

**ANDHRA PRADESH HORTICULTURAL UNIVERSITY**  
**ADMN.OFFICE : BEHIND D.C.C. BANK BUILDING, OLD GOVT.HOSPITAL ROAD**  
**TADEPALLIGUDEM – 534 101, WEST GODAVARI DISTRICT**

---

**Advt.No.6/RC/2009, dt.10.12.2009**

Applications in the prescribed form together with Registration Fee of Rs.1000/- (Rs.500/- for SC/ST) are invited for the under mentioned posts. Candidates should possess the prescribed qualifications as on the date of this notification. Separate application should be submitted for each post. The registration fee amount may be sent through a crossed Demand Draft along with filled in application form in favour of THE COMPTROLLER, A.P.HORTICULTURAL UNIVERSITY, VENKATRAMANNAGUDEM payable at TADEPALLIGUDEM, WEST GODAVARI DISTRICT, ANDHRA PRADESH on any nationalized bank.

**1. Comptroller – 1 post**

Scale of Pay : Rs.21550-30765/- (A.P.Revised Pay Scales of 2005)

**2. Superintendent – 3 posts**

Scale of Pay : Rs.7770-18575 (AP RPS 2005)

OC-W-1, SC-W-1, OC-1

**3. Senior Technical Assistant (Finance) – 4 posts**

Scale of Pay : Rs.6195-14175 (AP RPS 2005)

OC-W-1, SC-W-1, OC-1, BC-A-W-1

**4. Senior Technical Assistant (Administration) – 4 posts**

Scale of Pay : Rs.6195-14175 (AP RPS 2005)

OC-W-1, SC-W-1, OC-1, BC-A-W-1

**5. Senior Assistant – 5 posts**

Scale of Pay : Rs.6195-14175 (AP RPS 2005)

OC-W-1, SC-W-1, OC-2, BC-A-W-1

**6. Junior Library Assistant – 3 posts**

OC-W-1, SC-W-1, OC-1

Scale of Pay : Rs.4825-10845 (AP RPS 2005)

For all the above posts except for the post of Comptroller (Serial No.1), age as on 1.07.2009 should be between 18-39 years. Upper age limit is relaxable by 5 years in case of SC/ST & BC candidates and 10 years for physical handicapped candidates. Candidates for all the above posts must be able to speak, read and write Telugu language.

**Qualifications**

**Comptroller**

**i. Essential**

- a. B.Com. or equivalent degree from any recognized University.
- b. Experience as Chartered Accountant or Cost and Works Accountant of India or should have passed subordinate accounts service examination of any State or Central Government of an equivalent or higher examination and have had served in Government or Quasi Government of any other reputed organization for a minimum of ten years

OR

A person with a minimum of five years experience in the rank of Deputy Secretary in the

Department of Finance in any State Government.

OR

A person with five years experience in the rank of Assistant Accountant General in Government of India.

OR

On deputation of a person in the rank of Deputy Accountant General or an Assistant Accountant General in the panel for promotion as Deputy Accountant General from the Office of Accountant General.

OR

On deputation from the State Finance Department of a person in the rank of Joint Secretary or a Deputy Secretary in the panel for promotion as Joint Secretary.

**ii. Desirable**

Unblemished record throughout the career in the past.

**Superintendent**

- A University degree
- Must possess Diploma in Computer Applications.
- Minimum of Ten years of experience as Senior Clerk/Senior Assistant in the Govt./Quasi Govt./Reputed Organization/ Autonomous Bodies.
- Must have passed Accounts Test for Subordinate Officers Part I and II conducted by APPSC, Hyderabad

If not available, the candidates without passing Accounts Test for Subordinate Officers Part I and II will also be considered for appointment with the condition that they should pass the required test within two years.

**Senior Technical Assistant (Finance)**

- An M.B.A. degree in Finance from any recognized University.
- Must possess knowledge in Computer applications as evidenced by certificates
- Must have passed Accounts Test for Subordinate Officers Part I conducted by APPSC, Hyderabad.

If not available, the candidates without passing Accounts Test for Subordinate Officers Part I will also be considered for the appointment with the condition that they should pass the required test within two years.

**Senior Technical Assistant (Administration)**

- An M.B.A. degree from any recognized University.
- Must possess knowledge in Computer applications as evidenced by certificates
- Must have passed Accounts Test for Subordinate Officers Part I conducted by APPSC, Hyderabad.

If not available, the candidates without passing Accounts Test for Subordinate Officers Part I will also be considered for the appointment with the condition that they should pass the required test within two years.

**Senior Assistant**

- A University degree
- Must have passed the Government Technical Examination in typewriting by lower grade in the English language conducted by State Board of Technical Education of Andhra Pradesh Government or any other equivalent qualification.

- Must possess Diploma in Computer Applications.
- Minimum of Five years of experience as Clerk/Senior Clerk/Jr.Assistant in the Govt./Quasi Govt./Reputed Organization/ Autonomous Bodies.
- Must have passed Accounts Test for Subordinate Officers Part I conducted by APPSC, Hyderabad

If not available, the candidates without passing Accounts Test for Subordinate Officers Part I will also be considered for appointment with the condition that they should pass the required test within two years.

#### **Junior Library Assistant**

- A University degree
- A Diploma in Library Science
- Must possess Diploma in Computer Applications
- Candidates with Bachelor of Library Science is preferable

#### **Method of selection**

**Comptroller** : By conducting interview.

**Superintendent** : By conducting interview on General Knowledge, Establishment matters, Accounts matters and matters related to administration.

#### **Senior Technical Assistant (Finance), Senior Technical Assistant (Administration), Senior Assistant and Junior Library Assistant**

1. Written test :

Paper	Subject	No. of Questions	Maximum Marks	Duration
1	General Knowledge	150	150	150 minutes
2	Secretarial Abilities	150	150	150 minutes

Syllabus :

Paper-I : General Studies

Syllabus formulated by the Board of Secondary School Certificate, A.P. as prescribed for 10<sup>th</sup> Class in History, Geography, Civics, Economics, Physics, Chemistry, Botany, Zoology and Current Affairs.

Paper-II : Secretarial Abilities

1. Mental Ability (Verbal and Non-verbal)
  2. Logical Reasoning
  3. Comprehension
  4. Re-arrangement of sentences with a view to improving analysis of a passage.
  5. Numerical and Arithmetical abilities
2. Conducting of Type Test on Computer to the qualified candidates in written test.
3. Viva-voce.

Selected candidates shall be governed by A.P.Horticultural University (Conditions of Service) Statutes 2007 and they are eligible for new Contributory Pension Scheme of the University and such

other conditions as may be prescribed by the University from time to time (other than those who are under ANGRAU service as on 1.9.2004). All the selected candidates are liable to be posted or transferred to any equivalent posts.

### GENERAL INSTURCTONS TO THE CANDIDATES

1. Candidate has to fill in the application with his own handwriting.
2. Candidate must be able to speak, read and write Telugu language.
3. Application with incomplete information or false information will be rejected.
4. Applications received without support of attested copies of documents and certificates including work experience will be rejected.
5. Any action/attempt influencing the University authorities either personally or by letter or any other way entails for disqualification of the candidature.
6. Candidates working under Govt./Quasi Govt. and Public sector undertaking/Autonomous bodies have to send their applications through proper channel.
7. The University reserves the right to fill or not to fill some or all the posts now advertised.
8. Separate applications shall be submitted for each post along with prescribed fee.
9. The inservice candidate of APHU may send their applications directly.
10. The applicants should appear for written test and interview when called at their own cost.
11. The date of written test will be intimated to the eligible candidates.
12. Candidates who have already applied for the post of Comptroller advertised vide Advt.No.2/RC/2009, dt.22.6.2009 on 24.6.2009 in The Hindu and Saakshi news papers need not apply now.
13. The persons appointed for the post of Comptroller by selection through advertisement shall hold office for a period of three years from the date of assumption of charge. Provided that the candidates will be eligible for another term of three years by selection.

The prescribed application forms for the posts can be had from the University on payment of Rs.250/- (Rs.125/- for SC & ST) in person or through a crossed demand draft in favour of COMPTROLLER, A.P.HORTICULTURAL UNIVERSITY, VENKATRAMANNAGUDEM payable at TADEPALLIGUDEM, West Godavari district, Andhra Pradesh on any Nationalized Bank NO MONEY ORDER/POSTAL ORDER SHALL BE ENTERTAINED. For obtaining it by post, a self addressed and stamped envelope of Rs.20/- of the size 35 X 15 cm should be enclosed to the requisition letter. The envelope containing the requisition for application form shall be superscribed "REQUISITION FOR APPLICATION OF SUPERINTENDENT/SENIOR ASSISTANT POST" and sent to "THE REGISTRAR, A.P.HORTICULTURAL UNIVERSITY, VENKATRAMANNAGUDEM, POST BOX NO.7, TADEPALLIGUDEM – 534 101, WEST GODAVARI DISTRICT, ANDHRA PRADESH. Such filled in applications should reach the undersigned on or before **21.1.2010 at 4.00 PM** but the applications received after **21.1.2010 4.00 PM** cannot be entertained. The sale of applications begins from **21.12.2009**. The last date for sale of applications is **12.1.2010**. The University is not responsible for late receipt of applications due to postal delay.

Venkatramannagudem  
Dt.16.12.2009

Dr.P.SURYANARAYANA REDDY  
REGISTRAR

