

**GOVERNMENT OF ANDHRA PRADESH
POLICE DEPARTMENT**

**NOTIFICATION FOR RECRUITMENT OF RECORD ASST, OFFICE
SUBORDINATE, SWEEPERS, SCAVENGERS, COOKS, DHOBIS AND
BARBERS POSTS ON OUTSOURCING BASIS IN OF 4TH (IR)BN, APSP,
RAJAMAHENDRAVARAM, EAST GODAVARI DISTRICT**

(NOTIFICATION FOR ERSTWHILE EAST GODAVARI DISTRICT)

Notification No.01/2026 Dated 24.08.2026

The Government of Andhra Pradesh have issued order vide G.O.Ms.No. 120, Home (SER-III) Department, Dt. 26.06.2023 to recruit Record Assistant, Office Subordinate, Sweepers, Scavengers, Cooks, Dhobis and Barbers on outsourcing basis in 4th IR Battalion, APSP, Rajamahendravaram.

Sl. No.	Name of the Post	No of Vacancies	Education Qualification	Monthly Remuneration	Roster Points	
					Point No.	Category
1	Record Assistant	01	Intermediate	Rs.15,000/-	1	Open Competition
2	Office Subordinate	01	SSC or its equivalent examination from a recognized Board	Rs.15,000/-	1	Open Competition
3	Sweepers	09	7 th Class/Read & write	Rs.15,000/-	1	OC
					2	SC Group -I
					3	OC
					4	BC-A
					5	OC
					6	OC
					7	SC Group -II
					8	ST
					9	OC
4	Scavengers	03	7 th Class/Read & write	Rs.15,000/-	1	OC
					2	SC Group -I
					3	OC
5	Cooks	14	7 th Class/Read & write and professional skill	Rs.15,000/-	1	OC
					2	SC Group -I
					3	OC
					4	BC-A
					5	OC
					6	OC
					7	SC Group -II
					8	ST
					9	OC
					10	BC-B
					11	OC
					12	EWS
					13	OC
					14	BC-C

6	Dhobis	05	7 th Class/Read & write and professional skill	Rs.15,000/-	1	OC
					2	SC Group -I
					3	OC
					4	BC-A
					5	OC
7	Barbers	04	7 th Class/Read & write and professional skill	Rs.15,000/-	1	OC
					2	SC Group -I
					3	OC
					4	BC-A

Applications are invited from the qualified candidates for the above said who have not crossed the age of “42” years. The Candidates should not be less than age of 18 years. Age relaxation for the upper age limit to those candidates belonging to SC/ST/BCs/EWS for “5” years up to maximum of 47 years. The maximum age shall be reckoned as **01.07.2026**.

RESERVATIONS: Reservations are applicable as per Rule 22 of AP State and Subordinate Services Rules and instructions issued from time to time including BC, SC and ST reservations as per AP State Government Outsourcing employees Rules in force.

1. G.O.Ms.No. 120, Home (SER-III) Department, dt. 26.06.2023
2. Circular Memo No.GAD01-SUMISC/31/2019-SU.I, Genl.Admin (SU.1) Department, dated 20.11.2019 of Govt. of AP.
3. Circular Memo. No: GAD 01-SUOMISC/31/2019-SU-I Dated: 23-10-2020
4. Education qualification as per Andhra Pradesh Last Grade Service Rules (G.O.Ms.No.565 GA (Service.B) Department, dated 24.10.1992.
5. Reservations are applicable as per Rule 22 of AP State and Subordinate Services Rules and instructions issued from time to time including BC, SC and ST reservations.
6. G.O.MS.No. 7 SOCIAL WELFARE (CV) DEPARTMENT, Dated: 18-04-2025
7. G.O.Ms.No.77, BACKWARD CLASSES WELFARE (F) DEPARTMENT, Dated: 27-09-2019
8. G.O.Ms.No.77, GAD (Ser-D) Dt:02-08-2023.
9. G.O.Ms.No.63, GA (Ser-D) Dept, dt: 17.04.2018.
10. Reservations to Differently abled persons are applicable as per G.O.Ms.No.2 Department for WCDA & SC (Prog.11) dt 19.02.2020.
11. Reservations for economically weaker sections will be as per G.O.Ms. No.73 GA (Services-D) dept., dt: 04.08.2021.
12. G.O.Ms.No.109, General Administration (Services. A) Department, dated 08.10.2025 (Age relaxation)

Duties & Responsibilities

Record Assistant:

1. Record Management, 2. Data handling, 3. Correspondence, 4. Security and compliance, 5. Assistance and retrieval, 6. Administrative tasks.

Office Subordinate:

1. Filing, scanning and organizing physical and digital documents.
2. Scheduling appointments and meetings.
3. Data entry and maintaining spreadsheets.
4. Assisting with book keeping and records.

Sweeper

1. General Cleaning, 2. Waste Management, 3. Restroom and Fixture Cleaning,
4. Dusting and Wiping 5. Supply and Equipment Management 6. Sanitation.
7. The sweepers are required to move to different areas across the State in accordance with the movement of the Battalion companies.

Scavenger

1. To collect, segregate, and dispose of garbage and waste in designated places as per instructions.
2. To clean toilets, washrooms, drains, and urinals, and ensure hygienic conditions are maintained at all times.
3. To remove waste materials, litter, and debris from the premises.
4. To perform sanitation-related duties assigned in the interest of cleanliness and health.
5. The scavengers are required to move to different areas across the State in accordance with the movement of the Battalion companies.

Cooks

1. Meal preparation: Cook and serve meals using various techniques like baking, frying, and boiling, following military recipes. This includes preparing everything from standard cafeteria-style meals to more formal multi-cuisine dinners.
2. Menu and supply management: Plan menus, purchase supplies, and manage food and non-food inventory to prevent shortages. This also involves accounting for rations.
3. Hygiene and sanitation: Maintain a clean and sanitary work environment, including cooking surfaces, utensils, and the entire kitchen area, while adhering to all health and safety standards.
4. Equipment maintenance: Operate, maintain, and perform preventive maintenance on all garrison and field kitchen equipment.
5. They are required to move to different areas across the State in accordance with the movement of the Battalion companies.

Dhobis:

1. Washing of Clothes
2. Drying
3. Ironing
4. Operating washing equipment etc
5. The Dhobis are required to move to different areas across the State in accordance with the movement of the Battalion companies.

Barbers:

1. Shaving and hair cutting; Shaving and hair cutting to the Bn. Police personnel.
2. Maintenance of Register: Should maintain the records of daily Shavings and hair Cuttings.
3. Safe custody of Shaving instruments and Blades: Responsible for the safe custody of shaving articles and instruments like Shaving blade, Scissors, Nail cutters etc.

4. Salon Maintenance : Maintenance of Saloon with hygiene
5. The barbers are required to move to different areas across the State in accordance with the movement of the Battalion companies.

Dress Code: As directed by the Commandant 4th IR Battalion, APSP, Rajamahendravaram.

How to apply:-

- a) **Application Form will be available on the portal from East Godavari District Website <https://eastgodavari.ap.gov.in/> from 10:00 am on 27-08-2026 to 5:00 pm on 05.09.2026.**
- b) **Last Date for submission of application is 5:00 pm on 05.09.2026**
- c) The candidate in person shall either submit a filled in Application along with all its enclosures to the address mentioned below, directly or submit through post at O/o the Commandant, 4th IR Battalion, APSP, Lalacheruvu, Rajamahendravaram, East Godavari District -533106 to reach before the due date & time.
- d) Address : The Commandant
4th IR Battalion, APSP,
Besides 42 Bn CRPF,
A.V. Apparao Road, Lalacheruvu,
Rajamahendravaram.
East Godavari District -533106
- e) Aadhar and working mobile numbers/email are mandatory.
- f) **District jurisdiction for this recruitment is erstwhile East Godavari District only.** Hence candidates studied from erstwhile East Godavari district will only be considered as Local Candidates based on 4th to 10th study certificates as per the Presidential Order and remaining candidates will be considered as Non-Local candidates.

**COPIES TO BE ENCLOSED WITH FILLED IN APPLICATION ATTESTED BY
A GAZETTED OFFICER**

1. Filled –in application form with latest Passport size photo affixed.
2. Attested copy of marks memo of SSC (or) equivalent certificate.
3. Attested copies of marks memos of all the years of qualifying examination.
4. Pass certificates of qualifications prescribed for the posts concerned.
5. Proof of appearance for the qualifying examination where ever applicable
6. Attested copies of Provisional / Permanent certificate of qualification.
7. Attested copy of permanent registration certificate of the respective Council/Board.
8. Attested copy of latest caste certificate (in case of BC/ SC/ST)
9. Attested copy of the latest EWS certificate for OC candidates.
10. Attested copies of study certificates from Class-IV to X where the candidate studied as per the posts concerned.
11. Attested copy of the experience certificate of the candidate (if applicable)
12. Attested copy of the Aadhar certificate of the candidate (mandatory).

NOTE:-

- 1) If an attested copy of the Caste/EWS certificate is not enclosed, the candidate will be treated under Open Category.
- 2) If the Study certificates are not enclosed the candidate will be treated as Non-Local.
- 3) If any of the self-attested copies noted in the table above have not been enclosed by the candidate, the application will be summarily rejected.
- 4) Application shall be submitted in the format enclosed.

SELECTION PROCEDURE:

1. Name of the Post : Record Assistant

Method of Selection

- i. PAPER – I Written Test – 55 Marks
- ii. PAPER – II Computer Practical Test – 20 Marks
- iii. Interview – 25 Marks

Total – 100 Marks

- i) PAPER – I: Written Test - Maximum Marks: 55 - Duration: 60 Minutes**
Syllabus (*Standard: Up to Andhra Pradesh SSC/10th Class*)

Telugu Language	10 Marks
English Language	10 Marks
General Knowledge	15 Marks
Mathematics	10 Marks
Social Studies	10 Marks

- ii) PAPER – II: Computer Practical Test - Maximum Marks: 20 - Duration: 30 Minutes**

Syllabus: Practical knowledge of MS Office.

- iii) INTERVIEW - Maximum Marks: 25**

The Interview shall assess the candidate's communication skills, general awareness, aptitude for office work, personality, attitude, and suitability for the post of Record Assistant.

2. Name of the Post : Office Subordinate

Method of Selection

- i. Written Test – 75 Marks
- ii. Interview – 25 Marks

Total – 100 Marks

- i) Written Test - Maximum Marks: 75 - Duration: 90 Minutes**

Syllabus (*Standard: Up to Andhra Pradesh SSC/10th Class*)

Telugu Language	15 Marks
English Language	15 Marks
General Knowledge	15 Marks
Mathematics	15 Marks
Social Studies	15 Marks

ii) **INTERVIEW - Maximum Marks: 25**

The Interview shall assess the candidate's communication skills, general awareness, aptitude for office work, personality, attitude and suitability for the post of Office Subordinate.

3. Name of the Post: Cook

Method of Selection

- i. Read & Write Test – 15 Marks
- ii. Skill Test – 60 Marks
- iii. Interview – 25 Marks

Total – 100 Marks

Stage – I: Read & Write Test - Maximum Marks: 15 - Duration: 15 Minutes

The Read & Write Test shall assess the candidate's ability to read and write simple Telugu understand basic instructions to maintain simple kitchen records.

Stage – II: Skill Test - Maximum Marks: 60 - Duration: 90 Minutes

Sl. No.	Item of Skill Test	Marks
1	Preparation of Breakfast (Tiffin Item)	10
2	Preparation of Meal Items	15
3	Taste, Quality and Presentation of Food	10
4	Knowledge of Ingredients and Cooking Methods	10
5	Kitchen Hygiene and Food Safety Practices	5
6	Use and Maintenance of Kitchen Equipment	5
7	Time Management and Work Efficiency	5
	Total	60

Stage – III: Interview - Maximum Marks: 25 - Duration: 15 Minutes

The Interview shall assess the candidate's communication skills, attitude, discipline, personal hygiene, ability to work in a team, and overall suitability for the post of Cook.

4) Name of the Post: Dhobi

Method of Selection

- i. Read & Write Test – 15 Marks
- ii. Skill Test – 60 Marks
- iii. Interview – 25 Marks

Total – 100 Marks

Stage – I: Read & Write Test - Maximum Marks: 15 - Duration: 15 Minutes

The Read & Write Test shall assess the candidate's ability to read and write simple Telugu, understand basic instructions to maintain simple Dhobi records.

Stage – II: Skill Test - Maximum Marks: 60 - Duration: 45 Minutes

Sl. No.	Item of Skill Test	Marks
1	Washing of Clothes	20
2	Stain Removal Techniques	10
3	Ironing and Pressing and proper Arrangement of Clothes	15
4	Knowledge of Fabric Care & Detergents	5
5	Safe Handling of Laundry Equipment	5
6	Hygiene, Cleanliness & Time Management	5
	Total	60

DURATION: Skill Test – 45 Minutes; Interview – 15 Minutes

Stage – III: Interview - Maximum Marks: 25 - Duration: 15 Minutes

The Interview shall assess the candidate's communication skills, attitude, discipline, personal hygiene, ability to work in a team, and overall suitability for the post of Dhobi.

5) Name of the Post: BARBER

Method of Selection

- i. Read & Write Test – 15 Marks
- ii. Skill Test – 60 Marks
- iii. Interview – 25 Marks

Total – 100 Marks

Stage – I: Read & Write Test - Maximum Marks: 15 - Duration: 15 Minutes

The Read & Write Test shall assess the candidate's ability to read and write simple Telugu, understand basic instructions to maintain simple Barber records.

Stage – II: Skill Test - Maximum Marks: 60 - Duration: 45 Minutes

Sl. No.	Item of Skill Test	Marks
1	Hair Cutting (Uniform/Standard Hair Cut)	25
2	Beard Shaving & Trimming	15
3	Time Management & Customer Handling	10
4	Use and Maintenance of Barber Tools & Equipment	5
5	Hygiene, Cleanliness & Safety Practices	5
	Total	60

Stage – III: Interview - Maximum Marks: 25 - Duration: 15 Minutes

The Interview shall assess the candidate's communication skills, attitude, discipline, personal hygiene, ability to work in a team, and overall suitability for the post of Barber

6) Name of the Post : Sweeper

Method of Selection

- i. Read & Write Test – 15 Marks
- ii. Skill Test – 60 Marks
- iii. Interview – 25 Marks

Total – 100 Marks

Stage – I: Read & Write Test - Maximum Marks: 15 - Duration: 15 Minutes

The Read & Write Test shall assess the candidate's ability to read and write simple Telugu, understand basic instructions to maintain simple Sweeper records.

Stage – II: Skill Test - Maximum Marks: 60 - Duration: 45 Minutes

Each candidate shall be assigned a specified area within the Battalion premises for sweeping, mopping and waste disposal. The Selection Committee will evaluate the quality of cleaning, proper handling of equipment, work efficiency and completion of the assigned work within the stipulated time.

Sl. No.	Item of Skill Test	Marks
1	Sweeping of office premises, corridors and surroundings	20
2	Mopping and cleaning of floors	10
3	Collection, segregation and disposal of waste	10
4	Proper use and maintenance of cleaning equipment and materials	10
5	Work efficiency, cleanliness, personal hygiene and time management	10
	Total	60

Stage – III: Interview - Maximum Marks: 25 - Duration: 15 Minutes

The Interview shall assess the candidate's communication skills, attitude, discipline, personal hygiene, ability to work in a team, and overall suitability for the post of Sweeper.

7) Name of the Post : Scavenger

- i. Read & Write Test – 15 Marks
- ii. Skill Test – 60 Marks
- iii. Interview – 25 Marks

Total – 100 Marks

Stage – I: Read & Write Test - Maximum Marks: 15 - Duration: 15 Minutes

The Read & Write Test shall assess the candidate's ability to read and write simple Telugu, understand basic instructions to maintain simple Scavenger records.

Stage – II: Skill Test - Maximum Marks: 60 - Duration: 45 Minutes

Each candidate shall be assigned a toilet/washroom or sanitary area for cleaning and sanitization using the materials provided by the Selection Committee. The Committee shall assess the quality of cleaning, safe handling of waste, proper use of cleaning agents and equipment, adherence to hygiene and safety practices, and completion of the assigned work within the stipulated time.

Sl. No.	Item of Skill Test	Marks
1	Cleaning and sanitization of toilets, washrooms and urinals	30
2	Safe handling and disposal of sanitary waste	10
3	Proper use of disinfectants, cleaning agents and equipment	10
4	Work efficiency, quality of cleaning and time management	10
	Total	60

Stage – III: Interview - Maximum Marks: 25 - Duration: 15 Minutes

The Interview shall assess the candidate's communication skills, attitude, discipline, personal hygiene, ability to work in a team, and overall suitability for the post of Scavanger.

RECRUITMENT SCHEDULE: -

- The Date, Time and Venue of the relevant Written Examination, Skill Test and Interview will be communicated to the candidates through **Postal**/Phone calls/SMS/e-mail etc to the contact numbers provided in the Application.
- The Candidates who failed to appear for Written Examination, Skill Test or Interview due to any reason will be marked absent and will be awarded zero marks in the relevant test.

CONDITIONS ON APPOINTMENT: -

The candidate selected and appointed on an Outsourcing basis shall not be regarded as a member of the service in which the post to which he/she is appointed, is included, and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or any other service. They may be terminated at any point in time during their service for administrative reasons.

REMUNERATION:-The monthly remuneration will be paid as shown against each category in the above table.

LEAVE:-

- a) The persons appointed on outsourcing basis are entitled for leaves as per the Government Orders in force which are applicable to outsourcing employees.

- b) In terms of G.O.Ms. No: 17, Finance (HR-LPlg-Policy) Department, Dated: 31-01-2019, the married women employees working on outsourcing or on an outsourcing basis shall be eligible for '180' days of paid maternity leave for the first two deliveries. The paid maternity leave shall be equivalent to the existing remuneration drawn by the above women employees. The statutory benefits such as EPF, ESI and other recoveries wherever admissible shall also be admissible by treating them as "on duty".

GENERAL RULES: -

1. Candidates shall secure marks based on their performance in the written test, skill test, and/or interview, as applicable to the respective post.
2. The written examination for Record Assistant and Office Subordinate posts shall be objective in nature and based on the Andhra Pradesh State 10th Class standard syllabus.
3. Skill tests shall be conducted to assess the practical knowledge, proficiency, and efficiency of candidates in the duties relevant to the respective post.
4. The interview shall assess the candidate's communication skills, attitude, discipline, work experience, and suitability for the post.
5. The final merit list shall be prepared based on the total marks secured by the candidates in the prescribed selection process.
6. Candidates shall be shortlisted for interview in the ratio of 1:5 against the number of vacancies, based on the merit secured in the written examination/skill test. However, the Selection Committee reserves the right to increase or decrease the ratio, if necessary, in the interest of fair selection.
7. No private practice is allowed during the employment period.
8. All the staff shall stay in Bonafide Head Quarters and shall be available 24 hours on call duty during any emergency.
9. Disciplinary control in accordance with provisions of as per A.P. State Government outsourcing employee's rules in force.
10. Merely securing minimum qualifying marks will not vest any applicant with a right to be considered for the selection.
11. No person shall be eligible for appointment to the service by recruitment unless he/she satisfied the following conditions:
 - a) That he/she is of sound health and free from any bodily defects or infirmities rendering him/her unfit for the service.
 - b) That his/her character and antecedents are such as to qualify him/her for such service;
 - c) He/She is a citizen of India
12. A person in a bigamous marriage shall not eligible for appointment
13. No person who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government or local or other authorities shall be eligible for appointment
14. No person who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment
15. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law
16. The particulars furnished by the applicant in the application form will be taken as final correspondence will not be entertained by this office under any circumstances.

17. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage in the selection process the application of the candidate will be summarily rejected. In addition, the candidate will also be liable for appropriate action/prosecution as per Law

DEBARMENT: -

1. Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the format of application regarding their eligibility in all respects. Any candidate furnishing incorrect information or making false declarations regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from recruitment conducted by the department and summarily rejection of their candidature for this recruitment and future recruitment.
2. The department is vested with conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause a breach of this duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Department will be sufficient cause for rendering such questionable means as ground for debarment.

DEPARTMENT'S DECISION IS FINAL:

The decision of the Department/Dist. Selection Committee pertaining to the application and its acceptance or rejection as the case may be, and conduct of counseling and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned under the powers vested with it. The department/DSC also reserves its right and modify regarding terms and conditions laid down in the notification for conducting the various stages up to selection duly intimating details thereof to all concerned as warranted by any unforeseen circumstances arising during the course of this process. The Department/DSC have a right to select a person from the merit list as per rules if post fallen vacant due to resign/debarment of selected candidate within one from the recruitment.

Sd/- KIRTI CHEKURI, IAS
Collector & District Magistrate,
Chairperson,
Ex-Office Executive Director of APCOS
East Godavari District, Rajamahendravaram

Sd/- Y.MEGHA SWARAOOP, IAS
Joint Collector,
East Godavari District,
Rajamahendravaram

Sd/- P. SATTI BABU
Commandant,
4th IR Bn, APSP,
Rajamahendravaram