MEMO NO.556/I&PR/2018, DATED: 18/12/2019


Ref: His/Her Application with Hall Ticket No. _____________.

Sri/Smt./Kum. ........................................................... bearing Regd.No. ....................... a candidate for Assistant Public Relation Officer in A.P Information Subordinate Service. vide Notfn.No. 19/2018 (General) Recruitment, is hereby informed that on the basis of the On-Line Examination (Mains) (Computer Based Examination) held on 29/04/2019 FN and 30/04/2019 AN, he/she has been picked up to attend for verification of the following original certificates, at 10-00 A.M on 02/01/2020 at the Office of the Andhra Pradesh Public Service Commission, New HOD’S Building, 2nd Floor, M.G. Road, Opp. Indira Gandhi Municipal Stadium Complex, Vijayawada-520010, Andhra Pradesh. Interview will be followed subject to eligibility at 02-00 P.M. on the same day.

He / She shall also undergo Medical Examination before the Medical Board constituted by The Superintendent, Regional Eye Hospital, Vishakhapatnam on the date prescribed, by the Commission. As such the candidate should be prepared to go to Vishakhapatnam even after the date of interview if he/she is claiming PH Reservation.

He /She should produce the following certificates in original and a set of Photostat copies of the same for verification, failing which he/she will not be admitted to the interview.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Original Certificates along with one set of Xerox Copies of the same to be produced.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Date of Birth(SSC or its equivalent)</td>
</tr>
<tr>
<td></td>
<td>(Proof of age relaxation in case of A.P. State Government Servant (Regular service certificates from the concerned department, Govt. of A.P)/NCC instructor certificate/Retrenched Census Service Certificate/Disabled(VH/HH/OH) candidates, BC/SC/ST certificate must be produced. Candidature of Under aged/ Over aged candidates would be rejected.</td>
</tr>
<tr>
<td>II.</td>
<td>Original Qualification Certificates i.e., Bachelor’s Degree in any subject with a Degree or a Diploma in Journalism/ Public Relations from any University in India established or incorporated by or under a Central Act or provincial Act or State Act or an institution recognised by the University Grants Commission or any equivalent qualification.(as per G.O.Ms No:339,GAD(I&amp;PR) Dept., Dt:22/06/1992).</td>
</tr>
<tr>
<td>III.</td>
<td>School Study Certificates from Class 4th to S.S.C., if studied in School or Residence certificate in case of Private study for relevant period as a proof of Local Status of the candidate as per G.O.Ms.No. 674, G.A(SPF-A) Department, dt. 20/10/1975, A.P.Public Employment (Organisation of Local cadres and Regulation of Direct Recruitment) Order, 1975.</td>
</tr>
<tr>
<td></td>
<td>Local Status certificate in case of candidates who have migrated from Telangana State to Andhra Pradesh State in between 02-06-2014 to on before 01/06/2019 as laid down in Circular Memo.4136/SPF&amp;MC/2015-13, DT.20/11/2017.</td>
</tr>
<tr>
<td></td>
<td>Important: If Community certificate is not submitted, his/her candidature will be treated as OC. In case he/she does not stand on OC merit, he/she will not be allowed for interview.</td>
</tr>
<tr>
<td>V.</td>
<td>Creamy Layer Certificate in terms of orders in G.O.Ms.No.3, Backward Classes Welfare (C-2) Department, dt. 4/4/2006 read with G.O.Ms.No:26 Backward Classes Welfare (C) Department dt. 9/12/2013, Certificate from Revenue authorities to be produced by BC candidates as published in Para-4.7 of the Notification No. 19/2018. Candidates belonging to Backward classes shall submit the latest certificate clarifying that he/she does not belong to the section of Creamy Layer as per above mentioned G.O.(BC candidates may download the format of Creamy Layer Certificate from the Commission’s website). If Creamy Layer Certificate is not submitted his/her candidature will be treated as OC. In case he/she does not stand on OC merit, he/she will not be allowed for interview.</td>
</tr>
<tr>
<td></td>
<td>Important: Certificate obtained in OBC format will not be accepted or claiming NCL status.</td>
</tr>
</tbody>
</table>
VI. **Physically Handicapped (VH, HH & OH) Certificate in the prescribed Proforma**

prescribed in the special bulletin Notification No.19/2018. Clearly showing the percentage of deformity issued by the District Medical Board/Civil Assistant Surgeon. If certificate is not submitted, his/her candidature will be treated as OC. In case he/she does not stand on OC merit, he/she will not be allowed for interview.

VII. In case there is any spelling mistake(s) in the certificates produced by the applicant including the Degree certificate, the candidate has to produce a notarised affidavit.

VIII. **Copy of this Memo** for verification of Original Certificates.

IX. **Check List: Two copies of Check Lists.**

X. **Attestation forms (Two sets):** The candidate should also fill up all the required particulars in both the copies of Attestation forms and both the forms should be furnished at the time of verification of documents duly attested by a Gazetted Officer or a Member of Central or State Legislature. The Candidate is also directed to affix his/her latest passport size photograph duly attested by a Gazetted Officer on the top of the each attestation form.

XI. **Hall ticket** of the on-line examination (Mains)

XII. Persons who are Government Servant/ Employees of State / Central/ PSU and Autonomous Bodies/ Public Autonomous Bodies / Constitutional Bodies are required to produce letter of permission / intimation (with acknowledgement) to appear in the examination if He/ She was in Service while applying.

XIII. **8 Latest Passport size photos.**

**IMPORTANT:** The above Original Certificates should invariably be produced at the time of verification of Original documents failing which he/she will not be admitted to the interview. No extension of time for production of any Original Certificates will be allowed for the reason whatsoever.

**Other conditions/Instructions:**

01. The candidate must note that his/her admission to the oral test (Interview) is purely provisional subject to fulfilling the conditions regarding eligibility and other aspects with references to the Commission’s Notification No. 19/2018. On verification, if the conditions laid down in the Notification No. 19/2018 are not fulfilled or the certificates produced for verification are different to that of application, his/her candidature for interview to this recruitment will be rejected.

02. He/She should visit the Commission’s web-site ([https://psc.ap.gov.in](https://psc.ap.gov.in)) and download Interview Memo, Check List, Attestation forms, Community Certificate, Creamy Layer certificate (G.O Ms No.3, Backward Classes Welfare (C-2) Department, Dt.04/04/2006) and (G. O. Ms. No. 26, BC Welfare (C) Department Dt. 09/12/2013). School Study Certificate, Residence certificate, Physically Handicapped (VH, HH & OH) Certificate, and other relevant information and furnish the same with details for verification.

03. The disabled (VH,HH,OH) candidates shall undergo Medical Examination before the State Medical Board or Civil Assistant Surgeons, as the case may be, as directed by the Commission. The candidate who has to undergo for Medical Examination is required to have Rs.650/- towards Medical Examination fee payable to Medical Board.

04. **Zonal Preference AND Post preference given in ON-LINE application is final.**

05. The candidate should be careful in providing the information regarding his/her eligibility and suitability for Assistant Public Relation Officer in Information and Public Relation Department posts, and if knowingly any candidate furnishes incorrect information, provides false information or hides the facts then he/she is liable to be disqualified for the interview/selection and also be debarred from appearing for any of the recruitment examinations conducted by the Commission.

**Note:** The candidate should note that he/she should not bring cell phones into the premises of APPSC.

**Note:** Candidates can download the forms also from web-site.

Sd/-
SECRETARY