



## YSR KADAPA DISTRICT

**NOTIFICATION Dated:#ApprovedDate#**

**General instructions to Candidates**

**Name of the Posts:**

SI.No	Name of the post	Category	Proposed post for District/Division	Remuneration per month	Place of posting
1	2	3	4	5	6
1	E District Manager	Technical Assistant	Contract Basis	22,500-00	Collectorate, Kadapa
2	E Divisional Manager	Technical Assistant	Contract Basis	22,500-00	Revenue Divisional Office, Pulivendula

**1. Application fee:** The application fee of **Rs. 500/-** towards Demand Draft in the name of the "**Administrative Officer Collector Office**, Kadapa

**2. Qualification required:**

- Must be 21 – 35 years old as on 01<sup>st</sup> May , 2026
- BCA / BE / B.Tech / MCA with computers as main subject or must be a graduate with computer background only.
- Knowledge of English and a local language of the State for which the candidate has applied is compulsory.
- Minimum of two (2) years of work experience **preferably** in IT / e-Governance related field.
- Rule of Reservation doesn't apply.

**3. Desired Skill Set:**

- Prior project management experience
- Should be computer literate
- Experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects is preferred
- Good people management and communication skills
- Candidate should have the local knowledge of the State/District
- Experience in computerisation of organizations / departments will be an added benefit.
- Local language & English comprehension & Communication compulsory

**4. Self attested copies to be submitted along with application**

- Age Proof: 10<sup>th</sup> or 12<sup>th</sup> standard mark sheet or school leaving certificate.
- Education Qualification (Graduation / Post Graduation)
  - All semester wise or year wise individual mark sheets.
  - All mark sheets pertaining to improvement in the marks [i.e. if the applicants has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)]Degree or provisional pass certificate.
- High School (Class 10<sup>th</sup>) and Intermediate (Class 12<sup>th</sup>)
- Work Experience – If the candidate has work experience, then following documents will be required:
  - Experience certificate, offer letters, relieving letters, last drawn salary

- slips from the past employers
  - Offer letter and last three month's salary slip from current employer
  - These documents should clearly indicate the date of joining and date of relieving for each of the previous and current employer(s).
  - The experience certificate or testimonials produced by the applicants should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.
- e) Photo identity certificate: College ID, PAN card, Driving Licence, Passport, voters ID card or any other ID card attested by a Gazetted officer
- f) Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the applicants ineligible for the selection and would not be allowed to appear for interview.

Note: Candidates must submit clear, self-attested visible documents, failing which application will be summarily rejected. Applications without the above documents will be summarily rejected

### 5. **Selection Process:**

Sl. No	Criteria	Weightage
1	Written Qualifying Examination	80%
2	Work Experience (in IT or related field)	5% (1 mark for 1 year and maximum 5 years)
3	PG in Computers	2%
4	PhD in Computers	3%
5	Work ability skills based on the desired skill set	10%

### 6. **Schedule**

- a) Receiving of applications : 06.06.2026 , 10.00AM
- b) Last date of receiving of applications : 20.06.2026, 05.00PM
- c) Scrutiny of applications : 22.06.2026 - 24.06.2026.
- d) provisional merit list : 27.06.2026.
  - a. time for submitting objections :29.06.2026. until 5pm (drop box and anonymous objections are no considered)
- e) Original certificate verification at 1:5 ratio : 01.07.2026 (Top 10 candidates in provisional list)
- f) Work ability skills based on the desired skill set : 07.07.2026,12pm.
- g) final merit list :

### 7. **Tenure for hiring**

- The tenure for the contract is initially one year only from the date of joining in the post and may be extended for further period as per the instructions issued by the Government from time to time.
- The District Selection Committee reserves all the rights to terminate the contract candidates at any time with one month notice or as per directions of the Government from time to time.

### 8. **Other Instructions:**

- a) He/she should stay at the bonafide Head Quarters compulsorily. i.e, Kadapa (e-District Manager) /Pulivendula (e-Divisional Manager)
- b) The selected and appointed he / she should be abide by the Government rules in force regularly from time to time.
- c) Candidates are advised to follow official website of the District from time to time for further information.