

CENTRAL GOVERNMENT HEALTH SCHEME : HYDERABAD

NOTIFICATION NO. 01/2018-19, Dt:18/04/2018

PHARMACISTS (ALLOPATHY & AYUSH) IN CGHS, HYDERABAD

PARA – 1:

Applications are invited On-line for recruitment to the post of PHARMACISTS (ALLOPATHY & AYUSH) IN CGHS, HYDERABAD

The proforma Application will be available on CGHS Website (www.cghs.ts.nic.in) from **28/04/2018 to 27/05/2018 (Note: 27/05/2018 is the last date for payment of fee up- to 11:59 mid night).**

Before applying for the post, an applicant shall register his/her bio-data particulars through One Time Registration (**OTR**) on the CGHS's Website viz., www.cghs.ts.nic.in. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the OTR User ID through CGHS's website.

The Examination will be held On-Line through computer based test on **26/06/2018 & 27/06/2018**. There would be objective type questions which are to be answered on computer system. Instructions regarding computer based recruitment test are attached as **Annexure - III**. In case any paper of the Examination is held in different languages, the candidate has to choose the medium in which he/she wants to write the examination and the paper will be valued with reference to that medium only.

A general Mock Test facility is available to the applicants to acquaint themselves with the computer based recruitment test. Applicant can visit the website and practice the answering pattern under MOCK TEST option available on main page of *website* (www.cghs.ts.nic.in)

HALL TICKETS can be downloaded from **03/06/2018** through the CGHS website, which contains details of time, date and place of examination.

All desirous and eligible applicants shall apply **ON-LINE** 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 online mode will not be entertained.

The details of name of the posts, vacancy and age limit is given in **ANNEXURE-I**

PARA-2: EDUCATIONAL QUALIFICATIONS:

Applicants must possess the qualification for the concerned post as given below from a recognized Board/University in INDIA. Applicant must be registered Pharmacist under the Pharmacy Act 1948 where applicable. For detailed specifications candidates can refer recruitment rules in **ANNEXURE-I** The candidate shall have the required qualification as on the date of this notification. If any candidate does not possess the qualification, his/ her candidature is not valid.

PARA-3 AGE: No person shall be eligible for direct recruitment if he/she is less than 18 years of age and if he/she is more than 25 years of age as on **27/05/2018**.

Age Relaxation: The details of age relaxation and upper age limit prescribed in ANNEXURE-I

PARA - 4: RESERVATION:

Every applicant, who belongs to Scheduled Caste, Scheduled Tribe, Backward Class desirous of declaring his/her Social status as that of a Scheduled Caste, Scheduled Tribe or a Backward Class shall be kept Caste Certificate ready in the prescribed proforma to produce evidence in support of their claim AS AND WHEN CALLED FOR.

PARA - 5 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 candidates have to ensure that there are no mistakes done. The CGHS, Hyderabad bears no responsibility for the mistakes, if any, made by the candidates. **(If candidates already have OTPR ID number then he/she can proceed to STEP-II.)**

STEP-II: The Applicant has to Login in the CGHS, Hyderabad's recruitment 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 CGHS, Hyderabad's recruitment 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 were 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. 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, Post preferences, etc., details 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 details displayed from OTPR at the time of submitting the application will be considered for the purpose of this notification only. If, any changes are made by the applicant to OTPR data at a later date will not be considered in any case.

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 affect the Name, fee and age relaxations are not enabled for corrections.

NOTE:

The CGHS, Hyderabad is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form On-Line. The applicants are therefore, advised to strictly follow the instructions given in the User guide before submitting the application.

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 not be entertained. No changes will be allowed after 15 days of last date of applications.

The particulars furnished by the applicant in the Application Form will be taken as final, and data entry processed, based on these particulars. Candidates should, therefore, be very careful in Uploading / Submitting the Application Form Online.

INCOMPLETE/INCORRECT APPLICATION FORM WILL BE SUMMARILY REJECTED. THE INFORMATION IF ANY FURNISHED BY THE CANDIDATE SUBSEQUENTLY WILL NOT BE ENTERTAINED BY THE CGHS, HYDERABAD 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.

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 - 6:

(a) FEE:

Applicant must pay Rs. 500/- (Rupees Five Hundred Only) towards application processing fee and Examination Fee.

However, the following categories of candidates are exempted from payment of fees.

- All Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST) Ex-servicemen [EX] and Persons with Disabilities (PWD) candidates are exempted from payment of Application Fee and examination fee.

b) Mode of Payment of Fee:

- i) The Fee mentioned in the above paragraph is to be paid online using Payment Gateway using Net Banking/ Credit card / Debit Card. The list of Banks providing service for the purpose of online remittance of Fee will be available on the Website.

- ii) The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee and application fee (in non-exempt case) will entail total rejection of application.
- iii) IPOs / Demand Drafts are not accepted.
- iv) In case of corrections Rs.100/- per correction will be charged. However changes are not allowed for Name, Fee and age relaxation.

PARA-7: SCHEME OF EXAMINATION:- The Scheme & Syllabus for the examination can be downloaded from link given on www.cghs.ts.nic.in website.

PARA - 8: CENTRES FOR THE ON-LINE EXAMINATION (WRITTEN):

The Examination will be held at **Hyderabad**. However the CGHS, Hyderabad reserves the right to allot the applicant to any centre or duly creating a new centre for administrative reasons of examination depending on the availability of the resources like centers / systems.

PARA – 9 RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS

The CGHS, Hyderabad would publish on its website, the key, after conduct of the examination. Any objections with regard to the key and any other matter shall be filed within one week, of the publication of the key on the website of the CGHS, Hyderabad, in the prescribed proforma available in the website.

The objections received in the prescribed proforma and within due date will be referred to expert Committee for opinion and to take appropriate decision thereon by the CGHS, Hyderabad. As per decision of the CGHS, Hyderabad a revised key will be hosted and further objections only in respect of keys that are revised would be called for period of three working days from the date of publication of revised key. No further objections on original key will be entertained at this stage. The matter will again refer to experts, taking into consideration of opinion of expert Committee; the final key would be hosted on website based on the decision of the CGHS, Hyderabad.

The objections if any would be examined and the decision of the CGHS, Hyderabad in this regard shall be final. Any objection filed after expiry of specified time from the date of publication of key / revised key would not be entertained.

PARA-10:IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

1. Vacancies: The recruitment will be made to the notified vacancies.
2. The Recruitment will be processed as per this Notification and also as per the Recruitment Rules issued by the Government. Recruitment rules for the above mentioned posts are available on the CGHS website (www.cghs.ts.nic.in).

PARA -11 Selections:

The selection of candidates for appointment to the posts shall be based on the merit in the computer based examination, to be held as per the scheme of examination enunciated above.

1. With regard to situation where there is deletion of questions if any from any paper, scaling (proportionate increase) would be done to the maximum marks prescribed for the paper and the marks would be rounded off to 2 decimals to determine the merit of the candidate.
2. The candidates will be selected as per their rank in the merit list.

NOTE: Mere securing of minimum qualifying marks does not confer any right to the candidate for being considered to the selection.

3. Any candidate shall produce Original documents, as and when called for by the CGHS, Hyderabad for certificate verification. If any candidate fails to produce the certificates and/or the particulars furnished in the Application do not tally with the Original documents produced by the candidate, his/her candidature will be rejected and he/she would be disqualified without any further correspondence. As candidature for the recruitment is processed through Computer/Electronic devices based on the particulars furnished in the Application Form, the candidate is advised to fill in all the relevant particulars carefully.
4. The appointment of selected candidates will be subject to their being found medically fit in the appropriate medical classification, and if he/she is of sound health, active habits free from any bodily defect or infirmity.

PARA-12: DEBARMENT:

1. 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 is correct in all respects. Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility or suppressing any information is liable for candidature to be rejected
2. In case of malpractice or usage of unfair means or creation of disturbance or use of physical force by any candidate, the matter will be reported to the competent authority as well as register a police case.
3. The CGHS, Hyderabad 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 in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the CGHS, Hyderabad will be sufficient cause for rendering such questionable means as ground for penal consequences as per law and rules as per decision of the competent authority.
4. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, be liable for rejection of candidature as per decision of the competent authority.

PARA-13: MEMORANDUM OF MARKS: Answer Keys and Marks of each candidate would be published on the CGHS website (www.cghs.ts.nic.in). No separate memorandum of marks would be released.

PARA-14: CGHS, HYDERABAD'S DECISION TO BE FINAL:

The decision of the Additional Director, CGHS Hyderabad (competent authority) 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 by the Ministry of H&FW, GOI. The Additional Director, CGHS Hyderabad also reserves right to alter and modify the terms 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, or as deemed necessary by the Additional Director, CGHS, Hyderabad at any stage.

HYDERABAD

DATE:

Sd/-

Additional Director,
CGHS, Hyderabad.

ANNEXURE-I

Details of Pharmacist (Allopathy & Ayush) vacancies in Central Govt. Health Scheme(CGHS), Hyderabad.

Post code	Name of the Post	Pay Band & Grade Pay / Pay scale	Classification of Post	Qualifications required	Age –limit for direct recruits
01	Pharmacist Allopathic	Pay Band-01 Rs.5,200-20,200 Plus Grade Pay Rs.2,800/- (Pre-revision)	General Central Services Group-C Non- Ministerial Non- Gazetted	12 th Class or equivalent pass with science subjects(Physics, Chemistry and Biology) from a recognized Board or University + Diploma in Pharmacy or Equivalent from a recognized Board or University + Two years experience as Pharmacist in any recognized Hospital or Pharmacy after duly registered as Pharmacist under the Pharmacy Act 1948; Or Bachelor Degree In Pharmacy(B.Pharm.)+ duly registered as Pharmacist under the Pharmacy Act 1948	Between 18 to 25 years (Relaxable for Government servants up to the age of forty years in the case of general candidates and up to forty five years in the case of candidates belonging to the SC/ST in accordance with the instructions or orders issued by the Central Govt. from time to time). Normal age relaxation with 5 years for SC/ST, 3 years OBC candidates and 10 years for PWD. In case of Ex-Service Men-age relaxation is for Service rendered in Army/Navy/Airforce+3y ears. Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications in India.+

02	Pharmacist - Ayurveda	Level 5 (Rs. 29,200-92,300) 7 th CPC.	General Central Services Group-C Non- Ministerial Non- Gazetted	i)12 th Class or equivalent pass with science subjects(Physics, Chemistry and Biology) ii)Degree in Ayurvedic Pharmacy or Diploma in Ayurvedic Pharmacy Course, duration of which should not be less than 2 years from any government organization or private	Between 18 to 25 years (Relaxable for Government servants up to the age of forty years in the case of general candidates and up to forty five years in the case of candidates belonging to the SC/ST in accordance with the instructions or orders issued by the Central Govt. from time to time). Normal age relaxation with 5 years
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				institute or by any University and registered with respective state government Ayurvedic Regulatory Boards or Councils and two years experience in the field of ayurvedic dispensary or hospital or pharmacy or wellness centre.	for SC/ST, 3 years OBC candidates and 10 years for PWD. In case of Ex-Service Men-age relaxation is for Service rendered in Army/Navy/Airforce+ 3years. Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications in India.
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03	Pharmacist-cum-clerk - Homeopathic	Pay Band-01 Rs.5,200-20,200 Plus Grade Pay Rs.2,800/- (Pre-revision)	General Central Services Group-C Non- Ministerial Non- Gazetted	12 th Class or equivalent pass with science subjects (Physics, Chemistry and Biology) from a recognized Board or University + Diploma or certificate course in Homeopathic Pharmacy of at least one year duration from a recognized institution. Basic knowledge of computer is desirable.	Between 18 to 25 years (Relaxable for Government servants up to the age of forty years in the case of general candidates and up to forty five years in the case of candidates belonging to the SC/ST in accordance with the instructions or orders issued by the Central Govt. from time to time). Normal age relaxation with 5 years for SC/ST, 3 years OBC candidates and 10 years for PWD. In case of Ex-Service Men-age relaxation is for Service rendered in Army/Navy/Airforce+ 3years. Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications in India.
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04	Pharmacist-cum-clerk - Unani	Level 5 (Rs. 29,200-92,300) 7 th CPC	General Central Services Group-C Non- Ministerial Non- Gazetted	Essential: I. i)12 th Class or equivalent pass with science subjects(Physics, Chemistry, Maths or Biology) or equivalent from recognized Board or University or an equivalent oriental qualification in Urdu	Between 18 to 25 years (Relaxable for Government servants up to the age of forty years in the case of general candidates and up to forty five years in the case of candidates belonging to the SC/ST in accordance with the instructions or orders issued by the Central
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			<p>or Arabic or Persian ii)Diploma in Unani Pharmacy from a recognized Board or University or institute iii) Two years experience as Unani Pharmacist in any recognized Hospital or Pharmacy. OR II. Degree in Unani Pharmacy from a recognized University or Institute. Note 1: the qualifications are relaxable at the discretion of competent authority in the case of candidates otherwise well qualified. Note 2: the qualification regarding the experience is relaxable at the discretion of the competent authority in case of ST and SC candidates, if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates belonging to those communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	<p>Govt. from time to time). Normal age relaxation with 5 years for SC/ST, 3 years OBC candidates and 10 years for PWD. In case of Ex-Service Men-age relaxation is for Service rendered in Army/Navy/Airforce+ 3years Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications in India.</p>
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ANNEXURE-II

Category wise breakup of posts.

Post Code	Name of the Post	Unreserved	OBC	SC	ST	Total no of posts
01	Pharmacist -Allopathy	12	07	03	01	23
02	Pharmacist -Ayurveda	1	1	0	0	2
03	Pharmacist-cum-clerk -Homeopathy	1	1	0	0	2
04	Pharmacist-cum-clerk -Unani	2	1	0	0	3

Annexure-III

INSTRUCTIONS TO CANDIDATES:

A) INSTRUCTIONS TO CANDIDATES:

- i. The applicants are required to go through the user guide and satisfy themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.
- ii. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website will be processed through computer and the eligibility decided in terms of notification and confirmed accordingly.
- iii. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the CGHS, Hyderabad will not be held responsible for any kind of delay/discrepancy on part of the Candidate.
- iv. Applicants must compulsorily upload his/her own scanned photo and signature through JPG/JPEG format only.
- v. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling the application through website.
- vi. Important:- Hand Written/Typed/Photostat copies/printed application form will not be entertained.
- vii. The applicant shall produce all the essential certificates issued by the Competent Authority for verification by the CGHS, Hyderabad as and when called for. If candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any further correspondence.
- viii. Service candidates should apply on line and send hard copy of application duly attested by the Head of the Office/ Department through proper channel to O/o the Additional Director, CGHS, Kendriya Swasthya Bhawan, Prakashnagar, Begumpet, Hyderabad, Telangana – 500016.

The following certificates should be as per Central Govt. / State Govt. standard proformas.

1. Community, Nativity and Date of Birth Certificate
2. Certificates related to Qualifications, Registration & Experience.

B) INSTRUCTIONS REGARDING ON-LINE EXAMINATION FOR CANDIDATES:

- 1) The candidates should take their seats at the prescribed time before the commencement of the examination. Biometric registration would be conducted before entry into examination hall. The entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Any electronic devices including cell phones, pagers and calculators etc., are not allowed in the examination hall.
- 2) The starting time of each examination paper and the entry time would be mentioned in the hall ticket
- 3) Candidates will not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he would be disqualified. If there is any

problem with computer system, the candidates have to wait without talking to others till the system is restored. In case of any violation, the candidate will be disqualified.

4) The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.

5) 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.

6) Invigilator will announce the password 15 minutes before commencement of the Examination.

7) Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.

8) After logging in, your screen will display:

**Profile Information - Check the details & click on "I Confirm" or "I Deny".*






**Detailed exam instructions - Please read and understand thoroughly.*

**Please click on the "I am ready to Begin" button, after reading the instructions.*

9) You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.

10) To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.

11) On the online exam question screen, the timer will display the balance time remaining for the completion of exam.

12) The question numbers are color coordinated 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 and marked by candidate for review.

13) After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.

14) Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.

15) To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.

16) 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.

17) 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.

18) You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.

19) The SUBMIT button will be activated after 150 Minutes. Please keep checking the timer on your screen.

20) In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.

- 21) 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.
- 22) Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.
- 23) Please inform the invigilator in case of any technical issues.
- 24) Please do not talk to or disturb other candidates.
- 25) In case you are carrying articles other than the admit card, photo identity proof and pen, please leave them outside the exam room.
- 26) You cannot leave exam room before submitting the paper. Please inform the invigilator if you want to use the wash room.

D) GENERAL INSTRUCTIONS TO CANDIDATES:

- 1) If the candidate notices any discrepancy printed on the Hall ticket, as to community, date of birth etc., he/she may immediately bring it to the notice of CGHS, Hyderabad's officials/Chief Superintendent in the examination centre and necessary corrections can be made in the Nominal Roll, in the Examination Hall against his/her Hall Ticket Number for being verified by the CGHS, Hyderabad's Office.
- 2) The candidate should satisfy the Invigilator of his/her identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.
- 3) The candidates should take their seats at the given time before the commencement of the examination and are not to be allowed after the scheduled time. The time of Examination and entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime.
- 4) 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 CGHS, Hyderabad or that the entries made by the candidate in his/her application have been accepted by the CGHS, Hyderabad 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. Hence the candidates are advised not to change their appearance till the recruitment process is complete.
- 5) The candidates are not allowed to bring any Electronic devices such as mobile / cellphones, programmable calculators, tablets, iPad, Bluetooth, pagers, watches or any other computing devices to examination Hall. Non programmable calculators would be permitted, wherever necessary. 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.
- 6) The candidates are expected to behave in orderly and disciplined manner while writing the examination. Their candidature will be rejected in case of impersonation/ disorder/ rowdy behaviour during Examination and necessary F.I.R. for this incident will be lodged with concerned Police Station. The Chief Superintendent of the centre is authorized to take spot decision in this matter.
- 7) Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.

8) The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Examination. Action will be taken to penalize as per G.O.Ms.No.385, G.A. (Ser. A) Dept., Dt.18/10/2016.

9). An extra time of 20 minutes per hour is permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). No scribe is allowed to such candidates.

10). In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo during examination to Chief Superintendent for affixing the same on the Nominal Rolls.

11) The candidate will not be admitted to the examination Hall without procedural formalities.

12) The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.

13) The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll or OMR Answer Sheet.

14) Instructions to be followed scrupulously in the Examination Hall
