

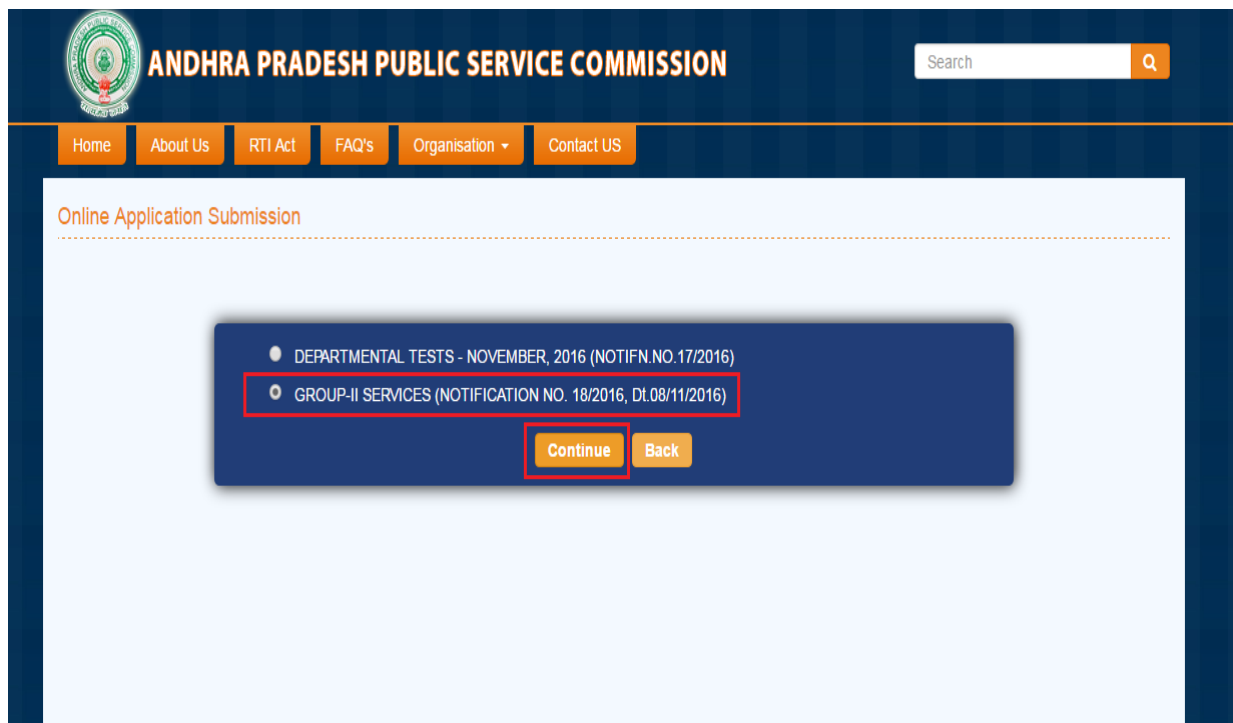
[User Manual for GROUP-II Service](#)

Click on **Online Application Submission** link for filling Group II Service Application as shown in the below screen.



The screenshot shows the APPSC website home page. At the top, there are four navigation tabs: Notifications, Syllabus, Mock Tests, and View Response Sheet. Below these are four more tabs: Interviews, Selections, Career Advancement Scheme, and Tender Notices. The main content area features several orange banners with links to various services and notifications, including 'Group-II Services Corrigendum', 'AE Clarification on Notification No. 10/2016', and 'Notification No: 18/2016 - Recruitment for Group II services'. A sidebar on the left contains a 'Chairman's Message' and a list of links for Direct Recruitment, Departmental Test, Half Yearly Exams, Press Notes, Raahtriya Indian Military College, Syllabus & Old Question Papers, Imp.Orders/Circulars, and Annual Reports. The main content area also includes a 'Latest Notifications' section with several entries, each with a 'Click Here' link. A 'One Time Profile Registration' banner is visible on the right side of the page.

After Clicking on **Online Application Submission** link, the following screen will be displayed. Click on **Group-II Service Notification** Radio button then click on **Continue** button as shown in the below screen.



The screenshot shows the 'Online Application Submission' screen on the APPSC website. The header includes the APPSC logo and the text 'ANDHRA PRADESH PUBLIC SERVICE COMMISSION'. Below the header is a search bar and a navigation menu with links for Home, About Us, RTI Act, FAQ's, Organisation, and Contact US. The main content area is titled 'Online Application Submission' and features a dark blue box with two radio button options: 'DEPARTMENTAL TESTS - NOVEMBER, 2016 (NOTIFN.NO.17/2016)' and 'GROUP-II SERVICES (NOTIFICATION NO. 18/2016, DL.08/11/2016)'. The 'GROUP-II SERVICES' option is selected and highlighted with a red box. Below the radio buttons are two buttons: 'Continue' and 'Back', both of which are also highlighted with red boxes.

After Clicking on **Continue** button, the following screen will be displayed. Click on **Group-II Service Notification** Check box, Enter **OTPR Reference ID** then click on **GO** button as shown in the below screen.

ANDHRA PRADESH PUBLIC SERVICE COMMISSION
NOTIFICATION NO. 18/2016, Dt.08/11/2016
GROUP-II SERVICES
(GENERAL RECRUITMENT)

Note :

- Fields marked with '*' are Mandatory.
- After Submission of this form, Application Fee ID will be generated and Applicants has to pay the prescribed fee using the Payment Gateway's available in the portal
- Details furnished in the application are final.Subsequent Requests for corrections will not be entertained by APPSC for wrong filling of Application
- All the uploaded attachments should be in PDF format and size less than 1 MB

Declaration

I have read the detailed Notification, NOTIFICATION NO. 18/2016, Dt.08/11/2016

OTPR Details

OTPR ReferenceID *:

AP1000007460

After Clicking on **GO** button, the following screen will be displayed. Mention the details required for **Name as on Aadhaar Card** if candidate entered **Aadhaar Number** in **OTPR Application**, then **District, Mandal**, after confirming his address details as shown.

NOTIFICATION NO. 18/2016, Dt.08/11/2016
GROUP-II SERVICES
(GENERAL RECRUITMENT)

Note :

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- After Submission of this form, Application Fee ID will be generated and Applicants has to pay the prescribed fee using the Payment Gateway's available in the portal
- Details furnished in the application are final.Subsequent Requests for corrections will not be entertained by APPSC for wrong filling of Application
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Declaration

I have read the detailed Notification, NOTIFICATION NO. 18/2016, Dt.08/11/2016

OTPR Details

OTPR ReferenceID *:

AP1000000011

Personal Details

Aadhaar Number :

Name : Father/Mother/Husband Name : Date of Birth : Gender : Male Female


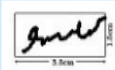
Address for communication : District : * Mandal : Village :

Pincode : e-Mail : Mobile No : Community you belong :

Give the details required for personal details as shown in the screen.

Pincode :	e-Mail :	Mobile No :	Community you belong :
<input type="text" value="587856"/>	<input type="text" value="vinoda.m@tcs.com"/>	<input type="text" value="9502594195"/>	<input type="text" value="OC"/>
Do you belong to Andhra Pradesh state? *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Are you an Ex-Service Men?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Length of Service	Years		
	<input type="text" value="12"/>		
Have you worked as instructor in NCC?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Length of Service	Years	Months	
	<input type="text" value="6"/>	<input type="text" value="3"/>	
Are you employed?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Are you retrenched temporary employee in State Census Department?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Length of Service	Years	Months	
	<input type="text" value="6"/>	<input type="text" value="3"/>	
Are you Andhra Pradesh state White card Holder? *	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Are you Andhra Pradesh state government employee?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
*			
Are you Physically Handicapped(PH) person?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Visually Impaired (Percent)	Orthopaedically Challenged (Percent)		
<input type="text" value="56-60"/>	<input type="text" value="51-55"/>		
Other Details			
Do you need a scribe ?:*	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Check your Photograph and signature. Enter the details for **Qualification, University, Date of acquiring qualification, Type of Study** form drop down list, enter all the mandatory details.

<input type="text" value="56-60"/>	<input type="text" value="51-55"/>	
Other Details		
Do you need a scribe ?:* <input type="radio"/> Yes <input checked="" type="radio"/> No		
Photograph and Signature		
Applicant Photograph	Applicant Signature	
		
Education Details		
Qualification : *	Technical Certification :	
<input type="text" value="BACHELOR'S DEGREE WITH COMMERCE"/>	<input type="text" value="Office Automation"/>	
University : *	Date of acquiring qualification : *	Type of Study :
<input type="text" value="A.K.S. University"/>	<input type="text" value="22/11/2015"/>	<input type="text" value="Regular Study"/>
Executive Posts		
Post Preferences :	Post Preference No :	
<input type="text" value="(08) Prohibition & Excise Sub Inspector in A.P. Prohibition & Excise Sub-Service"/>	<input type="text" value="4"/>	
<input checked="" type="checkbox"/> Note : Do you fall under Physical Measurements specified as per the Notification		

Depending upon the candidates qualification the post eligible are shown in two categories ie., Executive and Non- Executive posts. Candidate has to select the post and give the post preferences against each post.

(07) Extension Officer in PR & RD Department. 1

ADD

S.No.	Name of Post	Post Preference	Region Category	Delete
1	(06) Assistant Development Officers in A.P. Handloom & Textile Department	2	Zonal	✗
2	(07) Extension Officer in PR & RD Department.	1	Zonal	✗

Non-Executive Posts

Post Preferences : (24) Junior Assistant in A.P. Agriculture Department. Post Preference No : 9

ADD

S.No.	Name of Post	Post Preference	Region Category	Delete
1	(14) Senior Accountant in A.P. Treasuries & Accounts (HOD) Sub Service	22	State-wide	✗
2	(22) Junior Assistants in A.P. Women Development Child welfare Department	10	State-wide	✗
3	(24) Junior Assistant in A.P. Agriculture Department.	9	State-wide	✗

Examination Preferred Location

ADD

S.No.	Name of Post	Post Preference	Region Category	Delete
1	(01) Municipal Commissioner Grade-III in A.P. Municipal Commissioner Subordinate Service	2	Zonal	✗
2	(08) Prohibition & Excise Sub Inspector in A.P. Prohibition & Excise Sub-Service	4	Zonal	✗

Non-Executive Posts

Post Preferences : (17) Junior Assistants in Government Examination in A.P. Ministerial Service Post Preference No : 9

ADD

S.No.	Name of Post	Post Preference	Region Category	Delete
1	(13) Senior Auditor in A.P. State Audit Subordinate Service	11	Zonal	✗
2	(17) Junior Assistants in Government Examination in A.P. Ministerial Service	9	State-wide	✗

Zone Preferences

The following are the Present Zones in the AP State:

Zone-I :Srikakulam, Visakhapatnam and Vizianagaram. (SKM, VSP, VZM)

Zone-II :East Godavari, West Godavari and Krishna. (EG, WG, KST)

After the selection of all posts candidates have to give zonal preferences. Then examination centre preferences where candidates are willing to write the exams.

1	(06) Assistant Development Officers in A.P. Handloom & Textile Department	1	Zonal	X
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Zone Preferences

The following are the Present Zones in the AP State:

Zone-I :Srikakulam, Visakhapatnam and Vizianagaram. (SKM, VSP, VZM)

Zone-II :East Godavari, West Godavari and Krishna. (EG, WG, KST)

Zone-III :Guntur, Prakasam and Nellore. (GNT, PKM, NLR)

Zone-IV :Chittoor, Cuddapah, Anantapur and Kurnool. (CTR, CDP, ATP, KNL)

Note: One or more posts selected by you fall under Zonal category and need zone preferences, please furnish the same by selecting the zone options provided below. Same zonal preferences would apply to all the postcodes which under this category

Zone Preference 1 : * Zone Preference 2 : * Zone Preference 3 : * Zone Preference 4 : *

ZONE-I ZONE-III ZONE-IV ZONE-II

Examination Preferred Location

Primary	Preferred District
	Guntur
Secondary	Kurnool
Tertiary	Vizianagaram

Locality

Select the Local candidature based on : *

Residence

Schooling

Migrated form Telangana State to Andhra Pradesh State (as per article 371D)

Others

Zone you belong to : *

Candidates have to mention the Local / Non-local status according to the options available and as per the criteria mentioned in the notification.

Schooling

Migrated form Telangana State to Andhra Pradesh State (as per article 371D)

Others

Zone you belong to : *

ZONE-II

Note : As the Local candidature is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.

Paper Details

General Studies & Mental Ability

Social History of Andhra Pradesh i.e., the history of various social and Cultural Movements in Andhra Pradesh and General overview of the Indian Constitution

Planning in India and Indian Economy Contemporary problems and Developments in Rural Society with special reference to Andhra Pradesh

Payment Details

Application Processing Fee (in Rs.) : 250

Exam Fee (in Rs.) : 0

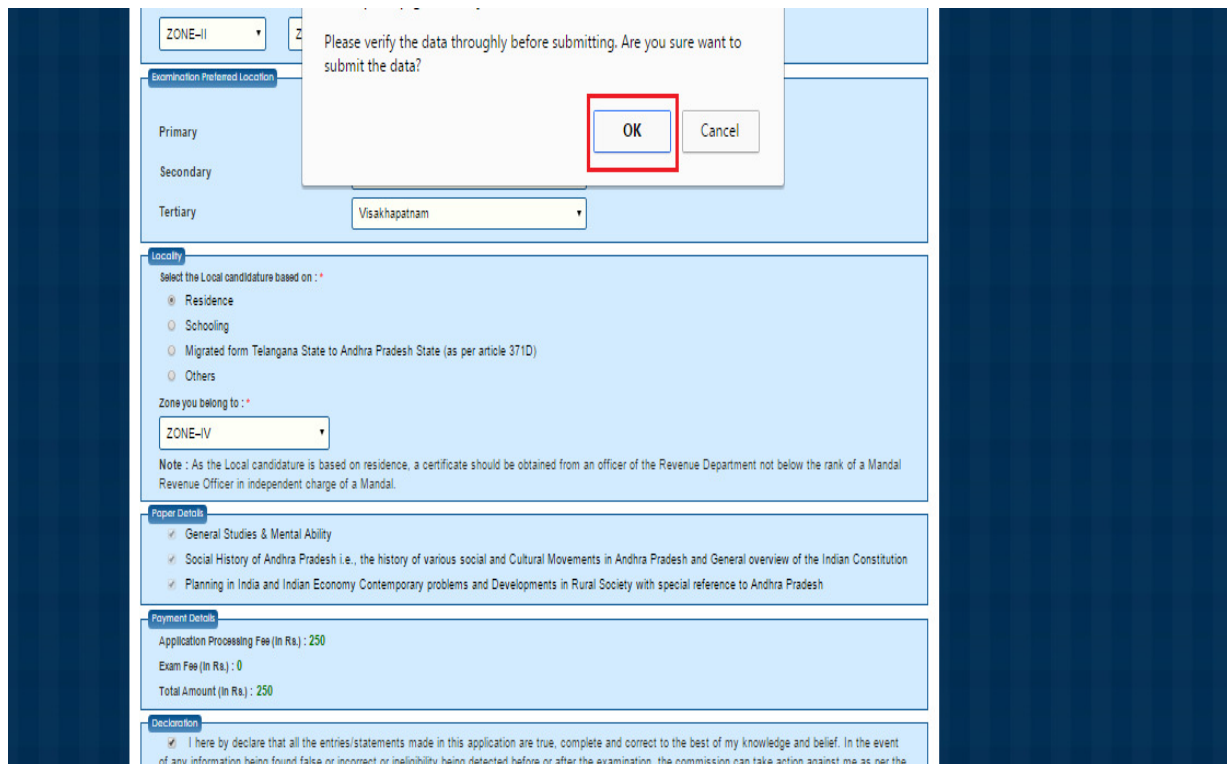
Total Amount (in Rs.) : 250

Declaration

I here by declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action against me as per the rules. In case it is detected that I have misled Andhra Pradesh Public Service Commission on any issue, I will be solely responsible for all penal consequences thereof.

Submit

After Clicking on **Submit** button, the following screen will be displayed. Click on **OK** button as shown in the below screen.

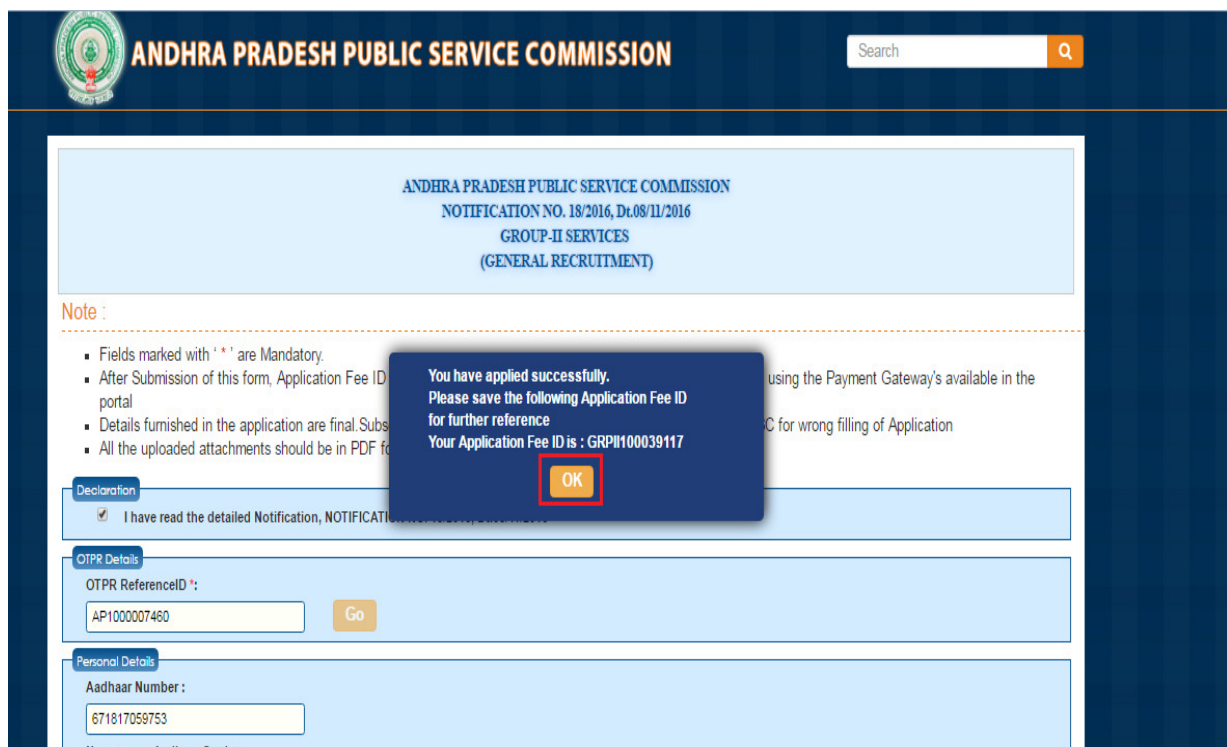


The screenshot shows a web application form for the Andhra Pradesh Public Service Commission. A modal dialog box is displayed in the center, asking for confirmation: "Please verify the data thoroughly before submitting. Are you sure want to submit the data?". The dialog has two buttons: "OK" (highlighted with a red box) and "Cancel".

The background form includes the following sections:

- Examination Preferred Location:** Primary, Secondary, Tertiary (with a dropdown menu showing "Visakhapatnam").
- Locality:** Select the Local candidature based on: Residence (selected), Schooling, Migrated from Telangana State to Andhra Pradesh State (as per article 371D), Others. Zone you belong to: ZONE-IV.
- Note:** As the Local candidature is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.
- Paper Details:** General Studies & Mental Ability, Social History of Andhra Pradesh i.e., the history of various social and Cultural Movements in Andhra Pradesh and General overview of the Indian Constitution, Planning in India and Indian Economy Contemporary problems and Developments in Rural Society with special reference to Andhra Pradesh.
- Payment Details:** Application Processing Fee (In Rs.): 250, Exam Fee (In Rs.): 0, Total Amount (In Rs.): 250.
- Declaration:** I hereby declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action against me as per the

After Clicking on **Ok** button, the following pop up message will be displayed. Again click on **OK** button as shown in the below screen.



The screenshot shows the confirmation page of the Andhra Pradesh Public Service Commission. The page header includes the commission's logo and name, and a search bar. The main content area displays the following information:

ANDHRA PRADESH PUBLIC SERVICE COMMISSION
NOTIFICATION NO. 18/2016, Dt.08/11/2016
GROUP-II SERVICES
(GENERAL RECRUITMENT)

Note :

- Fields marked with "*" are Mandatory.
- After Submission of this form, Application Fee ID will be generated. Please use the Payment Gateway's available in the portal
- Details furnished in the application are final. Submission of Application Fee ID is mandatory for wrong filling of Application
- All the uploaded attachments should be in PDF format.

A dark blue pop-up message box is centered on the screen, containing the following text:

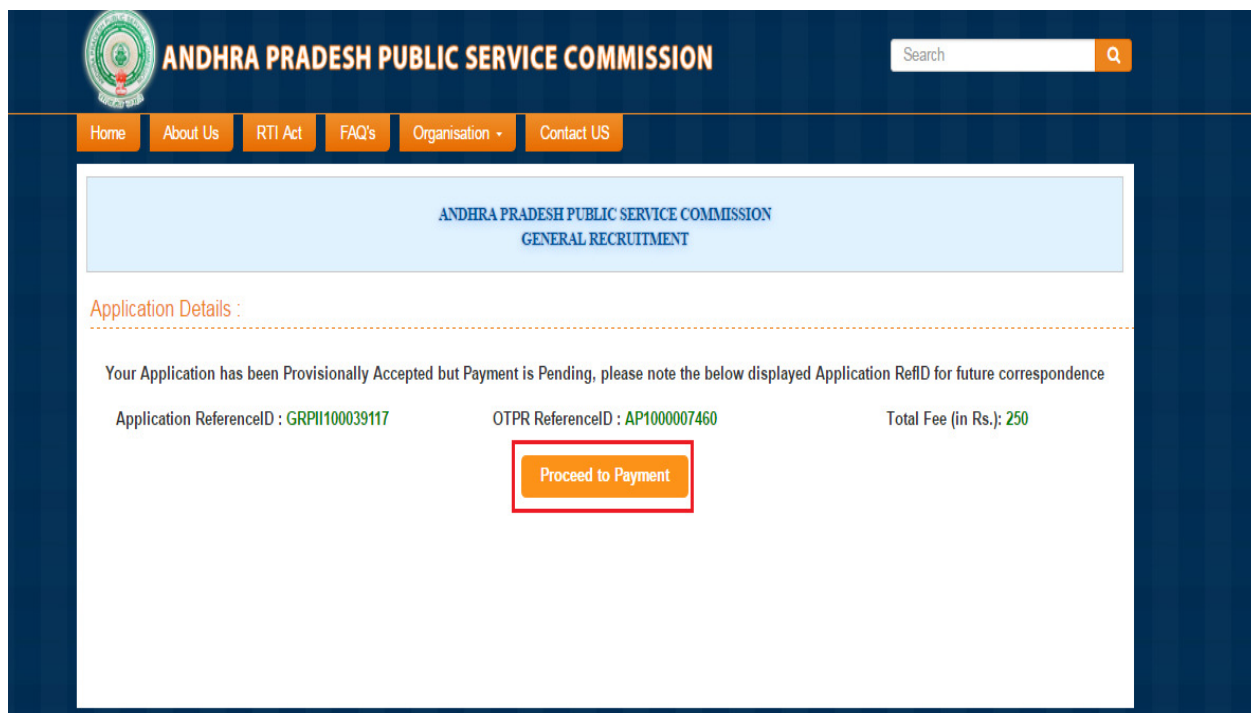
You have applied successfully.
Please save the following Application Fee ID for further reference
Your Application Fee ID is : GRPII100039117

The "OK" button in the pop-up message is highlighted with a red box.

The background form includes the following sections:

- Declaration:** I have read the detailed Notification, NOTIFICATION NO. 18/2016, Dt.08/11/2016 and I hereby declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action against me as per the
- OTPR Details:** OTPR ReferenceID *: AP1000007460 (with a "Go" button)
- Personal Details:** Aadhaar Number : 671817059753 (with a "Go" button)
- Name on Aadhaar Card :**

After Clicking on **Ok** button, the following screen will be displayed. Click on **Proceed to Payment** button for paying the fee as shown in the below screen.



The screenshot shows the website header with the logo and name 'ANDHRA PRADESH PUBLIC SERVICE COMMISSION'. Below the header is a navigation menu with buttons for Home, About Us, RTI Act, FAQ's, Organisation, and Contact US. The main content area has a light blue box with the text 'ANDHRA PRADESH PUBLIC SERVICE COMMISSION GENERAL RECRUITMENT'. Below this, under the heading 'Application Details:', there is a message: 'Your Application has been Provisionally Accepted but Payment is Pending, please note the below displayed Application RefID for future correspondence'. Three details are listed: 'Application ReferenceID : GRPII100039117', 'OTPR ReferenceID : AP1000007460', and 'Total Fee (in Rs.): 250'. A red-bordered button labeled 'Proceed to Payment' is centered below these details.

After Clicking on **Proceed to Payment** button, the following screen will be displayed. Select Payment Gateway for paying fee as shown in the below screen. Once Candidate get the Receipt then only Payment is confirmed otherwise amount will be refunded in few days.



The screenshot shows the website header and navigation menu. The main content area has a light blue box with the heading 'Payment Gateway'. Below this, there are two radio button options. The first option is 'HDFC Payment Gateway', which is selected. Under it, there is a link for 'HDFC PG Terms & Conditions' and a list of charges: 'The Payment Gateway charges for Credit Card - 1.10% + Taxes, Domestic Debit Card - 0.75% + Taxes (For Transactions Below Rs. 2000/-), 1.00% + Taxes (For Transactions Above Rs. 2000/-) NetBanking : All Domestic Banks - Rs. 12/- + Taxes'. The second option is 'Net Banking Facility through Axis Bank (Powered by atom technologies)'. Under it, there is a link for 'AXIS PG Terms & Conditions' and a list of charges: 'The Payment Gateway charges for NetBanking: Rs.12/- + Taxes per transaction'.