

**NOTIFICATION  
GOVERNMENT OF ANDHRA PRADESH  
REVENUE DEPARTMENT**

Collector's Ref.No.A1/5031/2013

Dated:27.12.2013  
District: East Godavari

**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**)

| <b>1. <u>CATEGORY OF POST</u></b>  | <b><u>EDUCATIONAL QUALIFICATION.</u></b>   |
|------------------------------------|--|
| <b>1.Village Revenue Officer:-</b> | Must have passed <b>Intermediate Examination</b> conducted by the Andhra Pradesh State Board of Intermediate Examination or its equivalent.  |
| <b>2. Nativity:-</b>               | The Applicant shall be a <b>native</b> candidate of the <b>East Godavari District.</b><br><b>(see Appendix – II)</b>   |
| <b>3. AGE:-</b>                    | No person shall be eligible if he is less than ' <b>18</b> ' years and more than ' <b>36</b> ' years of age as on the 1 <sup>st</sup> day of July of the year in which the notification for selection is made<br>Provided that the maximum age limit shall be raised:-<br><br>(v) Uniformly by 5 years in the case of candidates belonging to the SC, STs or BCs.<br>(vi) Uniformly by 10 years in the case of Physically Handicapped persons.<br>(vii) Uniformly by '3' years for Ex-Serviceman in addition to the length of service rendered in Armed Forces.<br>(viii) Uniformly by the lengthy 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. |
| <b>4. SCALE OF PAY:-</b>           | Rs.7520-22430 in the PRC-2010 scales.  |
| <b>5. Method of Selection:-</b>    | The Selection of candidates is based on a objective type Written Test for 100 Marks at Intermediate level.<br><br>General Studies : 60 Marks*<br>Arithmetic Skills : 30 Marks<br>Logical Skills : 10 Marks<br><br>* 50% of questions (30 Marks) will be aimed at testing the knowledge of the candidate on rural areas and rural living conditions.<br>Question paper will be in Telugu, English and Urdu Medium.<br><b>(Syllabus see Appendix – III)</b>  |
| <b>6. Exam Fee:-</b>               | Each applicant must pay Rs.300/-.<br>Applicants belongs to SC / ST Categories have to pay Rs.150/-.<br>No fee applicable to the applicants belonging to PH category.<br>(However they shall handover a Xerox copy of the Medical certificate issued in <b>SADAREM</b> to the concerned centre)   |

|                               |  |
|-------------------------------|--|
| Remittance of Fee             | The fee shall be remitted at any of the E-Seva / Mee-Seva / APonline centres / through web portal of CGG and acknowledgement be obtained by paying only specified amount.<br>A service charge of <b>Rs.20/-</b> shall be paid to the service providers (e-seva, Mee-Seva, APonline) towards <b>uploading of application</b> .<br>No payment to be made to service provided for payment of fee alone. |
| <b>7. Date of Examination</b> | On <b>02.02.2014</b> from 10.00 AM to 12.00 Noon   |
| <b>8. Rule of Reservation</b> | The Rule of Reservation is applicable as per General Rule 22 of A.P. State and Subordinate Service Rules, 1996.<br><b>100% vacancies in Scheduled area will be filled up with local Scheduled Tribe candidates only.</b>   |
| <b>9. No. of Vacancies</b>    | 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        |
| <b>82</b> | <b>16</b> | <b>10</b> | <b>7</b> | <b>7</b> | <b>5</b> | <b>3</b> | <b>4</b>            | <b>3</b> | <b>7</b> | <b>3</b> | <b>1</b> | <b>0</b> | <b>7</b> | <b>2</b> | <b>4</b> | <b>1</b> | <b>2</b>       | <b>0</b> | <b>0</b>              | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**9 (A) RESERVED FOR SCHEDULED AREA:**

| TOTAL    | ST       |          | ST EX. SERVICE MAN |          | PHYSICALLY CHALLENGED (ST) |          |          |          |          |          |
|----------|----------|----------|--------------------|----------|----------------------------|----------|----------|----------|----------|----------|
|          |          |          |                    |          | VH                         |          | HH       |          | OH       |          |
|          | G        | W        | G                  | W        | G                          | W        | G        | W        | G        | W        |
| <b>5</b> | <b>4</b> | <b>1</b> | <b>0</b>           | <b>0</b> | <b>0</b>                   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**10. Downloading of Hall Tickets**

The Hall Ticket can be download from the website from 19.01.2014 to till 9:00 AM on 02.02.2014.

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

//BY ORDER//

  
ADMINISTRATIVE OFFICER

SD/- NEETU PRASAD  
COLLECTOR  
EAST GODAVARI, KAKINADA

  
27/1/14

**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.

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**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.

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**ORDER:**

In the G.O. 1<sup>st</sup> 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. 2<sup>nd</sup> 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. 5<sup>th</sup> 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 7<sup>th</sup> 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. 2<sup>nd</sup> 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, Cesse, 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.

- 4
- 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 Policy 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 un-touchability of providing access to Schedule Castes and Schedule Tribes in Temples, and removal of discrimination in all forms against the schedule 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 - III

అభ్యర్థన (ప్రశ్న) స్వాతంత్ర్య చట్టం

నమూనా : ఏ.ఆర్.బి. మరియు ఏ.ఆర్.ఎ. నియమాల పరిశీలనకు నిలబడి ఒకే విధంగా ఉన్నది. అయితే ప్రశ్నల కరెసపాన్సులు ఏ.ఆర్.బి. పరిక్షకు ఏ.ఆర్.ఎ. కరిక్ష కంటే ఎక్కువగా ఉంటుంది.

1. బహిరంగ ప్రశ్నలు (60 మాత్రము)

(ఈ అంశములో గ్రామీణ ప్రాంతాల అభివృద్ధిని గురించిన ప్రశ్నలు 50 (50) ఉంటాయి)

వినియోగం

అభివృద్ధి ప్రయోజనము, భారతదేశమున కేంద్రీయ సామూహిక నిధులు, ప్రైవేట్ మ్యూచువల్ కంపెనీలు, ఆర్థిక, సామాజికరంగాలలో మార్పులు, భారత జాతీయ స్వాతంత్ర్యోద్యమము, ఆదివాసీల కరెక్ష, రాంస్వయంకర్షణ సాగంకర, ప్రాచీన ఇనుపయుగ సాగంకర, మధ్యయుగము, భారతదేశ సాంస్కృతిక వారసత్వము.

భాగం-అ - అంశము :

వార్షిక భాగోళి కార్యము, సార కుటుంబము, భూమి, భూమిలనాలు, భూ అంతర్భాగము, అర్జునాలలు, రేఖాంశాలు, గ్రహణాలు, భవనాలు  
భారతదేశము మరియు అంతర్జాతీయ భాగోళి కార్యము : లైసెన్సింగులనాలు, నదులు, శాస్త్రోత్పత్తి, పరచలు, కరువు కుట్రాలు, అడవులు, పశుసంరక్ష, మృత్యుకలు, విద్యుత్, వ్యవసాయము, ఇనుప సంరక్ష, పరిశ్రమలు, అనాథా, కదానా, సమాచార సాధనాలు, పుస్తకములు, పచ్చనియు ప్రదేశాలు.  
భూకలహాలు, అగ్నిపర్వతాలు, సుభాసములనాలు, భూకలహాలనువేదికలు, ప్రకృతి సైద్ధమలనాలు.  
అంతర్జాతీయ కార్యములో ముఖ్యపనాలు, పంటలు, దీర్ఘపాఠము.

భాగం-ఆ - అంశము :

సూచనాత్మకము, సామూహికము, వార్షికతత్వము, ప్రపంచశాంతి.  
భారతరాజ్యాంగము, కేంద్రరాష్ట్ర ప్రభుత్వాలు, స్థానిక స్వపరిపాలన, లోక్సభ - భారత విద్య, భారతజన్మము, సామ్రాజ్యవాదము.  
పంచాయతీరాజ్ విధానము, వాసు విధులు.

అర్థ - అంశము :

భూగోళ భాషనలు, చిత్రము, మూలకము, పంటలు  
జాతీయ అదాముము, సుఖము, సుఖము అర్థ కార్యము, ఆర్థికాభివృద్ధి, రాజ్య, మరియు మృత్యుము, అడ్డంకు, ప్రభుత్వము మరియు బ్యాంకింగ్.  
భారతదేశ ఆర్థికవ్యవస్థ, భూగోళము

**భూమిక - చాస్త్రము**

మన విశ్వము, కాలతలు, కురుగతి: చాస్త్రము, గతిశాస్త్రము, గురుత్వ కేంద్రము, స్థిరత్వము, గ్రహశయలక్రాలు, ద్రావణాలు, భూవాహా పీడనము, ఉష్ణము, దృశ్య, కాంతి, ఆయస్కాంతత్వము, నిర్దుష్ట.

**ప్రపంచద్రావిణి - చాస్త్రము :**

పదార్థాత్మత, దేహి, చర్య, సంకేతాలు, ఫార్ములాలూ, సమీకరణాలు, రసాయన చర్యలతో రకాలు, రసాయన సంయోగ సియూమ్లు, మూలకాల చరిత్రకము, కార్బన్ డయోక్సైడ్, ఫోస్ఫోరస్, బ్రాహ్మణాలు, ఆక్షయలు, కార్బన్, బహుదాలు, ప్రకృత సమ్యేకణాలు, రాధియో ఐసోటోప్స్, ప్రోటీన్లు, కునెల, క్రాప్టులు, రసాయన శాస్త్ర పరిశ్రమలు

**జీవ - చాస్త్రము :**

విజ్ఞాన శాస్త్ర చరిత్ర, సూక్ష్మ జీవులు, మొక్కలు, జలతుప్పలు, మానవ శరీరము, ఆరోగ్యము, ప్రజా సంకల్పము, ప్రయోగాలు, పుష్కాలు, జీవన విధానాలు, నియంత్రణ సమస్యలు, ప్రత్యక్షత, పోషణ, హెచ్.ఐ.వి - ఎయిడ్స్, జీవుల వ్యవస్థ, సమాజసంఘటన, శక్తిమయ ప్రపంచము, జీవరాశులు ఆరోగ్యము, పరిచర్య, ఆరోగ్య చక్షణ.

**కరణ విస్తృతి :**

ప్రభుత్వ అభివృద్ధి పథకాలు విద్య, ఆరోగ్యము, జనాభా, పారిశ్రామిక రంగం, సేవకము, ప్రవృత్త్యాణము, నీటి సాగుతల, రాజకీయ సమాచారము, చట్టాలు, సవరణలు, న్యాయస్థానాలు, ఆరోగ్యము, పర్యావరణము, సమాచార సాంకేతిక పరిశ్రామము జల, ఇంధన వనరులు, ప్రాంతీయ, జాతీయ మరియు అంతర్జాతీయ సంబంధిత ప్రస్తుత అంశాలు.

**I. అగ్రికల్చరల్ సైన్సులు (30 పూర్ణము)**

భాజనీయతా సూత్రాలు, సరాసరి, కాలము, పని, విస్తృతు మరియు మూలము, భాగస్వామి, వడ్డీలు, శతాలు, శ్రేణిని, సరిమాణాలు, వైశాల్యాలు.

**III. లాజికల్ సిస్టమ్ (10 పూర్ణము)**

పోడింగ్ / పీకీడింగ్, పోలికలు, బంధాలు, సంఖ్యశ్రేణిలు, ఆక్షరశ్రేణిలు, భిన్నలక్షణాల (Odd Man Out) నిర్ధారణ, దిశ నిర్ధారణ, కేలంబర్, నాస్ - పెర్సల్ లీజనింగ్.