

**NOTIFICATION
GOVERNMENT OF TELANGANA
PANCHAYAT RAJ DEPARTMENT**

Notification No.2560/CPR&RE/B2/2017,

Dated: 31.08.2018

**DIRECT RECRUITMENT FOR THE POST OF
JUNIOR PANCHAYAT SECRETARIES**

Applications are invited **On-line** in the proforma Application available on the WEBSITE <https://tspri.cgg.gov.in> from the eligible candidates starting from **03.09.2018 to 12.09.2018 (Note:-11.09.2018 is the last date for payment of fee)** for recruitment to the post of Junior Panchayat Secretary.

Name of the Post	Educational Qualification
Junior Panchayat Secretary	Must have passed the Degree from any University in India established or incorporated by or under a Central Act, State Act or a Provincial Act or an institution recognized by the University Grants Commission as on 31.8.2018 and must possess working knowledge of computers.

1. **AGE** : Minimum '18' years and Maximum '39' years of age as on the 31-08-2018 i.e., as on date of notification.

The upper age limit prescribed above is however relaxable in the following cases:

Sl.No.	Category of candidates	Relaxation of age permissible
1	2	3
1	SC/ST and BCs	5 Years
2	Ex-Service men	3 years & length of service rendered in the armed forces.
3	Physically Handicapped persons	10 Years
4	Telangana State Government Employees except Employees of TSRTC, Corporations, Municipalities etc.	5 Years

2. **(a) FEE:**

General Candidates must pay Rs. 800/- (Rupees Eight hundred Only) and SC,ST,BC (Non-Creamy layer candidate), PH & Ex-Service Men must pay Rs.400/- (Rupees Four hundred only) towards Examination Fee.

- The B.C candidates who comes under Creamy layer also pay Rs.800/-

b) Mode of Payment of Fee:

- The Fee mentioned in the above paragraph is to be paid through Payment Gateway or Net Banking/ Credit card /Debit Card. The list of Banks providing service for the purpose of online remittance of Fee is available on the website.
- The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the fee will entail total rejection of application.
- IPOs / Demand Drafts are not accepted.

3. **SCHEME OF EXAMINATION:-**The Syllabus for the examination has been shown in Annexure-I.

SCHEME
WRITTEN EXAMINATION

(Objective Types) Degree Standard	No. of Questions	Duration (Minutes)	Maximum Marks
Paper-1 : General Studies and Mental Ability, Culture and History of Telangana	100	120	100
Paper-2 : Telangana Panchayat Raj Act, 2018, Rural Development Programmes, Other Government schemes including Government of India and Government of Telangana.	100	120	100

NOTE: Question paper will be in Telugu, English and Urdu.

4. Scheme & Syllabus of examination is attached as Annexure-I. Instructions to candidates are attached at Annexure- II and details of district wise vacancies are at Annexure- III

5. Job Description:

The Junior Panchayat Secretary shall discharge the duties and perform the responsibilities assigned to the Panchayat Secretary under Telangana Panchayat Raj Act, 2018 (Act.No.5 of 2018) and any other Duties and responsibilities entrusted by the Government, Commissioner, PR&RE and District Collector from time to time.

6. Basic Service Conditions:

1. This is a district cadre post as defined in G.O.Ms.No.124 GAD (SPF-MC) Department. Dated:30-08-2018.
2. The monthly consolidated remuneration is Rs.15000/-
3. The Junior Panchayat Secretary shall have to work on consolidated remuneration basis for 3 years
4. The agreement will be renewed every year based on annual evaluation of performance.
5. The services of those Junior Panchayat Secretaries who show satisfactory performance will be regularised after completion of 3 years as Panchayat Secretary Grade-IV.
6. The performance will be assessed in accordance with the guidelines issued by the Government on the basis of Telangana Panchayat Raj Act, 2018.
7. Other Duties and responsibilities can be entrusted by the Government, Commissioner, PR&RE and District Collector from time to time.

7. HOW TO UPLOAD THE APPLICATION FORM:

- (i) The User Guide is available for Online Submission of Applications. The process is described in brief that is as follows:

- I STEP: Visit the WEBSITE <https://tspri.cgg.gov.in> and apply online, candidates have to ensure that there are no mistakes in it. The Government bears no responsibility for the mistakes, if any, made by the candidates.
- II STEP:- After entering the details in the Portal, the applicant will proceed to payment gateway.
- III STEP:-The applicant should pay the prescribed fee as specified through any of the three modes viz. Debit Card, Credit Card and Net Banking. Separate instructions have to be followed for each mode of payment.
- IV STEP:- After payment of fee & after filling the entire application form, the PDF Application will be generated which contains the particulars furnished by the candidates.

- (ii) The ID No. in the PDF Application form has to be quoted for future reference / correspondence.
- (iii) Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be accepted
- (iv) For any Technical problems related to Online submission and downloading of Hall-Tickets please contact No.**9346180688** (Call Time: 10.30 A.M to 1.00 P.M & 1.30 P.M to 6.30 P.M) or mail to helpline.tspr@gmail.com.

NOTE:

- a) The Government is not responsible, for any discrepancy in Bio-data particulars while submitting the application form through Online. The applicants are therefore, advised to strictly follow the instructions and User guide in their own interest before submitting the application.
- b) The particulars furnished by the applicant in the Application Form will be taken as final, and data is processed, based on these particulars only by Computer. Candidates should, therefore, be very careful in Uploading / Submitting the Application Form Online.
- c) Incomplete/incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently in any form will not be entertained by the Government under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- d) Before Uploading/Submission of 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.

8. GENERAL PROVISIONS:

1. Applicant must compulsorily fill-up all relevant columns of application and submit application through online 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 should be filled within a stipulated period of time and the Government will not be held responsible for any kind of discrepancy.
3. Applicant must upload his/her own scanned photo and signature through J.P.G format.
4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting an application through online. For such illegal activities, criminal action shall be initiated against them.
5. All the essential certificates issued by the competent authority of Telangana State shall compulsorily be kept with the applicants to produce as and when required to do so. Failure to produce the required certificates on the day of verification will lead to disqualification of candidature.
6. Important – The claim of the candidates with regard to the date of birth, educational / technical qualifications, experience and community are accepted only provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Government. Mere admission to any test or interview or inclusion of the name of a candidate in a Merit List will not confer on the candidate any right for appointment. The candidature is therefore, provisional at all stages and the Government reserves the right to reject candidature at any stage of the selection even after the advice has been made.
7. The applicants should be willing to serve anywhere in the District allotted.

The following certificates must be kept ready by the candidates for the purpose of verification after final selection

- i). Aadhar card or other ID proof as indicated in application.
- ii). Proof of Educational Qualifications.
- iii). Date of Birth Certificate / S.S.C.
- iv). School Study Certificate.
- v). No Objection Certificate from Employer (if anywhere employed)
- vi). Other certificates if any.

The following Certificates should be obtained from Govt. of Telangana State in prescribed proforma for the purpose of verification.

- I. Community Certificate.
- II. Non-Creamy Layer Certificate as per Form- VIIB / Creamy Layer Certificate as per Form-VIIC.
- III. Certificate of Residence / Nativity (where the Candidates not studied in School / Private Study).
- IV. Sports Certificate.
- V. Ex-servicemen.

The following Certificates (whichever is applicable) should be obtained from Competent Medical authority for the purpose of verification.

- a) Medical Certificate for the Blind.
- b) Certificate of Hearing Disability and Hearing Assessment.
- c) Medical Certificate in respect of Orthopedically Handicapped Candidates.

9. IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

1. Vacancies: As shown in Annexure-III.
2. Employed:- The persons already in Government Service/ Autonomous bodies/ Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are required to inform in writing to the Head of Office / Department, as the case may be, and required to submit the "No objection" from the concerned Head of Office / Department to the Government as and when required to do so.
3. Caste & Community: Community Certificate issued by the competent authority (obtained from Government of Telangana State) in terms of G.O.Ms No. 58, SW (J) Dept., dt: 12/5/97 read with G.O. Ms. No. 5 Scheduled Castes Development (POA.A2) Dept., Dt. 08/08/2014, G.O. Ms. No. 11 Scheduled Castes Development (POA.A2) Dept., Dt. 17/09/2014 and G.O. Ms. No. 2 Scheduled Castes Development (POA.A2) Dept., Dt. 22/01/2015 should be submitted at appropriate time in respect of SC & ST Candidates. In respect of candidates belonging to Backward Classes are required to produce Community Certificate (BC-A, BC-B, BC-C, BC-D& BC-E) from Competent Authority i.e., from Tahsildars in the State of Telangana not below the rank of Deputy Tahsildars through E-seva / Mee-seva (G.O. Ms. No. 16 BCW (OP) Dept., Dt. 11/03/2015) and orders and instructions issued by the Government from time to time. As per General Rules for State and Subordinate Service Rules, Rule -2(29) Explanation: No person who professes a religion different from Hinduism, the Sikhism or Buddhism shall be deemed a member of Schedule Caste.
4. Reservation:-i) The Reservation and eligibility in terms of General Rule 22 & 22 (A) of State and Subordinate Service Rules are applicable.
 - ii) Reservation to Ex-Service men is applicable as per rule 22 of State and Subordinate Service rules and in terms of G.O.Ms.No.310 GA (Ser.D) Dept., Dt.19-07-2005.
 - iii) Reservation to Disabled persons is subject to their eligibility to any of the above category of posts and shall be subject to Telangana State and Subordinate Service Rules governing the posts. The required extent of deformity and the genuineness of the Medical Certificate and in the case of

ambiguity or doubt, the same shall be referred to the Appellate Medical Boards as per the instructions of the Government.

- iv) The Reservation to Women will apply as per Telangana State and Subordinate Service Rules and in terms of G.O.Rt.No.1274, G.A (Ser-B) Department, Dated 04-06-2016:
 - v) The reservation to the meritorious sports persons will apply as per rule 22 of State and Subordinate Service rules in terms of G.O.Ms.No.107, GAD (Ser.D), Dt.27.07.2018.
5. Distance Education:- The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the University Grants Commission/ AICTE / Distance Education Council as the case may be. Unless such Degrees had been recognised by the relevant Statutory Authority, they will not be accepted for purpose of Educational Qualification. The onus of Proof of recognition by the relevant Statutory Authority that their Degrees / Universities have been recognised rests with the Candidate.
6. Local Candidate: The meaning of Local Candidate is as per [G.O.Ms.No.124.GAD\(SPF-MC\)](#) Department Dated: 30-08-2018.

10. RESERVATION TO LOCAL CANDIDATES: Reservation to the Local candidates is applicable as provided in G.O.Ms.No.124. GAD (SPF-MC) Department Dated: 30-08-2018. The candidates claiming reservation as Local candidates should obtain the required certificates. The relevant certificates may be got ready with authorized signature and kept with the candidates to produce as and when required.

11. PROCEDURE OF SELECTION:

THE SELECTION OF CANDIDATES FOR APPOINTMENT TO THE POSTS WILL BE MADE BY EXAMINATION (OBJECTIVE TYPE) BASED ON OMR.

THE FINAL SELECTION FOR THE POST WILL BE BASED ON TOTAL MARKS SECURED IN THE WRITTEN EXAMINATION OF PAPER-I & II.

- 1. The applicants will be subjected to written examination of Paper-I & Paper-II of Objective Type and the final selection will be made based on the total marks secured in all the (02) papers in the respective categories duly following the Rule of reservation.
- 2. There will be penalty for wrong answers marked in the objective tests of Paper-I & II. For each question for which a wrong answer is given by the candidate, one fourth (1/4) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e., if no answer is marked by the candidate, there will be no penalty for that question.
- 3. Marks secured in Paper-I and Paper-II will be counted for preparation of Merit list.
- 4. All the vacancies are district specific. Candidates will be selected as per vacancies available in district, nativity, merit and reservations. Non-local quota candidates will be given the preference according to their merit for district opted by them subject to the availability of vacancy.
- 5. The appearance in all papers in the Written Examination as per rules is compulsory. Absence in any paper/ papers will automatically render his/her candidature as disqualified.
- 6. Candidates have to produce Original documents and other particulars on the day of verification itself. If candidate fails to produce any of the required certificates and if the particulars furnished by him / her in the

Application do not tally with the Original documents produced by him / her, then his / her candidature will be rejected/disqualified without any further correspondence.

The appointment of selected candidates will be subject to their being found medically fit in the appropriate Medical Examination.

12. DEBARMENT:

- a) Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred for five years from appearing for any of the examinations conducted by the Government, and their candidature for the recruitment would be summarily rejected.
- b) The Penal Provisions of Act 25/97 published in the Telangana Gazette No.130, Part-I.A Extraordinary dated: 01.06.2016 shall be invoked if malpractice and unfair means are noticed at any stage of the Recruitment.
- c) If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution and shall be debarred permanently from any exam.

13. THE GOVERNMENT DECISION IS FINAL:

The decision of the Government in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned. The Government also reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Government at any stage.

Sd/-
Commissioner,PR&RD

Annexure-I

SCHEME AND SYLLABUS FOR RECRUITMENT TO THE POST OF JUNIOR PANCHAYAT SECRETARY IN T.S. PANCHAYAT RAJ SUBORDINATE SERVICE

SCHEME

WRITTEN EXAMINATION

(Objective Type) Degree Standard	No. of Questions	Duration (Minutes)	Maximum Marks
Paper-1 : General Studies and Mental Ability, Culture and History of Telangana	100	120	100
Paper-2 : Telangana Panchayat Raj Act, 2018, Rural Development Programmes, Other Government schemes including Government of India and Government of Telangana.	100	120	100

SYLLABUS

Paper-I: GENERAL STUDIES AND MENTAL ABILITY

100 Questions

100 Marks

1. Current affairs – Regional, National and International.
2. International Relations and Events.
3. General Science in everyday life.
4. Environmental Issues and Disaster Management.
5. Geography and Economy of India and Telangana.
6. Indian Constitution: Salient Features.
7. Indian Political System and Government.
8. Modern Indian History with a focus on Indian National Movement.
9. History of Telangana and Telangana Movement.
10. Society, Culture, Heritage, Arts and Literature of Telangana.
11. Policies of Telangana State.
12. Mental Ability.(Verbal and non-verbal),
 - a) Logical Reasoning.
 - b) Comprehension.
 - c) Re-arrangement of sentences with a view to improving analysis of a passage.
 - d) Numerical and Arithmetical abilities.

PAPER – II

100 Questions

100 Marks

(Telangana Panchayat Raj Act, 2018, Rural Development Programmes)

1. Telangana Panchayat Raj Act, 2018.
2. Evolution of Panchayat Raj system in India including Constitutional amendments and reports of Various Committees.
3. Roles and responsibilities of Panchayat Secretary
4. Rural Sociology: History and Evolution of schemes catering to upliftment of Rural Poor
5. Flagship Rural Development schemes of Rural Development Department of Government of India and Telangana
6. Rural Economy of Telangana: Agriculture, Small scale Industries, Rural artisans
7. Community Based Organizations and convergence of Welfare Schemes
8. Women Empowerment and Economic development through Self Help Groups
9. Revenue and Expenditure Management of Local Bodies
10. Accounting and administering funds received under various schemes.

Annexure-II

INSTRUCTIONS TO CANDIDATES:

INSTRUCTIONS TO CANDIDATES:

- The applicants are required to go through the user guide and satisfy themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.

Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website will be processed through computer and the eligibility decided in terms of notification and confirmed accordingly.

The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Government will not be held responsible for any kind of delay /discrepancy on part of the candidate.

- Applicants must compulsorily upload his/ her own scanned photo and signature through J.P.G. format.

The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

- Important:- hand written/typed/photo stat copies/printed application form will not be entertained.

The applicant shall produce all the essential certificates issued by the competent authority, for verification by the Government, as and when called for, if candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any furthercorrespondence.

BREAK UP OF VACANCY POSITION FOR THE POST OF JUNIOR PANCHAYAT SECRETARY IN TELANGANA

Sl. No.	District	No. of Vacancies	SC (15%)		ST (6%)		BC-A (7%)		BC-B (10%)		BC-C (1%)		BC-D (7%)		BC-E (4%)		Disabled category (3%)						Ex. Ser. (2%)	Sports (2%)	General (45%)		Total						
			G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	VH (1%)		HH (1%)				OH (1%)		G	W	G	W	G	W	T
																			G	W	G	W			G	W							
1	Adilabad	335	33	17	14	7	17	7	20	13	3	1	15	7	9	4	2	2	3	1	2	1	7	6	90	54	221	114	335				
2	Bhadradi Kothagudam	387	38	20	16	8	20	8	23	15	3	1	18	8	11	4	2	2	3	1	3	1	8	7	105	62	257	130	387				
3	Jagityal	288	28	15	12	6	15	6	17	11	2	1	13	6	8	3	2	1	2	1	2	1	6	5	79	46	191	97	288				
4	Jangoan	206	20	11	8	4	10	5	12	8	2	0	10	4	6	2	2	1	1	1	2	0	4	4	56	33	137	69	206				
5	Jayashanker Bhoopalpally	304	30	16	12	6	15	7	18	12	2	1	15	6	9	3	2	1	2	1	2	1	6	6	82	49	201	103	304				
6	Jogulamba Gadwal	161	15	8	6	4	8	4	9	6	2	0	7	3	4	2	1	1	1	1	2	0	4	3	44	26	106	55	161				
7	Kamareddy	436	43	22	18	9	22	9	26	17	4	1	20	9	12	5	3	2	3	2	3	1	9	8	118	70	289	147	436				
8	Karimnagar	229	23	12	9	5	12	5	13	9	2	1	10	5	6	3	2	1	1	1	2	0	5	4	62	36	151	78	229				
9	Khammam	485	48	24	20	10	25	10	29	19	4	1	23	10	14	5	3	2	3	2	4	1	10	9	131	78	323	162	485				
10	Kumrambheem Asifabad	235	23	12	10	5	12	5	14	9	2	1	10	5	6	3	2	1	2	1	2	0	5	4	63	38	155	80	235				
11	Mahabubabad	370	36	19	14	8	19	8	21	14	3	1	18	8	11	4	2	2	3	1	3	1	8	7	100	59	245	125	370				
12	Mahabubnagar	511	51	26	20	11	25	11	30	21	4	1	25	10	15	5	4	2	3	2	4	1	10	10	139	81	340	171	511				
13	Manchiryala	232	23	12	9	5	12	5	13	9	2	1	10	5	6	3	2	1	2	1	2	0	5	4	63	37	153	79	232				
14	Medak	346	34	17	14	7	17	8	20	13	3	1	17	7	10	4	2	2	3	1	2	1	8	6	94	55	230	116	346				
15	Medchal Malkajgiri	27	3	2	1	1	1	1	1	1	1	0	0	1	0	1	0	1	0	0	0	0	1	0	7	4	15	12	27				

Sl. No	District	No. of Vacancies	SC (15%)		ST (6%)		BC-A (7%)		BC-B (10%)		BC-C (1%)		BC-D (7%)		BC-E (4%)		Disabled category (3%)						Ex. Ser. (2%)	Sports (2%)	General (45%)		Total		
			G	W	G	W	G	W	G	W	G	W	G	W	VH (1%)		HH (1%)		OH (1%)		G	W			G	W	G	W	T
															G	W	G	W	G	W									
16	Nagarkurnool	311	31	16	12	7	15	7	18	13	2	1	15	6	9	3	2	2	2	1	2	1	6	6	85	49	205	106	311
17	Nalgonda	661	65	33	26	14	33	14	39	26	5	2	32	13	19	7	4	3	5	2	5	2	14	13	179	106	439	222	661
18	Nirmal	322	32	17	12	7	16	7	18	13	3	1	15	7	9	4	2	2	2	1	2	1	7	6	87	51	211	111	322
19	Nizamabad	405	40	21	16	8	20	9	24	16	3	1	20	8	12	4	2	2	3	1	3	1	8	8	110	65	269	136	405
20	Peddapally	194	19	10	8	4	10	4	11	7	2	0	10	4	6	2	1	1	1	1	2	0	4	3	53	31	130	64	194
21	Rajanna Sircilla	177	18	9	7	4	9	4	10	6	2	0	8	4	5	2	1	1	1	1	2	0	4	3	48	28	118	59	177
22	Rangareddy	357	35	18	14	7	18	8	20	14	3	1	17	7	10	4	2	2	3	1	3	1	8	7	97	57	237	120	357
23	Sangareddy	446	44	22	18	9	22	10	26	17	4	1	22	9	13	5	3	2	3	2	3	1	10	8	121	71	297	149	446
24	Siddipet	338	33	17	14	7	17	7	20	13	3	1	15	7	9	4	2	2	3	1	2	1	8	6	91	55	223	115	338
25	Suryapet	342	34	17	14	7	17	7	20	13	3	1	16	7	9	4	2	2	3	1	2	1	8	6	93	55	227	115	342
26	Vikarabad	429	43	22	17	9	22	9	25	17	4	1	20	9	12	5	3	2	3	1	3	1	9	8	116	68	285	144	429
27	Wanaparthy	159	15	8	6	4	8	4	8	6	2	0	7	3	4	2	1	1	1	1	2	0	4	3	43	26	104	55	159
28	Warangal (Rural)	276	27	14	11	6	14	6	16	10	2	1	13	6	8	3	2	1	2	1	2	1	6	5	75	44	183	93	276
29	Warangal (Urban)	79	8	4	3	2	5	2	4	2	1	0	3	2	2	1	0	1	1	0	1	0	2	1	21	13	52	27	79
30	Yadadri Bhongiri	307	31	16	12	6	15	7	18	12	2	1	15	6	9	3	2	2	2	1	2	1	6	6	83	49	203	104	307
	Total:	9355	923	477	373	197	471	204	543	362	80	24	439	192	263	104	60	48	67	33	71	21	200	172	2535	1496	6197	3158	9355