

## User's Guide for DIVISIONAL ACCOUNTS OFFICER (WORKS) GRADE-II IN

### A.P. WORKS ACCOUNTS SERVICE

**Note: Candidates have to pay the fee at any branch of S B I with the generated Challan after submission of application, otherwise the submitted application will be liable for rejection.**

Please read the following instructions before filling the online application for DIVISIONAL ACCOUNTS OFFICER (WORKS) GRADE-II IN A.P. WORKS ACCOUNTS SERVICE.

#### How to access online application form?

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

The screenshot shows the homepage of the Andhra Pradesh Public Service Commission. The header includes the commission's name and logo, along with the tagline "Powered by Centre for Good Governance". A navigation menu contains links for Home, Organisation, Hall Tickets, and Results. A sidebar on the left lists various services such as Chairman's Page, Direct Recruitment, Departmental Test, Half Yearly Exams, Notifications, Syllabus, Interview Lists, Selection Lists, Imp. Orders/Circulars, Annual Reports, RTI Act, FAQs, Directory, Archives, Photo Gallery, UPSC/Other PSCs, and Contact Us. The main content area features a banner for "Exam Schedule" and "Downloads". Below this, the "Online Applications" section displays a table of current openings with columns for Notification Details, Application, Start Date, End Date, and an "Apply" button. The table lists five positions, all with application deadlines of 31-JAN. To the right, the "Latest News" section lists recent notifications, including No.54/2008 for Technical Assistants in Hydrogeology and No.25/2008 for the Asst. Director in the Divisional Accounts Officer (Works) Grade-II. A "View upcoming applications" link is also present.

Notification Details	Application	Start Date	End Date	
25/2008	Asst. Director in A.P Economics & Statistics Service	16- JAN	31- JAN	<a href="#">Apply</a>
26/2008	Asst. Controller in A.P Legal Metrology	16- JAN	31- JAN	<a href="#">Apply</a>
22/2008	Civil Assistant Surgeons in A.P Insurance Medical Services	16- JAN	31- JAN	<a href="#">Apply</a>
23/2008	A.P Divisional Accounts Officers	16- JAN	31- JAN	<a href="#">Apply</a>
24/2008	Technical Asst. in A.P Mining Subordinate Services	16- JAN	31- JAN	<a href="#">Apply</a>

[View upcoming applications](#)

Note :

**Latest News**

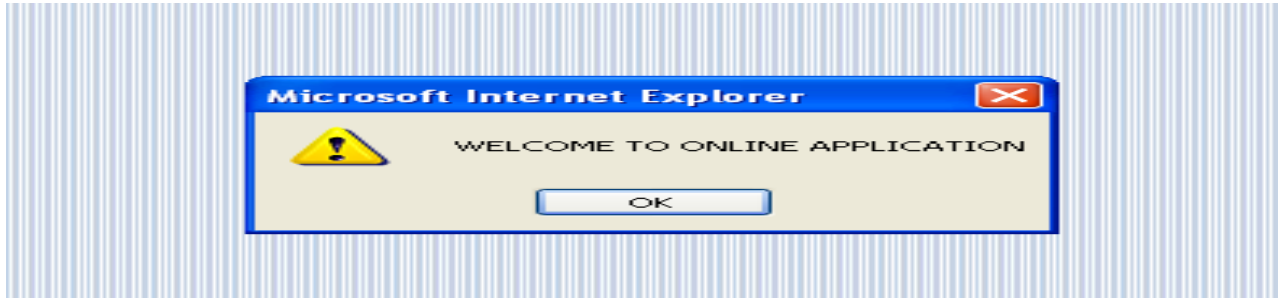
- No.54/2008 Technical Assistants HYDROGEOLOGY in Ground water Sub Services
- No.53/2008 ASSISTANT HYDROGEOLOGIST
- No.52/2008 Technical Assistants Hydrology in Ground water Sub Services
- No.51/2008 Assistant Hydrologist
- No.50/2008 Royalty Inspectors
- No.49/2008 Asst. Chemist in

**Latest Notifications**

- Notification No.25/2008 ,Asst. Director in

fig(1)

By clicking on **Apply** link of DIVISIONAL ACCOUNTS OFFICER application, candidate can see the display of message **WELCOME TO ONLINE 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. 23/2008.  
**DIVISIONAL ACCOUNTS OFFICERS (WORKS) GRADE-II IN A.P. WORKS ACCOUNTS SERVICE**  
(General Recruitment)

**Note :**

- Candidates have to pay the fee at any branch of S B I with the generated Challan after submission of application.

**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

Photo width= 3.5cm

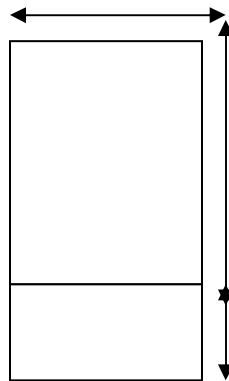


Photo Height= 4.5cm

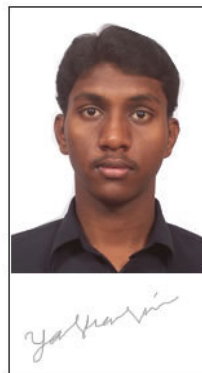
Signature Space = 1.5 cm

## 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

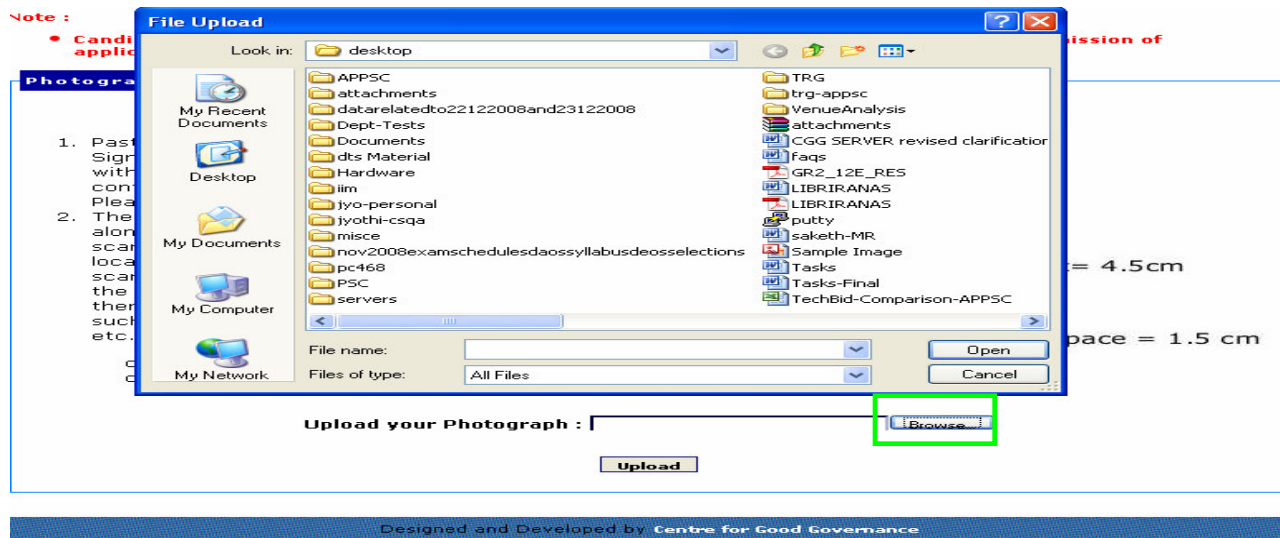


e.g. The Technical Specifications of the sample scanned image shown above are:

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

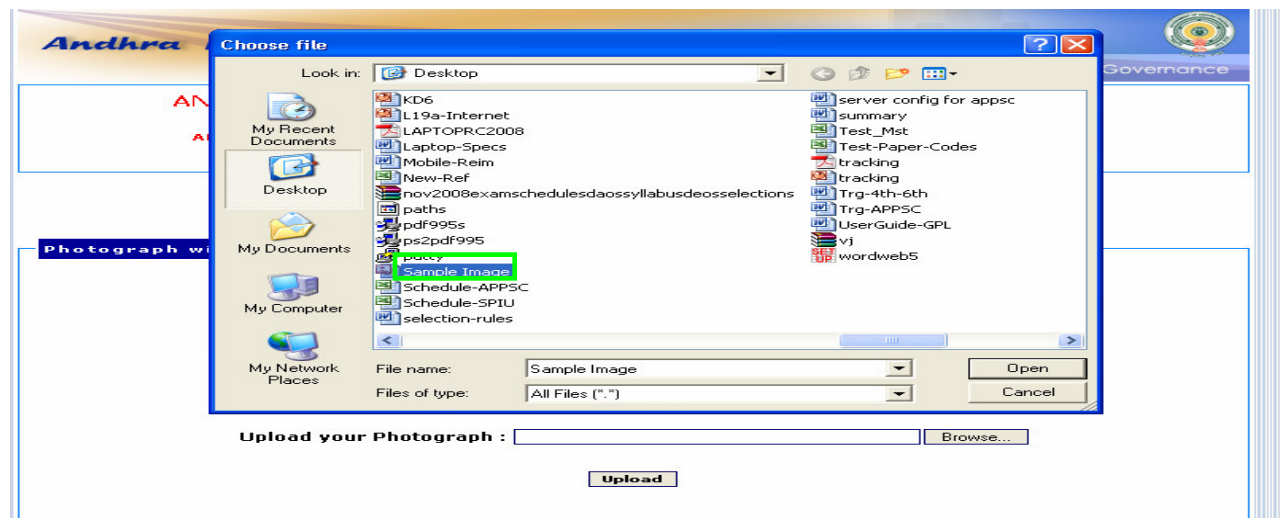
### Sample Screen Shots for uploading Photo with Signature

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.



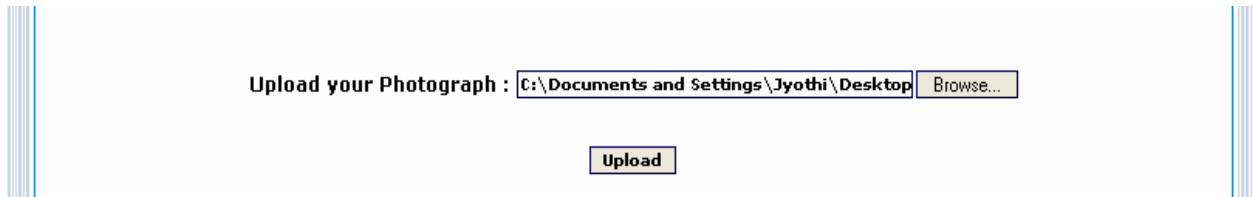
fig(4)

**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 **DIVISIONAL ACCOUNTS OFFICER** 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** otherwise **click** the box '**No**'. **VH,HH** and **OH** Candidates have to **click** the box '**Yes**' if they belong to '**PH**' category, otherwise **click** the box '**No**'. **PH** candidates have to mention their type of disability and disability percentage in the respective boxes. The Sample screen with data is shown fig (9) below.

PERSONAL DETAILS	
Name *	shruthi
Father`s/Husband`s Name *	sudhakar
Date of Birth *	Day 28 Month October Year 1973
Age as on 01-07-2008 : 34 Years 8 Months	
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Address for Communication *	65-89
	jubilee hills
	hyderabad
District *	KHAMMAM
Pincode	507117
e-Mail	shruthi@gmail.com
Mobile	9985654756
Community you Belong *	BC-A
Are you an Ex-Service Men *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a PH-Person *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Only for PH Candidates	
Type of Disability *	<input checked="" type="checkbox"/> VISUALLY HANDICAPPED 40-45
	<input checked="" type="checkbox"/> HEARING HANDICAPPED 46-50
	<input checked="" type="checkbox"/> ORTHOPEDICALLY HANDICAPPED 40-45
Only for BC Communities	
Do you come under Creamy Layer *	<input type="radio"/> Yes <input checked="" type="radio"/> No

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** will be automatically displayed from the community selected from the given list, Click the box 'Yes' if you belong to **Ex-Service Men** otherwise click the box 'No'. If 'Yes' enter '**Length of Service**' in **years**. Tick the respective boxes if you belong to **any PH category**, otherwise don't tick on any **PH category**. 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 (State Govt. Employee, private, unemployee) for Age relaxation. **AP state Gov. Employees** should enter the **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 \*  Yes  No

**AGE RELAXATION**

Which Community You Belongs \*

Are you an Ex-Service Men \*  Yes  No  
Length of Service :  Years

Are you Physically Handicapped  VH  HH  OH

Worked as Instructor in NCC \*  Yes  No  
Length of Service :  Years

Employment Status \*  State Govt. Employee  Private  Un Employee  
Length of Service :  Years

Are you retrenched temporary employee in State Census Department \*  Yes  No  
Length of Service :  Months

fig (10)

## Fee Exemption

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

**Community** is automatically shown from the selected community list. Click the box **'Yes'** if you are claiming **Fee Exemption** otherwise click the box **'No'**. If **'Yes'** click the relevant category boxes under which you are seeking Fee Exemption. Click the box **'Yes'** if you belong to **Ex-Service Men** otherwise click the box **'No'**. The candidate can **tick** VH, HH and OH boxes as per the eligibility. Click the box **'Yes'** if you belong to **white card holder** otherwise click the box **'No'**. Click the relevant **Employment Status box** (State Govt. Employee, private, unemployee) for fee Exemption. Candidates can select the examination centre from the given list. Sample screen with data is shown in fig (11) below.

Are you claiming Fee Exemption \*  Yes  No

**Examination Fee** Rs.120/-

**Processing Fee** \* Rs. 25/-

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

**FEE EXEMPTION**

Which 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 \*  State Govt. Employee  Private  Un Employee

**EXAMINATION DETAILS**

Examination Centre \*

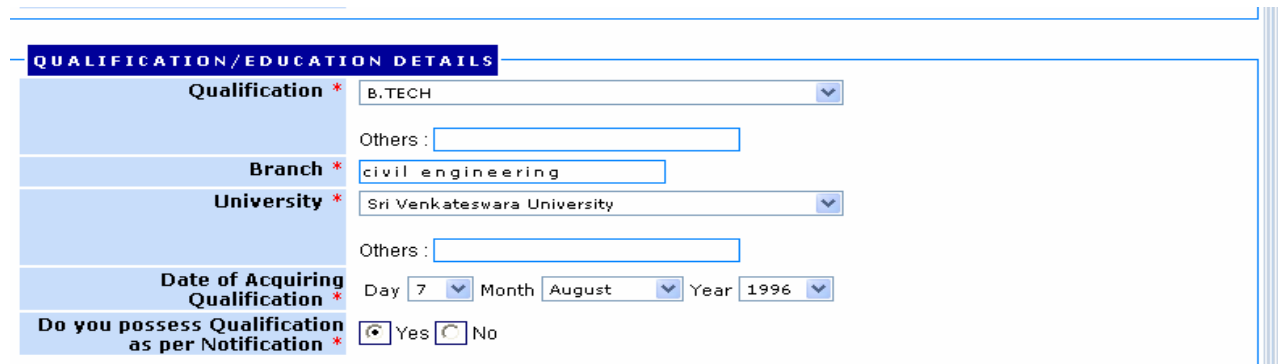
Post Name \* **DIVISIONAL ACCOUNTS OFFICERS (WORKS) GRADE-II IN A.P.  
WORKS ACCOUNTS SERVICE**

fig (11)



## Qualification Details

Select the **qualification** from the given list. If the relevant qualification does not exist in the select box, select 'Others' in the list and enter the qualification in 'others' box. Enter **Branch**. Select the **University** from the given list. If the University does not exist in the select box, Select 'others' in the list and enter the University in 'others' box. **Select** date, month and year from three boxes and click for **Date of Acquiring Qualification**. The Date of Acquiring Qualification should be prior to the notification published date (12-12-2008). **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.



QUALIFICATION/EDUCATION DETAILS	
Qualification *	B.TECH
Others :	
Branch *	civil engineering
University *	Sri Venkateswara University
Others :	
Date of Acquiring Qualification *	Day 7 Month August Year 1996
Do you possess Qualification as per Notification *	<input checked="" type="radio"/> Yes <input type="radio"/> No

fig (12)

## Basic Education Details for Zone Identification

### 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** from the given list from **4th class to 10th class**. As per the selection of Districts the system will **display the 'Zone 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 ZONE CALCULATION	
Type of Study from 4 <sup>th</sup> to 10 <sup>th</sup> class *	<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)	
4 <sup>th</sup> Class	KHAMMAM
5 <sup>th</sup> Class	KHAMMAM
6 <sup>th</sup> Class	KHAMMAM
7 <sup>th</sup> Class	KHAMMAM
8 <sup>th</sup> Class	KHAMMAM
9 <sup>th</sup> Class	KHAMMAM
10 <sup>th</sup> Class	KHAMMAM
Zone you Belong *	ZONE 5

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** form 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 form the given list from SSC onwards

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

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

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

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

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

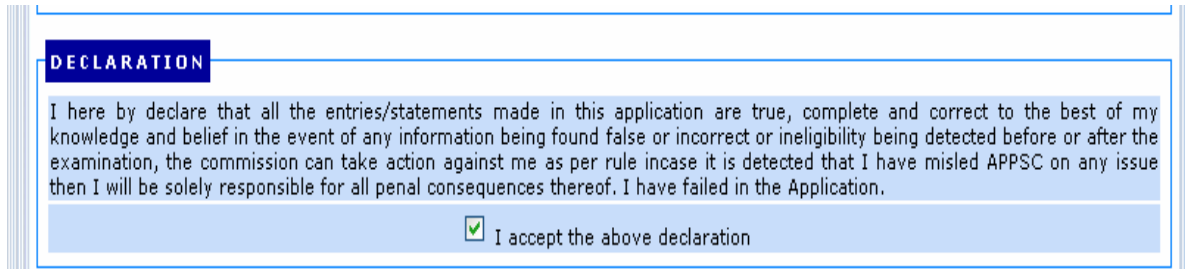
Sample screen with data is shown in fig (14) below.

BASIC EDUCATION DETAILS FOR ZONE IDENTIFICATION	
Type of Study from 4 <sup>th</sup> to 10 <sup>th</sup> class *	<input type="radio"/> Regular <input checked="" type="radio"/> Private
(Please select the resided/studied district respectively)	
6 <sup>th</sup> preceding Year	KHAMMAM
5 <sup>th</sup> preceding Year	KHAMMAM
4 <sup>th</sup> preceding Year	KHAMMAM
3 <sup>rd</sup> preceding Year	KHAMMAM
2 <sup>nd</sup> preceding Year	HYDERABAD
1 <sup>st</sup> preceding Year	HYDERABAD
Year of appearing SSC/Degree	HYDERABAD
Zone you Belong *	ZONE 5

fig (14)

## Declaration

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



**DECLARATION**

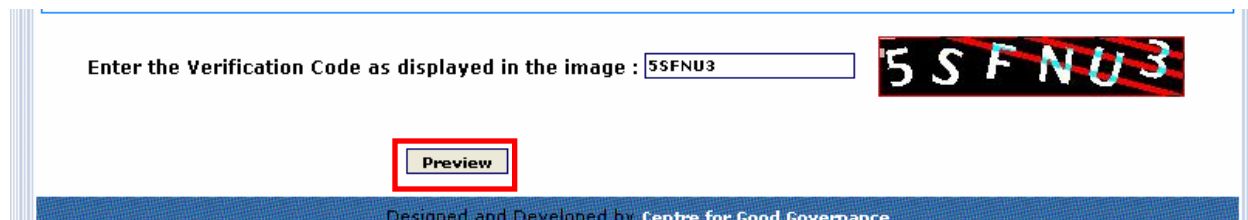
I here by declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief in the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action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

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

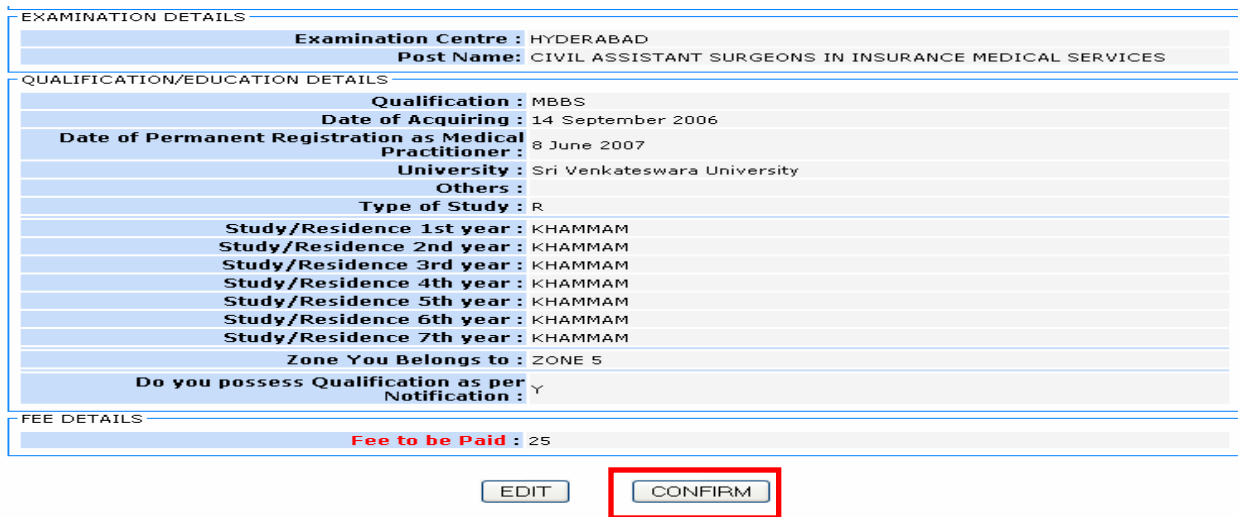
5SFNU3

Preview

Designed and Developed by: Centre for Good Governance

fig (16)

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



EXAMINATION DETAILS	
Examination Centre :	HYDERABAD
Post Name :	CIVIL ASSISTANT SURGEONS IN INSURANCE MEDICAL SERVICES

QUALIFICATION/EDUCATION DETAILS	
Qualification :	MBBS
Date of Acquiring :	14 September 2006
Date of Permanent Registration as Medical Practitioner :	8 June 2007
University :	Sri Venkateswara University
Others :	
Type of Study :	R
Study/Residence 1st year :	KHAMMAM
Study/Residence 2nd year :	KHAMMAM
Study/Residence 3rd year :	KHAMMAM
Study/Residence 4th year :	KHAMMAM
Study/Residence 5th year :	KHAMMAM
Study/Residence 6th year :	KHAMMAM
Study/Residence 7th year :	KHAMMAM
Zone You Belongs to :	ZONE 5
Do you possess Qualification as per Notification :	Y


FEE DETAILS	
Fee to be Paid :	25

EDIT CONFIRM

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 :  

**fig (18)**

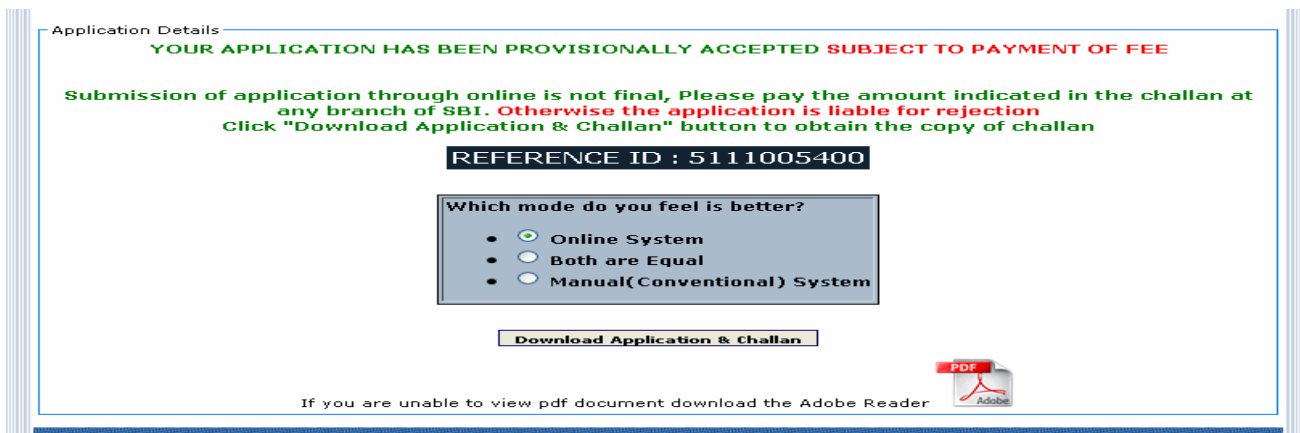
Click on **Submit** button to submit the correct data. After clicking on submit button the following screen appears.

### **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 : 5111005400**

Which mode do you feel is better?

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

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

**fig (19)**

**CHECK STATUS** Candidate will be able to know the **status** of application by entering the **Referenceid** and **challan number** by **clicking** on **check status** button on **home page**. Application acceptance status will also be sent to the candidates through SMS to the provided mobile numbers.