

ANDHRA PRADESH PUBLIC SERVICE COMMISSION: VIJAYAWADA

DEPARTMENTAL TESTS - NOTIFICATION NO.03/2022

**SPECIAL SESSION FOR EMPLOYEES OF MULTIPURPOSE HEALTH ASSISTANT (FEMALE)
GRADE-III/ANM GRADE-III WORKING IN VILLAGE/WARD SECRETARIAT ONLY**

Applications are invited ON-LINE from 14.03.2022 to 18.03.2022 for the special session of Departmental Tests **EMPLOYEES OF MULTIPURPOSE HEALTH ASSISTANT (FEMALE)
GRADE-III/ANM GRADE-III WORKING IN VILLAGE/WARD SECRETARIAT.**

Applicants primarily shall register the One Time Profile Registration (OTPR) through the Commission's Website viz., <http://psc.ap.gov.in>. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the Tests using the OTPR User ID through Commission's website.

The applicants, who had already generated OTPR earlier for last Departmental Tests, shall apply directly making use of the same number.

The application will be available on Commission's website (<https://psc.ap.gov.in>) from 14.03.2022. The last date for submission of online application is 18.03.2022 (18.03.2022 is the last date for payment of fee up to 11:59PM)

Hand written / Typed / Photostat copies / Printed Application Form will not be entertained either directly or by post or in person.

The terms and conditions are detailed hereunder following Departmental Tests Rules, 1965 and subsequent amendments to these Rules from time to time.

1. SCHEME OF THE EXAMINATION:

- (a) The Test Service Rules prescribed in **G.O.Ms.No.179 HM&FW Dept. Dt.29.12.2021.**
- (b) The objective type papers will be held on **Computer Based Departmental Tests.** Instructions regarding this Computer Based Test are detailed in the **Instructions Manual** at Annexure-I.
- (c) The candidates appearing for Objective Type papers may use Mock Test facility available on Commission's Website, to acquaint with the Computer Based Tests.
- (d) As per Departmental Tests Rules 1965 the maximum marks is 100 and minimum qualifying marks is 40. The test will conduct in objective type (Without books) in **TELUGU ONLY.**
- (e) Duration of Examination.

Examination Mode	Duration of the Examination
Objective Type Paper	2 Hours (120 Minutes)

2. (A) TIMETABLE:

The date of examination will be announced shortly on Commission's website. The examination timings from 10 AM to 12 Noon.

Paper code No.	Name of the Paper
171	Departmental Test for MPHA (F) Grade-III/ANM Grade-III working in Village/Ward Secretariat (Without Books)

2. (B) SYLLABUS:

The scheme and syllabus is available on the Commission's Website.

3. EXAMINATION CENTRES:

- (i) The Departmental Test will be conducted at all the 13 Districts.
- (ii) The candidates shall be admitted at the respective District Centre only, where the candidate is presently working as mentioned in the application.

CODE NO.	DISTRICT NAME
01	SRIKAKULAM
02	VIZIANAGARAM
03	VISAKHAPATNAM
04	EAST GODAVARI
05	WEST GODAVARI
06	KRISHNA
07	GUNTUR
08	PRAKASAM
09	P.S.NELLORE
10	CHITTOOR
11	YSR KADAPA
12	ANANTHAPUR
13	KURNOOL

- iii) However the candidates can choose nearest district if working district may not be feasible.

4 (A) ELIGIBILITY TO APPEAR FOR THE TEST :

- (i) The employees of **MPHA (F) GRADE-III/ ANM GRADE-III WORKING IN ILLAGE/WARD SECRETARIAT in the state of Andhra Pradesh**, are eligible to apply for the Test that are prescribed in their respective Departmental Service Rules.
- (ii) The candidates intending to apply for the following Test should refer to their respective Department mentioned below.

SL.No	PAPER CODE	POST	NAME OF THE DEPARTMENT
1	171	MPHA (F) Grade-III/ ANM Grade-III	Health & Family Welfare Department, Government of Andhra Pradesh

5. (A) FEE & PAYMENT PROCEDURE:

- i) The fee for each Paper is Rs. 500/- (Rupees five hundred only) as per G.O.Ms.No.121,G.A(Ser-C) Department, Dt.17.09.2020.
- ii) The applicant shall pay Rs. 500/-(Rupees Five Hundred Only) towards application processing fee, besides the examination fee.

5. (B) MODE OF PAYMENT OF FEE:

- i) The Fee mentioned in the above paragraph is to be paid online using Payment Gateway using Net Banking/ Credit card / Debit Card. The list of Banks providing service for the purpose of online remittance of Fee will be available on the Commission's Website.

- ii) The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee and application fee (in non-exempt case) will entail total rejection of application.

- iii) IPOs / Demand Drafts are not accepted.

6. HOW TO APPLY:

A) PROCEDURE TO UPLOAD THE APPLICATION FORM:

The Applicants shall read the **Instructions Manual at Annexure-I and go through the User Guide** on Website before submission of Applications online.

STEP-I: Candidates applying for the first time for any notification has to first fill the OTPR application carefully to obtain OTPR ID. While filling the OTPR, the candidates have to ensure that there are no mistakes done. The Commission bears no responsibility for the mistakes, if any, made by the candidates. **(If candidates already have OTPR ID number then he/she can proceed to STEP-II.)**

STEP-II: The Applicant has to Login in the Commission's website with the User Name (OTPR ID) and the Password set by Candidate. After Login, the Applicant has to click on the "Online Application Submission" present in the bottom right corner of the Commission's website.

PAYMENT PROCESS: The Applicant now has to click on the payment link against the Notification No.03/2022. The Basic details required for calculation of the Fee will be pre populated from the OTPR data. The Applicant has to verify all the details that were displayed. **Once the Payment form is submitted, the respective details (Used for Calculation of fee) will not be altered in any stage of application processing.** Hence if any details are to be changed, applicant should use the Modify OTPR link, modify the details, save it and again click on application payment link.

STEP-III: After checking all the data and ensuring that the data is correct the applicant has to fill application specific data. Once all the data is filled appropriately, the applicant has to submit the payment form. On successful submission, the payment reference ID is generated and is displayed on the screen. By clicking "OK" the Applicant is shown the various payment options where he/she can select any one among them and complete the payment process as given on the screen.

STEP-IV: Once the payment is successful, payment reference ID is generated. Candidates can note the payment reference ID for future correspondence. Thereafter the applicant is directed to the application form. Applicant should provide the payment reference ID generated along with the other details required for filling the application form (other fields like OTPR ID and personal details will be pre populated from the data submitted in the payment form for respective notification). The Applicant should check the data displayed thoroughly and should fill the application specific fields like paper code details, examination centre etc., carefully and submit the Application form. Once the Application is submitted successfully then Application Receipt is generated. The Applicant is requested to print and save the application receipt for future reference/correspondence.

STEP-V: In any case if the payment process is not submitted successfully, then the applicant should start the fresh payment process as mentioned in STEP-II.

NOTE:

The Commission is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form On-Line. The applicants are therefore, advised to strictly follow the instructions given in the User guide before submitting the application.

The particulars furnished by the applicant in the Application Form will be taken as final and data is processed based on these particulars only. Applicants should, therefore, be very careful in Uploading / Submitting the Application Form Online.

Before Uploading/Submission Application Form, the Candidates should carefully ensure his/her eligibility for this examination. NO RELEVANT COLUMN OF THE APPLICATION FORM SHOULD BE LEFT BLANK, OTHERWISE APPLICATION FORM WILL NOT BE ACCEPTED.

INCOMPLETE / INCORRECT APPLICATION FORM WILL BE SUMMARILY REJECTED. THE INFORMATION IF ANY FURNISHED BY THE CANDIDATE SUBSEQUENTLY WILL NOT BE ENTERTAINED BY THE COMMISSION UNDER ANY CIRCUMSTANCES. APPLICANTS SHOULD BE CAREFUL IN FILLING-UP THE APPLICATION FORM AND SUBMISSION.

Applicant shall note that, the details available with OTPR database at the time of submitting the application will be considered for the purpose of this notification. If, any changes are made by the applicant to OTPR database at a later date will not be considered for the purpose of this Notification.

Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be accepted and liable for rejection.

For any Technical problems related to Online submission and downloading of Hall-Tickets please contact 08662527820 & 08662527821 (Call Time: 10.00 A.M to 01.00 P.M & 01.30 P.M to 5.30 P.M) at working days or mail to appschelpdesk@gmail.com

B) GENERAL PROVISIONS

1. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website shall be processed through computer and the eligibility decided in terms of notification.
2. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of discrepancy.
3. Applicants must upload his/her scanned photo and signature in JPEG format and size shall be for Photo of 3.5Cms X 4.5Cms (<50 KB) and for Signature of 3.5Cms X 1.5Cms (<30 KB) only.
4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making his/her application through website.

Important— The claim of the applicants with regard to the eligibility for the Test, the Test applied is accepted provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Commission as per the eligibility conditions. Admission to test will not confer on the candidate any right for final result. The candidature is therefore, provisional at all stages and the Commission reserve the right to reject candidature at any stage.

5. The candidates are instructed to preserve the Hall Tickets for future correspondence, if any. (Duplicate Hall Ticket will not be issued under any circumstances).

7. REJECTIONS:

Application will be rejected for the following reasons:-

- i) Failure to upload the Photo/Signature.
- ii) Failure to pay fee towards the Test and application.
- iii) If the filled in Application Form is not in terms of this notification.
- iv) If the applicant is not eligible to appear for the Test in terms of Para (4) of the Notification.
- v) If the candidate applies during debarment period.

8. OBJECTIONS DISSOLVED: Commission resolved to dispense with the system of calling for objections for Departmental Tests as negative marks system has been cancelled, vide G.O.Ms.No.101 GAD(Ser-C) Dt.25.09.2020 and also with a view to avoid the inordinate delay that is being caused the publication of results.

9. PUBLICATION OF RESULTS:

i) The results of the candidates who are provisionally declared to have passed the Tests will be displayed on the Notice Board of the Commission's Office and also hosted on the Commission's Official Website "<https://psc.ap.gov.in>", which would be considered as authentic publication for extending all benefits to the candidates who are provisionally declared to have passed the Tests, vide G.O.Ms.No.591, General Administration (Services-A) Department, dt:20-10-2011.

ii) No individual Pass Certificate will be issued to the candidates by the Commission.

10. MEMORANDUM OF MARKS:

i) Marks will, however, be supplied to candidates, who are not successful in the Examination, on payment of Rs. 25/- through I.P.O./Bank Draft payable to the Addl. Secretary, A.P. Public Service Commission, Vijayawada. Such requisitions along with a photo copy of Hall Ticket should be made within ONE MONTH from the date of display of results on the Commission's Office Notice Board and Commission's website as well. Requisitions without a photo copy of Hall Ticket are not entertained.

11. DEBARMENT:

a) Candidate is liable to be debarred from appearing of any examination permanently or for such term of years as the Commission may think fit, for the following reasons.

- i) If incorrect information is furnished in Application or elsewhere, or makes a false declaration regarding eligibility, Service etc.
- ii) If he/she is found guilty of malpractice of any kind in the Examination hall.
- iii) If he /she behaves improperly towards the Chief Superintendent / Invigilators/ Deputed Officials of APPSC in the Examination Hall.
- iv) If he/she applies to a Test before the expiry of the period of debarment.
- v) The Commission has the right to cancel the result of the candidates whose applications were rejected or who are involved in malpractice or found to be under debarment period or if the information furnished in the Application is found incorrect at anytime.

b) If the candidate was debarred earlier by the Commission, the relevant details should be furnished in the Application Form. Otherwise the application will be rejected and suitable action will be taken as deemed fit.

c) If a debarred candidate is already in the service of the Government, he/she will be liable for disciplinary action under appropriate rules by the competent authority and an entry will be made in the S.R., to that effect by the Controlling Officer.

d) The candidate will be liable for punishment as per regulation PME notified vide G.O.Ms.No.385, G.A. (Ser-A) Dept., dt.18.10.2016, for indulging in Malpractices /Misbehavior during the Examinations.

e) In addition to the penal provisions of Act No. 25/97 published in A.P. Gazette No. 35 Part-IV-B Extraordinary, dated: 21/08/1997 shall be invoked, if malpractice and unfair means are noticed at any stage of examination.

12. Communications running in the name of Pleader or Agent, will receive no attention.

13. COMMISSION'S DECISION TO BE FINAL: The decision of the Commission pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commission also reserves its right to alter and modify regarding terms and conditions laid down in the notification for conducting the various stages up to publication of results in A.P. Gazette, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process.

Note: The Notification No.03/2022 of Special Departmental Test is only for the employees of **MPHA (F) Grade-III / ANM Grade-III Working In Village/Ward Secretariat In The State Of Andhra Pradesh** as mentioned at para 04 of Notification, but not for other employees and not for recruitment purpose.

Place: Vijayawada.
Date: 09.03.2022.

Sd/-
Secretary

INSTRUCTIONS MANUAL**A) INSTRUCTIONS REGARDING COMPUTER BASED TEST(OBJECTIVE TYPE)**

- 1) Candidates shall report at the venue one hour (60 minutes) before the Commencement of Examination as the candidates have to undergo certain procedural formalities required for online examination, like biometric registration process.
- 2) CBT Exam Center gates will be closed before 30 Minutes of the scheduled session time and no candidate will be allowed once the registration process closes.
- 3) The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.
- 4) 10 minutes prior to the exam, you'll be permitted to login. Please type the Login ID(Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.
- 5) Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.
- 6) After logging in, your screen will display:

Profile Information - Check the details & click on "I Confirm" or "I Deny".

Detailed exam instructions - Please read and understand thoroughly.

Please click on the "I am ready to Begin" button, after reading the instructions.

- 7) You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.
- 8) To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.
- 9) On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- 10) The question numbers are colour coordinated and of different shapes based on the process of recording your response:
 - *White (Square) - For un-attempted questions.*
 - *Red (Inverted Pentagon) - For unanswered questions.*
 - *Green (Pentagon) - For attempted questions.*
 - *Violet (Circle) - Question marked by candidate for review, to be answered later.*
 - *Violet (Circle with a Tick mark)-Question answered and marked by candidate for review.*
- 11) After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- 12) Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- 13) To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- 14) A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.
- 15) In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top.
- 16) You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- 17) The SUBMIT button will be activated after 120 Minutes. For PH Candidates the Session will continue for an additional 20 Minutes PER HOUR, who is provided with a scribe. Please keep checking the timer on your screen.
- 18) In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.
- 19) You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing ONLY the password from it.
- 20) Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the examination.
- 21) Please inform the invigilator in case of any technical issues.

- 22) Please do not talk to or disturb other candidates, the candidate is prohibited from communicating, consulting or conversing with other candidates, causing disturbance and adopting agitation tactics in the examination hall.
- 23) You have carrying articles other than the admit card, photo identity proof, pen and authorized material (Only for With Books Exams), please leave them outside the exam room. You cannot leave exam room before submitting the session on the computer screen. Please inform the invigilator if you want to use the washroom.

B) GENERAL INSTRUCTIONS TO CANDIDATES

- i) The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission as true and correct. The candidates have to be found suitable after verification of eligibility criteria. The Applicants have to upload his/her scanned recent colour passport photo and signature to the Application Form in the Commission Website.
- ii) **The candidates are not allowed to bring any Electronic devices such as mobile / cell phones, Calculators, tablets, i-Pad, Bluetooth, pagers, electronic watches to examination centre.** Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.
- iii) The candidates are expected to behave in orderly and disciplined manner while writing the examination. In case of impersonation/ disorder/ rowdy behavior during Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying his / her candidature.
- iv) Candidates trying to use unfair means shall be disqualified. No correspondence whatsoever in this regard will be entertained from the candidates.
- v) The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Examination.
- vi) In case the persons with benchmark disabilities (not less than 40 percent) in the category of blindness, loco motor disability (both arm affected-BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person. In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking Examination. The compensatory time will be twenty (20) minutes per hour of examination for persons who are allowed use of scribe. The candidates, not availing the facility of scribe will also be allowed additional time of minimum of 40 minutes for Examination of 2 hours duration, as per Office Memo F.No.34-02/2015-DD-III, Government of India – Ministry of Social Justice & Empowerment, Department of Empowerment of persons with Disabilities, dated 29/08/2018.
- vii) In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo to Chief Superintendent for affixing the same on the Nominal Rolls.
- viii) The candidate will not be admitted to the Examination Hall without procedural formalities.
- ix) The candidate's admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in the Notification No.03/2022.
- x) Future correspondence, if any, shall be made by enclosing the Hall Ticket. He/she may obtain Chief Superintendent's attestation on Hall Ticket for attendance Certification.
- xi) The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll.
- xii) Instructions to be followed scrupulously in the Examination Hall.

Place: Vijayawada.
Date: 09.03.2022.

Sd/-
Additional Secretary

