

GOVERNMENT OF ANDHRA PRADESH
NOTIFICATION FOR FILLING UP OF TYPIST CUM COMPUTER OPERATORS
(OUTSOURCING) IN REVENUE DEPARTMENT

Roc.No.A3/e-51887/2023

Dated: **10.11.2023**
District: erstwhile West Godavari.

1. Applications are invited from eligible candidates for appointment as Typist cum Computer Operators on Outsourcing basis in Revenue Department(erstwhile West Godavari)

2. CATEGORIES OF POST

EDUCATIONAL QUALIFICATIONS

(i) **Typist Cum Computer Operator** I. Any Bachelors Degree with Computers or B.Tech/BCA/MCA of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission.

OR

Any Bachelors Degree with PGDCA Certificate from recognized Institution

AND

II. Must have passed the Government Technical Examination in Typewriting by the Higher Grade

Note: - If candidate with higher grade qualification in Typewriting are not available, candidate in lower grade qualification will be considered for appointment.

The eligible candidates have to apply through online only. The detailed information regarding eligibility and other instructions are available in the website: www.eluru.ap.gov.in

3. **AGE:** The applicant should have completed (18) years of age as on **01.07.2023** and should not have completed (42) years of age on the said date(Age relaxation for SCs, STs, BCs, EWS – 5 years, PH-10 Years, Ex-Ser/NCC – 3 Years, candidates)
4. **MONTHLY REMUNERATION:** -18,500/- per month
5. Selection of candidates will be made on the basis of marks obtained in the qualifying academic examination i.e., “Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission”
6. Thereafter, a further test shall be conducted i.e. **“Proficiency in Office Automation with usage of computers and associated software”**, only for

the short listed candidates to assess the proficiency in Office Automation with usage of computers and associate software, before finalizing the selection list. Only those candidates who pass the qualifying test to assess "Proficiency in Office Automation with usage of computers and associate software" would be eligible for appointment to the relevant post

7. Approximate number of vacancies in the erstwhile West Godavari district is given below. The vacancies given are subject to decrease or increase according to circumstances.


Vacancies of Typist Cum Computer Operator posts in the District

Sl. No.	Name of the Category/Post	No of Vacancies	Details of Vacancies	
			Category	Total Vacancies
1.	Typist-cum-Computer Operator in Revenue Department	12	OC(G)	3
			OC(W)	3
			BC-D(G)	1
			BC-B(G)	1
			ST(G)	1
			SC(G)	1
			PH-HI(W)	1
			EWS(G)	1
Total Vacancies				12

10. Selection of an applicant by the competent authority carries with it no guarantee of actual appointment.

Last Date for submission of application:- 30.11.2023

(This notification is issued with prior approval of the Collector & District Magistrate, Eluru District, Eluru)


 For District Collector
 Eluru District & Nodal Officer for erstwhile
 West Godavari.

