

5.	A.P. State Government Employees (Employees of APSEB, APSRTC, Corporations, Municipalities etc. are not eligible).	Up to a maximum 5 Years based on the length of regular service.
6.	Retrenched temporary employees in the State Census Department with a minimum service of 6 months.	3 Years
7	Widows, divorced women and women judicially separated from their husbands, who are not remarried and belonging to SC/ST category covered under Rule 12(b) (iii) of AP State and Subordinate Service Rules, 1996 with reference to posts of Junior Assistants or less	Upper age limit is 48 years
8	Widows, divorced women and women judicially separated from their husbands, who are not remarried and not belonging to SC/ST category covered under Rule 12(b) (iii) of AP State and Subordinate Service Rules, 1996 with reference to posts of Junior Assistants or less	Upper age limit is 43 years
<p><b>EXPLANATION:</b></p> <p>Provided that the persons referred to at Sl.Nos.3 &amp; 4 above shall, after making the deductions referred to in sub Rule 12 (c) (i) &amp; (ii) of A.P. State and Subordinate Service Rules not exceed the Maximum age limit prescribed for the post.</p> <p>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.</p>		

**PARA - 8 HOW TO APPLY:**

**STEP-I:** Candidates applying for the first time for any notification has to first fill the OTPR application carefully to obtain OTPR ID. While filling the OTPR, the candidate has to ensure that the particulars are filled correctly. The Commission bears no responsibility for the mistakes, if any, made by the candidates. If candidates choose to modify they may do so by clicking the modify OTPR make the modification, save them and proceed to STEP-II (If candidates have already registered and have the OTPR ID, number then he/she can proceed to STEP-II.)

**STEP-II:** The applicant has to login in the Commission's website with the user name (OTPR ID) and the Password set by Candidate. After Login, the applicant has to click on the "Online Application Submission" present in the bottom right corner of the Commission's website.

**PAYMENT PROCESS:** The applicant now has to click on the payment link against the notification number that he wants to apply. The basic details required for calculation of the fee and age relaxation will be prepopulated from the OTPR data. The applicant has to verify all the details that are displayed. Once the payment form is submitted, the respective details (used for calculation of fee and age relaxation) will not be altered in any stage of application processing. Hence if any details are to be changed, applicant should use the modify OTPR link, modify the details, save it and again click on application payment link.

**STEP-III:** After checking all the data and ensuring that the data is correct the applicant has to fill application specific data such as Local/Non Local status, white card details etc., which are also used to calculate the fee. Once all the data is filled appropriately, the applicant has to submit the payment form. On successful submission, the payment reference ID is generated and is displayed on the screen. By clicking "OK" the applicant is shown the various payment options where he/she can select any one among them and complete the payment process as given on the screen.

**STEP-IV:** Once the payment is successful, payment reference ID is generated. Candidates can note the payment reference ID for future correspondence. Thereafter the applicant is directed to the application form. Applicant should provide the payment reference Id generated along with the other details required for filing the application form (other fields like OTPR ID and fees relaxations details will be prepopulated from the data submitted in the payment form for respective notification). The applicant should check the data displayed thoroughly and should fill the application specific fields like qualification details, examination centre etc., carefully and submit the application form. Once the application is submitted successfully then application receipt is generated. The applicant is requested to print and save the application receipt for future reference/correspondence.

**NOTE:** Applicant shall note that the data displayed from OTPR at the time of submitting the application will be considered for the purpose of this notification only. Any changes made by the applicant to OTPR data at a later date shall not be considered for the notification on hand.

**STEP-V:** In any case if the payment process is not submitted successfully, then the applicant should start the fresh payment process as mentioned in STEP-II.

**STEP-VI:** Once the application is submitted successfully, correction in application form will be enabled. The corrections can be made in the application form itself. Fields which affects the name, fee and age relaxations are not enabled for corrections.

**NOTE:**

A. The Commission is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form online. The applicants are therefore, advised to strictly follow the instructions given in the user guide before submitting the application.

B. All the candidates are requested to submit their application with correct data. It is noticed that some of the candidates are requesting for change in the data, after submission of the application. It is informed that such requests shall be allowed on payment of Rs.100/- (Rupees hundred only) for each correction. However changes are not allowed for name, fee and age relaxation. No manual application for corrections shall be entertained. Corrections in the application will be enabled after the last date of the submission of application and will be allowed upto 7 days only from the last date of applications.

C. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in uploading / submitting the application form online.

D. Incomplete/incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the Commission under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes to the final stage of recruitment process or even at a later stage and also liable for punishment as per Para 16.1 of this notification.

E. Before uploading/submission application form, the candidates should carefully ensure his/her eligibility for this examination. No relevant column of the application form should be left blank; otherwise application form will not be accepted.

**PARA - 9: (a) FEE:**

- 9.1. Applicant must pay Rs. 250/- (Rupees two hundred and fifty only) towards application processing fee and Rs 80/- (Rupees eighty only) towards examination fee.
- 9.2. However, the following categories of candidates are exempted from payment of examination fee Rs.80/- only.
  - i) SC, ST, BC, PH & Ex-Service Men.
  - ii) Families having household supply white card issued by Civil Supplies Department, A.P. Government. (Residents of Andhra Pradesh)
  - iii) Un-employed youth as per G.O.Ms.No.439, G.A (Ser- A) Dept., dated: 18/10/1996 should submit declaration at an appropriate time to the Commission.
  - iv) Applicants belonging to the categories mentioned above (except Physically Handicapped Persons & Ex-Service Men) hailing from other States are not