

Combined notification No. 02/Outsourcing/2024, Dt. 09.02.2024 for appointment to the posts of Watchman's, Sanitary workers and office subordinates in Inspection Bungalows under the control of Roads and Buildings Department **(on Contract Basis)**.

(Applications are invited from 16.02.2024 to 22.02.2024)

- 1) Govt G.A (SU.I) Dept, Circular Memo. No. GAD01-SU0MISC/31/2019-SU-I, Dt. 20.11.2019.
- 2) G.O.Ms.No.7, Fin (HR.I-Plg & Policy Dept., Dt.17.01.2022.
- 3) G.O.Ms.No.63, T R&B (Ser.) Department, Dt.29.11.2023.
- 4) G.O.Rt.No.29, Transport, Roads and Buildings (Ser. R&B) Dept, Dt. 11.01.2024
- 5) G.O.Rt.No.29, Transport, Roads and Buildings (Ser. R&B) Dept, Dt. 11.01.2024

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1. Applications are invited from eligible candidates for recruitment to the posts of Watchmans, Sanitary workers and office subordinates in Inspection Bungalows in Roads and Buildings Department on contract basis.
 - a. Proforma of application will be available on the portal (<https://kadapa.ap.gov.in>) from 10.00 AM of 16/02/2024 to 05:00 PM of 22/02/2024.
 - b. Last Date of submission of physical applications is 05:00 PM on 22.02.2024. filled in applications shall be submitted in the (R&B) Circle office, Kadapa, YSR District, the concerned candidates are advised to apply as soon as possible without waiting till last date to avoid last hour rush. They are further advised to obtain dated acknowledgement from the receiving authority, in proof of their submission of application.
 - c. Combined counseling will be conducted for all the three categories together and candidates will be allowed to choose only one category from among them, while exercising his/her option. Roster registers will be maintained separately by the Superintendent in (R&B) Department.

The details of vacancies to the posts of Watchmans, Sanitary workers and office subordinates in Inspection Bungalows are as follows:

Sl. No.	(R&B) Sub-division	Section / Location	No. of Suits and Rooms	Watchman	Sanitary workers	Attenders	Total	Mode of recruitment	Recruitment Authority
1	Pulivendula (East)	Vempalli	4	1	1	1	3	Contract	DSC
	Pulivendula (West)	Pulivendula	8	1	2	3	6	Contract	DSC
2	Badvel	Badvel	2	1	1	1	3	Contract	DSC
	Kadapa	Kadapa	9	1	2	3	6	Contract	DSC
3	Proddatur (North)	Proddatur (New and old)	4	1	1	1	3	Contract	DSC
	Jammalamadugu	Jammalamadugu	2	1	1	1	3	Contract	DSC
4	Remuneration per month Rs.			Rs. 15000/-	Rs. 15000/-	Rs. 15000/-			

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Filled in applications for the above posts are to be submitted at the Office of the Superintending Engineer (R&B) Circle office, Kadapa, Maruthi Nagar, Kadapa, YSR District on or before 22.02.2024 by 05:00 PM. An acknowledgement must be issued by the Office of Superintending Engineer (R&B) Circle, Kadapa on receipt of application immediately with check-slip of enclosures. Application form and other details can be obtained at <https://www.kadapa.ap.gov.in> (Web site).

Prospectus

1. RESERVATIONS:

- i. Reservations are applicable as per Rule 22 of AP State and Subordinate Services Rules and instructions issued from time to time including BC, SC and ST reservations.
- ii. Reservations to women will be as per General Rule 22-A (G.O. Ms. No. 41, WD&CW (Estt) Dept., Dt. 01.08.1996, G.O. Ms. No. 63 GA(Ser-D) Dept., Dt. 17.04.2018 and as per G.O. Ms. No. 77, GAD (Services-D) Dept., Dt. 02.08.2023 & instructions issued from Time to Time.
- iii. Presidential order is applicable as per G.O Ms. No. 674, GA SPF.A) Dept., Dt. 28.10.1975, G.O P No. 763, GA (SPF.A) Dept, Dt. 15.11.1975 read with G.O. Ms. No. 8 GA (SFP.A) Dept, Dt. 08.01.2022.
- iv. Reservations to Differently abled persons is applicable as per G.O. Ms. No.2, Dept., for WCDA & SC (Prog.II) Dt. 19.02.2020.
- v. Reservations for economically weaker sections will be as per G.O. Ms. No. 73, GA (Services-D) Dept., Dt. 04.08.2021.
- vi. Reservations for ex-servicemen are applicable as per rules in force.
- vii. G.O. Ms. No. 77, GAD (Services-D) Dept., Dt. 02.08.2023.

2. Educational (Academic, Experience) qualifications, nature of appointment and remuneration to various posts:

The candidate should possess prescribed academic and experience for the post they are applying for as on the date of this notification (which will be taken for reckoning weightage for contract / outsource / honorarium service and for waiting period weightage after completion of academic / technical / professional qualifications as applicable).

If the applicant possesses an equivalent qualification to prescribed qualification in this notification applicant shall enclose a copy of the Government orders to that effect to the application, failing which their application will be rejected.

3. EVALUATION MATRIX:

a) Office Subordinate:

Sl. No.	Qualification & Criteria	Marks to be allotted		Remarks
1.	Education	10 th class	Qualifying factor	
2.	Experience	0-2 Years	3 Marks	In case if two or more are have the same marks, then preference shall be given to candidate having more educational qualification.
		3-5 Years	6 Marks	
		6+ years	10 marks	

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b) Watchman:

Sl. No.	Qualification & Criteria	Marks to be allotted		Remarks
1.	Education	10 th class	Qualifying factor	
2.	Experience	0-2 Years	3 Marks	In case if two or more are have the same marks, then preference shall be given to candidate having more educational qualification.
		3-5 Years	6 Marks	
		6+ years	10 marks	
3.	Physical Fitness Certificate	Issued by Govt. medical authorities	5 marks	In case if two or more are have the same marks, then preference shall be given to candidate having more experience.

c) Safai Karmachary (Sanitary Worker)

Sl. No.	Qualification & Criteria	Marks to be allotted		Remarks
1.	Experience	0-2 Years	3 Marks	In case if two or more are have the same marks, then preference shall be given to candidate having more experience
		3-5 Years	6 Marks	
		6+ years	10 marks	
2.	Physical Fitness Certificate	Issued by Govt. Medical authorities	5 Marks	

4. AGE: Upper age limits is 42 years. Age will be reckoned as on 01.07.2023 as per G.O. Ms. No. 105, GA (Ser.A) Dept., Dt. 27.09.2021 with relaxations as applicable. Relaxations will be as follows:

- a. For SC, ST, BC and EWS candidates: 05 (Five) years.
- b. For Ex-service Men: 03 (Three) years in addition to the length of service in armed forces.
- c. For differently abled persons: 10 (Ten) years.
- d. Maximum age limit is 52 years with all relaxations put together.

5. Duties of the Outsourcing personnel:

I. Duties of Watchman: The Watchman and his family shall reside in the accommodation provided in the Inspection Bungalows and they will not be allowed to reside outside the Inspection Bungalow under any circumstances.

- a) The Watchman is completely responsible for the furniture, Electrical equipment, Sanitary material and other equipment in the I.B.
- b) The Watchman is also responsible for the clean and healthy atmosphere in the I.B.

II. Duties of Office Subordinate:

- a) The Office Subordinate/(s) shall be available in the Inspection Bungalow.
- b) If two or more Office Subordinate are allotted to any Inspection Bungalow, then they shall work in shift system.
- c) The Office Subordinate is responsible for assisting the VIPs / Central / State Officials or the general public occupying the Inspection Bungalow.
- d) He shall assist the Watchman in keeping a clean and healthy atmosphere in the I.B. apart from other responsibilities entrusted by the Manager / Care Taker.

III. Duties of Sanitary Worker:

- a) The Sanitary worker is responsible for clean and healthy atmosphere in the Inspection Bungalow.
- b) They shall clean the Inspection Bungalow twice in a day.
- c) They shall attend to any other work entrusted by the Care Taker.

6. METHOD OF SELECTION:

The candidates claiming service weightage shall submit original contract certificate in the enclosed proforma issued by competent authority along with copy of appointment orders.

i. Applications without the Experience certificates as prescribed above will not be considered for service weightage.

(Note: Certificates taken earlier are valid. If additional period of service is there, fresh certificate to that effect shall be obtained and enclosed)

- ii. Contract service will be reckoned up to the date of notification as per Govt. Memo. No. 4274/D1/2013, HM&FW (D1) Dept., Dt. 10.07.2014.

7. TENURE OF APPOINTMENT AND IMPORTANT CONDITIONS:

The tenure for the contract posts in initially one year from the date of joining in the post and may be extended for further period as per the instructions issued by the Government from time to time. The District Selection Committee reserves all the rights to terminate the contract of any candidate / candidates at any time with one month prior notice or as per directions of the Government from time to time.

8. Self attested copies of the certificates to be enclosed to the filled in application:

- a. SSC or its equivalent (for date of Birth)
- b. Pass certificates of qualifications prescribed for the posts concerned.
- c. Proof of appearance for the qualifying examination where ever applicable.
- d. Marks memos of all years of qualifying examinations or its equivalent. In the absence of marks memos, marks will be calculated as per rules in force.
- e. Local candidate study certificates from Class IV to X from the school where the candidate for that particular 7 years period preceding to the year of passing X class from competent authority in Form Appendix I certificate of residence prescribed vide sub clause (ii) of clause (a) of para 7 of the Presidential Order (Proforma is herewith enclosed). Candidates migrated from Telangana shall submit certificate of Local candidature as per GO No. 132 & 133, Dt. 13.06.2017. in the absence of the suitable certificate, the candidate will be considered as non local and further action will be as per rules in force.
- f. Copy of valid caste certificate. In case of non submission of valid caste certificate, the candidate will be considered as OC.
- g. Latest EWS (Economically weaker section) certificate issued by the competent authority in case of the EWS categories.

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- h. Certificate of disability issued in SADAREM.
- i. Service certificate from the controlling officer concerned / any competent authority who appointed the applicant) for claiming weightage for Contract / outsourcing/honorary service, in the absence of which the candidate will not be given service weightage (proforma is herewith enclosed).
- j. Any other certificates as relevant and applicable.

Note:- Candidates must submit clear, visible documents (a to j of para 8), failing which application will be summarily rejected. Applications without the above documents will be summarily rejected.

9. Important information to candidates:

- a. if selected, he /she should stay at the bonafide Head Quarters compulsorily.
- b. If selected and appointed he /she should be abide by the Government rules in force regularly from time to time.
- c. Candidates are advised to follow official website of the District from time to time for further information.

10. DEBARMENT:

- a. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility in all aspects. Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from recruitment conducted by the department and summarily rejection of their candidature for this recruitment & future recruitment.
- b. The department is vested with duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by any one causing or likely to cause breach of this duty in such manner or such action as to violate or likely to violate the fair practices followed and ensured by the department will be sufficient for rendering such questionable means ground for debarment.

11. DEPARTMENT'S DECISION TO BE FINAL:

- a. The decision of the department regarding acceptance or rejection of the candidature, conduct of counselling and at all consequent stages culminating in the selection or otherwise of any candidates shall be final in all respects and binding on all concerned under the powers vested.
- b. With the department also reserves its right and modify regarding time and conditions laid down in the notification for conducting the various stages up to selection duly intimating details thereof to all concerned as warranted by any unforeseen circumstances arising during the course of this process.

- c. All interested and eligible candidates shall apply after satisfying themselves that they are eligible as per the terms and conditions of this recruitment notification. Any application sent through any mode other than the prescribed offline mode (physical application) will not be entertained under any circumstances. Submission of application form by the candidate is authentication that he/ she has read the notification and shall abide by the terms and conditions laid down there under.

NOTIFICATION DETAILS

1.	Notification Date:	16.02.2024
2.	Last date of receipt of applications:	22.02.2024
3.	Scrutiny	From 23.02.2024 to 26.02.2024
4.	Publication of provisional Merit list	27.02.2024
5.	Receipt of grievances	28.02.2024 to 29.02.2024
6.	Publication of final merit list & selection list	01.03.2024
7.	Verification of original certificates and issue of appointment orders	02.03.2024.

**Collector & District Magistrate &
Chairman, District Selection Committee
Y.S.R, Kadapa District.**

**Joint Collector,
Kadapa, YSR District.**

**SE (R&B)
Kadapa.**

**SE (R&B)
Kadapa**

**Dist Tourism officer,
Kadapa**

**Dist. Revenue officer
Kadapa**

**Dist Employment officer
Kadapa**

**PD (DRDA)
Kadapa**

**GM Industries
Kadapa**