

**GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF GRAM VOLUNTEERS/WARD VOLUNTEERS AND  
VILLAGE SECRETARIATS/WARD SECRETARIATS**

**Govt. Memo. No.82/GVWV&VSWV/Volunteers/2020 Date:17-04-2020**

Sub: Gram Volunteers/Ward Volunteers – Filling up of Gram Volunteers/Village Volunteers – Certain instructions – Reg.

- Ref: 1. G.O.Ms.No.104, Dt: 22-6-2019 of PR&RD(MDL-I) Department  
2. G.O. Ms. No. 165, Dt: 25-10-2019 of PR&RD (MDL-I) Department  
3. G.O.Ms.No.201, Dt.23-06-2019 of MA&UD (UBS) Dept.  
4. G.O.Ms.No.279, Dt.29-10-2019 of MA&UD (UBS) Dept.

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It has come to the notice of the Government that, some Gram Volunteers and Ward Volunteers vacancies arose due to unauthorised absence, irregular in attending duties and some have resigned their job during the crisis of outbreak of Covid-19. Government also noticed that, as the role of the Village/Ward Volunteers in delivering the services to the door steps of Households is crucial, there is an immediate need to fill up the vacancies arose due to resignation and for other reasons.

2. In the reference 1<sup>st</sup> to 4<sup>th</sup> cited, Government have issued guidelines for filling up of the vacancies of Village/Ward Volunteers duly mentioning the time lines, eligibility criteria viz., age, qualification, reservation etc.,

3. The Government have examined the matter and decided to fill up the vacancies of Village/Ward Volunteers in all Villages/ULBs of the State by issuing the following guidelines for positioning of Village/Ward Volunteers in 3<sup>rd</sup> Phase in modification of earlier guidelines.

**a) NOTIFICATION:**

The Notification shall be issued in Telugu language by the MPDOs in respect of Rural areas and Municipal Commissioners in respect of Urban Areas and shall be published in the respective Village/Ward Secretariats for wide publicity, wherever the vacancies are available in the existing clusters of the respective Village/Ward Secretariat jurisdiction.

**b) NUMBER OF VACANCIES OF VOLUNTEERS:**

The number of vacancies of Volunteers shall be arrived by the concerned MPDOs/Municipal Commissioners as per clusters/territorial units, which are in functional existence after due consideration of the vacancies arisen, if any due to resignation or other reasons. Volunteers, who are on leave because of maternity and other health grounds may not be considered as vacancies. Further, while arriving at number of vacancies, MPDOs/MCs shall ensure that the volunteers do not exceed the existing cluster/Territorial Units. And, if any duplicate or redundant cluster/Territorial Units are in existence in the data base, same should not be taken into consideration for arriving at vacancies. Any request for adding new cluster to any Secretariat shall be considered on the case to case basis at State Headquarters following the same in rationale basis.

**c) AGE:**

The applicant shall be of at least 18 years of age as on 01.01.2020 and shall have not exceeded 35 years.

**d) HOW TO APPLY:**

The candidates shall apply online through Website link provided by this department.

<https://gswsvolunteer.apcfss.in/>

**e) RESERVATION:**

The Rule of reservation is applicable as per the rules in vogue. 50% of posts within each category may be considered for women. ROR will be applicable considering ULB area as a unit. In case, no candidates of a particular category are available in the ULB, District may be taken as the unit.

In case of rural areas rule of reservation is applicable as per the rules in vogue. 50% of posts within each category will be considered for women. Wherever vacancies arised due to non-availability of certain communities those vacancies may be filled with other available communities. First, Mandal should be taken as the unit for fixing RoR. In case, no candidates of a particular category are available in the Mandal, District may be taken as the unit. But, in the scheduled tribal areas only ST candidates shall be appointed. In case, in a particular village in the scheduled area no eligible ST candidate is available, the same may be appointed from the adjacent village.

**f) METHOD OF SELECTION:**

**In case of Panchayats:**

All eligible applicants shall be called for interview by the Selection Committee consisting of MPDO/ Tahsildar / EO (PR&RD). The letter of engaging the services of selected Village Volunteers will be issued by the Chairman of the Selection Committee, i.e., the MPDOs

**In case of Urban Local Bodies:**

All eligible applicants shall be called for interview by the Selection Committee consisting of Municipal Commissioner, Tahasildar and PO / TMC, MEPMA. The letter of engaging the services of selected Ward Volunteers will be issued by the Chairman of the Selection Committee, i.e., the Municipal Commissioner.

**g) SELECTION CRITERIA:**

The interview board will select the most eligible applicants based on the following four parameters:

1. Should have knowledge on various Government Schemes, Programs, welfare activities - 25 Marks
2. Previous work experience on various Government Welfare Departments and programs/ NGOs/Federations/Social activities - 25 Marks
3. Leadership qualities, good communication skills and general awareness - 25 Marks
4. Soft Skills - 25 Marks

Each of the four parameters will carry 25 marks each totaling to 100 marks.

**h) POSITIONING:**

Positioning and Commencement of work by newly placed Village/Ward Volunteers in the villages shall start from 1<sup>st</sup> May, 2020 onwards.

**i) TENTATIVE TIMELINE:**

- |   |                          |
|---|--------------------------|
| 1 Notification inviting applications        | 20-04-2020               |
| 2 Receipt of application                    | 20-04-2020 to 24-04-2020 |
| 3 Scrutiny of applications                  | By 25-04-2020            |
| 4 Interviews by selection committees        | 27.04.2020 to 29.04.2020 |
| 5 Intimation letters to selected volunteers | 27.04.2020 to 29.04.2020 |
| 6 Positioning of volunteers                 | 01-05-2020               |

4. All the other guidelines viz., Eligibility, Educational Qualification, Reservation, Honorarium, Roles & Responsibilities, Review Mechanism & Performance appraisal, Provision for discharge etc., mentioned in the G.Os cited holds good.

5. Henceforth, any vacancy arising shall be filled up following same process using the application developed by APCFSS. Any new selection of volunteer done other than using this application and process shall not be considered as valid selection and payment of Honorarium in such cases shall not be entertained.

6. All the Collectors, MPDOs and Municipal Commissioners are requested to take necessary action accordingly.

**K. KANNA BABU**  
**SPECIAL SECRETARY TO GOVERNMENT**  
**GVs/WVs & VS/WS DEPARTMENT**

To

All the Collectors in the State

All the MPDOs in the State

All the Commissioners of Urban Local Bodies in the State

Copy To

The Commissioner, PR & RD Dept., AP Tadepalli for favour of information and necessary further action.

The Commissioner & Director of Municipal Administration, AP, Guntur for favour of information and necessary further action.

P.S. to the Principal Secretary to Govt., PR & RD Dept., AP Secretariat

P.S. to the Secretary to Govt., MA & UD Dept., AP Secretariat

Signature valid

Digitally signed by  
KUNAPAREDDY KANNA  
BABU

Date: 2020.04.17 18:48:22 IST

Reason: Approved

