GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT
SRIKAKULAM DISTRICT
NOTIFICATION No:01/2025
GENERAL INSTRUCTIONS TO CANDIDATES

1. Name of the Post:

S. No	Name of the post	No of Posts	Category	Proposed post for Division	Remuneration per month	Place of posting
1	2	3	4	5	6	7
1	e-Divisional Manager	1 (ONE)	Technical Assistant	Contract Basis	22,500-00	Revenue Divisional Office, Palasa

2. Application fee:
Applicants are required to submit an application fee of **Rs.300/-** by means of a Demand Draft drawn in favor of the '**District Revenue Officer, Srikakulam,' payable at Srikakulam** "

3. Qualification required:
- Must be 21 – 35 years old as on 01st July, 2025
- B.A./B.Sc./B.Com./BCA/ BE/ B.Tech/ MCA/ M.Tech with computers as main subject.
- Knowledge of English and Telugu language is mandatory.
- Minimum of two (2) years of work experience preferably in IT / e-Governance related field.
- Rule of Reservation shall not be applicable, as there is one post is notified.

4. Desired Skill Set:
- Prior project management experience
- Should be proficient in Office Automation
- 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 computerization of organizations /departments will be an added benefit.
- Local language & English comprehension & Communication compulsory.

5. List of documents to be submitted along with application:
- Duly filled application form (enclosed to this notification)
- Two latest passport size photos
- Age Proof: Date of birth Certificate / 10th mark sheet
- Education Qualification (Graduation / Post Graduation)
  - Provisional certificate of Graduation / Post Graduation.
- High School (Class 10th) and Intermediate (Class 12th)
- Study certificates (4th class to 10th class)
- Demand draft for Rs.300/- drawn in favor of the 'District Revenue Officer, Srikakulam
- 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.
- Aadhar card copy.

Inability to produce any of the above-mentioned documents (both original and attested copy) at the time of verification will render the applicant's ineligible for the selection and would not be allowed for further process.

Note:

Candidates must submit clear, visible documents and must be attended by any Gazetted Officer, failing which application will be summarily rejected.

Applications without the above documents will be summarily rejected.

6. Selection Process:

Sl. No	Criteria	Weightage	Maximum Marks
1	Written Examination	85%	85
2	Work Experience (in IT or related field, calculated up to 30.06.2025)	5% (1 mark for 1 year and maximum 5 years)	5
3	Interview	10%	10
	Total		100

Syllabus for written examination:

Office automation, Computer fundamentals and Govt. portals.

7. Schedule

Sl.no	Event	Date
1	Issue of Notification	15.07.2025
2	Last date of receiving of applications	29.07.2025
3	Issue of Hall tickets	05.08.2025
4	**Conduct of Written Examination**	**10.08.2025**
5	Declaration of Written Examination results (Publication of Provisional list of candidates)	20.08.2025
6	Time for submitting objections	22.08.2025
7	Publication of Final list of candidates	23.08.2025
8	Original certificate verification and CPT exam as per G.O.Ms.No.26 GA (Ser.B) Dept., Dt.24.02.2023 at 1:10 ratio i.e., Top 10 candidates in Final list	25.08.2025
9	Conduct of Interview of Final list of candidates	27.08.2025
10	Final publication of results	28.08.2025

8. Tenure for hiring

- The job tenure is initially one year from the date of joining and it will be extended for a further period as per their performances and instructions from Govt.
- The application will be rejected for the candidate who attempts to influence the authority and who produces any certificates with wrong information.
- The Chief Commissioner of Land Administration will be the authority to terminate / remove any EDMs/ EDVMs, if any lapses are found after the appointment, without any notice.

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- The above post will be bound with the Terms & Conditions stipulated in G.O.Ms.No.94, Dt.28.03.2003.
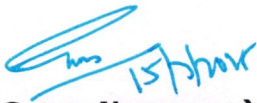
9. Other Instructions:

- Applications submitted by post must be sent to the following address. Alternatively, candidates may submit their application in a sealed cover in the drop box available at **A-Section, Collector's Office, Srikakulam**, during office hours (**10:30 AM to 5:00 PM**).

> To
> The District Collector & Chairman,
> District Selection Committee,
> Collector's Office,
> Srikakulam- 532001.

- All applications must be submitted in a sealed cover clearly superscribed with: **"Application for e-Divisional Manager post."**
- Applications received through post after 29.07.2025, 05.00 PM will not be accepted.
- All communication will be through the official website of the district (i.e., https://srikakulam.ap.gov.in)
- No individual messages or information will be sent to any candidate. For updates, candidates are advised to regularly check the official website.
- He/she should stay at the bonafide Divisional Head Quarters compulsorily. i.e., Palasa
- The selected and appointed he / she should abide by the Government rules in force regularly from time to time.

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Sd/- Swapnil Dinkar Pundkar, I.A.S.
District Collector & Chairman,
District Selection Committee,
Srikakulam.

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(G.A. Surya Narayana)
Administrative Officer,
Collector's Office, Srikakulam.

RECRUITMENT FOR THE POST OF e-DIVISIONAL MANAGER

APPLICATION FOR THE POST **e-DIVISIONAL MANAGER, PALASA**

Affix Recent Passport Size Colour Photo	

PERSONAL INFORMATION :

1	Name of the candidate in block letters as per 10th class certificate	
2	Father name	
3	Date of Birth	
4	Educational Qualification	
5	Permanent Address	
6	Address for correspondence	
7	Nationality	
8	Religion	
9	Caste	
10	Gender (Male/Female)	
11	Languages known	
12	Mobile No.	
13	Mail ID.	
14	AADHAAR No	

14) Schools where the applicant was educated with dates from IV-Class to 10th class

SL. No.	Class	Name of the School with full address	Duration	
			From	To
1				
2				
3				
4				
5				
6				
7				

QUALIFICATIONS

15. Graduation/Post Graduation/ or Higher

Sl. No.	Graduation/Post Graduation/ Higher	Course (B.Sc/B.Com/ M.Sc./ M.Com. /Ph.D.)	Month & Year of passing of Examination	Name of the Board	Registered/ Hall Ticket Number
1	Graduation				
2	Post Graduation				
3	Ph.D				
4	Other (if any)				

Note: Candidates must submit clear, visible documents and must be attended by any Gazetted Officer, failing which application will be summarily rejected. Application without the above documents will be summarily rejected.

* All the fields are compulsory to fill.

Declaration: The information furnished above is true to the best of my knowledge and correct. If the information furnished is found to be incorrect, I will be liable for prosecution.

Date: Signature of the Applicant