

GOVERNMENT OF ANDHRA PRADESH
PRISONS DEPARTMENT

NOTIFICATION FOR RECRUITMENT OF OFFICE SUBORDINATE AND
WATCHMAN POSTS, ON OUTSOURCING BASIS IN OFFICE OF THE
DEPUTY INSPECTOR GENERAL OF PRISONS, GUNTUR RANGE, TADEPALLI

Notification No: 01 / 2023, Date 04 -10-2023

(As per G.O.Rt. No. 899 HOME (PRISONS & FIRE) DEPARTMENT, Dated 17-8-2023)

The Government of Andhra Pradesh has issued orders vide G.O.Rt.No.899, HOME (PRISONS & FIRE) DEPARTMENT, dated 17-8-2023 to recruit Office Subordinate and Watchman on Outsourcing basis in office of the Deputy Inspector General of Prisons, Guntur Range, Tadepalli in existing vacancies with the Remuneration per month as mentioned against each post.

1	Office Subordinate	1	(a) Qualifications: 1. Must have passed 7 th class or equivalent examination and be able to read and write Telugu 2. Must be able to ride a Bicycle	Rs. 15,000-00
2	Watchman	1	(a) Qualifications: 1. Pass the 5 th class and be able to read and write Telugu. 2. Must be able to ride a Bicycle.	Rs. 15,000-00

AGE LIMIT: Candidates must have completed the age of 18 years and must not have completed the age of 42 years as on 30.9.2023. Age relaxation for upper age limit to those candidates belongs to SC/ST's for '5' years and BC's/EWS for '3' years up to a maximum for 47 years. The maximum age shall be reckoned as on 30.9.2023. The relaxation of maximum age limit in respect of Ex-servicemen will be as per AP State Govt. Outsourcing employees Rules in force.

Rule of Reservation: Rule of Reservation will apply as per AP State Govt. Outsourcing employees Rules in force.

General duties of Office Subordinate:

- Office subordinate is responsible for the cleanliness of the office rooms, premises etc.,
- Apart from looking after the general tidiness of the section, dusting the furniture and records on the morning of each day.
- Office subordinate will carry out miscellaneous orders connected with stitching files, carrying of files, papers etc., to the various sections and officers and bringing and distributing stationery articles.
- It is duty to stop all fans and put out all lights in the sections or rooms and to get the doors and windows of the rooms locked up securely at the sections or officers to which/whom he attached to check up on opening the rooms on the next working day that nothing has been lost or tampered with.
- Office subordinate is responsible for the custody and loss of all articles within the area of rooms allotted.
- Any other work related to office by the competent authority from time to time

Dress Code: Office subordinate has to maintain dress code while on duty as designed by the Competent Authority.

General duties of Watchman:

- A watchman primarily duty is guarding property, such as empty building after office hours, in addition to watching for intruder.

- He must look for other hazards that might cause fire, water damage and other etc.,
- Regular patrol in the office premises to stay vigilant against possible threats,
- Checking for unlocked or damaged doors and windows.
- The presence of a watchman some measure of deterrence against anti-social and illegal activities.
- He has to respond first to incidents and emergencies occurred in the office premises
- Maintenance of register for all activities observed on the premises to keep the employer apprised of the security situation and advise on any further measures that should be taken.
- Maintenance of Visitors In and Out register

Dress Code: Watchman has to maintain dress code while on duty as designed by the Competent Authority

How to apply:

- Candidates can obtain an application form from the Office of the Deputy Inspector General of Prisons, Guntur Range, Tadepalli or download from NIC Website
- The candidate in person shall submit a filled in Application along with all its enclosures as mentioned in the table below, directly at Office of the Deputy Inspector General of Prisons, Guntur Range, Tadepalli on or before 16-10-2023 by 05-00 PM sharply.
Address, The Deputy Inspector General of Prisons, Guntur Range, 7th Lane, Sri Raja Rajeswari Nagar, Ashramam Road, Kollis Residence, Tadepalle, 522501.
(CONTACT NUMBER 8008229604)
- Applications should be submitted walk in by the candidate him/herself.
- Application shall be super-scribed with "Application for the post of _____ otherwise, the application will be summarily rejected.
- Aadhar and Working Mobile numbers are mandatory for communication from time to time.

SELF ATTESTED COPIES TO BE ENCLOSED WITH FILLED IN APPLICATION

1	Filled-in application form with latest Passport size photo affixed.
2	Attested copy of marks memo of qualifying examination or equivalent certificate
3	Attested copies of marks memos of all the years of qualifying examination
4	Attested copies of Provisional / Permanent certificate of qualification
5	Attested copy of latest caste certificate (in case of SC/ST/BC)
6	Attested copy of the latest EWS certificate for OC Candidates
7	Attested copies of study certificates from Class-III to VII where the candidate studied
8	Attested copy of the experience certificate of the candidate (if applicable)
9	Attested copy of the Aadhar certificate of the candidate (mandatory)
10	No objection certificate from the employer (if employed anywhere)

NOTE: -

- If an attested copy of the Caste/EWS certificate is not enclosed, the candidate will be treated under Open Category.
- If the Study certificates are not enclosed the candidate will be treated as non-Local
- If any of the self-attested copies noted in the table above have not been enclosed by the candidate, the application will be summarily rejected.
- Application shall be submitted in the format enclosed to these guidelines only.
- The applicant has to produce original certificates on the day mentioned by the authority. If the applicant fails to produce any of the required certificates, his/her candidature will be rejected.

SELECTION PROCESS: -

- language test / Recycle Book
- A) Aggregate of marks obtained in all the years in the qualifying examination will be allocated with 75% marks.
 - B) Later, interviews will be conducted to the candidates, they will be awarded a maximum of '25%' marks during the interview.
 - C) Purely on Merit and Rule of Reservations will be followed as per the Rule 22 of AP State and Subordinate Services, and other rules will apply as per A.P. State Government rules in force.
 - D) Merit list will be based on the marks obtained by the candidates for their qualifying examination and interview
 - E) Where two or more candidates get equal number of total marks, the elder in age will be considered for provisional selection

RECRUITMENT SCHEDULE: -

1	Date of availability of application forms	From 06-10-2023
2	Last date for receipt of applications	Up to 16-10-2023 by 5 pm

- The date & Time of the Interview will be communicated to the Candidates through Phone calls/SMS to the Contact Numbers Provided in the Application and also displayed at O/o DIG of Prisons, Guntur Range, 1st line, Sri Rajarajeswari Nagar, Tadepalli.
- Candidates who don't Provide working Contact Numbers/Switched off Mobiles/are Not available in the Network Area/ Didn't Lift the Calls made from the office of the Deputy Inspector General of Prisons, Guntur Range, Tadepalli, there will be no other way to Communicate the Candidates on Interview. These Candidates will be marked absent in the interview and their names will be removed from List of the Eligible Candidates. Otherwise, they have to follow the notices displayed at O/o the DIG Prisons, Guntur Range, Tadepalli.
- Interviews with the Candidates can't be rescheduled and those who didn't attend the Interview due to the reason mentioned above or any other reason will be marked absent and will be given Zero Marks in the interview.

CONDITIONS ON APPOINTMENT: -

The candidate selected and appointed on an Outsourcing basis shall not be regarded as a member of the service in which the post to which he/she is appointed, is included, and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or any other service. They may be terminated at any point in time during their service for administrative reasons.

REMUNERATION: - The monthly remuneration will be paid as shown against each category as per Go.Ms.No.7. Finance (HR.I Plg & policy), department, dated. 17-01-2022.

LEAVE: - The persons appointed on outsourcing basis the leave rules will apply as per A.P. State Government rules in Force.

GENERAL INSTRUCTIONS: -

1. No private practice is allowed during the contract period.
2. All the staff shall stay in bonafied Head Quarters and shall be available 24 hours on call duty during any emergency.
3. Disciplinary control in accordance with provisions of APCS (CCA) Rules, 1991 and other rules will apply as per A.P. State Government Outsourcing Employees rules in force.
4. Merely securing minimum qualifying marks will not vest any applicant with a right to be considered for the selection.
5. No person shall be eligible for appointment to the service by recruitment unless he/she satisfied the following conditions:

- i) That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service
 - ii) That his/her character and antecedents are such as to qualify him/her for such service; and
 - iii) He/She is a citizen of India
6. A person in a bigamous marriage shall not eligible for appointment
 7. No person who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government or local or other authorities shall be eligible for appointment
 8. No person who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment
 9. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law
 10. The particulars furnished by the applicant in the application form will be taken as final. Correspondence will not be entertained by this office under any circumstances.
 11. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage in the selection process the application of the candidate will be summarily rejected. In addition, the candidate will also be liable for appropriate action/prosecution as per Law.

DEBARMENT: -

1. Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the format of application regarding their eligibility in all respects. Any candidate furnishing incorrect information or making false declarations 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 and future recruitment.
2. The department is vested with 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 a breach of this duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Department will be sufficient cause for rendering such questionable means as ground for debarment.

DEPARTMENT'S DECISION IS FINAL:

The decision of the department/Dist. Selection Committee pertaining to the application and its acceptance or rejection as the case may be, and conduct of counseling 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 with it. The department/DSC also reserves its right and modify regarding 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.

A. L. Narasim
Administrative Officer
O/o Deputy Inspector General of Prisons,
Guntur Range, Tadepalli.
Member & Convener.

[Signature]
Collector & District Magistrate, Guntur.
Chairperson,
EX-Officio Executive Director of APCOS
Guntur.

[Handwritten signature]

A. L. Narasim
Administrative Officer
O/o. Dy. Inspector General of Prisons
Guntur Range:: Guntur