

**GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT**

Ref.No. A5/5182/2013-1.

Dated: 27.12.2013.

District: Adilabad.

**DIRECT RECRUITMENT FOR THE POST OF VILLAGE REVENUE OFFICERS
THROUGH DISTRICT SELECTION COMMITTEE**

Applications are invited **On-line** in the proforma Application available on the WEBSITE (<http://ccla.cgg.gov.in>) from eligible candidates from **28.12.2013 to 13.01.2014** (Note:- **12.01.2014 is the last date for payment of fee**) for recruitment to the post of Village Revenue Officers as per Andhra Pradesh Village Revenue Officers Service Rules, 2008 for direct recruitment through the District Selection Committee. (**Job Chart – see Appendix – I**)

<u>CATEGORY OF POST</u>	<u>EDUCATIONAL QUALIFICATION.</u>
1. Village Revenue Officer	Must have passed Intermediate Examination conducted by the Andhra Pradesh State Board of Intermediate Examination or its equivalent.
2. Nativity	The applicant shall be a native candidate of the district. (see Appendix-II)
3. AGE:-	No person shall be eligible if he is less than ' 18 ' years and more than ' 36 ' years of age as on the 1 st day of July of the year in which the notification for selection is made Provided that the maximum age limit shall be raised:- (i) Uniformly by 5 years in the case of candidates belonging to the SC, STs or BCs. (ii) Uniformly by 10 years in the case of Physically Handicapped persons. (iii) Uniformly by '3' years for Ex-Servicemen in addition to the length of service rendered in Armed Forces. (iv) Uniformly by the length of regular service subject to maximum of '5' years for the persons already in service of the State Government and by '3' years for retrenched temporary employees during 1991 in the State Census Department who have rendered a minimum service of six months.
4. <u>SCALE OF PAY:-</u>	Rs.7520-22430 in the PRC-2010 scales.
5. Method of Selection:-	The Selection of candidates is based on a objective type Written Test for 100 Marks at Intermediate level. General Studies : 60 Marks* Arithmetic Skills : 30 Marks Logical Skills : 10 Marks * 50% of questions (30 Marks) will be aimed at testing the knowledge of the candidate on rural areas and rural living conditions. Question paper will be in Telugu, English and Urdu Medium. (Syllabus see Appendix –III)

6. Exam Fee:-	Each applicant must pay Rs.300/-. Applicants belongs to SC / ST Categories have to pay Rs.150/-. No fee applicable to the applicants belonging to PH category. (However they shall hand over a Xerox copy of the Medical certificate issued in SADAREM to the concerned centre)
Remittance of Fee	The fee shall be remitted at any of the E-Seva / Mee-Seva / AP- Online centers / through web portal of CGG and acknowledgement be obtained by paying only specified amount. A service charge of Rs.20/- shall be paid to the service providers (e-seva, Mee-Seva, APonline) towards uploading of application . No payment to be made to service provided for payment of fee alone.
7. Date of Examination:	On 02.02.2014 from 10:00 AM to 12:00 Noon
8. Rule of Reservation	The Rule of Reservation is applicable as per General Rule 22 of A.P. State and Subordinate Service Rules, 1996. 100% vacancies in scheduled area will be filled up with local scheduled Tribe candidates only.
9.No. of Vacancies	Approximate number of vacancies in each category of posts in the District is given below. The No. of vacancies are liable to change.

Total	OC		SC		ST		Backward Classes-BC										Ex-Service man		Physically challenged						
							A		B		C		D		E				VH		HH		OH		
	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
53	14	8	7	2	1	1	3	1	4	3	0	0	3	1	3	0	0	0	0	0	0	1	0	1	0

10.Downloading of Hall Tickets

The Hall Tickets can be downloaded from the website from 19.01.2014 till 9:00 AM on 02.02.2014.

NOTE:- Hand written / Typed / Photostat copies / Printed application form will not be entertained.

Sd/-
COLLECTOR, ADILABAD.

APPENDIX – I
JOB CHART
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

REVENUE DEPARTMENT – Village Administration – Functions relating to the Village Revenue Officers – Issue of revised Job chart – Orders – Issued.

REVENUE (VA) DEPARTMENT

G.O.Ms.No.1059.

Dated.31-7-2007
Read the following:

1. G.O.Ms.No. 195, Revenue (VA.I) Dept., dated 30.12.2006.
2. G.O.Ms.No. 105, Revenue (VA.I) Dept., dated 31.01.2007.
3. Representation of the A.P. VROs Association, dated 1.3.2007.
4. Minutes of the meeting of the Group of Ministers held on 3.4.2007.
5. G.O.Ms.No. 199, PR&RD (Mdl.II) Dept., dated 18.5.2007.
6. Government Memo. No. 15590/VA.1/2007-2, dated 15.6.2007.
7. From the CCLA, Hyderabad Lr.No. A3/24/2004-II, dated 20.6.2007.

ORDER:

In the G.O. 1st read above orders were issued creating Revenue functionary at Village level under the exclusive administrative control of the Tashildar (MRO) to handle the work relating to Land Revenue matter at the Village level. In the G.O. 2nd read above orders were issued creating the post of Village Revenue Officer and the job chart to the Village Revenue Officers is also issued. It was also ordered to recast the Job chart of Panchayat Secretaries working Panchayat Raj Department by the PR&RD Department.

2. The Cabinet Sub Committee consisting of Minister for Panchayat Raj, Minister for Revenue and Minister for Home, met on 3.4.2007 have approved the new Job chart of the Panchayat functionary i.e., Panchayat Secretaries of PR&RD Department as well as the modified Job chart of Revenue functionary i.e., Village Revenue Officers.

3. In the G.O. 5th read above, the Panchayat Raj & Rural Development Department have issued revised Job chart to the Panchayat Secretaries of PR&RD Department as per the minutes of the meeting of the Group of Ministers held on 3.4.2007.

4. The Chief Commissioner of Land Administration, Hyderabad in his Letter 7th read above has requested the Government to issue a notification relating to allocation of subjects to the Village Revenue Officers as per the minutes of the meeting of the Group of Ministers held on 3.4.2007.

5. Government after careful examination hereby decided to issue the revised Job chart of the Village Revenue Officers of Revenue Department in modification of the Job chart issued in G.O. 2nd read above, as follows:

General Administrative / Revenue Duties:

- i) Maintenance of Village revenue record sand all Village revenue Accounts promptly and accurately.

- ii) Collection of Land Revenue, Cess, Taxes and other sums pertaining to Revenue department.
- iii) Azmoish of crops (100%) inclusive of inspection of survey stones.
- iv) **Issue of Certificates:** The Village Revenue Officers shall issue the following certificates in their respective Villages duly following the procedure:
 - 1) Nativity certificate and Solvency certificate
 - 2) Residence Certificate
 - 3) Pahani / Adangal extracts
- v) Provide intimation regarding fire accidents, floods cyclone and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue Officials in assessing loss sustained because of natural calamities and in providing relief.
- vi) Inform the Railway Station Master of any mishap or unusual occurrence of floods that might need urgent action to prevent mishap.
- vii) Preparation of pay bills of Village Servants.
- viii) Maintenance of Village Chavadies.
- ix) Protection of Government lands, Government tanks, trees and other Government properties and take effective steps to safeguard the interest of Government.
- x) Inform promptly to the higher officials in respect of treasure trove and unclaimed property and escheat.
- xi) Intimate the Mandal Revenue Officer/Tahsildar of any intended demolition of ancient buildings and any inscriptions on any such ancient monuments which would have archaeological, cultural heritage importance.
- xii) Preserve and safeguard Government lands and properties from encroachments, damage or misuse include the lands available to the public, such as, roads, streets and open spaces in and near their villages.
- xiii) Report encroachments damage or misuse of Government lands and damage to Government property promptly to the Mandal Revenue Officer/Tahsildar and take effective follow-up action.
- xiv) Provide assistance to the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by obtaining property details.
- xv) Assist the authorities in serving of legal notices and summons.
- xvi) Cause beat of tom-tom and adopt other methods for informing people about events.
- xvii) Assist in loan recoveries.
- xviii) Conduct Panchanama in recovery of un-claimed property.
- xix) Keep Government attached property in safe custody.
- xx) Assist in preparation, updation of electoral rolls and perform other election duties as the government may direct.
- xxi) Attend the meetings convened by Gram Panchayat in their jurisdiction and on request to furnish information relating to sanction of pensions, number of ration cards in circulation, house site pattas distributed and on other matters relating to Revenue Administration.

- xxii) Assist Andhra Pradesh Transaction Corporation in its operations at village level and inform about the theft, pilferage of electricity to the concerned authorities.
- xxiii) Act as "Inspector" under Minimum Wages Act, 1948 as and when notified by the Competent Authority.
- xxiv) A Village Revenue Officer when called upon to do so, produce the account, registers and other records, maintained by him or which are in his custody for inspection of any revenue official or any other officer authorized by the Collector, RDO or Tahsildar. Except when called upon to produce his accounts and other records as mentioned above, the Village Revenue Officer shall keep the accounts, registers and records in his personal custody.
- xxv) In the event of transfer / suspension / removal / dismissal / retirement or proceeding on leave other than casual leave, he shall hand over all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge by the Tahsildar.

II. Police functions:

- i) Give prompt information to the police Department regarding murders, suicides, unnatural deaths and other important developments which may threaten peace in the village.
- ii) Inform the police of strangers of suspicious appearance who have entered and taken refuge in the village.
- iii) Prevent the commission of any offence or public nuisance.
- iv) Take measures to bring the offenders to justice.
- v) Search for stolen property and bring to the Police Station.
- vi) Preserve in-tact the scene of offence.
- vii) Take charge of unclaimed property and send to the Police Station.

III. Community Welfare and Development:

- i) Assist the concerned government department in the implementation of important Government programmes such as Indiramma Prabha, Indira Kranthi Pathakam, National Rural Employment Guarantee Programme etc.,
- ii) Furnish data on income levels of persons in the village prepared on the basis of government guidelines issued in that regard from time to time.
- iii) Do necessary documentation and assist in the implementation of Weaker Section Housing Programme.
- iv) Report on the atrocities against women and children to the authorities concerned and take action within 24 hours.
- v) Report cases of atrocities against Schedule Castes & Schedule Tribes to the authorities concerned & provide assistance to them.
- vi) Strive for eradication of untouchability of providing access to Schedule Castes and Schedule Tribes in Temples, and removal of discrimination in all forms against the scheduled caste population.

- vii) Report any outbreak of communicable disease especially Malaria, Japanese Encephalitis and Gastroenteritis to the nearest Primary Health Centre immediately.
- viii) Attend meetings of Village Tribal Development agencies and assist them in preparation of micro plans and in implementing them.
- ix) Assist the Education department in conducting the literacy classes.
- x) Assist in reconciliation of estimates of crop coverage with Azmoish figure for reconciling the crop area for crop insurance scheme.
- xi) Assist the department of Agriculture in implementing its programmes and disseminating extension information.
- xii) Assist in maintenance of agriculture statistics.
- xiii) Assist in giving information to the concerned officials about any black market sales of seeds, fertilizers and pesticides.
- xiv) Assist in maintenance of house hold data of weavers both within and outside Co-operation fold and their economic status.
- xv) Issue Dependency Certificate for handloom weavers if any desired.
- xvi) Function as Marriage Officer for the cluster of village under the Act for the compulsory registration of marriages in the State (Act No. 15 of 2002)

IV. Miscellaneous:

- i) Perform such other duties as may be assigned to him by the Government, Chief Commissioner of Land Administration, Collector, Revenue Divisional Officer, Mandal Revenue Officers / Tahasildar or any authorized in this behalf.

6. The Chief Commissioner of Land Administration, Hyderabad all the District Collector in the State shall take necessary further action in the matter accordingly.

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

I.V.SUBBA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Special Chief Secretary & CCLA, A.P., Hyderabad
All the District Collectors in the State

Copy to:

The Commissioner of Panchayat Raj, Hyderabad.
The PR&RD (Mandal-II) Department, Hyderabad.
The General Administration (I&PR-Publicity Cell) Department.
The P.S. to Secretary, Legal Affairs
Sf/Sc

//FORWARDED BY ORDER//

SECTION OFFICER.

APPENDIX - II

Nativity / local candidate:-

VROs: The post of VRO is not organized as local cadre and hence, presidential orders are not applicable.

Local Candidate means:

1. 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.
2. 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.

APPENDIX - II

ఆజ్ఞాశ్రిత ప్రభుత్వ ప్రాత పరీక్ష

గమనిక : వి.ఆర్.ఒ మరియు వి.ఆర్.ఎ నియామక పరీక్షలకు సిలబస్ ఒకే విధంగా ఉన్నది. అయితే ప్రశ్నల కఠినతస్థాయి వి.ఆర్.ఒ పరీక్షకు వి.ఆర్.ఎ పరీక్ష కంటే ఎక్కువగా ఉంటుంది.

1. జనరల్ స్టడీస్ (60 మార్కులు)

(ఈ అంశములో గ్రామీణ ప్రాంతాల అవగాహనకు సంబంధించిన ప్రశ్నలు 50 % ఉంటాయి)

చరిత్ర

ఆధునిక ప్రపంచము, భారతదేశములో బ్రిటిష్ సామ్రాజ్యస్థాపన, బ్రిటిష్ వ్యతిరేక తిరుగుబాట్లు, ఆర్థిక, సామాజికరంగాలలో మార్పులు, భారత జాతీయ స్వాతంత్ర్యోద్యమము, ఆదిమ చరిత్ర, కాంస్యయుగపు నాగరికత, ప్రాచీన ఇసుపయుగ నాగరికత, మధ్యయుగము. భారతదేశ సాంస్కృతిక వారసత్వము.

భూగోళ శాస్త్రము :

భౌతిక భూగోళ శాస్త్రము, సౌర కుటుంబము, భూమి, భూపటనాలు, భూ అంతర్భాగము, అక్షాంశాలు, రేఖాంశాలు, గ్రహణాలు, ఖండాలు, భారతదేశము మరియు ఆంధ్రప్రదేశ్ భూగోళ శాస్త్రము : నైసర్గికమండలాలు, నదులు, శీతోష్ణస్థితి, వరదలు, కరువు కాటకాలు, అడవులు, పశుసంపద, మృత్తికలు, విద్యుత్, వ్యవసాయము, ఖనిజ సంపద, పరిశ్రమలు, జనాభా, రవాణా, సమాచార సాధనాలు, ఓడరేవులు, దర్శనీయ ప్రదేశాలు, భూకంపాలు, అగ్నిపర్వతాలు, మహాసముద్రాలు, వాతావరణనివేదికలు, ప్రకృతి సిద్ధమండలాలు. ఆంధ్రప్రదేశ్ రాష్ట్రములో ఋతుపవనాలు, పంటలు, పర్వతము.

పాఠశాస్త్రము :

ప్రజాస్వామ్యము, సామ్యవాదము, లౌకికతత్వము, ప్రపంచశాంతి. భారతరాజ్యాంగము, కేంద్రరాష్ట్ర ప్రభుత్వాలు, స్థానిక స్వపరిపాలన, రోడ్లు - భద్రత విద్య, భారతజన్మభూమి, ఐక్యరాజ్యసమితి. పంచాయితీరాజ్ వ్యవస్థ, వాని విధులు.

అర్థ శాస్త్రము :

మౌలిక భావనలు, ఉత్పత్తి, మారకము, పంపిణీ జాతీయ ఆదాయము, స్థూల, సూక్ష్మ అర్థ శాస్త్రము, ఆర్థికాభివృద్ధి, రాబడి మరియు వ్యయము, బడ్జెట్, ద్రవ్యము మరియు బ్యాంకింగ్. భారతదేశ ఆర్థికవ్యవస్థ, ప్రణాళికలు

భాతిక శాస్త్రము

మన విశ్వము, కాలతలు, శుద్ధగతిక శాస్త్రము, గతిశాస్త్రము, గురుత్వ కేంద్రము, స్థిరత్వము, సరళయంత్రాలు, బ్రామకాలు, ప్రవాహ పీడనము, ఉష్ణము, ధ్వని, కాంతి, అయస్కాంతత్వము, విద్యుత్తు.

రసాయన శాస్త్రము :

పదార్థాలపై వేడిమి చర్య, సంకేతాలు, ఫార్ములాలు, సమీకరణాలు, రసాయన చర్యలలో రకాలు, రసాయన సంయోగ నియమాలు, మూలకాల వర్గీకరణ, క్షారమృత్తిక లోహాలు, ధ్రువణాలు, ఆమ్లాలు, క్షారాలు, లవణాలు, కర్బన సమ్మేళనాలు, కార్బోహైడ్రేట్స్, ప్రోటీన్లు, నూనెలు, క్రొవ్వులు, రసాయన శాస్త్ర పరిశ్రమలు

జీవ శాస్త్రము :

విజ్ఞాన శాస్త్ర చరిత్ర, సూక్ష్మ జీవులు, మొక్కలు, జంతువులు, మానవ శరీరము, ఆరోగ్యము, పశు సంపర్ధనము, ప్రయోగాలు, కృత్యాలు, జీవన విధానాలు, నియంత్రణ సమన్వయము, ప్రత్యుత్పత్తి, పోషణ, హెచ్.ఐ.వి - ఎయిడ్స్, జీవుల వ్యవస్థ, సహజవనరులు, శక్తిమయ ప్రపంచము, జీవరాశులు ఆరోగ్యము, పరిశుభ్రత, ఆరోగ్యరక్షణ.

కరెంట్ ఎఫైర్స్ :

ప్రభుత్వ అభివృద్ధి పథకాలు విద్య, ఆరోగ్యము, జనాభా, పారిశ్రామిక రంగం, పేదరికము, ప్రవృత్తినిర్మాణము, నీటి పారుదల, రాజకీయ సమాచారము, చట్టాలు, సవరణలు, న్యాయస్థానాలు, ఆరోగ్యము, పర్యావరణము, సమాచార సాంకేతిక పరిజ్ఞానము జల, ఇంధన వనరులు. ప్రాంతీయ, జాతీయ మరియు అంతర్జాతీయ సంబంధిత ప్రస్థుత అంశాలు.

II. అర్థమెటిక్ ఎజిలిటీ (30 మార్కులు)

భాజనీయతా సూత్రాలు, సరాసరి, కాలము, పని, ఎత్తులు మరియు దూరము, లాభనష్టాలు, వడ్డీలు, శాతాలు, త్రేతమితి, పరిమాణాలు, వైశాల్యాలు.

III. లాజికల్ స్కిల్స్ (10 మార్కులు)

కోడింగ్ / డీకోడింగ్, పోలికలు, బంధాలు, సంఖ్యశ్రేణిలు, అక్షరశ్రేణిలు, భిన్నలక్షణాల (Odd Man Out) నిర్ధారణ, దిశ నిర్ధారణ, కేలండర్, నాన్ - వెర్బల్ రీజనింగ్.