

**User's Guide for Group- IV Services (General Recruitment) - NOT I F I C A T I O N  
NO. 4 0 / 2 0 0 8**

**Note: After submission of application through online, Challan will be generated and candidates have to pay the fee at any branch of S B I, otherwise the submitted application will be liable for rejection.**

Please read the following instructions before filling the online application for Group- IV Services (General Recruitment) – Notification No.40/2008.

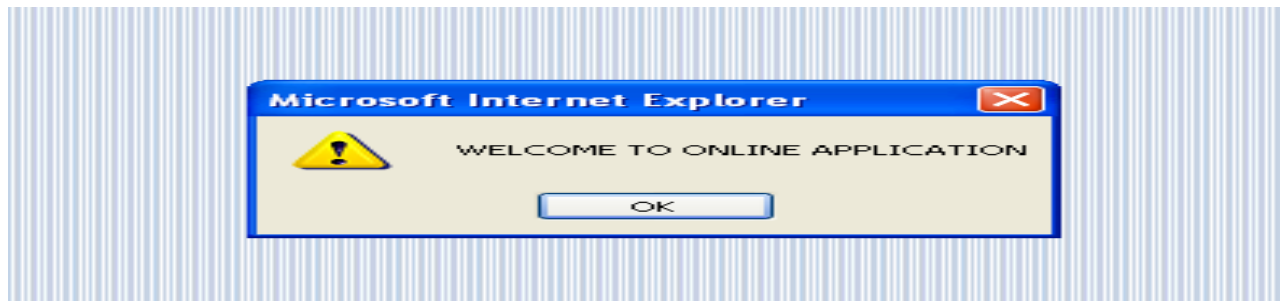
**How to access online application form?**

By typing the APPSC website address <http://www.apspsc.gov.in> in any browser, the following screen appears.



**fig(1)**

By clicking on **Apply** link of Group- IV Services (General Recruitment) for SSC & Inter– Notification No.40/2008, candidate can see the display of message **WELCOME TO ONLIE APPLICATION**. Click on **OK** button to proceed to fill the online application.



**fig(2)**

After clicking **OK** button, Candidates can see the display of following screen for **uploading photograph**. For uploading photograph candidates have to go through the displayed instructions or can download detailed instructions by clicking on **instructions** link. Candidates have to click on **user guide** for understanding the filling of relevant fields into online application.

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD**  
**NOTIFICATION NO. : 40/2008**  
**APPLICATION FOR GROUP-IV SERVICES (GENERAL RECRUITMENT)**

**Note :**

- After submission of application through online, challan will be generated and candidates have to pay the fee at any branch of SBI otherwise the submitted will be liable for rejection
- After payment of fee at SBI, candidate has to again visit this website to submit payment details

**Photograph with Signature**

1. Paste the Photo on any white paper and Sign below. Ensure that the signature is within the box. Scan the required size containing photograph and signature. Please do not scan the complete page.
2. The entire image consisting of the photo along with the signature is required to be scanned and stored in \*.jpg format on local machine. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.

click here for [Instructions](#)  
click here for [user guide](#)

Photo width = 3.5cm

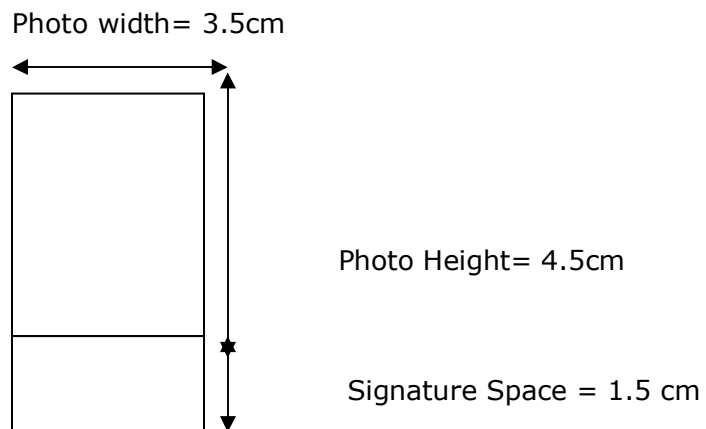
Photo Height = 4.5cm

Signature Space = 1.5 cm

Upload your Photograph :

**fig(3)**

### Scanning & Uploading Photograph and Signature



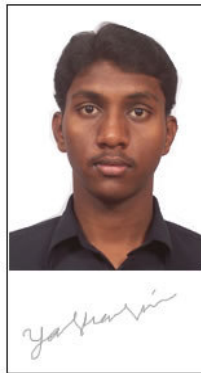
### Instructions for Scanning Photograph with Signature

**Note: Don't forget to sign below the photograph.**

1. Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.

2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
3. The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in **\*.jpg** format on local machine.
4. Ensure that the size of the scanned image is not more than 50KB.
5. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.
6. The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
7. The signature must be signed only by the candidate and not by any other person.
8. The signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

### **Sample Photo and Signature**

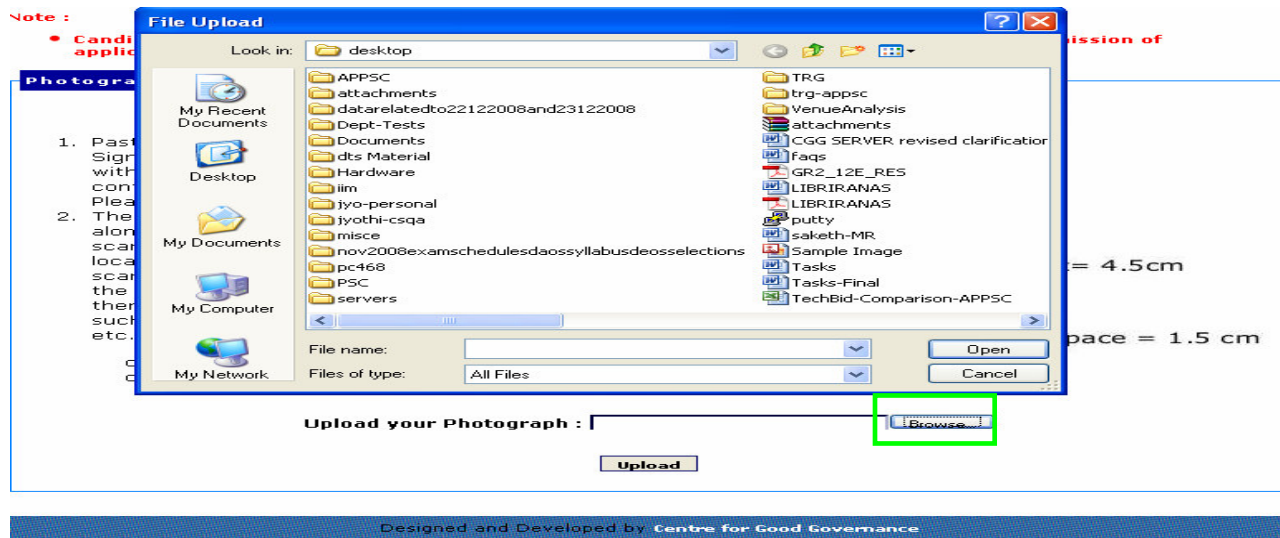


*e.g. The Technical Specifications of the sample scanned image shown above are:*

- Size of the file < 50 KB
- Dpi setting = 200 dpi
- True Colour

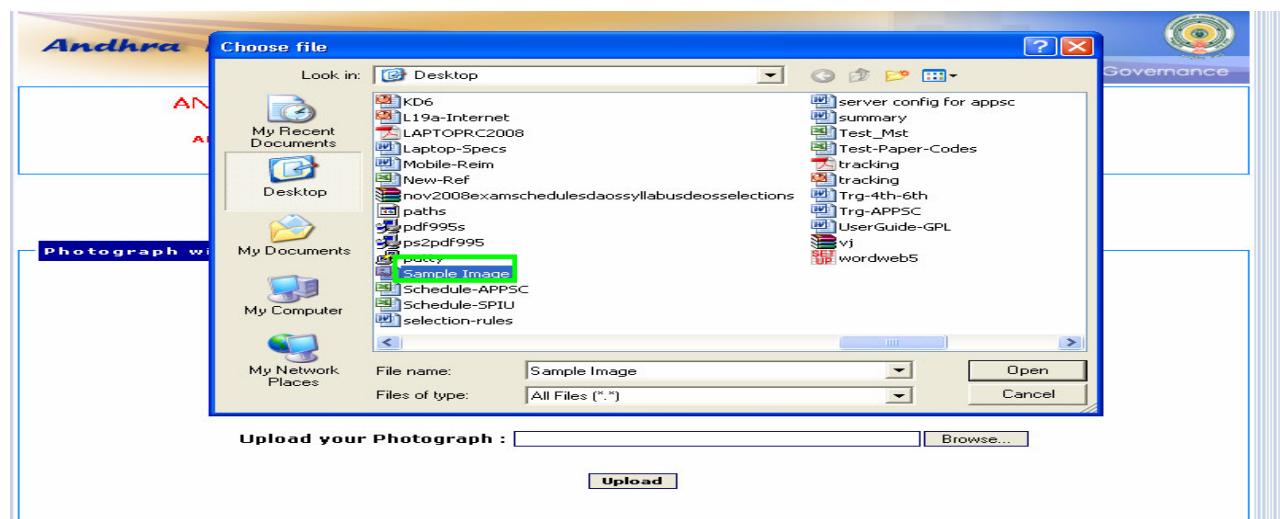
### **Sample Screen Shots for uploading Photo with Signature**

The candidate has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button in the application form. By clicking on **browse** button the following screen appears.



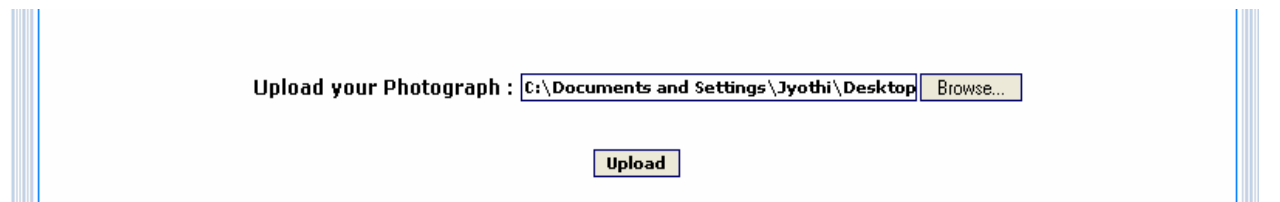
fig(4)

Click on the scanned and stored photograph 'Sample Image' (JPEG image) to upload from local machine.



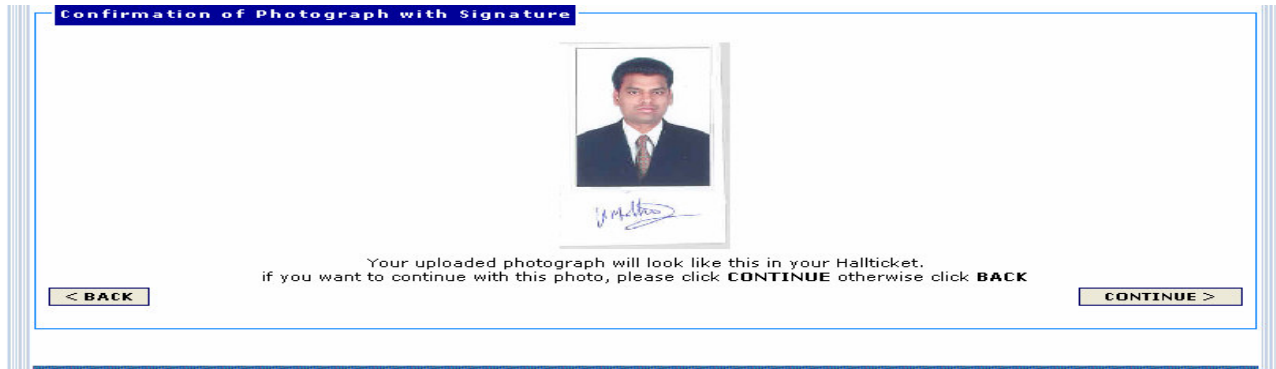
fig(5)

By clicking on file 'Sample Image', the image is automatically displayed as File name. Click on **Open** button the following screen will be displayed. Then click on **Upload** button to check the quality of photograph.



**fig(6)**

The uploaded photograph appears in the following screen. The candidate has to **click** on **CONTINUE** button to proceed further for filling the application. If the candidate doesn't satisfy with the quality of photo he/she has to **click** on **BACK** button to upload best quality photograph by repeating the above described procedure starting from the scanning of photograph with signature.



**fig(7)**

By clicking on **CONTINUE** button the following message as **Fields marked with '\*' are compulsory** will be thrown by the system. See fig (8)



**fig(8)**

By clicking on **ok** button on the above message the application form for **Group- IV Services (General Recruitment) – Notification No.40/2008** Application form will be enabled.

The candidate has to first enter the details in the following order in the enabled form.

- Personal Details
- Examination Details
- Qualification Details
- Basic Education Details for Zone Identification
- Declaration

## Personal Details

### Note:

1. After Submission of all the details the data will be automatically converted to CAPITAL LETTERS even the candidate fills the data in SMALL LETTERS.
2. Please provide Mobile Number for receiving SMS on Fee Receipt, Exam Dates, Hall Ticket Download information and Results.
3. Candidates belonging 'B.C' community have to click the box 'No' if they do not come under 'Creamy Layer' otherwise click the box 'YES'. If 'YES' they will be treated as 'OC'.

Enter **Name** exactly as in your 10<sup>th</sup> class certificate. Avoid dots or hyphen with your initials. Instead give space between initials. Enter **Father's/ Husband's Name**. Avoid dots or hyphen with your initials. Instead give space between initials. Select **date, month and year** from three boxes your age will be displayed in years and months as on 01-07-2008. **Gender** can be **clicked** by selecting **Male** or **Female** box.

Type your full **Address** in the boxes provided, Select **District** from the given list, Enter **pin code**. Enter **e-Mail** for future correspondence. Enter **Mobile No.** for sending **SMS** for communicating **Receipt of Fee** information, **exam dates**, **Hall ticket** download, **Results** and any other important information. Select **Community** from the given list. Candidates claiming 'B.C' have to **click** the box 'No' if they do not come under 'Creamy Layer' otherwise **click** the box 'YES'. If 'YES' they will be treated as 'OC'. The Government have fixed the annual income limit at Rs. 4.00 Lakhs to come under creamy layer. Candidates claiming as belong to **Backward Classes** have to produce a Certificate from the competent authority regarding their exclusion from the Creamy Layer at an appropriate time.

**Click** the box 'Yes' if you belong to **Ex-Service Men** (candidate who should have served in army/navy/air force) otherwise **click** the box 'No'. **PH** Candidates have to **tick** the relevant boxes of category. Sample screen with data is shown fig (9) below.

PERSONAL DETAILS	
Name *	naina
Fathers Name *	sagar
Date of Birth *	Day 29 Month July Year 1977
Age as on 01-07-2008 : 30 Years 11 Months	
Gender *	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Address for Communication *	12-35
	jhills
	hyderbad
District *	HYDERABAD
Pincode	500002
e-Mail	naina@gmail.com
Mobile	98789878999
Community you Belong *	ST
Are you an Ex-Service Men *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you a PH-Person *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Only for PH Candidates	
Type of Handicapped *	<input type="checkbox"/> VISUALLY HANDICAPPED <input checked="" type="checkbox"/> HEARING HANDICAPPED 61-65 <input type="checkbox"/> ORTHOPEDICALLY HANDICAPPED

fig (9)

## Age Relaxation

Click the box 'Yes' to claim **Age Relaxation** otherwise click the box 'No'. If 'Yes' click the relevant category boxes under which you are seeking Age Relaxation and enter the '**Length of Service**' for age relaxation.

**Community, Ex-Service Men and PH category** will be automatically displayed from the already selected fields, if **Ex-Service Men** is **yes** then enter '**Length of Service**' in **years**. Click the box 'Yes' if you Worked as Instructor in **NCC** otherwise click the box 'No'. If 'Yes' enter '**Length of Service**' in **years**. Click the relevant **Employment Status** box (AP State Govt. Employee or Others) for Age relaxation. AP State Govt. Employees have to enter Length of Service to claim age relaxation. Click the box 'Yes' if you are retrenched temporary employee in State Census Department otherwise click the box 'No'. If 'Yes' enter '**Length of Service**' in **months**. Sample screen with data is shown in fig (10) below.

Are you claiming Age Relaxation *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
AGE RELAXATION	
Community You Belongs *	ST
Are you an Ex-Service Men *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Length of Service : 0 Years
Are you Physically Handicapped	<input type="checkbox"/> VH <input checked="" type="checkbox"/> HH <input type="checkbox"/> OH
Worked as Instructor in NCC *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Length of Service : 0 Years
Employment Status *	<input type="checkbox"/> A.P.State Govt. Employee <input checked="" type="checkbox"/> Others Length of Service : 0 Years
Are you retrenched temporary employee in State Census Department *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Length of Service : 0 Months

fig (10)

### Fee Exemption

**Note: Every candidate has to pay Rs.25/- towards Processing Charges.**

Click the box **'Yes'** if you are claiming **Fee Exemption** otherwise click the box **'No'**. **Community, Ex-Service Men** and **PH category** will be automatically displayed from the already selected fields. Click the box **'Yes'** if you belong to **white card holder** otherwise click the box **'No'**. Click the relevant **Employment Status box** (Unemployed or Others) for fee Exemption. Sample screen with data is shown in fig (11) below.

Are you claiming Fee Exemption \*  Yes  No

Examination Fee Rs.80/-

Processing Fee \* Rs. 25/-

Note : Every Candidate has to pay Rs.25 towards Processing Charges

**FEE EXEMPTION**

Community You Belongs \*

Are you an Ex-Service Men \*  Yes  No

Are you Physically Handicapped  VH  HH  OH

Are you a white card holder \*  Yes  No

Employment Status \*  UnEmployed  Others

fig (11)

### Qualification Details

**Click** the box **'Yes'** if you possess **Physical requirements** for post codes **02** and **03** as per Notification otherwise click the box **'No'**. Select the **District for which Applying** from the given list (Candidates can apply a district post either Local or Non Local basis and shall take Examination in that district only). Select educational **Qualification from** the given. As per the selection the applying post codes will be displayed as shown below. Select **date, month and year** from three boxes **for Date of Acquiring Qualification**. The Date of Acquiring Qualification should be prior to the notification published date (30-12-2008). **Click** the box **'Yes'** if you possess Qualification as per Notification otherwise click the box **'No'**. Sample screen with data is shown in fig(12) below.



<b>Physical Requirements for Post Code 02.</b>	
<b>Physical Requirements for Post Code 02.</b>	Must be Atleast 167 cms in Height and atleast 86.3 cms round the chest on full inspiration with a minimum expansion of 5cms
<b>Do You Possess Physical Measurements for Post Code 02 *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>Physical Requirements for Post Code 03.</b>	
<b>Physical Requirements for Post Code 03.</b>	(Only For Women) Must be Atleast 152.5 cms in Height and atleast 45.5 kgs in Weight
<b>Do You Possess Physical Measurements for Post Code 03 *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>EXAMINATION DETAILS</b>	
<b>DISTRICT FOR WHICH APPLYING *</b>	SRIKAKULAM
<b>POST CODES</b>	01. Junior Asst. in Various Dept. 02. Supervisors in A.P. Juvenile Welfare & Correctional Sub -Service 03. Matron Grade -II in A.P. Juvenile Welfare & Correctional Sub -Service
<b>Note : Candidates can apply a district post either Local or Non Local basis and shall take Examination in that district only</b>	

<b>QUALIFICATION/EDUCATION DETAILS</b>	
<b>Basic Educational Qualification *</b>	Intermediate or its equivalent
<b>Date of Acquiring Qualification *</b>	Day 4 Month March Year 1988

fig (12)

## Basic Education Details for Local District Calculation

### Regular Candidates

Type of Study from **4th class to 10th class** can be selected by clicking '**Regular**' box. Regular candidates have to select the **school studied District** form the given list from **4th class to 10th class**. As per the selection of Districts the system will **display the 'District you Belong'**.

- 4th Class:** Select 4<sup>th</sup> Class studied District form the given list
  - 5th Class:** Select 5<sup>th</sup> Class studied District form the given list
  - 6th Class:** Select 6<sup>th</sup> Class studied District form the given list
  - 7th Class:** Select 7<sup>th</sup> Class studied District form the given list
  - 8th Class:** Select 8<sup>th</sup> Class studied District form the given list
  - 9th Class:** Select 9<sup>th</sup> Class studied District form the given list
  - 10h Class:** Select 10<sup>th</sup> Class studied District form the given list
- Sample screen with data is shown in fig (13) below.

BASIC EDUCATION DETAILS FOR LOCAL DISTRICT CALCULATION	
<b>Type of Study *</b>	<input checked="" type="radio"/> Regular <input type="radio"/> Private
<b>Regular :</b>	Candidates who have continuous 7 years of study in school and resided in AP
<b>Private :</b>	Candidates who have not studied in any educational institution during the whole or part of preceding 7 years of study in which he/she appeared for the SSC/Degree examination (Please select the district respectively)
<b>4<sup>th</sup> Class</b>	EAST GODAVARI
<b>5<sup>th</sup> Class</b>	GUNTUR
<b>6<sup>th</sup> Class</b>	EAST GODAVARI
<b>7<sup>th</sup> Class</b>	MAHABOOBNAGAR
<b>8<sup>th</sup> Class</b>	NIZAMBAD
<b>9<sup>th</sup> Class</b>	RANGAREDDY
<b>10<sup>th</sup> Class</b>	PRAKASAM
<b>District you Belong</b>	EAST GODAVARI
<b>Do you possess Qualification as per Notification *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Order of Preference for Posts (Only for Women)	
<b>1<sup>st</sup> Preference</b>	Supervisors in A.P. Juvenile Welfare & Correction
<b>2<sup>nd</sup> Preference</b>	Matron Grade -II in A.P. Juvenile Welfare & Correction

fig (13)

### Private Candidates

Type of Study from **4<sup>th</sup> class to 10<sup>th</sup> class** can be selected by clicking '**Private**' box. Private candidates have to select the **Resided District** from the given list for **the preceding 7 years** in which he/she appeared for the SSC examination onwards. As per the selection of Districts the system will display the '**Zone you Belong**'.

**6<sup>th</sup> preceding Year:** Select the 6<sup>th</sup> preceding Year Resided District from the given list from SSC onwards

**5<sup>th</sup> preceding Year:** Select the 5<sup>th</sup> preceding Year Resided District from the given list from SSC onwards

**4<sup>th</sup> preceding Year:** Select the 4<sup>th</sup> preceding Year Resided District from the given list from SSC onwards

**3<sup>rd</sup> preceding Year:** Select the 3<sup>rd</sup> preceding Year Resided District from the given list from SSC onwards

**2<sup>nd</sup> preceding Year:** Select the 2<sup>nd</sup> preceding Year Resided District from the given list from SSC onwards

**1<sup>st</sup> preceding Year:** Select the 1<sup>st</sup> preceding Year Resided District from the given list from SSC onwards

Sample screen with data is shown in fig (14) below.

BASIC EDUCATION DETAILS FOR LOCAL DISTRICT CALCULATION	
<b>Type of Study *</b>	<input type="radio"/> Regular <input checked="" type="radio"/> Private
<b>Regular :</b>	Candidates who have continuous 7 years of study in school and resided in AP
<b>Private :</b>	Candidates who have not studied in any educational institution during the whole or part of preceding 7 years of study in which he/she appeared for the SSC/Degree examination (Please select the district respectively)
<b>6<sup>th</sup> preceding Year</b>	CHITTOOR
<b>5<sup>th</sup> preceding Year</b>	NIZAMBAD
<b>4<sup>th</sup> Preceding Year</b>	KURNOOL
<b>3<sup>rd</sup> Preceding Year</b>	ANANTHAPUR
<b>2<sup>nd</sup> Preceding Year</b>	ADILABAD
<b>1<sup>st</sup> Preceding Year</b>	HYDERABAD
<b>Place of appearing SSC/Degree</b>	KRISHNA
<b>District you Belong *</b>	KRISHNA

fig (14)

### Declaration

Candidates have to accept the declaration by **clicking** in the provided box shown below.

DECLARATION
I here by declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief in the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action against me as per rule incase it is detected that I have misled APPSC on any issue then I will be solely responsible for all penal consequences thereof. I have filled in the Application.
<input checked="" type="checkbox"/> I accept the above declaration

fig (15)

### Verification Code

Candidates have to type the **security code** in the given box **as displayed** in the image as shown in the fig (16) before previewing the entered data in the application.


Enter the Verification Code as displayed in the image :	5SFNU3	
<input type="button" value="Preview"/>		
Designed and Developed by: Centre for Good Governance		

fig (16)

By clicking on **preview** button the following screen appears.

QUALIFICATION/EDUCATION DETAILS	
Qualification :	S.S.C / Matriculation or its equivalent
Date of Acquiring :	10 September 2005
Type of Study :	R
Study/Residence 1st year :	EAST GODAVARI
Study/Residence 2nd year :	GUNTUR
Study/Residence 3rd year :	EAST GODAVARI
Study/Residence 4th year :	MAHABOBNAGAR
Study/Residence 5th year :	NIZAMBAD
Study/Residence 6th year :	RANGAREDDY
Study/Residence 7th year :	PRAKASAM
Post Preference 1 :	Supervisors in A.P. Juvenile Welfare & Correctional Sub -Service
Post Preference 2 :	Matron Grade -II in A.P.Juvenile Welfare & Correctional Sub -Service
Do YOU Possess Physical Measurements for Post 2	Y
Do YOU Possess Physical Measurements for Post 2(ST Candidates)	#
Do YOU Possess Physical Measurements for Post 3	Y
Do you possess Qualification as per Notification :	Y

FEE DETAILS	
Fee to be Paid :	105

**fig (17)**

For correcting the entered data the candidates have to click on **EDIT** button otherwise they have to click on **CONFIRM** button the following screen appears.

Enter the Verification Code as displayed in the image :	<input type="text" value="5SFNU3"/>	
<input type="button" value="Preview"/>	<input type="button" value="Submit"/>	

**fig (18)**

**Click** on **Submit** button to submit the correct data. After clicking on submit button the following screen appears.

### **PRINT the Application and Challan form**

#### **Note:**

- 1. Your Application has been provisionally accepted subject to payment of fee at any branch of SBI.**
- 2. The submission of application through online is not final, please pay the amount indicated in the challan at any branch of SBI.**
- 3. The fee paid by the candidate is not refundable at any cost.**
- 4. The system generated ID is displayed for future reference**

## 5. If you are unable to view pdf document download the Adobe Reader

The candidate has to **select** the **mode** of submission of application. For **printing** the **Application and challan click** on **Download Application & Challan**. The candidate has to **print** the **challan** form to make **payment** at any branch of SBI.

Application Details

**YOUR APPLICATION HAS BEEN PROVISIONALLY ACCEPTED SUBJECT TO PAYMENT OF FEE**

Submission of application through online is not final, Please pay the amount indicated in the challan at any branch of SBI. **Otherwise the application is liable for rejection**  
Click "Download Application & Challan" button to obtain the copy of challan

**REFERENCE ID : 5140000035**

Which mode do you feel is better?

- Online System
- Both are Equal
- Manual(Conventional) System

**Download Application & Challan**

Note :

- After payment of fee at SBI, candidate has to again visit this website to submit payment details

**fig (19)**

### **Submit Payment Details**

After submission of application candidate has to again visit this website to submit payment details. **Enter** ReferenceID and Journal No. **Select** Date of Birth, Date of Payment and **Click** on **Submit** button to submit payment details.

### **CHECK STATUS**

Candidate will be able to know the **status** of application by **clicking** on **check status** button on **home page**. Select Notification Number, enter **Referenceid** and select the **Date of birth** and **click** Submit button to know the status of the application. Application acceptance status will also be sent to the candidates through SMS to the provided mobile number.