

**NORTHERN POWER DISTRIBUTION COMPANY OF A.P. Ltd.  
CORPORATE OFFICE :: WARANGAL - 506 004.**

**NOTIFICATION**

**RECRUITMENT FOR THE POST OF JUNIOR ASSISTANTS (LDC)**

Applications are invited Online through APNPDCL WEBSITE [www.apnpdcl.in](http://www.apnpdcl.in) and <http://apnpdcl.cgg.gov.in> from **04-04-2012 to 03-05-2012 (Payment of fees will be accepted from 03-04-2012 to 02-05-2012)** from eligible graduates for filling up the following vacancies on regular basis in APNPDCL Accounts Service. The interested eligible candidates may apply ON-LINE by satisfying themselves with the terms and conditions of this recruitment.

Name of the post	OC		BC												SC		ST		PH-VH		PH-HH		PH-OH		OC (Ex. Ser.)		Total		TOTAL																		
			A		B		C		D		E		G (Ex. Ser.)																																		
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	O	L																					
Corp. Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1								
Warangal	4	15	2	9	-	3	1	1	-	3	1	1	-	1	-	-	2	-	2	-	1	-	1	1	5	1	3	-	2	1	1	1*	-	1	-	-	1	1*	-	1	1	-	-	15	53	68	
Karimnagar	5	17	2	11	-	5	1	1	-	4	1	1	1	-	-	-	3	-	2	-	2	-	1	2	6	1	3	-	3	1	1	-	-	1	-	-	1	-	-	1	1	-	-	16	63	79	
Khammam	2	10	1	6	-	2	1	-	-	2	-	1	-	1	-	-	-	1	-	1	-	-	1	3	1	1	-	2	1	-	1*	-	1	-	-	1	1*	-	-	-	-	2	-	-	10	34	44
Nizamabad	4	16	2	9	-	4	1	1	-	3	1	1	1	-	-	-	3	-	2	-	2	-	1	5	1	3	-	2	1	1	1*	-	1	-	1*	1	-	-	1	-	1	1	-	-	16	56	72
Adilabad	3	10	1	6	-	2	1	1	-	2	-	1	-	1	-	-	2	-	1	-	1	-	1	3	1	2	-	2	1	-	-	-	2*	-	1	-	-	-	-	-	2	-	-	10	38	48	
Total	18	68	8	41	-	16	5	4	-	14	3	5	2	3	-	-	11	-	8	-	6	-	5	6	22	5	12	-	11	5	3	4	-	6	-	1	5	2	-	3	-	3	7	-	68	244	312

\*\*O, OC- Open Competition, Ex. Ser. - Ex-Servicemen L-Local, BC- Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe, PH- Physically Handicapped, VH - Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped.

\* Back-log vacancies;

\* 2 Nos. posts in Adilabad circle under OC PH (VH) (W) includes 1 No. Back log post.

These vacancies are subject to variation at the time of recruitment based on the necessity.

**PAYMENT OF FEE:-**

i) Each applicant must pay Rs. 150/- (Rupees One hundred and fifty only) towards Application Processing Fee.

ii) Applicants under General category must also pay Rs. 350/- (Rupees Three hundred and fifty only) towards Examination Fee. (Applicants belonging to SC/ST/BC Communities and PH need not pay this fee).

iii) Candidates belonging to States other than Andhra Pradesh will be considered in general category only and required to pay the above prescribed fee of **Rs. 350/- (Rupees Three hundred and fifty only)** in addition to application fee.

**NOTE: The fee once paid will not be refunded at any cost.**

Starting date for Payment of Fee and Application submission is **03-04-2012**.

Last date for payment of Fee at AP Online is **02-05-2012**.

Starting date of acceptance of applications online is **04-04-2012**

Last date for submission of Application is **03-05-2012**.

## INSTRUCTIONS:-

### I. Instructions for Scanning of Photograph with Signature

Photograph
Signature

Photo width= 3.5cm  
Photo Height= 4.5cm  
Signature Space = 1.5 cm

1. Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
3. The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in **\*.jpg** format on local machine.
4. Ensure that the size of the scanned image is not more than 50KB.
5. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colors etc., during the process of scanning.
6. The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
7. The signature must be signed only by the candidate and not by any other person.
8. The signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

### Sample Photo and Signature:-



e.g. the Technical Specifications of the sample scanned image shown above are:-

- ☐ Size of the file < 50 KB
- ☐ Dpi setting = 200 dpi
- ☐ True Colour.

The candidate has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button at the time of submission of application form.

## **II. ELIGIBILITY:-**

### **1. AGE:**

Age not below 18 years and not more than 36 years as on **01-07-2011** upper age limit will be relaxed up to 5 years in respect of SC/ST/BC candidates and up to 10 years in respect of P.H. candidates and Ex-Servicemen 3 years and length of service rendered in the armed forces.

For in-service contract workers working in the Organization, the age at the time of entry into the organization as contract worker will be considered.

### **2. EDUCATIONAL QUALIFICATIONS:-**

#### **Junior Assistants:-**

Must hold the degree of B.A. or B.Com., or B.Sc. of any university recognized in India, established or incorporated by or under a Central Act, Provincial Act or State Act. (or) any equivalent qualification and Must have passed certificate course in Computer Application/Office Automation (MS-Office) offered by the Institutions recognized by the Govt. of A.P. as on **31-03-2012**.

**Note:** Candidates possessing required subjects of computers in the Degree (B.A/B.Com/B.Sc) need not required to have certificate in computer course separately.

**Note:** If there is any deviation from the above qualification for the above post, the candidates shall produce the equivalency certificate from the authority issuing the qualification certificate viz. Registrar of the University or Secretary of the Institute for accepting his/her application.

## **III. SELECTION PROCEDURE:-**

The selection of candidates for appointment as Junior Assistants will be as follows:-

i) Evaluation will be done on a scale of 100 marks with a maximum of 55 marks for written examination, for in-service experience in the organization as Contract Worker weightage will be given for a maximum of 45 marks.

ii) No interviews will be conducted.

iii) Selection shall be made duly following the Rule of Reservation for SC, ST, BC & Physically Handicapped/Ex-Servicemen, and as per the presidential order.

iv) Only those candidates who qualify in the written examination by being ranked high, community wise will be called for verification of Original Certificates in 1:1 Ratio.

v) The minimum qualifying marks in the written test for the above selection process shall be as follows:-

OC - 40%

BC - 35%

SC/ST - 30%

PH - 30%

or as per Rules

vi) The in-service contract worker who have been working in the organizations of APTransco/Discoms will be given weightage marks to a maximum of 45, depending on the length of the service in APTransco/Discoms i.e. 2 ½ marks per every half year (i.e. 180 days) service as contract worker as per the memorandum of settlement dt: 18.12.2010 reached before the Additional Commissioner of Labour and Conciliation Officer, Govt. of A.P. between representatives of APTransco and recognized Trade Unions. Any disruption or discontinuation of service for a continuous period of 180 days and above for whatever the reason as contract worker shall be considered only as a fresh commencement from the date of resumption after such discontinuation or disruption. Service less than six months will not be considered for weightage.

vii) In-service contract worker shall submit service certificate from the concerned Divisional Engineer or equivalent cadre evidencing length of service, and continuity of in-service as contract worker/with recorded evidence through sub-station Log Books to be certified by the concerned Divisional Engineer. OR With recorded evidence of EPF No. in his name to be certified by the concerned Divisional Engineer or equivalent cadre.

viii) For computation of period of contract service, the date of joining on such service shall be reckoned and the period of service **up to 31-03-2012** shall be computed.

ix) Break in service should not exceed more than six months for computation of weightage of marks.

**Note:** Mere securing minimum qualifying marks doesn't vest, any right to a candidate for being called for verification of original certificates.

#### **IV. Details of Written Examination:-**

i) **Syllabus:** The syllabus for the written examination is placed at Annexure.

ii) **Hall Tickets:** The hall tickets will be placed on the website seven days prior to the date of examination. The candidate has to down load the Hall ticket from the website only. Hall tickets will not be sent to the candidates by post.

iii) **Date of examination:** The written examination for recruitment of Junior Assistants will be intimated later.

iv) **Examination Centers:** The written examination for recruitment of Junior Assistant will be conducted at Hyderabad.

v) Instructions to Candidates at the time of Written Examination:

1. The test is of two hours duration. The date and time will be indicated on the Hall ticket. Candidates should reach the test center in time. Candidates will be allowed into the examination hall half an hour before the scheduled starting time. Candidates will not be allowed into the examination hall after the test has started and will not be permitted to leave examination hall before the closure of test time under any circumstances. The Test will be conducted in English language only.

2. The test will be of objective type with multiple-choice questions with only one answer being correct among the four alternatives suggested.

3. A separate O M R (Optical Mark Reader) answer sheet will be provided to the candidates. The candidate has to indicate his/her response to each question by darkening the appropriate bubble with a Black Ball point pen.

4. The candidate has to bring a good quality HB Pencil, eraser, sharpener and blue/black pen or ball point pen to the examination hall.

5. The candidate has to follow meticulously all the instructions given on the question paper booklet and OMR Answer Sheet or else his answer sheet may not be valued.

6. Usage of Calculators/mathematical tables is not permitted. Candidates should not bring cell phones or any other electronic gadgets to the examination hall.

#### **V. TERMS AND CONDITIONS OF SERVICE:-**

1. **Scale of Pay:** Rs. 10520-325-12145-400-14145-485-16570-590-19520.

2. **Training cum Probation:** The candidates appointed to the post shall be placed on Training-cum-Probation for a period of 2 years. During the period of Training-cum-Probation he/she will be paid pay in the above pay scale along with admissible allowances.

The candidate will be governed by the rules and regulations applicable or as framed by the APNPDCL and as amended from time to time. The Tripartite Agreement entered into between the APSEB, Govt. of A.P and the Employees Associations is not applicable to these candidates and they shall at no stage be entitled to claim any right what so-ever arising out of the said Tripartite Agreement.

#### **3. EXECUTION OF BOND:**

(i) The candidates appointed will be required to execute a Bond (in Non-Judicial stamp paper worth Rs.110/- (Rupees One hundred and ten only) at the time of joining, to serve APNPDCL for a minimum period of 5 Years after completion of Training-cum-Probation period (2 years).

(ii) During the above 2 year Training-cum-Probation and 5 year bond period the candidate will deposit his/her original certificates such as Degree, Date of birth, Community, etc with APNPDCL. The Certificates so deposited with APNPDCL shall not be returned during the above 7 years period.

(iii) The Candidate who leaves the APNPDCL service during the Training-cum-Probation period shall refund the emoluments received by him/her plus Rs.20,000/- (Rupees Twenty thousand only) by way of liquidated damages.

(iv) The Candidate who leaves the APNPDCL service without serving a minimum period of 5 years after completion of Training-cum-Probation period shall have to pay a sum of Rs.40,000/-(Rupees Forty Thousand Only) by way of liquidated damages.

The candidate will be governed by the rules and regulations applicable or as framed by the AP Transco and as amended from time to time and as adopted by APNPDCL. The Tripartite Agreement entered into between the APSEB, Govt. of A.P. and the Employees Associations is not applicable to these candidates and they shall at no stage be entitled to claim any right what so-ever arising out of the said Tripartite Agreement.

#### **VI. HOW TO APPLY:-**

##### **HOW TO UPLOAD THE APPLICATION FORM:**

The Applicants have to read the User Guide for Online Submission of Applications and then proceed further.

**I Step:- Payment of Fee:** The Applicant should pay the prescribed Fee as per the notification in any one of the A.P. Online centers and obtain Fee paid receipt with Journal Number 12 digit in the first instance. Applicants can also pay the fee through AP Online portal.

**II Step:- Submission of Application:** After payment of Fee, the Candidate has to logon to the website <http://www.apnpdcl.in> and click on **APPLY ONLINE** link or directly visit <http://apnpdcl.cgg.gov.in> to view the detailed notification, User Guide and Application Form. The applicants have to provide payment details (journal number and date) and upload the scanned copy of passport size photograph with signature (see instructions for scanning and uploading photograph with signature) and then invariably fill all the relevant fields in the Application. Immediately on submission of application, applicant will get an acknowledgement in the form of a downloadable PDF document.

**NOTE:-**

1. The applicants are required to go through the detailed notification and decide themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.

2. Candidates are required to retain a photocopy of application form with Reference ID for future reference.

3. Candidates have to submit application only through online mode well in advance of the last date to avoid last day rush.

**4. Hand written/Typed/Photostat copies/Outside printed Application Form will not be accepted and liable for rejection.**

5. Only applicants willing to serve anywhere in the APNPDCD jurisdiction should apply.

6. For any problems related to online submission and downloading of Hall-Tickets please contact **Help Desk No. 9246290436** (Call Time: 10:30 A.M to 01:00 P.M & 02:30 P.M to 05:00 P.M) or log on to <http://apnpdcl.cgg.gov.in> click on to complaint box.

**NOTE:-**

1. APNPDCD is not responsible, for any discrepancy in submitting of application through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest.

2. Applicant must compulsorily fill-up all relevant fields of application and submit application through website only.

3. Incomplete/incorrect application form will be summarily rejected. APNPDCD under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling-up of the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.

4. Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this notification. No relevant column of the application form should be left blank; otherwise application form will not be accepted.

5. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the APNPDCD will not be held responsible for any kind of discrepancy.

6. Applicants must compulsorily upload his/her own scanned photo with signature in jpg format only.

**GENERAL:-**

\* The candidate should not furnish any false tampered, fabricated information or suppress any material information while filling up the application form.

\* Candidates called for verification of certificates will be required to furnish documentary proof in evidence of the following as and when called for.

a) **Age:** Proof of age as recorded in SSC certificate or equivalent.

b) **Qualification** of Graduation from any recognized University in India or any equivalent qualification.

And

Candidate should possess **certificate course in Computer Application/Office Automation (MS-Office)** offered by the Institutions recognized by the Government of Andhra Pradesh.

c) Permanent **Community certificate** issued by Tahsildar in original or recent Original caste certificate issued by Revenue Officer not less than the rank of Tahsildar issued on or after 01.07.2011, in respect of SC/ST & BC candidates clearly indicating the Sub-Caste and group.

d) **Physically Handicapped certificate** with minimum 40% of disability issued by District Medical Board will be accepted.

e) **Study Certificate** from IV to X Class.

f) **Residential Certificate** issued by the Officer of the Revenue Department not below the rank of Tahsildar in independent charge of Mandal as the case may be (In respect of candidates who have not studied in any Educational Institutions up to SSC).

g) In-service contract worker shall submit service certificate from the concerned Divisional Engineer or from any equivalent cadre evidencing length of service, and continuity of in-service as contract worker/with recorded evidence through sub-station Log Books to be certified by the concerned Divisional Engineer. OR With recorded evidence of EPF No. in his name to be certified by the concerned Divisional Engineer or equivalent cadre.

h) 3 Nos. Latest Pass Port size Photos.

\* Candidates will be required to appear for written test as and when conducted at their own cost.

\* Admission for written test or calling the qualified candidates in the written test to furnish documentary proof does not confer any right for appointment.

\* The degrees awarded by the Universities/institutions that are recognized by the U.G.C, D.E.C (Under IGNOU) and AICTE as the case shall only be considered. **Degrees awarded under distance mode through study centers by other state universities (beyond A.P. State) are not valid.**

\* The decision of the Selection Committee/APNPDCL is final in selection and allotment of candidates.

\* Disqualification:- Conviction in Criminal cases involving moral turpitude/declared insolvent.

\* Physical fitness certificate should be furnished at the time of joining.

## VII. BREAK UP OF VACANCIES:-

Consequent to implementation of the spirit of A.P. Public Employment (Organization of Local Cadres & Regulation of Direct Recruitment) order, 1975 which popularly known as "The Presidential Order" in APNPDCL, the break-up of vacancies, Circle wise, are as follows:-

Name of the Circle	Back log posts	General posts	Total No. of posts	Open		Local 80%
				Back Log posts	General posts 20%	
Corp. Office	1	-	1	1	-	-
Warangal	2	66	68	2	13	53
Karimnagar	-	79	79	-	16	63
Khammam	2	42	44	2	8	34
Nizamabad	2	70	72	2	14	56
Adilabad	1	47	48	1	9	38
<b>Total:</b>	<b>8</b>	<b>304</b>	<b>312</b>	<b>8</b>	<b>60</b>	<b>244</b>

**Open:** Non-Local & Local.

**LOCAL AREA:-** Each District of APNPDCL i.e. Warangal, Karimnagar, Khammam, Nizamabad & Adilabad will be regarded as Local Area and unit of appointment respectively as defined in the presidential orders. Corporate Office is a separate unit and situated at Warangal Headquarters.

### SELECTION OF LOCAL/NON-LOCAL:-

The selection list will be drawn into two parts. The first part will comprise 20% of the posts consisting of combined merit list of local as well as non-locals and the remaining second part will comprise the balance 80% of the posts consisting of locals only and the posts will be filled only following the rule of reservation.

- i.) The candidates will be selected and allotted to circles as per their Rank in the Merit list and as per circle preferences for allotment of non-local candidates against vacancies available. Selection shall be made on State Wide merit, in respect of Non-Local Candidates and allotment of Circles shall be made as per the preference given by candidates against the actual vacancies.
- ii.) While the Company calls for preference of candidates in respect of circles in the application form, it is hereby clarified that the said preferences are only indicative for being considered to the extent possible but not binding. Therefore, the APNPDCL has the power to assign a successful candidate to any of the notified posts in the circle in respect of non-Local candidates, for which he/she is considered to be qualified and eligible, subject to fulfilling the selection criteria. Mere claim of preference for any circle for allotment against vacancy does not confer a right to selection for that circle in particular or any circle in general.

### **RESERVATION TO LOCAL CANDIDATES:-**

Reservation to the local candidates is applicable as provided in the Rules and as amended from time to time in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study certificates (from class IV to X) or Residence Certificate in the proforma only for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be got ready with authorized signature and kept with the candidates as and when required.



**DEFINITION OF LOCAL CANDIDATE:-**

(i) "LOCAL CANDIDATE" means a candidate for direct recruitment to any post in relation to that 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 S.S.C. or its equivalent examination. If however, he/she has not studied in any Educational Institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his /her Local area during the above said period.

(ii) In case the candidate does not fall within the scope of the (i) above it will be considered if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied for 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 are equal such Local area where he/she has studied last (in such Local area) 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 determine with reference to the maximum period of residence or in the case of equal period where he/she has resided last.

(iii) If the claim of Local candidature 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 year 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 Tahsildhar in independent charge of a Mandal.

(iv) If, however, a candidate has resided in more than one Mandal during the relevant 4/7 years period but with in the same District or Zone as the case may, be separate certificates from the Tahsildhars exercising jurisdiction have to be obtained in respect of different areas.

**NOTE:-**

A. Single certificate, whether of study or Residence would suffice for enabling the candidate to apply as a "LOCAL CANDIDATE ".

**B. Resident certificate will not be accepted, if a candidate has studied in any Educational Institution up to S.S.C. or equivalent examination, such candidates have to produce study certificates invariably.**

**CHIEF GENERAL MANAGER(HRD)**

## **A N N E X U R E**

### **SYLLABUS FOR WRITTEN EXAMINATION OF JUNIOR ASSISTANT (LDC)**

<b>Sl. No.</b>	<b>Syllabus</b>	<b>Weightage</b>
1	Numerical ability (Indices, Ratios, Proportions, Profit and Loss, Mensuration, Algebra, Geometry and Statistics).	30 Questions
2	English Language proficiency (Vocabulary, Sentence corrections, Reading comprehension).	30 Questions
3	Computer Awareness.	30 Questions
4	General Knowledge.	10 Questions

**PROFORMA FOR COMMUNITY AND DATE OF BIRTH CERTIFICATE**

Serial No.

S.C.  
S.T.  
B.C.

Certificate No:

Seal of the  
Issuing Office

District Code:  
Mandal Code:  
Village Code:

**COMMUNITY AND DATE OF BIRTH CERTIFICATE**

(1) This is to certify that Sri/Smt/Kum. \_\_\_\_\_  
Son/Daughter of Sri. \_\_\_\_\_ of Village/Town \_\_\_\_\_  
\_\_\_\_\_ Mandal \_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ of the state of Andhra Pradesh belongs to  
\_\_\_\_\_ Community which is recognized as(\*) S.C./S.T./B.C. sub-group  
\_\_\_\_\_

The Constitution (Scheduled Castes) Order, 1950  
The Constitution (Schedule Tribes) Order, 1950

G.O.Ms.No.1793, Education, dated 25.9.1970 as amended from time to time  
(BCs)/SCs, STs list (modification) Order, 1956 S.Cs and S.Ts (Amendment) Act, 1976.

(2) It is certified that Sri/Smt/Kum. \_\_\_\_\_ is a  
native of \_\_\_\_\_ Village/Town \_\_\_\_\_ Mandal \_\_\_\_\_  
District of Andhra Pradesh.

(3) It is certified that the place of birth of Sri/Smt/Kum.  
\_\_\_\_\_ is \_\_\_\_\_ Village/Town \_\_\_\_\_  
Mandal \_\_\_\_\_ District of Andhra Pradesh.

(4) It is certified that the date of birth of  
Sri/Smt/Kum. \_\_\_\_\_ is \_\_\_\_\_ Day \_\_\_\_\_  
Month \_\_\_\_\_ Year \_\_\_\_\_ (in words)  
\_\_\_\_\_ as per the declaration given by his / her  
/father/mother/guardian and as entered in the school records where he/she studied.

Signature:  
Date:  
Name in Capital Letters:  
Designation:  
(seal)

Explanatory Note:- While mentioning the community, the Competent Authority must  
mention the sub-caste(in case of Scheduled Castes) and sub-tribe or sub-group(in case  
of Scheduled Tribes) as listed out in the S.Cs and S.Ts (Amendment) Act, 1976.

**PROFORMA FOR SCHOOL STUDY CERTIFICATE**

Name of the Candidate :

Date of Birth :

Fathers Name :

Class	Name and Place of School	District	Duration of Study giving month and year
IV			
V			
VI			
VII			
VIII			
IX			
X or SSC			

It is certified that the particulars furnished above are as per our records.

STATION:  
DATE:

Signature of the Head of the  
Educational Institute(s)  
along with seal

**NOTE:** Should be obtained from the Head of Educational Institution(s). If studied in different schools separate certificates giving the relevant study particulars should be furnished.

**PROFORMA FOR CERTIFICATE OF RESIDENCE**

(To be produced by such candidates who have not studied in any educational institution during the whole or any part\* of the relevant 4/7 years period but claim to be local candidates by virtue of residence for Post Codes for which there is reservation for Local Candidates)

**It is here by certified**

(a) That Sri/Smt/Kum \_\_\_\_\_ S/o.  
W/o. D/o. \_\_\_\_\_ appeared for the first time for  
the Matriculation (S.S.C) Examination in \_\_\_\_\_ (Month) \_\_\_\_\_  
(Year)

(b) That he/she has not studied in any educational institution during the whole/or part of  
the 4/7 consecutive academic years ending with the academic years ending with the in  
which he/she first appeared for the aforesaid examination.

(c) That in the 4/7 years immediately preceding the commencement of the aforesaid  
examination he/she resided in the following place / places namely;

Sl.No	Village	Mandal	District	Period
1				
2				
3				
4				
5				

OFFICE SEAL:

STATION:

DATED:

Officer of Revenue Department not  
below the rank of Mandal Revenue  
Officer holding independent Charge  
of a Mandal.

\* STRIKE OFF "WHOLE"/PART AS THE CASE MAY BE.