**ENDOWMENTS DEPARTMENT, GOVERNMENT OF ANDHRA PRADESH**

**RECRUITMENT FOR THE POST OF TECHNICAL ASSISTANTS ON CONTRACTUAL BASIS FOR A PERIOD OF 5 YEARS**

**CHECK LIST FOR VERIFICATION OF ORIGINAL CERTIFICATES**

(To be filled by the Candidate)

Affix self-attested latest passport size photograph

REGISTRATION NO (Hall Ticket No.) :

 Date of Verification : **-03-2024**

1. Name of the Candidate (as per SSC) :
2. Father’s Name :
3. Gender Male / Female :
4. Date of Birth (as per SSC) :
5. Martial Status ( Unmarried / Married / Widow / Divorce) :
6. Religion : Community : OC SC ST BC
7. Qualification details :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Subjects** | **Date of acquiring qualification** | **% of marks** | **Division** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Indicate the evidence (Original study certificate for regular study OR Residence certificate for 7 years prior to SSC if private Study) to be Produced.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Class** | **Name of the School** | **Year** | **District** | **State** |
| 1 | IV |  |  |  |  |
| 2 | V |  |  |  |  |
| 3 | VI |  |  |  |  |
| 4 | VII |  |  |  |  |
| 5 | VIII |  |  |  |  |
| 6 | IX |  |  |  |  |
| 7 | X |  |  |  |  |

 Signature of the candidate Mobile no: Email:

**Candidate’s Statement**

The Original certificates produced by me have been verified in my presence and returned to me. All relevant columns filled in by me are true and correct.

I could not produce the following Original Certificates/documents as they are not available with me. I am aware of all the missing documents and I will produce the same within one month. (If not applicable, strike of the Para)

Place:

Date:

Signature of the Candidate

**List of certificates produced and verified**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Certificate** | **Yes** | **No** |
| 1 | Date of birth Certificate |  |  |
| 2 | SSC Certificate |  |  |
| 3 | Intermediate Certificate |  |  |
| 4 | Diploma Certificate |  |  |
| 5 | Certificate (Graduation i.e., BE/B.Tech/AMIE) |  |  |
| 6 | Marks lists of all semesters of Graduation |  |  |
| 7 | Certificate (Post Graduation i.e., ME/M.Tech.) |  |  |
| 8 | Marks lists of all semesters of PG |  |  |
| 9 | Certificate for Nativity (Study Certificates from 4th to 10th class) |  |  |
| 10 | Aadhar card |  |  |
| 11 | Proof of residence |  |  |
| 12 | Written examination of hall ticket |  |  |
| 13 | Others if any |  |  |
|  |  |  |  |

**Verified by Counter signed by**

**CONSENT LETTER**

|  |  |  |
| --- | --- | --- |
| **Registration No (Hall ticket No.)** | : |  |
| 1. | Name of the Candidate |  |  |
| 2. | Father’s Name | : |  |
| 3. | Gender (Male/ Female) | : |  |
| 4. | Date of Birth as per SSC | : |  |
| 5. | Age | : | \_\_\_ Years \_\_ Months \_\_\_ Days |
| 6. | Marital status (Unmarried/Married/Widow/Divorce) | : |  |

**Declaration of the candidate**

I Sri/ Kum. , hereby declare that I am **(willing/ unwilling)** to join in the post of Technical Assistant on contractual basis for a period of 5 years in Endowments Department and willing to work anywhere in the State as per the terms and conditions stipulated in the annexure.

Place:

Date: Signature of the candidate

**Address for communication:**

PIN:

Mobile Number:

e-mail ID:

**Annexure**

The remuneration and terms of references are as follows.

1. Remuneration to the Technical Assistant per month is Rs.25,000/-
2. They will be given a communication allowance of Rs.1000/- per month (for mobile phone) and Rs.2000/- per month as transportation allowance towards local conveyance. They should bring their own 2 wheeler to work wherever they are posted.
3. They will be entitled to enhancement of remuneration by Rs.1000/- every year.
4. They will be entitled for RTC bus charges or sleeper class (2nd class) charges of train for official journeys conducted besides a daily allowance of Rs.150/- per day.
5. Period of contract through is for a period of 5 years, the selected candidates will be under probation for the first one year. The contract will be then confirmed for 5 years based on their sincerity and performance.
6. The department reserve the right to dispense the services of any candidate before the contract period, if found necessary on administrative grounds after giving one month advance notice.
7. They should furnish an indemnity bond in the prescribed format on Rs.100/- non-judicial stamp paper, stating that they will pay to the Department an amount of Rs.50,000/- plus the salary drawn from the date of joining to the date of their resignation, if they desires to quit the department within one year from the date of joining.

Place:

Date:

Signature of the Candidate