

TELANGANA STATE PUBLIC SERVICE COMMISSION: HYDERABAD

NOTIFICATION NO.32/2022, DATED: 31/12/2022

ACCOUNTS OFFICER (ULB), JUNIOR ACCOUNTS OFFICER (ULB) AND
SENIOR ACCOUNTANT (ULB) IN MUNICIPAL ADMINISTRATION &
URBAN DEVELOPMENT DEPARTMENT

(GENERAL RECRUITMENT)

PARA – I:

Applications are invited online from qualified applicants through the proforma Application to be made available on Commission's website (<https://www.tspsc.gov.in>) to the post of **Accounts Officer (ULB), Junior Accounts Officer (ULB) and Senior Accountant (ULB) in Municipal Administration & Urban Development Department in the State of Telangana.**

- i) Submission of ONLINE applications starts from **Dt. 20/01/2023.**
- ii) Last date and time for submission of ONLINE applications is upto 5.00 PM on **11/02/2023.** The payment of Fee will be accepted upto **5:00 P.M** of last date for submission.

1) The details of vacancies are given below: -

Post Code	Name of the Post	No. of Vacancies	Age as on 01/07/2022 Min. Max.	Scale of Pay Rs.
01.	Accounts Officer (ULB)	01	18-44	Rs.45,960- Rs.1,24,150
02.	Junior Accounts Officer (ULB)	13		Rs.42,300- Rs.1,15,270
03.	Senior Accountant (ULB)	64		Rs.32,810- Rs.96,890
TOTAL		78		

(The Details of Vacancies i.e., Community-wise, PH-wise, EWS, Sports Category, Multi-Zone/Zone and Gender-wise (General/Women) may be seen at Annexure-I.)

IMPORTANT NOTE: - The numbers of vacancies are subject to variation on intimation being received from the Department concerned. Addition of vacancies if any will be accepted only before the date of examination and an addendum to that effect will be issued. Deletion of vacancies if any, can be effected upto the declaration of result.

- 2) (i) **The Examination (Objective Type) is likely to be held in August 2023 and the Commission reserves the right to conduct the Examination either through COMPUTER BASED RECRUITMENT TEST (CBRT) OR OFFLINE OMR BASED EXAMINATION OF OBJECTIVE TYPE**
- (ii) **Commission reserves the right to reschedule the examination date.**
- (iii) **Hall Tickets can be downloaded from 7 days prior to the examination.**
- (iv) **Candidates are instructed to read the instructions at Annexure-IV of this Notification and Instructions printed on the Hall Ticket carefully and to go through without fail**

3) Before applying for the posts, candidates shall register themselves on the One Time Registration (OTR) through the Official Website of TSPSC (<https://www.tspsc.gov.in>). Those who have registered in OTR already shall apply by login to their profile using their TSPSC ID and Date of Birth as provided in OTR. (In case if the candidate has forgotten the TSPSC ID, the candidate has to visit the TSPSC website and click on the link "Know Your TSPSC ID" and enter the Aadhar Number and Date of Birth and get the TSPSC ID). If the

- ii) The applicants are advised to retain their Mobile Number and email id registered in OTR for receiving OTP/SMS for further communication.

IMPORTANT NOTE: Applicants are requested to keep the soft copy of the following documents ready while uploading their Applications and updating the OTRs.

- i. Aadhar Card /Voter ID / Pass Port / Driving License / Service ID Cards with (Photograph issued by Central/State/PSU/Public Limited Companies) / Passbook with (photograph by Bank / Post Office) / PAN Card.
 - ii. Educational Qualifications i.e., SSC, Intermediate, Degree, Post Graduation etc.,
 - iii. Study (Bonafide) / Residence Certificate (1st to 7th Class period).
 - iv. Community Certificate (SC/ST/BC), Non-Creamy Layer Certificate in case of BCs issued by the competent authority of Telangana Government.
 - v. Income certificate for the Financial Year prior to the year of application issued by the competent authority of Telangana Government for claiming EWS reservation.
 - vi. Certificates claiming Sports & PH reservation, and age relaxation for Ex-Servicemen.
- 4) The applicants who possess requisite qualification may apply online by satisfying themselves about the terms and conditions of this recruitment.

6) EDUCATIONAL QUALIFICATIONS: Applicants must hold a Bachelor Degree in Commerce of a University in India established or incorporated by or under central act or state act and recognized by university grants commission the requisite qualifications as detailed below, specified in the relevant Service Rules, indented by the Department, **as on the date of Notification.**

Post Code	Name of the Post	Educational Qualifications as specified in the Service Rules of the department.
01.	Accounts Officer (ULB)	Must hold a Bachelor Degree in Commerce of a University in India established or incorporated by or under central act or state act and recognized by university grants commission.
02.	Junior Accounts Officer (ULB)	Must hold a Bachelor Degree in Commerce of a University in India established or incorporated by or under central act or state act and recognized by university grants commission.
03.	Senior Accountant (ULB)	Must hold a Bachelor Degree in Commerce of a University in India established or incorporated by or under central act or state act and recognized by university grants commission.

N.B:- i) Distance Education:- The Applicants who have obtained requisite Degrees through Open Universities / Distance Education mode are required to have recognition by the University Grants Commission / AICTE / Distance Education Bureau as the case may be. Unless such Degrees have been recognised by the relevant Statutory Authority, they will not be accepted for purpose of Educational Qualification vide its Public Notice No. F.27-1/2012 (CPP-II), Dt. 27/06/2013. (A university established or incorporated by or under a State act shall operate only within the territorial jurisdiction allotted to it under its Act and in no case beyond the territory of the State of its location). The onus of proof of recognition by the relevant Statutory Authority that their Degrees / Universities have been recognised rests with the candidate.

ii) Equivalent Qualification: At the time of verification of certificates, if it is noticed that any applicant possessing other than prescribed qualification and claims it as equivalent to the prescribed qualifications, then an Expert Committee will be constituted including the Unit Officer by the Commission and the Commission will take a decision based on the report of the Expert Committee.

iii) G.O. Ms. No: 282, General Administration (Ser-A) department, dated 20/09/2003 on eligibility of candidates with higher qualification

(As per G.O.Ms.No.42, G.A.(Ser.A) Department, Dt. 19/03/2022 the upper age limit is raised up to 10 years i.e., from 34 years to 44 years)

Minimum Age (18 years): An Applicant should not be born after **01/07/2004**

Maximum Age (44 years): An applicant should not be born before **02/07/1978**

The Upper Age limit will be relaxed as per Rules and will be calculated on the above lines.

Age Relaxations: The upper age limit prescribed above is however relaxable in the following cases:

Sl. No.	Category of candidates	Relaxation of age permissible
1.	Telangana State Government Employees (Employees of TSRTC, Corporations, Municipalities etc. are not eligible).	Upto 5 Years based on the length of regular service.
2.	Ex-Service men	3 years & length of service rendered in the armed forces.
3.	N.C.C. (who have worked as Instructor in N.C.C.)	3 Years & length of service rendered in the N.C.C.
4.	SC/ST/BCs & EWS	5 Years
5.	Physically Handicapped persons	10 Years

Note: Provided that the persons referred at Sl.No. 2&3 above shall, after making deductions referred to in Sub Rule–12(c)(i)&(ii) of Telangana State and Subordinate Service Rules not exceed the maximum age limit prescribed for the post.

- i) The age relaxation for Ex-servicemen 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.
- ii) The age relaxation for NCC, a Person who was recruited as a whole-time Cadet Corpse Instructor on or after the 1st January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC.

N.B. However, no person shall be eligible if he/she crossed 61 years of age (Superannuation age) after availing the eligible age relaxations as on 01/07/2022.

8) (A) FEE:

- i) **Application Processing Fee:-** Each applicant must pay Rs. 200/- (Rupees Two Hundred Only) towards Online Application Processing Fee.
- ii) **Examination Fee:-** The applicants have to pay RS.80/- (Rupees Eighty Only) towards Examination Fee. However,
 - a) All unemployees are exempted from payment of examination fee, and
 - b) All Employees of any Government (Central / State / PSUs / Corporations / Other Government Sector) have to pay the prescribed examination fee.

(B) Mode of Payment of Fee:

The Fee mentioned at Para-I(8)(A) is to be paid online through payment gateway duly following online instructions once the application form details are submitted.

The fee once remitted, shall not be refunded or adjusted under any circumstances. Failure to pay the Application Processing fee and Examination fee, wherever applicable, will entail total rejection of application. Unless full payment of both Examination fee (**unless exempted**) and Application fee is made, the candidature of the applicant will be rejected and no correspondence or concession in this regard will be entertained. The list of Banks providing service for the purpose of online remittance of fee is given in **ANNEXURE – II.**

PARA-II: CENTRES FOR THE WRITTEN EXAMINATION:

PARA-III: HOW TO APPLY:

HOW TO SUBMIT THE ONLINE APPLICATION FORM:

- (i) The Applicant has to read the **User Guide** (<https://www.tspsc.gov.in>) for Online Submission of Applications and then proceed further.

Step I: Before applying, the Applicant has to visit the website (<https://www.tspsc.gov.in>) and fill the OTR application if not registered earlier to obtain TSPSC ID. The candidates are advised to upload all the required certificates (However, original certificates have to be produced for verification at the time of scrutiny before finalizing the selection list). While filling the OTR, the applicant has to ensure that there are no mistakes in it. The Commission will not be held responsible for the mistakes, if any, made by the applicants. If already registered in the OTR the applicant can directly access the application form. The applicant is instructed to fill his/her application form himself/herself with utmost care instead of delegating to others.

Step II:-

- a) In order to fill the application form, the Applicant has to visit the website (<https://www.tspsc.gov.in>) and Click on the online Application Link provided on the Website, then enter TSPSC ID and Date of Birth and login with OTP received to proceed further.
- b) Applicant has to verify the details fetched from OTR database pertaining to Name, Date of Birth, requisite Educational Qualifications, Community, Gender, Ex-Servicemen & Sports etc., displayed on the screen.
- c) In addition to the details obtained from OTR database, specific details of Notification such as Examination Centre opted, required qualification and declarations etc., should be filled by the applicant.
- d) Preview and Edit facility is available to make changes and then click on SAVE & PAY button for proceeding to next step of making online payment of fee through payment gateway.

Step III:-The applicant should pay the prescribed fee as specified through any of the three modes of payment online i.e., Net Banking, Debit Card and Credit Card duly following the instructions appearing on the screen.

Step IV:-After payment of fee, the PDF application will be generated which contains the particulars furnished by the applicant. The applicant must download a copy of his/her submitted form (PDF). The Reference ID Number in the PDF application form has to be quoted for future reference/correspondence.

- 1) Applicant shall note that, the details available in OTR database at the time of submitting the application will only be considered for the purpose of this notification. Hence, the candidate is advised to update / edit the details in OTR form before submitting online application form. The Time and Date of submission of the application will be printed on the application PDF form. Changes made by the applicant in OTR details after submission of application form will not be considered for the purpose of this Notification.
- 2) The Commission is not responsible for any discrepancy in Bio-data particulars submitted in the application form. The applicant is therefore advised to strictly follow the instructions and User guide in his/her own interest before submitting the application.
- 3) Applicant must compulsorily fill-up all relevant columns of the application form. The eligibility of the applicant will be decided based on the particulars given in the online application form in terms of notification and it is validated by the software and it will be taken as final. For eg: If an applicant fails to update the OTR regarding his/her PH status before applying, the applicant will not be considered for PH vacancies. Applicant should therefore be very careful, while entering the data and uploading / submitting the application form online.
- 4) Incomplete / incorrect application form will be rejected. The information if any furnished by the applicant subsequently in any form will not be entertained by the Commission under any circumstances unless specifically called for. Applicant should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny/verification of certificates, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.

- 7) Applicant must click on Save & Pay Button after filling and preview of the application. Otherwise the application particulars will not be saved in the database.
- 8) Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be entertained. The Commission will not be held responsible for the applications submitted in any other mode.
- 9) For any Technical problems related to Online submission and downloading of Hall-Tickets please contact 040-23542185 or 040-23542187 (Call Time: 10.30 A.M to 1.00 P.M & 1.30 P.M to 5.00 P.M on working days) or mail to helpdesk@tspsc.gov.in.

PARA- IV GENERAL PROVISIONS

- 1) The applications received online in the prescribed proforma within the time shall only be considered.
- 2) Applicant must upload his/her scanned recent pass port size photo and signature in .jpeg format.
- 3) The applicant should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting online application.
- 4) All the essential certificates issued by the competent authority of Telangana State shall be kept with the applicants at the time of submitting the application.
- 5) The required original certificates should be submitted at the time of verification of certificates or whenever called for. Failure to produce the required certificates will lead to disqualification.
- 6) **Important:** –The claim of the applicants with regard to the date of birth, educational qualifications and community etc., are accepted provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Commission. Mere admission to any test or inclusion of the name of an applicant in a Merit List will not confer on the applicant any right for appointment. The candidature is therefore, provisional at all stages and the Commission reserves the right to reject candidature at any stage of the selection even after declaration of results, if any mistake/wrong information is noticed at a later date.
- 7) The applicants should be willing to serve anywhere in Telangana State.
- 8) **NOTE ON UTILISING EDIT OPTION BY CANDIDATES:**
The applicant should follow the TSPSC website regularly to utilize the edit option if given by the Commission at any point of time. No separate advertisement / notification will be issued in any news paper. No separate individual intimation shall be given.
- 9) **Invalidation of OMR Answer Sheet: -**
 - a) If any applicant fails to bubble or wrongly bubble the Question Booklet number, Hall Ticket Number in the OMR Answer Sheet, such Answer Sheets are invariably invalidated as the answer sheets are valued by Optical Mark Reader. This stipulation is to avoid any sort of human interface in evaluation of the Scripts.
 - b) Tampering of OMR answer sheet by using whitener, eraser, blade and chalk powder etc., and also tampering of barcode by any means leads to invalidation.
 - c) No request for reconsideration of such rejected/invalidated cases will be entertained.

10) A) The following certificates / documents must be submitted by the candidates at the time of verification of certificates.

- i) PDF Application form
- ii) Hall Ticket.
- iii) Aadhar Card /Voter ID / Pass Port / Driving License / Service ID Cards with (Photograph issued by Central/State/PSU/Public Limited Companies) / Passbook with (photograph by Bank / Post Office) / PAN Card.
- iv) Proof of Educational Qualifications.
- v) S.S.C / CBSE / ICSE (For Date of Birth)
- vi) School Study Certificate (1st to 7th Class)

- xi) Certificate claiming sports reservation.
- xii) Certificate claiming Ex-servicemen for age relaxation.
- xiii) Community Certificate for BCs, SCs & STs (Issued in the name of candidate with Father Name is only acceptable.) obtained from competent authority of Telangana Government.
- xiv) Non-Creamy Layer Certificate for BCs as per Form- VIIB vide G.O. Ms. No. 34 BC Welfare (OP) Department Dt.08/10/2015 and G.O. Ms. No. 20 BC Welfare (OP) Department Dt.31/10/2017 (Certificate issued in the name of candidate as S/o OR D/o is only acceptable.) obtained from competent authority of Telangana Government.
- xv) Income certificate for the Financial Year prior to the year of application issued by the competent authority of Telangana government for claiming EWS reservation.
- xvi) In case of PH Candidates, Visually Handicapped / Hearing Disability & Hearing Impairment / Orthopedically Handicapped / Multiple disabilities, certificates should be obtained from Competent Medical Authority in SADAREM format relevant to them.
- xvii) Any other certificate required as per this Notification.

B) Guidelines for evaluation of various disabilities and procedure for certification are mentioned in G.O.Ms.No.31, WD, CW & (DW) Dept, Dt:01-12-2009.

1. Physically Challenged candidates who are claiming reservations under Disability quota must note that they will be referred to State Medical Board (Appellate Medical Authority) after completion of certificate verification. The report of Medical Board is final.
2. Request for re-medical-examination by the State Medical Board (Appellate Medical Authority) for assessment of disability will not be entertained.

Note:-The Certificate formats are available on Commission's website <https://www.tspsc.gov.in/certificateformats.jsp>.

PARA-V :- IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

1. **Vacancies:** The recruitment will be made to the vacancies notified before the examination only. There shall be no waiting list as per G.O. Ms. No. 81 General Administration (Ser.A) Department, Dated 22/02/1997 and as per Rule 6 of TSPSC Rules of Procedure.
2. Unfilled and Non-Joining vacancies will be Carried Forward to next recruitment.
3. This Recruitment is entrusted to TSPSC along with Finance Clearance vide G.O. Ms. No.79, Finance (HRM-VII) Dept., Dated:06.06.2022.
4. **Recruitment:-** The Recruitment will be processed as per this Notification and also as per the Rules and Instructions issued by the Government and also as decided by the Commission from time to time in terms of respective Special Rules/Adhoc Rules governing the Recruitment vide G.O.Ms.No.79 Finance (HRM.VII) Department, Dated:06/06/2022, G.O.Ms.No.265 Municipal Administration & Urban Development (TP&E.2),Dated.24/12/2022 and as per Government Orders issued from time to time, and other related G.Os, Rules etc., applicable in this regard.
5. **Rules:** All are informed that the various conditions and criterion prescribed herein are governed by the General Rules of existing State and Subordinate Service Rules, read with the relevant Special Rules applicable to any particular service in the departments. 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 in force.
6. **Constitutional Provisions:-** The Commission is empowered under the provisions of Article 315 and 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** of the TSPSC Rules of Procedure read with reference to relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to maintain secrecy and confidentiality so as to ensure that the principle of merit is followed.
7. **Multi Zonal & Zonal Post -**
 1. For Post Code No. 01: The post is classified into Multi Zonal post (G.O.Ms.No.265, Municipal Administration & Urban Development (TP&E.2) Department, Dated:24-12-2022 and the local reservation is applicable.
 2. For Post Code No. 02: The post is classified into Zonal post (G.O.Ms.No.265, Municipal

8. **Local:-**The Local Reservations shall be followed as per the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, G.O.Ms.No.124, General Administration (SPF-MC), Department, Dated 30-08-2018 as amended vide G.O.Ms. No. 128, G.A. (SPF-I) Dept., Dated: 30/06/2021 and other orders issued by the Government of Telangana from time to time and other related G.Os, Rules etc., applicable.
9. **Employee Details:-** The persons already in Government Service/ Autonomous bodies/ Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are required to inform in writing to the Head of Office / Department, that they have applied for this recruitment, as the case may be and required to submit the "No Objection Certificate" from the Head of Office / Department concerned to the Commission as and when required to do so.

The persons who are employed after submission of application or at any later stage for this recruitment should also submit "No Objection Certificate" from the Head of Office / Department concerned to the Commission as and when required to do so.

10. **A) Penal Action:-** The Commission is also empowered to invoke the penal provisions of the T.S. Public Examinations (Prevention of Malpractices and Unfair means) Act, 1997 (Act No.25/1997) for matters connected therewith or incidental thereto and as per the Rules of Procedure of TSPSC published in Telangana Gazette No: 60 dated 28/12/2015 in respect of this Notification.

B) Disqualification for appointment: A candidate shall be disqualified at any stage as per Rule-12(4) of Telangana State and Subordinate Service Rules.

- 11) **Community:** (a) The candidates belonging to SC & ST are required to produce Community Certificate issued by the competent authority (obtained from Government of Telangana State) in terms of G.O.Ms No. 58, SW (J) Dept., dt: 12/5/97 read with G.O. Ms. No. 5 Scheduled Castes Development (POA.A2) Dept., dt. 08/08/2014, G.O. Ms. No. 11 Scheduled Castes Development (POA.A2) Dept., dt. 17/09/2014 and G.O. Ms. No. 2 Scheduled Castes Development (POA.A2) Dept., dt. 22/01/2015. As per Rule-2(29) of T.S. State and Subordinate Service Rules. Explanation: No person who professes a religion from Hinduism, the Sikh or Buddhism shall be deemed to be as member of a different Scheduled Caste. (b)The candidates belonging to Backward Classes are required to produce Community Certificate (BC-A, BC-B, BC-C, BC-D & BC-E) issued by the Competent Authority in the State of Telangana obtained through Mee-Seva vide G.O. Ms. No. 16 BCW (OP) Dept., Dt. 11/03/2015. (c) Income Certificate for claiming EWS Reservation issued by the Tahsildar (Government of Telangana) vide G.O. Ms. No. 244 General Administration (Ser.D) Department, Dt. 24/08/2021 and orders and instructions issued by the Government from time to time.

- 12) **Reservation:** -

- i) The Rule of Reservation will be applicable in terms of General Rule 22 & 22 (A) of Telangana State and Subordinate Service Rules and as per the Memo No. 7593/Ser.D/A2/2022, Dt. 02.12.2022 on Horizontal reservation for Women and also the Government Orders / Instructions and the Court orders, if any, in that regard, before completion of selection process.
- ii) Reservation to Disabled persons is subject to the Special Rules/Adhoc Rules governing the posts. The extent of Disability will be decided by the State Appellate Medical Authorities.
- iii) If eligible disabled women candidates of VH(W) / HH(W) / OH(W) / MH(W) category are not available in the initial recruitment, the same shall be filled up by the eligible Male candidates with same category of disability respectively as per G.O.MS. No. 96 General Administration (Ser.D) Department, Dt. 22/07/2019. Hence, eligible male candidates of VH/ HH/ OH/ MH disabled category can also apply for the posts meant for Women categories.
- vi.) For Carry Forward PH vacancies, if eligible disabled candidates of that particular category are not available, the same shall be filled up by the method of interchanging as per G.O.MS. No. 96 General Administration (Ser.D) Department, Dt. 22/07/2019. Hence, candidates of all the disabled categories can apply.
- v) Reservation to BC-E group as per G.O. Ms. No. 23 Backward Classes Welfare (C.2)

Rule-22 (i) in sub-Rule (2), for Class-D. In implementing the reservation to Meritorious Sports Person as per G.O. Ms. No.05 YAT&C(Sports) Department, Dt. 14/05/2018, or as may be revised by the Government from time to time shall be followed.

vii) **Economically Weaker Sections:-** The EWS reservation is applicable as per G.O. Ms. No. 243 & 244 GA (SER.D) Dept., Dt. 24/08/2021.

viii) As per G.O.Ms.No.130, General Administration (Ser.D) Department, Dt.09.11.2022, enhancing the reservations for Scheduled Tribes from 6% to 10% read with G.O.Ms.No.135, General Administration (Ser.D) Department, Dt.23.11.2022

Note:- Candidates producing Certificates issued by the Competent Authorities in Telangana State alone are eligible to claim various reservations like SC/ST/BC/EWS/PH etc.

PARA-VI:

(1) Local Reservation (95%) is applicable as per Para-8 of G.O.Ms.No.124 General Administration (SPF-MC) Department, dated :30.08.2018).

(2) Local Candidate as per Para-7 of G.O.Ms.No.124 General Administration (SPF-MC) Department, Dated :30.08.2018:-

“(1) A candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area,-

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the posts,-

(i) if he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination; or

(ii) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared, or as the case may be, first appeared.

(b) In cases where no minimum educational qualifications has been prescribed for recruitment to the post, if he has resided in that local area for a period of not less than four years immediately preceding the date on which the post is notified for recruitment. Explanations:- For the purpose of this paragraph,-

(i) ‘educational institution’ means a University or any educational institution recognized by the State Government, a University or other competent authority;

(ii) relevant qualifying examination in relation to a post means,-

(a) the examination, a pass in which is the minimum educational qualification prescribed for the post;

(b) the Seventh Class examination or an examination declared by the State Government to be equivalent to the Seventh Class examination; whichever is lower;

(iii) in reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination shall be disregarded;

(iv) the question, whether any candidate for direct recruitment to any post has resided in any local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.

(2) A candidate for direct recruitment to any post who is not regarded as a local candidate under sub-paragraph (1) in relation to any local area shall,-

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post,-

(i) If he has studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination be regarded as a local candidate in relation to,-

(A) Such local area where he has studied for the maximum period out of the said period of seven years; or

(B) Where the periods of his study in two or more local areas are equal, such local areas

A) Such local area where he has resided for the maximum period out of the said period of seven years; or

(B) Where the periods of his residence in two or more local areas are equal, such local area where he has resided last in such equal periods;

(b) In cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in the State for a period of not less than seven years immediately preceding the date on which the post is notified for recruitment, be regarded as a local candidate in relation to,-

(i) Such local area where he has resided for the maximum period out of the said period of seven years; or

(ii) Where the periods of his residence in two or more local areas are equal such local area where he has resided last in such equal periods.

(c) In cases where Visually Handicapped and Hearing Handicapped persons studied in the special schools meant for them, the native place of the parents of such Visually Handicapped and Hearing Handicapped persons.”

3) The following are the Present Multi Zones in the Telangana State vide G.O.Ms. No. 124, G.A. (SPF-MC) Dept., Dated: 30/08/2018 and amended vide G.O.Ms. No. 128, G.A. (SPF-I) Dept., Dated: 30/06/2021 read with G.O.Rt.No.74, Revenue (DA-CMRF) Dept., dt:12/08/2021:

Multi Zone- I	Zone- I	Kumrambheem-Asifabad, Mancherial, Peddapalli, Jayashankar-Bhupalapalli, Mulugu Districts
	Zone- II	Adilabad, Nirmal, Nizamabad, Jagityal Districts
	Zone- III	Karimnagar, Rajanna-Sircilla, Siddipet, Medak, Kamareddy Districts
	Zone- IV	Bhadradi-Kothagudem, Khammam, Mahabubabad, Hanamkonda (Warangal Urban), Warangal (Warangal Rural) Districts
Multi Zone- II	Zone- V	Suryapet, Nalgonda, Yadadri-Bhongir, Jangaon Districts
	Zone- VI	Medchal-Malkajgiri, Hyderabad, Ranga Reddy, Sanga Reddy, Vikarabad Districts
	Zone- VII	Mahaboobnagar, Narayanpet, Jogulamba-Gadwal, Wanaparthy, Nagarkurnool Districts

PARA-VII: SCHEME OF EXAMINATION:- The Scheme & Syllabus for the examination has been shown in **ANNEXURE-III**.

PARA-VIII: RESOLVING OBJECTIONS RELATED TO QUESTIONS, KEY AND OTHER MATTERS OF OBJECTIVE TEST:

- i) The Commission publishes the **key** on its website after conduct of the objective test. Any objections with regard to the questions / Key shall be filed within the stipulated period through the link provided in the TSPSC website, after publication of the key. The objections received physically in the form of representations or through emails are not entertained in any circumstances. Any objection(s) received after the last date for receipt of objections on key would not be entertained.
- ii) However, for each objection raised by the candidate is required to pay Rs.500/-(Rupees Five Hundred only) online through payment gateway duly following online instructions. The list of Banks providing service for the purpose of online remittance of payment is given in Annexure– II.
- iii) The objections received in the prescribed proforma within due date will be referred to Expert Committee for opinion to take appropriate decision thereon by the Commission. As per decision of the Commission, final key will be hosted.
- iv) Objections on final key shall not be entertained.
- v) The marks for the deleted questions, if any, will be awarded to each candidate proportionately based on his performance on the remaining questions and the marks would be considered upto 3rd decimal figure, to determine the merit of the candidates.
- vi) After completion of Examination, the Images of OMR Sheets will be hosted on the Commission’s Website <https://www.tspsc.gov.in> for reference. Candidates by entering the required Login credentials can download the Images of OMR Sheets. Candidates are

PARA-IX: PROCEDURE OF SELECTION:

- 1) **Pattern of Examination** will be as per G.O. Ms. No. 55 General Administration (Ser.A) Department, Dt. 25/04/2022.
- 2) The Selection of Candidates for appointment to the posts will be made by Written Examination (Objective Type) by CBRT/ OMR Based and the Selection for the posts will be based on marks secured in the written examination.
- 3) Those candidates who qualify in the Written Examination in order of merit will be called for verification of Certificates, Community and Category wise for the vacancies available as required. The qualifying marks for selection of the candidates belonging to: OC, Sports men & EWS – not less than 40%, BCs - not less than 35% SCs, STs and PH – not less than 30%.

N.B.: Mere securing minimum qualifying marks does not vest any right in a candidate for being considered for selection

- 4) In the event of SC and ST candidates not coming up for selection with the minimum marks prescribed above for selection, their selection shall be considered on the basis of marks with reference to their performance in the written examination irrespective of the marks secured.
- 5) The appearance in all the paper/papers at the Written Examination is compulsory. Absence in any of the paper/papers will automatically render his/her candidature for disqualification.
- 6) Candidates have to produce Original documents and other particulars on the day of verification itself. If candidate fails to produce any of the required **original** certificates and if the particulars furnished by him / her in the Application do not tally with the Original documents produced him / her, then his / her candidature will be rejected/disqualified without any further correspondence. Those candidates who are called for verification of certificates should furnish their order of preference of Multi Zones by exercising Web-Options and submit at the time of verification of certificates, which are final, failing which his/her candidature shall not be considered for further selection process. The selections will be confined only to the web options exercised by the candidates. Under no circumstances he/she will be considered for the posts /places where preference was not indicated.
- 7) The candidates will be selected and allotted to Department as per their merit and order of Preference (**web-options**) against the vacancies available.
- 8) If the total marks of two or more than two candidates are equal, then the local status of the candidates is considered for ranking i.e candidates local to Telangana are given first positions, then other than Telangana candidates are given the next positions. If the total marks and local status of the two or more than two candidates are equal, then date of birth of the candidates is taken for ranking i.e the elder candidate is given higher rank. If total marks, local status and date of birth of two or more than two candidates are equal, then the ranks are awarded based on the marks obtained by the candidates in subject paper(s) i.e other than General **studies** paper. If then also two or more than two candidates are equal in all aspects, their higher qualification will be taken into account and even then the ranking is same the percentage of marks in higher qualification will be taken as criteria for awarding the rank.
- 9) The appointment of selected candidates will be subject to their being found medically fit in the appropriate Medical Examination, and if he/she is of sound health, active habits free from any bodily defect or infirmity.

PARA-X: DEBARMENT:

- a) Candidates should make sure of their eligibility to the posts applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from appearing for any of the examinations conducted by the Commission, and for summarily rejection of candidature for this recruitment.
- b) 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 is

candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, will be debarred permanently from any exam or selection held by any Public Service Commission in the country.

- d) If he/she himself/herself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature extraneous support, whether from official or non-official sources for appointment to any State Service or Subordinate Service shall be disqualified.
- e) The applicants are not allowed to bring any Electronic devices or Gadgets such as Smart / Mobile Phones, Calculators, Tablets, iPad, Bluetooth, Pagers, Programmable Devices or Storage Media like Pen-drive, Smart Watches, Camera etc., or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination. Loaning and interchanging of articles among the applicants is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall and applicants are advised 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.
- f) Any infringement / unfair means of the above instructions as per Act No. 25/1997 shall entail disciplinary action published in State Gazette No. 35, Part –IV-B Extraordinary Dt. 21/08/1997 (as adapted by the Telangana Adaptation of Laws Order, 2016) if noticed, at any stage of the Recruitment shall be punishable with imprisonment for a term which shall not be less than three years but which may extend upto seven years and with fine which shall not be less than Rupees Five Thousand, but which may extend upto Rupees One Lakh.

PARA-XI:- (A) Please read the following Annexures appended to the Notification before filling the application form.

Annexure-I	Breakup of Vacancies
Annexure-II	Payment Gateway
Annexure-III	Scheme and Syllabus
Annexure-IV	Instruction to the Candidates
Annexure-V	List of Communities
Annexure-VI	List of the recognized sports

(B) MEMORANDUM OF MARKS:- After Publication of results, the marks list (total marks) of the successful candidates will be displayed on the Commission's Website. However, Memorandum of Marks can be obtained after one month from the date of declaration of selection list in TSPSC website on payment of Rs.200/- (Rupees Two Hundred Only) through IPO/DD in favour of the Secretary, T.S. Public Service Commission, Hyderabad, for a period of Three Months only. Rejected, Invalid, disqualified, ineligible candidates will not be issued any Memorandum of Marks and fees paid by such candidates, if any, will be forfeited to Government account, without any correspondence in this regard. Requests for memorandum of marks, will not be entertained until the recruitment process is finalized.

PARA XII: SPECIAL INSTRUCTIONS TO CANDIDATES:

Candidates are directed to follow the Commission's Website (<https://www.tspsc.gov.in>) regularly to know the latest developments of this Recruitment and any changes/ Modifications/ Addendum/ Corrigendum, dates of Examination, calling of candidates for verification of Certificates/ Results etc. Candidates may note that individual communication is not possible. Hence, they must regularly visit the TSPSC website for updates such as Edit option, Schedule of Examination and Hall Tickets, Merit List, List of candidates shortlisted for Certificate Verification, schedule of certificate verification / Medical board, etc.

Candidates are advised to go through the Instructions to Candidates enclosed to this Notification at Annexure-IV.

PARA-XIII: 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 and 320 of the Constitution of India. Commission also reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection or

ANNEXURE – I

BREAK-UP OF VACANCY POSITION FOR THE POST CODE 02 – JUNIOR ACCOUNTS OFFICER (ULB) IN MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT DEPARTMENT

(GENERAL RECRUITMENT)

SNO.	NAME OF THE POST	ZONE	OC		EWS		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		SPORTS		
			G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
1	Junior Accounts Officer (ULB) in Municipal Administration and Urban Development Department	I	1	1														1							
		II		1																					
		III		1																					
		IV		1															1						
		V		1															1						
		VI			1																				
		VII			1																				
TOTAL			3	7														3							

ANNEXURE – I

BREAK-UP OF VACANCY POSITION FOR THE POST CODE 03 - SENIOR ACCOUNTANT IN MUNICIPAL ADMINISTRATION AND DEVELOPMENT DEPARTMENT

(GENERAL RECRUITMENT)

SNO.	NAME OF THE POST	ZONE	OC		EWS		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PH		SPORTS	
			G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W
1	Senior Accountant in Municipal Administration and Urban Development Department	I	2	1														1	1	1				
		II	3	1	1			1										1	1	1				
		III	3	2	1			1										1	1	1				
		IV	3	2	1			1										1	1	1				
		V	2	1				1										1	1	1				
		VI	2	1				1										1	1	1				
		VII	2	1				1										1	1	1				
TOTAL			17	9	3		7		3							6	7	4				6		

ANNEXURE-II

LIST OF BANKS FOR MAKING ONLINE PAYMENT

Sl. No.	Name of the Bank		Sl. No.	Name of the Bank
1	Andhra Pragathi Grameena Bank		35	Kalyan Janata Sahakari Bank
2	A U Small Finance Bank		36	Karnataka Bank Ltd
3	Bandhan Bank		37	Karnataka Gramin Bank
4	Bank of Bahrain and Kuwait		38	Karnataka Vikas Grameena Bank
5	Bank of Baroda		39	Karur Vysya Bank
6	Bank of India		40	Kotak Bank
7	Bank of Maharashtra		41	Laxmi Vilas Bank
8	Bassien Catholic Coop Bank		42	Maharashtra Gramin Bank
9	Canara Bank		43	Mehsana urban Co-op Bank
10	Capital Small Finance Bank		44	NKGSB Co-op Bank
11	Catholic Syrian Bank		45	North East Small Finance Bank Ltd
12	Central Bank of India		46	Nutan Nagarik Sahakari Bank Limited
13	City Union Bank		47	Punjab & Sind Bank
14	Cosmos Bank		48	Punjab National Bank
15	DCB Bank		49	RBL Bank Limited
16	Deutsche Bank		50	Saraswat Bank
17	Dhanlakshmi Bank		51	SBM Bank India
18	Digibank by DBS		52	Shivalik Mercantile Cooperative Bank Ltd
19	Equitas Small Finance Bank		53	South Indian Bank
20	ESAF Small Finance Bank		54	State Bank of India
21	Federal Bank		55	SVC Co-operative Bank Ltd
22	Fincare Bank		56	Tamil Nadu State Co-operative Bank
23	Gujarat State Co-operative Bank Limited		57	Tamilnad Mercantile Bank Ltd.
24	HDFC Bank		58	The Kalupur Commercial Co-Operative Bank
25	HSBC Retail Net Banking		59	The Surat People's Co-operative Bank Limited
26	ICICI Bank		60	The Sutex Co-op Bank Ltd
27	IDBI Bank		61	T J S B Bank
28	IDFC FIRST Bank		62	UCO Bank
29	Indian Bank		63	Union Bank of India
30	Indian Overseas Bank		64	Utkarsh Small Finance Bank
31	Indus-Ind Bank		65	Varachha Co-operative Bank Limited
32	Jammu & Kashmir Bank		66	YES Bank Ltd
33	Jana Small Finance Bank		67	Zoroastrian Co-Operative Bank Ltd
34	Janata Sahakari Bank Ltd Pune			

ANNEXURE-III
SCHEME OF EXAMINATION

Written Examination (Objective Type)	No. of Questions	Duration (Minutes)	Maximum Marks
Paper-I: General Studies and General Abilities	150	150	150
Paper-II: Commerce (Degree Level)	150	150	150
TOTAL			300

NAME OF THE PAPERS	LANGUAGE OF EXAMINATION
Paper-I: General Studies and General Abilities	Bilingual i.e., English and Telugu
Paper-II: Commerce (Degree Level)	

SYLLABUS

PAPER-I: GENERAL STUDIES AND GENERAL ABILITIES

1. Current Affairs – Regional, National and International.
2. International Relations and Events.
3. General Science; India's achievements in Science and Technology.
4. Environmental issues and Disaster Management.
5. Economy of India and Telangana.
6. Geography of India with a focus on Telangana.
7. Indian Constitution and Polity with a focus on local self Government.
8. Society, Culture, Heritage, Arts and Literature of Telangana.
9. Policies of Telangana State.
10. History of Modern India with a focus on Indian National Movement.
11. History of Telangana with special emphasis on Movement for Telangana Statehood.
12. Logical Reasoning, Analytical Ability and Data Interpretation.
13. Basic English.

PAPER-II: COMMERCE (DEGREE LEVEL)

1. Accounting -- Meaning and Definition – Book-keeping and Accounting – Accounting concepts and conventions- Indian Accounting Standards- Classification of Accounts – Rules of Double Entry System – Accounting Process : Journal, ledger, balancing- Trial Balance, Final Accounts of a sole trader.
2. Subsidiary Books and Bank Reconciliation Statements – Errors and Rectification - Depreciation.
3. Accounts from Incomplete Records – Joint Venture Accounts- Consignment Accounts – Accounts for Non Profit Organizations.
4. Partnership Accounts – Partnership Deed- Capital Accounts (Fixed and Fluctuating) – Admission, Retirement and Death of a Partner – Insolvency of a Partner- Dissolution of Firm.
5. Advance Accounting – Valuation of Goodwill and Shares – Issue of Shares and Debentures and their Redemption – Final Accounts – Issue of Bonus Shares and Profits prior to Incorporation – Amalgamation and Internal Reconstruction.
6. Cost and Management Accounting – Concepts – Elements of Costs- Cost sheet- – Marginal Costing - Break Even Analysis – Budgets and Budgetary Control- Financial Statement Analysis : Ratio Analysis – Funds Flow Analysis and Cash Flow Analysis.
7. Introduction to Statistics – Measures of Central Tendency – Measures of Dispersion and Skewness – Correlation and Regression - Time Series and Index Numbers.
8. Income Tax – Introduction – Income from Salaries – Income from House Property – Income from Other Sources – Deductions from Gross Total Income – Total Income – Tax Liability of Individuals - Filing of Returns: GST- Determination of Tax- Filling of Tax- Defining tax rates at Master and transaction level- Reports.
9. Business Organisation and Management– Fundamental concepts – Forms of Business Organisation – Sole Proprietorship, Partnership, Limited liability partnership- Joint Hindu Family – One person Company- Joint Stock Company. Management – Concepts- Functions – Principles of Management.
10. Business Economics – Meaning – Demand and Supply Analysis – Production Analysis – Market Structure and Equilibrium – National Income –Trade Cycles and International Trade.
11. Sale of Goods Act, Contract Act – Essentials - Discharge of Contract – Consumer Protection Act: Company Law -- Doctrines – Management of Companies – Winding up of Companies.
12. Auditing – Planning of Audit and Control – Type of Audit- Auditor: Qualifications and Disqualifications- Internal Control, Internal Check and Internal Audit - Vouching –Verification of Valuation of Assets.
13. Banking: Functions of Commercial Banks- E- banking- Mobile Banking- Core Banking- Bank Assurance- Ombudsman- Reserve Bank of India – Functions
14. Financial Services: Meaning- Fund based Services and Fee based banking Leasing- Hire purchasing- Venture Capital- Discounting concept- Factoring-

ANNEXURE – IV
INSTRUCTIONS TO CANDIDATES:

A) GENERAL INSTRUCTIONS TO CANDIDATES

- 1) Candidates are directed to follow the Commission's Website (<https://www.tspsc.gov.in>) regularly to know the latest developments regarding the Recruitment, dates of Examination, calling of candidates for verification of Certificates/ Medical Boards, Results etc.
- 2) The Hall Ticket must be presented for entry into the examination hall alongwith one original valid Photo identification card issued by Government i.e., Passport, Pan Card, Voter ID, Aadhaar Card, Government Employee ID or Driving License etc., without fail.
- 3) Candidates are strictly not allowed inside the Examination centre after closing the gate.
- 4) **EDIT OPTION TO THE CANDIDATES:** The applicants should follow the TSPSC website regularly to utilize the edit option to rectify the mistakes viz., Biodata particulars/Data corrections / Omissions etc., in the application, if the facility is given by the Commission. If the edit option facility is not utilized by the candidates, the TSPSC is not responsible and the data already available is treated as final. After the due date, Data corrections through Online/Paper representations or Corrections on the Nominal Rolls in the examination hall will not be accepted under any circumstances. No correspondence will be entertained in this matter.
- 5) There will be a common examination for Paper-I i.e., General Studies as decided by the Commission, whenever required.
- 6) 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.
- 7) The candidates are not allowed to bring any Electronic devices such as Smart / Mobile phones, Calculators, tablets, iPad, Bluetooth, pagers, watches to examination centre. 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.
- 8) The candidates are expected to behave in an orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet of OMR based examination, the candidature will be rejected. In case of impersonation/ disorder/ rowdy behavior during Examination, cases shall be booked in the Police Station concerned, apart from disqualifying his /her candidature.
- 9) Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.
- 10) The Commission is also empowered to invoke the penal provisions of the T.S. Public Examinations (Prevention of Malpractices and Unfair means) Act, 1997 (Act No.25/1997) for matters connected therewith or incidental thereto and as per the Rules of Procedure of TSPSC published in Telangana Gazette No: 60 dated 28/12/2015 in respect of this Notification.
- 11) (i) The candidates who are totally blind are allowed to write the examination with the help of scribe provided by TSPSC and 20 minutes extra time is permitted to them per hour.
(ii) Scribe will be provided by TSPSC to those candidates who do not have both the upper limbs for Orthopedically Handicapped. However, no extra time will be granted to them.
(iii) Scribe will be provided to the above category of candidates who applied for scribe facility in the online application only.
(iv) An extra time of 20 minutes per hour is also permitted for the candidates with

- (vi) The candidate as well as the scribe will have to give a suitable undertaking confirming the rules applicable.

B) INSTRUCTIONS TO CANDIDATES REGARDING OMR BASED EXAMINATION

- 1) The candidates have to report to the examination venue at least 30 minutes before the commencement of examination, to record their Photo Image/thumb impression on Biometric system.
- 2) The candidate should satisfy the Invigilator of his identity with reference to the Signature and Photograph available on the Nominal Roll and Hall Ticket.
- 3) The candidates should go through the instructions given on the cover page of test booklet and OMR Answer Sheet which will be provided to him/her in the examination hall and carefully write his/her Hall Ticket Number, Subject / Paper Code, Question Booklet Number, Name of the Examination Centre etc., on the OMR Answer Sheet. The candidates have to USE BALL POINT PEN (BLUE/BLACK) ONLY to fill up relevant columns on the Answer Sheet including MARKING OF THE ANSWERS. Bubbling by Pencil / Ink Pen /Gel Pen is not permitted in the examination.
- 4) The candidate must write all the relevant columns in the Answer sheet and also encode (bubble) correctly such as Hall Ticket Number, Question Booklet Number and Paper Code on the OMR Answer Sheet carefully and to Sign in the space provided for on Side-1 of the Answer Sheet and ensure the Signature of the Invigilator, etc., on it, failing which the Answer sheet will be rejected. Use of whitener / eraser / chalk-powder etc., is strictly prohibited on the OMR Answer sheet/ Question Paper.
- 5) Candidate should encode the Hall-Ticket Number and Paper Code first carefully on OMR Answer Sheet. After receiving the Question Paper only, candidate should verify and encode Question Booklet Number on the OMR Answer Sheet, if you have not darkened the Hall Ticket Number and Question Booklet Number at side 1 of the OMR Answer Sheet your Answer Sheet will be invalidated without any further notice.
- 6) OMR Answer sheets cannot be replaced under any circumstances in case of wrong bubbling.
- 7) If there is any defect in the Test Booklet or OMR Answer Sheet, please ask the invigilator for replacement immediately.
- 8) The OMR Answer sheets are to be scanned (valued) with Optical Mark Reader. The Digital copy of OMR Answer Sheets will be made available on the Commission's website immediately after completion of the image scanning.
- 9) No candidate should leave the examination hall till expiry of fulltime. After writing the examination the candidate has to handover the OMR Answer sheet to the invigilator in the examination hall. If any candidate takes away the OMR Answer sheet, his/her candidature will be rejected.
- 10) The Commission would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If it is suspected that the responses have been shared and the scores obtained are not genuine/ valid, the Commission will invalidate the OMR Answer Sheet and cancel his/ her candidature.

C) INSTRUCTIONS FOR CANDIDATES REGARDING CBRT EXAMINATION

- 1) Candidates shall report at the venue one hour (60 minutes) before the Commencement of Examination as the candidates have to undergo certain procedural formalities required for CBRT examination.
- 2) Date and Time of the Examination are mentioned in the Hall-Ticket
- 3) The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.
- 4) 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (H T No.) and the Password (Password for Candidate will be given on exam day) to proceed further.
- 5) Invigilator will announce the password at 09.50 AM and 02.20 PM in cases if Examination is at 10:00 A.M and 2:30 P.M respectively.

- 9) To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.
- 10) On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- 11) The question numbers are colour coded 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 but marked by candidate for review.
- 12) After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- 13) Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- 14) To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- 15) 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.
- 16) 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.
- 17) You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- 18) The SUBMIT button will be activated after 150 Minutes. It will continue for an additional 50 Minutes for PH candidates eligible for compensatory time. Please keep checking the timer on your screen.
- 19) In case of automatic or emergency log out, all your attempted questions and their responses will be saved. And also, the exam will start from the time where it had stopped.
- 20) 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.
- 21) Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform your invigilator who will help in unlocking your ID and then you can continue with the exam.
- 22) Please inform the invigilator in case of any technical issues.
- 23) Please do not talk to or disturb other candidates.
- 24) In case you are carrying articles other than the admit card, photo identity proof and pen, please leave them outside the exam room.
- 25) These are model instructions and candidates have to follow latest instructions issued along with Hall tickets

ANNEXURE-V

LIST OF SCHEDULED CASTES AND SCHEDULED TRIBES

(G.O. MS. NO. 5 Scheduled Castes Development (POA.A2) Dept., Dt. 08/08/2014 read with G.O. Ms. No. 11, Scheduled Castes Development (POA.A2) Dept., Dt. 17/09/2014 and G.O. Ms. No. 2 Scheduled Castes Development (POA.A2) Dept., Dt. 22.01.2015)

LIST OF SCHEDULED CASTES

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bavuri
9. Beda (Budga) Jangam
10. Bindla
11. Byagara, Byagari
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar- Rohidas
15. Chambhar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi
19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalawar, Yellammalawandlu
22. Ghasi, Haddi, Relli, Chanchandi
23. Godari
24. Gosangi
25. Holey a
26. Holey a Dasari
27. Jaggali
28. Jambuvulu
29. Kolupulvandlu, Pambada, Pambanda, Pambala
30. Madasi Kuruva, Madari Kuruva
31. Madiga
32. Madiga Dasu, Mashteen
33. Mahar
34. Mala, Mala Ayawaru
35. Mala Dasari
36. Mala Dasu
37. Mala Hannai
38. Malajangam
39. Mala Masti
40. Mala Sale, Nethani
41. Mala Sanyasi
42. Mang
43. Mang Garodi
44. Manne
45. Mashti
46. Matangi
47. Mehtar
48. Mitha Ayyalvar
49. Mundala
50. Paky, Moti, Thoti
51. Pamidi
52. Panchama, Pariah

LIST OF SCHEDULED TRIBES

1. Andh, Sadhu Andh
2. Bagata
3. Bhil
4. Chenchu
5. Gadabas, Bodo 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. Kondareddis
16. Kondhs, Kodi, Kodhu, Desaya Kondhs, Dongria Kondhs, Kuttiya Kondhs, Tikiria Kondhs, Yenity Kondhs, Kuvinga
17. Kotia, Benthoriya, Bartika, Dulia, Holya, Sanrona, Sidhopaiko
18. Koya, Doli Koya, Gutta Koya, Kammara Koya, Musara Koya, Oddi Koya, Pattidi Koya, Rajah, Rasha Koya, Lingadhari Koya (ordinary), Kottu Koya, Bhine Koya, Rajkoya
19. Kulia
20. Manna Dhora
21. Mukha Dhora, Nooka Dhora
22. Nayaks (in the Agency tracts)
23. Pardhan
24. Porja, Parangiperja
25. Reddi Dhoras
26. Rona, Rena
27. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras
28. Sugalis, Lambadis, Banjara
29. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahbubnagar, Medak, Nalgonda, Nizamabad and Warangal districts)
30. Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi
31. Yerukulas, Koracha, Dabba Yerukula, Kunchapuri Yerukula, Uppu Yerukula
32. Nakkala, Kurvikaran.

LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES

As per G.O. Ms. No. 16 Backward Classes Welfare (OP) Department, Dated: 11.03.2015 and read with G.O. MS.No. 34, Backward Classes Welfare (OP) Department, Dated: 08/10/2015, G.O. Ms. No. 4 Backward Classes Welfare (OP) Department, Dated: 30/01/2016, G.O. Ms. No. 3 Backward Classes Welfare (B) Department, Dated: 09-09-2020

STATE LIST OF BCs (List of Backward Classes of Telangana State) GROUP-A

(Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi-Nomadic Tribes etc.)

- 1 Agnikulakshatriya, Palli, Vadabaliya, Bestha, Jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshatriya (Vannekapu, Vannerreddi, Pallikapu, Pallireddi) Neyyala, Pattapu.
- 2 Balasanthu, Bahurupi
- 3 *[Bandara]
- 4 Budabukkala
- 5 Rajaka (Chakali, Vannar)
- 6 Dasari (formerly engaged in Bikshatana i.e., Beggary)
- 7 Dommara
- 8 Gangiredlavaru
- 9 Jangam (whose traditional occupation is beading)

- 16 Nayi-Brahmin/Nayee-Brahmin (Mangali), Mangala and Bhajantri
- 17 Nakkala (deleted vide. G.O.Ms.No.21, BCW (C2) Dept., Dt.20.06.2011, since it is included in the list of Scheduled Tribes at Sl.No.34 vide. Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 2002 (Central Act No.10 of 2003)
- 18 Vamsha Raj / Pitchiguntla
- 19 Pamula
- 20 Pardhi (Nirshikari)
- 21 Pambala
- 22 Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu, Dammali / Dammala / Dammula / Damala
- 23 Veeramushti (Nettikotala), Veerabhadreeya
- 24 Valmiki Boya (Boya, Bedar, Kirataka, Nishadi, Yellapi, Pedda Boya), Talayari, Chunduvallu (Yellapi and Yellapu are one and the same as clarified vide. G.O.Ms.No.61, BCW (M1) Dept., Dt.05.12.1996)
- 25 Yerukalas in Telangana area (deleted and included at Sl.No.31 in the list of STs)
- 26 Gudala
- 27 Kanjara – Bhatta
- 28 *[Kalinga]
- 29 Kepmare or Reddika
- 30 Mondepatta
- 31 Nokkar
- 32 Pariki Muggula
- 33 Yata
- 34 Chopemari
- 35 Kaikadi
- 36 Joshinandiwalas
- 37 Odde (Oddilu, Vaddi, Vaddelu), Vaddera, Vaddabhovi, Vadiyaraj, Waddera
- 38 Mandula
- 39 Mehtar (Muslim)
- 40 Kunapuli
- 41 Patra
- 42 *[Kurakula]
- 43 *[Pondara]
- 44 *[Samanthula /Samantha/ Sountia / Sauntia]
- 45 Pala-Ekari, Ekila, Vyakula, Ekiri, Nayanivaru, Palegaru, Tolagari, Kavali (area confined to Hyderabad and Rangareddy Districts only)
- 46 Rajannala, Rajannalu (area confined to Karimnagar, Warangal, Nizamabad and Adilabad Districts only)
- 47 Bukka Ayyavars
- 48 Gotrala
- 49 Kasikapadi / Kasikapudi (area confined to Hyderabad, Rangareddy, Nizamabad, Mahaboobnagar and Adilabad Districts only)
- 50 Siddula
- 51 Sikligar/ Saikalgar
- 52 Poosala (included vide. G.O.Ms.No.16, BCW(C2) Dept., Dt.19.02.2009 by deleting from Sl.No.24 under Group-D)
- 53 *[Asadula / Asadula]
- 54 *[Keuta / Kevuto / Keviti]
- 55 Orphan and Destitute Children who have lost their parents before reaching the age of ten and are destitute; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognised by the Government.
- 56 Addapuvuru
- 57 Bagothula/ Bhagavathula
- 58 Bail Kammara/ Ghisadi/ Gadiya Lohar
- 59 Enooti/ Yenativallu
- 60 Ganjikuti/ Ganjikutivaru
- 61 Gouda Jetti
- 62 Kakipadagala
- 63 Patamvaru/ Masaiahlu
- 64 Odd/ Od/ Oad

GROUP-B
(Vocational Groups)

- 1 *[Achukatlavandlu]
- 2 Aryakshatriya, Chittari, Giniyar, Chitrakara, Nakhas
- 3 Devanga
- 4 Goud [Ediga, Gouda (Gamalla), Kalalee, Gounda, **[*Settibalija of Visakhapatnam, East Godavari, West Godavari and Krishna districts]** and Srisayana (Segidi)]
- 5 Dudekula, Laddaf, Pinjari or Noorbash
- 6 Gandla, Telikula, Devathilakula
- 7 Jandra
- 8 Kummara or Kulala, Salivahana
- 9 Karikalabhakthulu, Kaikolan or Kaikala (Sengundam or Sengunther)
- 10 Karnabhakthulu
- 11 Kuruba or Kuruma
- 12 *[Nagavaddilu]
- 13 Neelakanthi
- 14 Patkar (Khatri)
- 15 Perika (Perika Balija, Puragiri kshatriya)
- 16 Nessi or Kurni
- 17 Padmasali (Sali, Salivan, Pattusali, Senapathulu, Thogata Sali)
- 18 Srisayana (Segidi) (deleted vide. G.O.Ms.No.63, BCW (M1) Dept., Dt.11.12.1996 and added to Sl.No.4 of Group-B)
- 19 Swakulasali
- 20 Thogata, Thogati or Thogataveerakshatriya
- 21 Viswabrahmin (Ausula, Kamsali, Kammari, Kanchari, Vadla or Vadra or Vadrangi and Silpis), Viswakarma
- 22 *[Kunchiti / Vakkaliga / Vakkaligara / Kunchitiga]
- 23 Lodh/ Lodhi/ Lodha (area confined to Hyderabad, Rangareddy, Khammam and Adilabad Districts only)
- 24 Bondili
- 25 Are Marathi, Maratha (Non-Brahmins), Arakalies and Surabhi Natakavallu
- 26 Neeli (included vide. G.O.Ms.No. 43, BCW (C2) Dept., Dt.07.08.2008 by deleting from Group D at Sl.No.22)
- 27 Budubunjala / Bhunjwa / Bhadbhunja (area confined to Hyderabad and Rangareddy Districts only)
- 28 *[Gudia / Gudiya]

GROUP-C

Scheduled Castes converts to Christianity and their progeny

GROUP-D
(Other Classes)

- 1 *[Agaru]
- 2 Arekatika, Katika, Are-Suryavamshi
- 3 *[Atagara]
- 4 Bhatraju
- 5 Chippolu (Mera)
- 6 *[Gavara]
- 7 *[Godaba]
- 8 Hatkar
- 9 *[Jakkala]
- 10 Jingar
- 11 *[Kandra]
- 12 Koshti
- 13 Kachi
- 14 Surya Balija (Kalavanthula), Ganika
- 15 Krishnabalija (Dasari, Bukka)
- 16 *[Koppulavelamas]
- 17 Mathura
- 18 Mali (Bare. Barai. Marar and Tamboli)

- 24 Poosala caste (deleted vide. G.O.Ms.No.16, BCW(C2) Dept., Dt.19.02.2009 and included at S.No.52 under Group-A)
- 25 Passi
- 26 Rangarez or Bhavasara Kshatriya
- 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
- 30 *[Turupukapus or Gajulakapus]
- 31 Uppara or Sagara
- 32 Vanjara (Vanjari)
- 33 Yadava (Golla)
- 34 Are, Arevallu and Arollu
- 35 *[Sadara / Sadaru]
- 36 *[Arava]
- 37 Ayyaraka (area confined to Khammam and Warangal Districts only)
- 38 Nagaralu (area confined to Hyderabad and Rangareddy Districts only)
- 39 Aghamudian, Aghamudiar, Agamudivellalar and Agamudimudaliar (including Thuluva Vellalas) (area confined to Hyderabad and Rangareddy Districts only)
- 40 *[Beri Vysya / Beri Chetty]
- 41 *[Atirasa]
- 42 Sondi / Sundi
- 43 Varala
- 44 Sistakaranam
- 45 Lakkamarikapu
- 46 Veerashaiva Lingayat / Lingabalija
- 47 Kurmi
- 48 Aheer/ Aheer Yadav
- 49 Govili/Govlii/ Gouli/Gavli
- 50 Kulla Kadagi/ Kulle Kadigi/ Chittepu
- 51 Sarollu/Soma Vamsha Kshatriya

GROUP-E

(Socially and Educationally Backward Classes of Muslims)

(Subject to outcome of Civil Appeal No(s).2628-2637/2010 etc., pending before the Hon'ble Supreme Court of India)

- 1 Achchukattalavandlu, Singali, Singamvally, Achchupanivally, Achchukattuvaru, Achukatlavandlu
- 2 Attar Saibulu, Attarollu
- 3 Dhobi Muslim/ Muslim Dhobi/ Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tsakalas, Sakalas or Chakalas, Muslim Rajakas
- 4 Faqir, Fhakhir Budbudki, Ghanti Fhakhir, Ghanta Fhakhir, Turaka Budbudki, Darvesh, Fakeer
- 5 Garadi Muslim, Garadi Saibulu, Pamulavally, Kani-Kattuvally, Garadollu, Garadiga
- 6 Gosangi Muslim, Phakeer Sayebulu
- 7 Guddi Eluguvally, Elugu Bantuvally, Musalman Keelu Gurravally
- 8 Hajam, Nai, Nai Muslim, Navid
- 9 Labbi, Labbai, Labbon, Labba
- 10 Pakeerla, Borewale, Deera Phakhir, Bonthala
- 11 Qureshi, Kureshi/ Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
- 12 Shaik/ Sheikh
- 13 Siddi, Yaba, Habshi, Jasi
- 14 Turaka Kasha, Kakkukotte Zinka Saibulu, Chakkittakanevale, Terugadu Gontalavaru, Thirugatigantla, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Thuraka Kasha

* omitted vide G.O Ms.No.3, BCW(OP) Dept., Dated:14.08.2014

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

ANNEXURE – VI

List of recognized sports disciplines for Two Percent (2%) reservation in Direct Recruitment in Government Departments / Govt. Institutions as per G.O. Ms. No. 74, Youth Advancement, Tourism & Culture (Sports) Department Dated:09-08-2012

- (1) FOOTBALL
- (2) HOCKEY
- (3) VOLLEYBALL
- (4) HANDBALL
- (5) BASKET BALL
- (6) TENNIS
- (7) TABLE TENNIS
- (8) SHUTTLE BADMINTON
- (9) KABBADI
- (10) ATHLETICS
- (11) SWIMMING
- (12) GYMNASTICS
- (13) WEIGHTLIFTING
- (14) WRESTLING
- (15) BOXING
- (16) CYCLING
- (17) ROWING
- (18) SHOOTING
- (19) FENCING
- (20) ROLLER SKATING
- (21) SAILING / YATCHING
- (22) ARCHERY
- (23) CRICKET
- (24) CHESS
- (25) KHO-KHO
- (26) JUDO
- (27) TEAKWANDO
- (28) SOFTBALL
- (29) BODY BUILDING (Uniform Services like Police, Excise etc).