they have to submit relevant Forms as prescribed in Guideline IX of G.O.Ms.No.25, YAT&C (Sports & Youth Services) Department, Dated: 15.05.2026 and the certificate should be possessed by the date of this Notification.

4.4. No reservation shall be made for Persons with Benchmark Disabilities (PBD) as per Service Rules in G.O. Ms. No. 88, EFS & T (Forest.IV) Dept., dated: 19.07.2000.

4.5. 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.

4.6. 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.

4.7. 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.

4.8. 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.

4.9. **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.**

4.10. Horizontal Reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for 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.

4.11. Reservation for local candidates is applicable for the posts which are organized into 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 allotment to zones shall be made as per preferences given by candidate and also in terms of Departmental Special/Ad-hoc Rules and related Rules.

4.12. Candidates seeking reservation/relaxation benefits available for SC((Gr-I/II/III)/ST/BC/EWS 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 18 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:

S. No.	Category of candidates	Relaxation of age permissible
1.	SC, ST, BCs and EWS	5 Years
2.	Ex-Servicemen	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.
3.	N.C.C. (who have worked as Instructor in N.C.C.)	
4.	Regular A.P. State Government Employees (Employees of Corporations, Municipalities etc. are not eligible).	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.
5.	Retrenched temporary employees in the State Census Department with a minimum service of 6 months.	3 Years

EXPLANATION:

Provided that the persons referred to at Sl.Nos.2 & 3 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 is applicable for those who have been released from Armed Forces other than by way of dismissal or discharge on account of misconduct or inefficiency.

PARA – 6 : RESERVATION TO LOCAL CANDIDATES:

6.1 Reservation to the Local candidates is applicable as provided in Article 371-D read with G.O.Ms.No.45, G.A (SPF&MC) Department, dated.20.04.2026 and rules as amended from time to time and as in force on the date of notification. The candidates claiming reservation as Local candidate 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 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 Zone comprises of the following districts:

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)
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 who desires to apply for the post shall login to the Commission's Website with his/her registered OTPR ID 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, 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, & 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 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 Annexure-V of 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 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.

9.5 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 G.O.Ms.No.88, Environment, Forests, Science & Technology (For-IV) Department, dated: 19/07/2000, G. O. Ms. No. 12, Environment, Forest, Science & Technology (For-V) Department, Dated:17/02/2012, G.O.Rt.No.2495, General Administration (Ser-A) Dept., dated:28.11.2018, G.O.Ms.No.09, Environment, Forests, Science & Technology (SEC.V) Department, dated:28.01.2019, G.O.Ms.No.52, Environment, Forests (SEC.V) Department, dated:21.09.2026 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.

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
Annexure-VI :	GO's related to Sports

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 : 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 and EWS and who avail upper age limit relaxation will also be considered for Open Competition (OC) Vacancies.

14.5. In the event of Schedule Caste & Schedule 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.

15.4 Any candidate found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, be liable to be debarred permanently from any exam or selection held by the 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
NOTIFICATION.NO.15/2026

BREAK UP OF VACANCIES TO THE POST OF
DRAUGHTSMAN GRADE-II (TECHNICAL ASSISTANT) IN A.P. FOREST SUBORDINATE SERVICE

ZONAL POST

Category	ZONE-I		ZONE-II		ZONE-III		ZONE-IV		ZONE-V		ZONE-VI		Total		Grand Total
	Open	Local	Open	Local	Open	Local	Open	Local	Open	Local	Open	Local	Open	Local	
OC	-	01	01	02	01	01	01	02	01	02	01	01	**05**	**09**	**14**
SC-I	-	-	-	01	-	-	**-**	**-**	-	01	**-**	**-**	**-**	**02**	**02**
SC-II	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SC-III	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	01	-	-	**-**	**-**	-	01	**-**	**-**	**-**	**02**	**02**
BC-B	-	-	-	-	-	-	-	01	-	-	-	-	**-**	**01**	**01**
BC-C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-	01	**-**	**01**	**01**
BC-E	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EWS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	**-**	**01**	**01**	**04**	**01**	**01**	**01**	**03**	**01**	**04**	**01**	**02**	**05**	**15**	**20**

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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:

Category	Zones						Total
	I	II	III	IV	V	VI	
OC	01	01	-	01	01	01	**05**
BC-B	-	-	-	01	-	-	**01**
BC-D	-	-	-	-	-	01	**01**

B. Meritorious Sports Persons (MSP) :

Name of Category	Zones						Total
	I	II	III	IV	V	VI	
MSP	**-**	**-**	**-**	**-**	**-**	**01**	**01**

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

ANNEXURE – II

SCHEME AND SYLLABUS TO THE POST OF DRAUGHTSMAN GRADE-II (TECHNICAL ASSISTANT) IN A.P. FOREST SUBORDINATE SERVICE
SCHEME FOR WRITTEN EXAMINATION.

(Annexure-V of G.O.Ms.No.201, Finance (HR-I Plg, & Policy) Dept., Dt: 21/12/2017)

WRITTEN EXAMINATION (OBJECTIVE TYPE)				
PAPER	**Subject**	**No. of Questions**	**Duration Minutes**	**Maximum Marks**
PAPER-I	General Studies & Mental Ability (SSC Standard)	150	150	150
PAPER-II	ITI (Civil Draughtsman)	150	150	150
			TOTAL	300
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

SYLLABUS FOR WRITTEN EXAMINATION

1. General Science – Contemporary developments in Science and Technology and their implications including matters of every day observation and experience, as may be expected of an individual who has passed Intermediate and not made a special study of any scientific discipline.
2. Current events of national importance and the State of Andhra Pradesh.
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 a focus on Andhra Pradesh State.
5. Indian polity and Economy – including the country's political system- rural development – Planning and economic reforms in India.
6. Mental Ability – Reasoning & Inferences.
7. Sustainable Development and Environmental Protection.
8. Disaster Management:
   a) The concepts in disaster management and vulnerability profile of India / State of A.P.
   b) Causes and effects of Earth quakes/Cyclones/Tsunami/Floods/Drought.
   c) Manmade disasters - Prevention strategies, mitigation strategies and mitigation measures.

PAPER-II

1. Drawing:-

a) Importance of B.I.S. introduction of Code of Practice for Architectural and Building Drawings (IS: 962-1989).

b) Layout of drawing. Lines, Lettering, Dimensioning, Scales and Projection.

2. Surveying:-

a) Introduction, History and principle.

b) Objectives and uses.

c) Common terms used and definitions.

d) Classification, accuracy, types.

e) Main divisions (plane & geodetic).

f) Chaining, bearing & meridian.

g) Speed in field and office work.

h) Plani meter and pantograph.

3. Levelling:-

a) Auto level introduction, definition.

b) Principle of levelling.

c) Levelling staffs, its graduation & types.

d) Minimum equipment required.

e) Types, commenent part and function.

f) Temporary and permanent adjustment, procedure in setting up.

g) Level& horizontal surface, Datum Benchmark, Focussing & parallax.

h) Deduction of levels.

i) Types levelling.

j) Contouring:-Definition –Characteristics Methods.

k) Direct and Indirect methods.

l) Interpolation of Contour – Contour gradient – Uses of Contour plan and Map.

4. Theodolite Survey:-

a) Introduction to Theodolite.

b) Identification & understanding of parts.

c) Types, technical terms.

d) Temporary and permanent adjustments, procedure in setting up.

e) Fundamental lines and relation.

f) Method of measurement of horizontal& vertical angles.

g) Repetition & reiteration systems.

h) Types of field book, adjustment of

i) Errors while laying a given angle by repetition.

j) Method of setting out straight lines, establishing.

k) Latitude and departure.

l) Consecutive co-ordinates and independent co-ordinates.

m) Instrumental errors, their elimination.

n) Permanent adjustment, care & maintenance of Theodolite.

o) Method of running a traverse, different methods of measuring angles & bearings.

p) Method of plotting traverses-Gales.

q) Traverse system, checking of measurements of closed & open traverse, use of traverse tables.

r) Closing errors and its adjustment.

s) Technical terms in connection with simple triangulation – base line.

5. Total Station:-

a) Introduction.

b) Components parts, accessories used.

c) Characteristics, features.

d) Advantages and disadvantages.

e) Principle of EDM.

f) Working and need.

g) Setting and measurement.

h) Electronic, display & Data reading.

i) Rectangular and polar co-ordinate system.

j) Terminology of open and closed traverse.

6. GPS:-

a) Introduction of GPS system.

b) Co- ordinate and time system.

c) Satellite and conversional geodetic system.

d) GPS Signal, code, and biases.

e) Role of TRANSIT in GPS development.

f) GPS segment organization.

g) GPS survey methods. Basic geodetic co-ordinate.

h) Ground support equipment, signals.

i) Tracking devises & system.

j) Time measurement and GPS timing.

k) Definition and application of Remote sensing, Photogrammetry, Arial photography, satellite images.

l) Pattern recognition and digital signal.

7. Units, arithmetic, algebra, geometry, mensuration:-

a) Units- Fundamental, Systems of Units (MKS, FPS & CGS) and their conversion-converts length from FPS to CGS or SI and vice versa-convert mass from FPS to CGS or SI and vice versa.

b) Derived Units –units of Area, Volume and their Conversation-units of weight & its conversion-units of pressure and speed and their Conversation.

c) Least common multiple-meaning, LCM of two numbers. Applied problems.

d) Addition & subtraction of fraction. Multiplication of fractions, applied shop problems. Division of fractions. Simplifications and applied problems.

e) Decimal-meaning, fixing decimal point, conversion of decimal fractions to decimal, conversion of decimal to decimal fraction, compression of decimal, conversion of common fraction to a decimal. Denominator of a fraction considering of multiples of fraction lie powers. Denominator of a fraction consisting of any whole number. Recurring decimal. Addition & subtraction, arrangement of decimal point in the same column.

f) Multiplication of decimals, by whole number, locating decimal point, problems on multiplication of decimal fraction. Division of decimals-by whole number, by another number. Problems on division of decimals. Application of decimals.

Problems on decimal number.

g) Algebra: Addition, Subtraction, Multiplication, Division, Algebraic formula, Linear equations (with two variables), quadratic equations.

h) GEOMETRICAL PROPERTIES OF SECTIONS-properties of lines, angles, triangles, polygons & circles. Apply these in marking and layout work in shop floor.

i) Properties of regular polygons, circles parallelogram, parabola and ellipse. Determination of sides, area of triangle, quadrilateral & polygons.

j) Mensuration: - Area regular and irregular Surface area and volumes of rectangular parallelopoids, cylinders, pyramids and spheres.

k) Determination of area of circles, sectors, segments and ellipse

l) More problems in mensuration.

m) Trigonometry basic ratio and use of trigonometric table. Problems, Height and Distance.

n) Logarithms- Problems.

o) Areas of regular and irregular sections- Computation of Areas of Irregular figures- End Ordinate rule, Mid Ordinate rule, Average Ordinate rule.

p) Areas of regular and irregular sections- Computation of Areas of Irregular figures- End Ordinate rule, Mid Ordinate rule, Average Ordinate rule.

q) Calculation of areas and volumes.

r) Trapezoidal rule, Simpson's rule- Problems- Volumes of regular and irregular solids- Computation of Volumes of irregular solids- End Area rule, Mid Area rule, Average Area or Mean Area rule, Trapezoidal rule, Simpson's or Prismoidal rule.

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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**: MS OFFICE 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)

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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. <u>GENERAL INSTRUCTIONS:</u>

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, programmable calculators, tablets, iPad, Bluetooth, pagers, watches or any other computing devices to examination Hall. Non programmable calculators would be permitted, wherever necessary. Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.

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

C.10. The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.

C.11. The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll.

C.12. 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

(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

Sl. No.	Caste Sl. No. as per Ordinance	Name of the Caste
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

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

ANNEXURE-VI

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Andhra Pradesh State and Subordinate Service Rules, 1996 – Providing of three percent (3%) horizontal reservation to meritorious sportspersons in Direct Recruitment across Government Departments, Local Bodies, Public Sector Undertakings (PSUs) and Uniformed Services including the Police, Excise and Forest Departments, etc.- Amendment - Orders –lssued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.56 **Dated:15th May, 2026**

Read the following:-

1. Andhra Pradesh State and Subordinate Service Rules, 1996, as amended from time to time.
2. G.O.Ms.No.04, YAT&C (Sports &Youth Services) Department, Dated:19.04.2025.
3. G.O.Ms.No.47, Gen.Admn. (Ser.D) Dept., dated 19thApril, 2025.
4. G.O.Ms.No.25, YAT&C (Sports & Youth Services) Department, Dated: 15.05.2026.
5. From the Secretary, A.P. Public Service Commission, Vijayawada, Letter No.115/R&R/2025, Dated:15.05.2026.

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O R D E R:

In the G.O. second read above, Government in YAT&C Department have issued orders for implementation of three percent (3%) horizontal reservation for eligible meritorious sportspersons of Andhra Pradesh in Direct Recruitment without the requirement of competitive examinations, in Direct Recruitment across Government Departments, Local Bodies, Public Sector Undertakings (PSUs) and Uniformed Services including the Police, Excise and Forest Departments and guidelines were also issued accordingly.

2. Accordingly, necessary amendments have been issued vide reference third read above to Andhra Pradesh State and Subordinate Service Rules, 1996 issued in G.O.Ms.No.436, General Administration (Services-D) Department, dated the 15th October, 1996 as subsequently amended from time to time.

3. In the reference fourth read above, Government in YAT& C Department in supersession of the orders issued in the reference 2nd read above have issued revised orders with guidelines for providing of three percent (3%)

horizontal reservation for meritorious sportspersons in Direct Recruitment across Government Departments, Local Bodies, Public Sector Undertakings (PSUs) and Uniformed Services including the Police, Excise and Forest Departments, etc., who qualify in the prescribed recruitment examination conducted by the recruiting agencies.

4. Keeping in view of the above revised orders/notification issued by the YAT&C Department, Government after careful examination of the matter have decided to make necessary amendments to Andhra Pradesh State and Subordinate Service Rules, 1996.

5. Orders issued in the reference third read above are hereby superseded.

6. Accordingly, the following Notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh, hereby makes the following amendment to the Andhra Pradesh State and Subordinate Service Rules, 1996, issued in G.O.Ms.No.436, General Administration (Services-D) Department, dated the 15th October, 1996 as subsequently amended from time to time.

AMENDMENTS

(i) ln the said rules,

(1) ln Rule-2, for Definition-(19) "Meritorious Sportsman", the following shall be substituted, namely:-

(19) **Meritorious Sportsperson**: "Meritorious Sportsperson" means a sportsperson who has represented the State of Andhra Pradesh or the Country in recognized sports events at the national or international level or secured a medal either in State level Competition or in the All India lnter - University competitions conducted by the lnter-University Boards in any of the games, sports mentioned below; and any other games / sports as may be specified by the Government from time to time:-

Category - A Disciplines	Category - B Disciplines
1. Aquatics 2. Athletics 3. Archery 4. Badminton 5. Ball Badminton 6. Basketball 7. Baseball 8. Boxing 9. Chess 10. Cycling 11. Football 12. Fencing 13. Golf 14. Gymnastics 15. Hockey 16. Handball 17. Judo 18. Kayaking & Canoeing 19. Kabaddi 20. Kho -Kho 21. Modern pentathlon 22. Rowing 23. Roller Skating (Events included in Olympics Only) 24. Rugby 25. Shooting 26. Soft ball 27. Squash 28. Triathlon 29. Taekwondo 30. Tennis 31. Tabte Tennis 32. Votteyball & Beach Volleyball 33. Weightlifting 34. Wrestling 35. Sailing 36. Para Sports (for sports disciplines included in Paralympics and para-Asian)	37. Atya - Patya 38. Billiards & Snookers 39. Body Building 40. Bridge 41. Carrom 42. Cycle Polo 43. lce-Hockey 44. lce-Skating 45. lce-Skiing 46. Karate 47. Mallakhamb 48. Motor Sports 49. Netball 50. Pencak Silat 5l . Polo 52. Power lifting 53. Shooting Ball 54. Roll Ball 55. Sepak Takraw 56. Soft Tennis 57. Tenni-Koit 58. Tennis Ball Cricket 59. Tenpin Bowling 60. Tug-of-War 61. Wushu 62. Yachting 63. Yogasana 64. Deaf Sports 65. Cricket

(2) In Rule-22-B in Para 5 (i) & (iii) the existing " **Two Percent (2%)**" shall be substituted with **" Three Percent (3 %)".**

(3) In Rule-22-B after Para 5 (v), the following shall be added.

vi) The guidelines at Serial No.I and preferences mentioned at Serial No.VIII of G.O.Ms.No.25, YAT&C (Sports & Youth Services) Department, Dated:15.05.2026 will prevail accordingly.

vii) The eligibility criteria for Meritorious Sports Persons based on the tournaments and Medals is as shown at Serial No.VII of G.O.Ms.No.25, YAT&C (Sports & Youth Services) Department, Dated: 15.05.2026.

viii) The prescribed forms to be submitted by the applicant with regard to his/her Meritorious Sports representation/ Achievement are appended to G.O.Ms.No.25, YAT&C (Sports & Youth Services) Department, Dated: 15.05.2026.

7. A copy of this order is available in online and can be accessed at https://goir.ap.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNER OF ANDHRA PRADESH)

G.SAI PRASAD
CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner, Printing, Stationery and Stores Purchase, A.P., Vijayawada (for publication of the notification in the Andhra Pradesh Gazette and supply 50 copies to Government)
The Youth Advancement, Tourism and Culture (Sports) Department
The MA&UD Department
The PR&RD Department
The Higher Education Department
(With a request to communicate the order to the concerned Local Bodies under their administrative control)
The School Education Department
All the Departments of Andhra Pradesh Secretariat
All Heads of Department
The Registrars of all Universities in the State
The VC & MD, Sports Authority of Andhra Pradesh, A.P., Vijayawada
All the Managing Directors of Public Sector Undertakings through the Secretaries of the Administrative Departments in the A. P. Secretariat
The Registrar General, A. P. High Court, Amaravati (with a covering letter)
The Secretary, Andhra Pradesh Public Service Commission, Vijayawada

The Director General of Police, A.P., Mangalagiri
The PCCF &. HoFF, A.P., Mangalagiri
The Commissioner of Prohibition & Excise, A.P., Vijayawada
AlI the District Collectors
All the District Judges
All the Service Sections in the General Administration Department
The Law Department
The Finance Department
The Administrative officer, Government Pleader's office, A.P. High court, Amaravati
The Special Govt. Pleader, o/o Learned A.G., A.P. High court Buildings, Amaravati
Copy to: -
The Director of Translations, A.P.
The P.S. to Principal Secretary to Chief Minister
The P.S. to Chief Secretary to Government
The P.S. to Spl.C.S. to Government (Ser.&HRM)
Sf/Sc

//FORWARDED ::BY ORDER//

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

YAT&C (Sports & Youth Services) Department – Sports Policy 2024-29 - Implementation of three percent (3%) horizontal reservation to meritorious sportspersons in direct recruitment across Government Departments, Local Bodies, Public Sector Undertakings (PSUs), and Uniformed Services including Police, Excise, and Forest Departments etc.– Revised Guidelines – Notification – Orders- Issued.

YOUTH ADVANCEMENT TOURISM & CULTURE (Sps & YS) DEPARTMENT

G.O.Ms.No.25 **Dated: 15-05-2026**

Read the following:-

1. G.O.Ms.No.74, YAT&C(Sports) Department, dt.09-08-2012.
2. G.O.Ms.No.8, YAT&C(Sports) Department, dt.23-11-2020.
3. G.O.Ms.No.18, YAT&C (Sports & YS) Department, dt:10-12-2024.
4. G.O.Ms.No. 4, YAT&C (Sports & YS) Department, Dated: 19-04-2025
5. G.O.Ms.No.23, YAT&C (Sports & YS) Department, dt:14-05-2026.
6. From the Secretary, Andhra Pradesh Public Service Commission, Vijayawada e-file notings dated 14-05-2026 in computer no.3258041.

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O R D E R:

In the G.O. third read above, the Government of Andhra Pradesh issued the Sports Policy 2024–29 with the objective of promoting sports development in the State by creating world-class infrastructure, nurturing sporting talent, and ensuring inclusive access to sports opportunities. The policy envisions positioning "Swarna Andhra Pradesh" as the Nation's sports capital and a global hub for sports excellence and innovation by the year 2029.

2. The policy, inter alia, provides for a three percent (3%) horizontal reservation in direct recruitment across Government Departments, Local Bodies, Public Sector Undertakings (PSUs), and Uniformed Services, including Police, Excise, and Forest Departments, for eligible meritorious sportspersons of Andhra Pradesh. Accordingly, guidelines were issued in the G.O. fourth read above for implementation of the said horizontal reservation.

3. During the course of implementation of G.O. fourth read above, certain difficulties have arisen and several representations & grievances have also been received from various sportspersons regarding the operational aspects of the said G.O. In this context, Government vide G.O. 5th read above, have made amendment to clause 6.1 of the Andhra Pradesh Sports Policy 2024-29 issued in G.O.Ms.No.18, YAT&C (Sports & YS) Department, dt:10-12-2024 to that extent. Consequent to the above, the guidelines issued for implementation of 3% horizontal reservation to the meritorious sportspersons in G.O. fourth read above, needs to be revised.

P.T.O

4. Accordingly, Government, after careful examination of the matter, and in supersession of the orders issued in reference 4th read above, hereby issue revised guidelines in the Notification for the implementation of three percent (3%) horizontal reservation for meritorious sportspersons in direct recruitment across Government Departments, Local Bodies, PSUs, and Uniform Services including Police, Excise, and Forest Departments etc., who qualify in the prescribed Recruitment Examinations conducted by recruiting agencies.

5. The following Notification shall be published in the Andhra Pradesh Gazette.

NOTIFICATION

In pursuance of the Sports Policy 2024-29 issued in G.O.Ms.No.18, YAT&C (Sps & YS) Dept., dated 10-12-2024 and in pursuance of the amendment orders issued to the Andhra Pradesh Sports Policy 2024-29 in G.O.Ms.No.23, YAT&C (Sps&YS) Dept., dated 14-05-2026, the Governor of Andhra Pradesh hereby issue the following revised guidelines for governing such appointments, duly superseding the guidelines issued vide G.O. fourth read above :-

This Notification shall come into force with effect from the date of issue of this order.

I. Guidelines

a. The Recruitment of eligible meritorious sportspersons under three percent (3%) sports quota shall be based on the Notifications issued by the concerned Recruiting Agency viz., Andhra Pradesh Public Service Commission (APPSC)/Selection Board/Department concerned etc. The list of Meritorious Sportspersons who qualify in the prescribed Recruitment Examinations conducted by Recruiting agencies will be subject to scrutiny by the Sports Authority of Andhra Pradesh (SAAP). After scrutiny as per the prescribed procedure, the SAAP shall communicate the list of such Meritorious Sportspersons organized in order of priority to the Recruiting Agency concerned.

b. The three percent (3%) horizontal reservation in direct recruitment under sports quota shall apply to all the Government Departments, Local Bodies, Public Sector Undertakings (PSUs) & Uniformed Services, including the Police, Excise and Forest Departments.

c. Criteria for deciding the eligible meritorious sportspersons: -

   i. The sports disciplines mentioned at Serial No.VI of this order are the list of Recognized Sports Disciplines eligible for the purpose of three percent (3%) Horizontal Reservation in direct recruitment.

   ii. The eligibility criteria, based on the tournament & medals, for the Senior level competitions of sports for employment are listed at Serial No. VII of this order.

Contd....3..

iii. For filling up of posts which are: -

a. under the purview of the Andhra Pradesh Public Service Commission (APPSC), the achievements (Individual & Team) of the meritorious sportspersons shall be considered as per the eligibility criteria indicated at Serial No. VII of this order.

b. posts that are not covered under Group – I, II,III&IV services under the purview of APPSC, and those that are outside the purview of the APPSC i.e., to be filled either by the concerned Department, or any Selection Board, or District Selection Committee (DSC), will be considered as per the priority as listed in Serial No. VIII of this order.

c. The meritorious sportspersons shall necessarily possess the requisite academic and technical qualifications if any as prescribed in the rules governing the posts.

d. The meritorious sportspersons who possess the requisite qualifications have to qualify the eligibility test for appointment.

e. The recruiting agencies will notify the qualifying marks for such exams for considering appointment under 3% sports quota.

f. The criterion for being considered as Meritorious Sportspersons for appointment under 3% horizontal reservation, shall be the performance of the individual in having obtained medals/participation in sports disciplines as mentioned in Serial No.VIII of this order read with Serial No.VI of this order, as may be revised by the Government from time to time.

g. The three percent (3%) sports quota reserved for eligible meritorious sportspersons for Senior level competitions of sports shall be filled in accordance with the priority criteria outlined in Serial No. VIII of this order.

h. The meritorious sportspersons who are eligible for a particular category of posts, shall be considered as eligible for posts in lower categories also, subject to the fulfillment of specific conditions that shall apply to such posts but not vice versa.

Example: A sportsperson who is eligible for the posts in Group–I services will also be eligible for the posts in Group-II & Group-III/IV services.

Contd....4..

II. Role and responsibilities of the Recruiting Agencies –

a. The concerned Recruiting Agency shall invite applications from the meritorious sportspersons willing to apply under the sports quota. The notification shall clearly specify the terms and conditions, including the eligibility criteria for consideration under the sports quota.

b. The prescribed forms in which the applicant shall submit his meritorious sports achievement, are appended to this order.

c. The format in which the details shall be sought from the Meritorious Sportspersons at the time of submission of applications regarding highest sports achievement(s), connected lower level sports achievement(s), relevant forms, undertaking on sports achievement(s) etc., shall be communicated by SAAP to the recruiting agencies.

d. The Recruiting Agency shall forward the applications of the meritorious sportspersons who have qualified in the eligibility test, to the Sports Authority of Andhra Pradesh within fifteen (15) days from the date of declaration of results, for scrutiny.

e. The recruiting agency shall implement the 3% Horizontal Reservation under the Sports Quota strictly in accordance with the operational guidelines prescribed in G.O. Ms. No. 77, G.A.(Ser.D) Department, dated 02-08-2023 duly integrating the revised procedures and priorities specified in this order.

III. Role and responsibilities of Sports Authority of Andhra Pradesh (SAAP)

a. The applications of the meritorious sportspersons who have qualified in the eligibility test, received by SAAP from the recruiting agency, shall be scrutinized by the Screening Committee constituted for this purpose. The composition of the Screening Committee shall be as follows:-

Composition of Screening Committee:-

Chairman	Administrative Officer, SAAP
Members	Two Senior District Sports Development Officers (DSDOs) (nominated by VC & MD, SAAP)
Member	Tribal Sports Officer (TSO), SAAP
Member	Senior Coach, SAAP (nominated by VC&MD,SAAP)
Member	Assistant Director (Technical), SAAP
Any other members may be co-opted as deemed fit by the VC & MD, SAAP	

Contd....5..

b. The Committee shall undertake the following: -

i. To verify as to whether the certificates have been awarded by a competent authority as specified in Section No. IX of this order.

ii. To ascertain the genuineness of the certificates/ documents from the issuing body.

iii. To assess the level at which the applicant has participated (e.g., State, National, or International).

iv. To verify the medals / participation in the competitions / place achieved by cross verification of additional documents such as photographs, official notices, press releases of the event, participants involved, and line up certificates.

v. The date of the birth, as mentioned in valid certificate produced by the applicant, shall be tallied proportionately to the category of age group vis-a-vis the concerned sport.

vi. The date of birth shall be determined as follows : -

a. If a Board such as SSC, CBSE, ICSE, etc., awards a certificate, the date of birth (DoB) mentioned in the certificate should be considered valid.

b. In the absence of certificate issued by a Board, the certificate issued by the competent authority of the "School" only i.e., schools run by autonomous organizations like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society etc., which are not affiliated to CBSE but are recognized by the respective State Education Departments shall be accepted as proof of age. The certificate issued by any Sports Association or other body will not be accepted as valid proof of age.

i. The personal credentials of the meritorious sportsperson provided on the application, birth certificate, and the sports certificate should be the same.

Contd....6..

ii. To verify as to whether the organization that issued the sports certificate is recognized by the appropriate sports governing body. Certificates from unrecognized or unaffiliated organizations shall not be considered valid for employment purposes. The said certificates shall be considered as invalid.

iii. Resolution of ambiguity and disputes:- In case of any ambiguity, dispute, or doubt in determining priority or eligibility, the Competent Authority shall have the right to take a final decision, duly recording the reasons and minutes for each such case.

c. The Screening Committee shall prepare a tentative merit list organized in order of priority and forward the same to the concerned Recruiting Agency for publishing in their official website or leading newspaper etc., to invite objections, if any, within 15 days from the date of publication.

d. All objections received on such tentative merit list by the recruiting agency within the stipulated time shall be forwarded to the SAAP within (15) days. The objections shall be examined by the Screening Committee, and disposed of, duly recording the reasons for acceptance or rejection within 15 days.

e. The Screening Committee shall prepare a preliminary merit list of the eligible meritorious sportspersons organized in order of priority within 7 days from the date of disposal of objections. Thereafter, the VC & MD, SAAP will furnish the said preliminary merit list to the State Level Committee (SLC) immediately.

IV. Role and responsibilities of State Level Committee - Composition of State Level Committee (SLC)

a. The composition of the State Level Committee shall be as follows:

i.	Chairman	Special Chief Secretary/Principal Secretary/ Secretary to Government, YAT&C(Sports & Youth Services) Department
ii.	Member	Special Chief Secretary/Principal Secretary/Secretary to Government (Services & HRM), General Administration Department
iii.	Member	Special Chief Secretary/Principal Secretary/Secretary to Government of the concerned Recruiting Department
iv.	Member-Convener	The Vice Chairman & Managing Director, SAAP, A.P., Vijayawada

Contd....7..

b. The VC & MD, SAAP shall convene the State Level Committee meeting immediately on receipt of the preliminary merit list organized in order of priority and place the said list before the State Level Committee.

c. The Committee shall review the preliminary merit list, as submitted by the Screening Committee, to satisfy itself that the list has been prepared in accordance with the rules stipulated for this purpose.

d. The Committee shall complete the exercise within a time period, not exceeding 15 days from the date of receipt of the preliminary merit list from VC & MD, SAAP.

e. The final merit list of eligible meritorious sportspersons organized in order of priority will be approved by the State Level Committee (SLC) and such list shall only be valid for that specific notification.

f. The approved final merit list shall be communicated by the Convener of State Level Committee, to the Recruiting agency such as APPSC/ Selection Board/ Department concerned / DSC etc.

g. The Recruiting agency shall integrate the final merit list, communicated by the SLC, of meritorious sportspersons for implementing the horizontal reservation in their merit list.

h. The final merit list organized in order of priority approved by the State Level Committee shall be final.

V. Other guidelines and general conditions –

a. Participation at a higher-level tournament shall be considered only when it is supported by winning medals at the lower-level tournament for Individual events only. For Team games, participation at a higher-level tournament shall be considered, atleast, when it is supported by participation (not winning medal) at a lower-level tournament. For this clause, participation certificates, as applicable, need to be produced by the candidate.

b. If, at any point of time, it comes to the notice of the Competent Authority, that a sports certificate was issued fraudulently by any Sports Association/Federation, necessary legal action against such Sports Association / Federation shall be taken.

c. Forms issued by Sports Federation/Associations, other than those recognized by the Ministry of Sports and Youth Welfare, Government of India / Sports Authority of India/ Sports Authority of Andhra Pradesh, shall not be considered.

Contd....8..

d. Meritorious Sportsperson recruited against sports quota shall be terminated from service, if the information and documents furnished by him/her for recruitment, are found to be invalid /fake / obtained by fraudulent means, at any stage, as per the rules in vogue.

e. Every candidate, at the time submitting his application, shall be required to submit a declaration in the prescribed format that all the documents filed as a part of his application are true to the best of his knowledge and belief and further that such candidate shall be liable for criminal / disciplinary action, if a violation is noticed by the competent authority.

f. The candidates appointed to a Department under sports quota, shall represent such Department for at least 10 years from the date of appointment in sports competitions to be conducted at State, National and International levels.

g. The meritorious sportsperson shall be eligible only if they have represented the State of Andhra Pradesh in recognized sports events. The benefit of reservation under the Sports Quota shall be extended only to candidates who possess local status in the State of Andhra Pradesh.

h. Participation requirements for team sports players including Stand-by/Substitutes: - "In regard to team sports, the sports persons must have played in not less than 50 % of the games played by the teams in that recognized tournament for consideration under the 3% Horizontal Reservation (Sports Quota) for Direct Recruitment, for which relevant proof such as participants lists, entry form along with playing photos as main player shall be submitted". The players who have taken part in the tournament as Manager/Coach/Mentor etc cannot be considered for this purpose.

i. Mandatory Registration in "sports.ap.gov.in" or any other digital platform/software tool developed and maintained by SAAP. "All sportspersons seeking benefit under the 3% Horizontal Reservation (Sports Quota) shall mandatorily register and upload their eligible sports achievements in "sports.ap.gov.in" or any other digital platform/software tool developed and maintained by SAAP. Only verified entries in the said platform shall be considered for recruitment purposes."

j. Not considering Unauthorized Tournaments:- Medal/Participation in Open / Invitation / Selection Trials / Camps / or any unauthorized/un-recognised tournaments or meets shall not be considered for the award of priority for employment under 3% horizontal reservation (sports quota).

Contd....9..

VI. List of Recognized Sports Disciplines for meritorious sportspersons for eligibility under three percent (3%) Horizontal Reservation in Direct Recruitment is shown below:

Category – A Disciplines	**Category – B Disciplines**
1. Aquatics	37. Atya – Patya
2. Athletics	38. Billiards & Snookers
3. Archery	39. Body Building
4. Badminton	40. Bridge
5. Ball Badminton	41. Carrom
6. Basketball	42. Cycle Polo
7. Baseball	43. Ice-Hockey
8. Boxing	44. Ice-Skating
9. Chess	45. Ice-Skiing
10. Cycling	46. Karate
11. Football	47. Mallakhamb
12. Fencing	48. Motor Sports
13. Golf	49. Netball
14. Gymnastics	50. Pencak Silat
15. Hockey	51. Polo
16. Handball	52. Power lifting
17. Judo	53. Shooting Ball
18. Kayaking & Canoeing	54. Roll Ball
19. Kabaddi	55. Sepak Takraw
20. Kho -Kho	56. Soft Tennis
21. Modern pentathlon	57. Tenni-Koit
22. Rowing	58. Tennis Ball Cricket
23. Roller Skating (Events included in Olympics Only)	59. Tenpin Bowling
24. Rugby	60. Tug-of-War
25. Shooting	61. Wushu
26. Soft ball	62. Yachting
27. Squash	63. Yogasana
28. Triathlon	64. Deaf Sports
29. Taekwondo	65. Cricket
30. Tennis	
31. Table Tennis	
32. Volleyball & Beach Volleyball	
33. Weightlifting	
34. Wrestling	
35. Sailing	
36. Para Sports (for sports disciplines included in Paralympics and para-Asian)	

Note: While filling up the vacancies, preference shall be given to Category-A disciplines. Category-B disciplines will be considered only if vacancies remain unfilled by Category-A candidates.

Contd....10..

VII. Eligibility criteria for the meritorious Sportspersons for being appointed in Group-I/II/III/IV posts of the APPSC based on the tournament & medals is shown below:

Sl no	Name of the Tournament	Organizing Authority	Medal Winner			
			Gold	**Silver**	**Bronze**	**Participation**
	Olympics	IOC	Group-I	Group-I	Group-II	Group-II
	Paralympics	IPC	Group-I	Group-I	Group-II	Group-II
1	Prestigious international tournaments such as the Grand Slams— Wimbledon, Australian Open, French Open, and US Open— along with global team championships like the Davis Cup, Billie Jean King Cup, Thomas Cup, Uber Cup, and Sudirman Cup, and premier chess events including the FIDE World Championship .	International Federation of concerned game recognized by IOC	Group- I	Group- I	Group- II	Group-II
2	4-years World Cup/ Championship (only Olympic discipline)	International Federation of concerned game recognized by IOC	Group-II	Group-II	Group-III/IV	Group-III/IV
3	Asian Games/ Candidates Tournament conducted by FIDE	OCA / FIDE	Group-II	Group-II	Group-III/IV	Group-III/IV
	Asian Para Games	APC	Group-II	Group-II	Group-III/IV	Group-III/IV
4	Commonwealth Games/ Commonwealth Para Games	CGF	Group-II	Group-II	Group-III/IV	Group-III/IV
5	(less than 4 years) World Cup/ Championship & Chess Olympiad	International Federation of concerned game recognized by IOC	Group-III/IV	Group-III/IV	Group-III/IV	Group-III/IV
6	4 Years Asian cup/ Championship/ Commonwealth Championship	Asian Federation of concerned Game affiliated to OCA or International Federation recognized by IOC	Group-III/IV	Group-III/IV	Group-III/IV	Group-III/IV

Contd….11..

Sl no	Name of the Tournament	Organizing Authority	Medal Winner			
			Gold	Silver	Bronze	Participation
7	Less than 4 Years (biennial) World cup/Asian Cup/ Asian Championship/ Commonwealth Championship/World University Competitions	International Federation of concerned game recognized by IOC or International	Group-III/IV	Group-III/IV	Group-III/IV	Group-III/IV
8	Less than 4 Years (annual) World cup/Asian Cup/ Asian Championship/ Commonwealth Championship	International Federation of concerned game recognized by IOC or International Federation recognized by IOC or CGF	Group-III/IV	Group-III/IV	Group-III/IV	Group-III/IV
9	National Games/ Senior National Championship / Para National Championship *(including Ranji Trophy – Cricket, Santosh Trophy – Football)*	IOA/ National Federation recognized by IOA & MYAS	Group-III/IV	Group-III/IV	Group-III/IV	Group-III/IV

Note: In respect of posts not covered under Group I, II, III, or IV posts of APSSC, the concerned recruiting agency**/** department shall classify and equate such posts and shall invite applications accordingly.

VIII. Inter-se-priority as per Medals awarded in the Tournament is shown below:

Priority Sl. No.	Tournament/Championship	Sports Achievement	Individual Games / Events	Team Games / Events
1	Olympics/Paralympics Prestigious International tournaments such as the Grand Slams—Wimbledon, Australian Open, French Open, and US Open—along with global team championships like the Davis Cup, Billie Jean King Cup, Thomas Cup, Uber Cup, and Sudirman Cup, and premier chess events including the FIDE World Championship.	Gold	1	2
		Silver	3	4
		Bronze	5	6
		Participation	7	8

Contd....12..

Priority Sl. No.	Tournament/Championship	Sports Achievement	Individual Games / Events	Team Games / Events
2	4-years World Cup/Championship (only Olympic discipline)	Gold	9	10
		Silver	11	12
		Bronze	13	14
		Participation	15	16
3	Asian Games / Asian Para Games / Candidates Tournament conducted by FIDE.	Gold	17	18
		Silver	19	20
		Bronze	21	22
		Participation	23	24
4	Commonwealth Games/ Commonwealth Para Games	Gold	25	26
		Silver	27	28
		Bronze	29	30
		Participation	31	32
5	(less than 4 years) World Cup/Championship/Chess Olympiad	Gold	33	34
		Silver	35	36
		Bronze	37	38
		Participation	39	40
6	4 Years Asian cup/ Championship/Commonwealth Championship	Gold	41	42
		Silver	43	44
		Bronze	45	46
		Participation	47	48
7	Less than 4 Years (biennial) World cup/Asian Cup/ Asian Championship/ Commonwealth Championship/World University Competitions	Gold	49	50
		Silver	51	52
		Bronze	53	54
		Participation	55	56
8	Less than 4 Years (annual) World cup/Asian Cup/ Asian Championship/ Commonwealth Championship	Gold	57	58
		Silver	59	60
		Bronze	61	62
		Participation	63	64

Contd....13..

Priority Sl. No.	Tournament/Championship	Sports Achievement	Individual Games / Events	Team Games / Events
9	National Games/ Senior National Championship / Para National Championship *(including Ranji Trophy – Cricket, Santosh Trophy – Football)*	Gold	65	66
		Silver	67	68
		Bronze	69	70
		Participation	77	78
10	Khelo India University Games / Khelo India Youth Games / Khelo India Winter Games / Khelo India Para Games/Khelo India Beach Games and other Khelo India game recognized by MYAS (with Age18+)	Gold	71	72
		Silver	73	74
		Bronze	75	76
11	All India Inter-University Competitions	Gold	79	80
		Silver	81	82
		Bronze	83	84
12	South Zone championship	Gold	85	86
		Silver	87	88
		Bronze	89	90
13	Zonal Inter university Championship	Gold	91	92
		Silver	93	94
		Bronze	95	96
14	State Championship	Gold	97	98
		Silver	99	100
		Bronze	101	102

Note:-

The following criteria shall also be taken into consideration in determining the priority list.

a. Priority will be given based on the level of sports achievement as per the priority list prescribed at Section-VIII for the best achievement made by the meritorious sportsperson during the eligible period.

b. Resolution of Tie Cases:- In the event of a tie between two or more candidates holding equal priority at the highest level.

   i. Preference shall be given to the candidate having a greater number of similar high-level sports achievements.

   ii. If the tie persists, preference shall be given to the candidate possessing a greater number of sports achievements at the next lower level.

Contd....14..

iii. If the tie still persists, preference shall be given to the candidate who is elder in age.

IX. List of authorities competent to award sports certificates is shown below:

S. No.	Competition	Authority awarding Certificate	Form in which certificate is to be awarded
1	International Competition	Secretary of the National Federation of the Game concerned.	1
2	National/South Zone/State Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.	2
3	Inter-University/Zonal inter University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned.	3
4	Khelo India University Games / Khelo India Youth Games / Khelo India Winter Games / Khelo India Para Games/ Khelo India Beach Games and other Khelo India game recognized by MYAS. (with Age 18+)	Officer designated/Officer in charge from Sports Authority of India (SAI) for Khelo India University/ Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games /Khelo India Beach Games and other Khelo India game recognized by MYAS. (with Age 18+)	5

X. POWER TO RELAX. Prior approval of the Government is required for any relaxation of the provisions of these rules.

7. All the departments / appointing authorities in the State shall take further necessary action in the matter accordingly.

8. The Andhra Pradesh Public Service Commission have conveyed their concurrence to the proposal in their letter 6th read above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SAI PRASAD
CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner Printing, Stationery & Stores Purchase, A.P.
(with a request to publish the Notification in A.P. Gazette &
furnish 50 copies to Govt.)
The Vice Chairman and Managing Director,
Sports Authority of Andhra Pradesh, Vijayawada.

Contd....15..

All Special Chief Secretaries / Principal Secretaries /
Secretaries to Government. All the Departments of Secretariat,
Velagapudi, Guntur.
All the Heads of the Department.
All Public Sector Undertakings/Autonomous Bodies/ Quasi
Government bodies (through administrative Departments of Secretariat).
All District Collectors.
All Superintendents of Police.
The Secretary, Andhra Pradesh Public Service Commission.
The Director of Employment & Training, A.P.
The Director, O/o.Director of Translation, Gollapudi, Vijayawada, A.P.

Copy to:

The Accountant General, Andhra Pradesh, Vijayawada.
The Director of Treasuries and Accounts,
Nidhi Bhavan, Mangalagiri, Guntur.
The Finance(FMU-GAD2) Department.
The General Administration(Services-C) Department. (6 copies)
The Law Department.
The PS to Secretary to Hon'ble CM, CMO.
The OSD to Hon'ble Minister for Transport, Youth & Sports.
The PS to Chief Secretary to Government.
The PS to Spl. Chief Secretary to Government, YAT&C(Sps&YS) Dept.
SF/SC (W.r.t.**3258171**).

//FORWARDED :: BY ORDER//

SECTION OFFICER

Contd....16..

FORM:-1

(For representing India in an **International competition** in one of the recognized Games/Sports.)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF_____

Certified that Shri /Smt./ Kumari _____ son/ wife /daughter of Shri _____ Resident of_____(complete address) _____ represented the country in the game/event of _____in _____ Competition/ Tournament held at _____from_____to_____.

The position obtained by the individual /team in the above said Competition/Tournament was _____.

The certificate is being given on the basis of record available in the office of the National Association of _____.

Place_____ **Signature**_____

Date_____ Name_____

Designation_____

Name of the National Federation/ National Association

Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

Contd….17..

FORM:-2

(for representing a State in India in a **National/South Zone/State Competition** in one of the recognized Games/Sports.)

STATE ASSOCIATION OF_____ IN THE GAME _____OF_____

Certified that Shri/ Smt./ Kumari_____ Son /wife /daughter of Shri _____ resident of (complete address) _____ _____ represented the State of Andhra Pradesh _____ _____in the game/event of _____ in the National Competition/ Tournament held at_____from_____to_____.

The position obtained by the individual /team in the above said Competition / Tournament was _____.

The certificate is being given on the basis of record available in the office of the State Association of _____.

Place_____ **Signature**_____

Date_____ Name_____

Designation_____

Name of the State Association

_____

Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by the Secretary of the National Federation or Secretary of the State Association of the Game concerned.

Contd....18..

FORM-3

(For representing in **Inter-University/Zonal inter University Tournaments**) UNIVERSITY OF _____

Certificate to a Meritorious sports person for employment under Sports Quota

Certified that Shri/Smt./Kumari _____ Son/Wife /Daughter of Shri _____ resident of _____ Student of_____ Represented the All India University Games held at _____ from _____to_____ in the game /event of _____.

The position obtained by the individual / team in the above said competition / tournament was_____.

The certificate is being given on the basis of records available in this office.

Place_____ **Signature**_____

Date_____ Name_____

Designation_____

Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by the Dean of Sports or other officer in overall charge of sports of the University concerned.

Contd....19..

FORM-5

(For representing in **Khelo India Games (seniors**)) **Certificate to a Meritorious person for employment under Sports Quota**

Certified that Shri/Smt./Kumari _____ Son/Wife /Daughter of Shri _____ resident of _____Student of_____ _____ Represented the Khelo India University / Para Games (seniors) in the game /event of_____ held at _____ _____ from _____to_____.

The position obtained by the individual / team in the above said competition / tournament was_____.

The certificate is being given on the basis of records available in this office.

Place_____ **Signature**_____

Date_____ Name_____

Designation_____

Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by Officer designated/Officer in charge from Sports Authority of India (SAI) for Khelo India Games.

G.SAI PRASAD
CHIEF SECRETARY TO GOVERNMENT