

- 4) All the essential certificates issued by the competent authority of Telangana State shall be kept with the applicants at the time of submitting the application.
- 5) The required original certificates should be submitted at the time of verification of certificates or whenever called for. Failure to produce the required certificates will lead to disqualification.
- 6) **Important:** –The claim of the applicants with regard to the date of birth, educational qualifications and community etc., are accepted provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Commission. Mere admission to any test or inclusion of the name of an applicant in a Merit List will not confer on the applicant any right for appointment. The candidature is therefore, provisional at all stages and the Commission reserves the right to reject candidature at any stage of the selection even after declaration of results, if any mistake/wrong information is noticed at a later date.

7) The applicants should be willing to serve anywhere in Telangana State.

8) **NOTE ON UTILISING EDIT OPTION BY CANDIDATES:**

The applicant should follow the TSPSC website regularly to utilize the edit option if given by the Commission at any point of time. No separate advertisement / notification will be issued in any news paper. No separate individual intimation shall be given.

9) **Invalidation of OMR Answer Sheet: -**

- a) If any applicant fails to bubble or wrongly bubble the Question Booklet Number, Hall Ticket Number in the OMR Answer Sheet, such Answer Sheets are invariably invalidated as the answer sheets are valued by Optical Mark Reader. This stipulation is to avoid any sort of human interface in evaluation of the Scripts.
- b) Tampering of OMR answer sheet by using whitener, eraser, blade and chalk powder etc., and also tampering of barcode by any means leads to invalidation.
- c) No request for reconsideration of such rejected/invalidated cases will be entertained.

10) **A) The following certificates / documents must be submitted by the candidates at the time of verification of certificates.**

- i) PDF Application form
- ii) Hall Ticket.
- iii) Aadhar Card or any Government valid ID as specified in Election i.e., Voter ID / Driving License / PAN Card / Bank Account / Pass Port
- iv) Proof of Educational Qualifications.
- v) S.S.C / CBSE / ICSE (For Date of Birth)
- vi) School Study Certificate (1st to 7th Class)
- vii) Certificate of Residence (where the Candidate has not studied in Educational Institution) (1st to 7th Class period) obtained from competent authority of Telangana Government.
- viii) Declaration by the Unemployed (For claiming exemption from payment of exam fee).
- ix) No Objection Certificate from Employer (even if employed at any later stage of recruitment).
- x) Service Certificate (If any employee claimed Age relaxation).
- xi) Certificate claiming sports reservation.
- xii) Certificate claiming Ex-servicemen for age relaxation.
- xiii) Community Certificate for BCs, SCs & STs (Issued in the name of candidate with Father Name is only acceptable.) obtained from competent authority of Telangana Government.
- xiv) Non-Creamy Layer Certificate for BCs as per Form- VIIB vide G.O. Ms. No. 34 BC Welfare (OP) Department Dt.08/10/2015 and G.O. Ms. No. 20 BC Welfare (OP) Department Dt.31/10/2017 (Certificate issued in the name of candidate as S/o OR D/o is only acceptable.) obtained from competent authority of Telangana Government.
- xv) Income certificate for the Financial Year prior to the year of application issued by the competent authority of Telangana government for claiming EWS reservation.
- xvi) In case of PH Candidates, Visually Handicapped / Hearing Disability & Hearing Impairment / Orthopedically Handicapped / Multiple disabilities, certificates should be obtained from Competent Medical Authority in SADAREM format relevant to them.
- xvii) Any other certificate required.

B) Guidelines for evaluation of various disabilities and procedure for certification are mentioned in G.O.Ms.No.31, WD, CW & (DW) Dept, Dt:01-12-2009.

1. Physically Challenged candidates who are claiming reservations under Disability quota must note that they will be referred to State Medical Board (Appellate Medical Authority) after completion of certificate verification. The report of Medical Board is final.

2. Request for re-medical-examination by the State Medical Board (Appellate Medical Authority) for assessment of disability will not be entertained.

Note:-The Certificate formats are available on Commission's website <https://www.tspsc.gov.in/certificateformats.jsp>

PARA-V :- IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

1. **Vacancies:** The recruitment will be made to the vacancies notified before the examination only. There shall be no waiting list as per G.O. Ms. No. 81 General Administration (Ser.A) Department, Dated 22/02/1997 and as per Rule 6 of TSPSC Rules of Procedure.
2. Unfilled and Non-Joining vacancies will be Carried Forward to next recruitment.
3. This Recruitment is entrusted to TSPSC along with Finance Clearance vide G.O.Ms.No.84, Finance (HRM.VII) Department, Dt.17.06.2022, G.O.Ms.No.175 Finance (HRM.VII) Department, Dt.25.11.2022 and G.O.Ms.No.187, Finance (HRM-VII) Department, Dt. 21.12.2022, G.O.Ms.No.199, Finance (HRM.VII) Department, Dt.28.12.2022.
4. **Recruitment:-** The Recruitment will be processed as per this Notification and also as per the Rules and Instructions issued by the Government and also as decided by the Commission from time to time in terms of respective Special Rules/Adhoc Rules governing the Recruitment vide Ministerial Service Rules, Telangana State & Subordinate Service Rules, G.O.Ms.No.135, GA (Ser.B) Dept., dt:12.05.2014, TSGLI (Sub) Service Special Rules as per G.O.Ms.No.289, Finance and Planning F.W. (Admn.2), Department Dt. 18.10.1983, G.O.Ms.No.155, Finance (Admn.I) Department, Dt. 16.09.2022, G.O.Ms.No.156, Finance (Admn.I) Department, Dt.16.09.2022, Treasury & Accounts (Subordinate) Service Rules,G.O.Ms.No.265 MA&UD (TP&E.2) Department, Dt.24.12.2022 T.S. Municipal Accounts subordinate Service Rules,Board of Director of Telangana State Civil Supplies Corporation Limited Resolutions held on 05.12.2022, G.O.Ms.No.221, Municipal Administration and Urban Development Department (GHMC.I), Department Dt.03.12.2022, G.O.Ms.No.588, Municipal Administration & Urban Development (G1) Department, Dt.31-12-2011, HMWS&SB Service Regulation Rules 1992 and read with B.P.No.153 Administration Wing, Dt. 09.12.2022, Telangana Scheduled Castes Co-op Development Corporation Ltd Service Rules, G.O.Ms.No.04, Scheduled Caste Development (SCP) Department, Dt.26.11.2020, G.O.Ms.No.22 Department for Women, Children, Disabled and Senior Citizens Dt. 26.08.2022, G.O.Ms.No.63, WD,CW&DW(CL), Department Dt.28.08.1999, G.O.Ms.No.36 Department for WCD&SC, dt.24.12.2022, G.O.Ms.No.26 Department for Women Children Disabled and Senior Citizens [PROG.III],Dt. 08.09.2022,G.O.Ms.No.213 Finance and planning (FW ADMN.II) Department, Dt.18.07.2006, G.O.Ms.No.100 Finance (ADMN.II) Department, Dt.01.07.2022, G.O.Ms. No.236 MA&UD Department, Dt.12.12.2022 and as per Government Orders issued from time to time, and other related G.Os, Rules etc., applicable in this regard.
5. **Rules:** All are informed that the various conditions and criterion prescribed herein are governed by the General Rules of existing State and Subordinate Service Rules, read with the relevant Special Rules applicable to any particular service in the departments. Any guidelines or clarification is based on the said Rules, and, in case of any necessity, any matter will be processed as per the relevant General and Special Rules in force.
6. **Constitutional Provisions:-** The Commission is empowered under the provisions of Article 315 and 320 of the Constitution of India read with relevant laws, rules, regulations and executive instructions and all other enabling legal provisions in this regard to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit as per **Rule 3** of the TSPSC Rules of Procedure read with reference to relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to maintain secrecy and confidentiality so as to ensure that the principle of merit is followed.
7. **District Cadre, Contiguous District Cadre and State Cadre Post :-**
 - a) **District Cadre:-** For **Post Code. Nos. 02, 03, 05,06 & 07, Post Code. Nos. 09 to 13 and Post Code No.15 to 28, Post Code 40 to 43, Post Code 45 to 58, Post code 63 to 70 and Post Code No. 72 to 99** these posts are classified as District Cadre posts and the local reservation is applicable as per G.O.Ms.No.124, General Administration (SPF-MC), Department, Dated 30-08-2018.
 - b) **Contiguous District:-** For **Post Code Nos. 01, Post Code No.04, Post Code No.14, Post Code 44, Post code 59 to 62 and Post Code No.71** these posts are classified as a Contiguous District Cadre posts and the local reservation is applicable as per G.O.Ms.No.124, General Administration (SPF-MC), Department, Dated 30-08-2018 and G.O.Ms.No.46, General Administration (SPF.II) Department, Dt. 04.04.2022.
 - c) **State Cadre:-** For **Post Code No.8, Post Code Nos. 29 to 39** Posts are State Cadre Posts, hence reservation for Local Candidates is not applicable