

INFORMATION BULLETIN-2
COMMISSIONER & DIRECTOR OF SCHOOL EDUCATION, ANDHRA PRADESH
DSC-2012 - ONLINE APPLICATION PROCEDURE

1. **Steps to be followed in submission of application ONLINE.**

i. The candidates shall at first download the 'Information Bulletin' free of cost from the DSC website <http://apdsc.cgg.gov.in>, go through it carefully and satisfy their eligibility for appearing at DSC-2012.

ii. Posts in DSC, 2012 are notified for both General and Special Schools. The posts of Special schools are notified in only two districts i.e. East Godavari and Hyderabad. Candidates intending to apply for posts in both the category of Schools if eligible as per rules mentioned in the Information Bulletin **should submit separate applications**. Again within General Schools or Special Schools any candidate can apply for multiple posts based on the eligibility criteria **through one application only**.

iii. The candidate after satisfying herself/himself about the eligibility criteria for DSC 2012 shall pay fee @ **Rs.250.00 per post**. If a candidate is applying for one post in General Schools and one post in Special Schools, fee shall be paid separately for the posts in General Schools and Special Schools and Separate Journal number should be obtained.

a).For example:-

If the candidate is applying for only one post in either General or Special School she/he has to pay an amount of Rs.250/-, if applying for two posts within General School / Special School, she/he has to pay an amount of Rs.500/-. Like that a candidate can apply for posts on eligibility criteria mentioned in the Information Bulletin. However, candidate applying for **MULTIPLE POSTS WITHIN GENERAL SCHOOLS / SPECIAL SCHOOLS HAS TO SUBMIT ONLY ONE APPLICATION.**

b).For example: - If a candidate is intending to apply to **FOUR** Posts in General Schools.

Sr.No	Category of the Post	Fee to be paid
1	SGT (TM)	Rs.250/-
2	SA (Social Studies)	Rs.250/-
3	SA (Telugu)	Rs.250/-
4	LP (Telugu)	Rs.250/-
	TOTAL FEE TO BE PAID	Rs.1000/-

For all the above FOUR posts, the candidate can apply through ONE application only On-Line, if he/she paid Rs.1000/-.

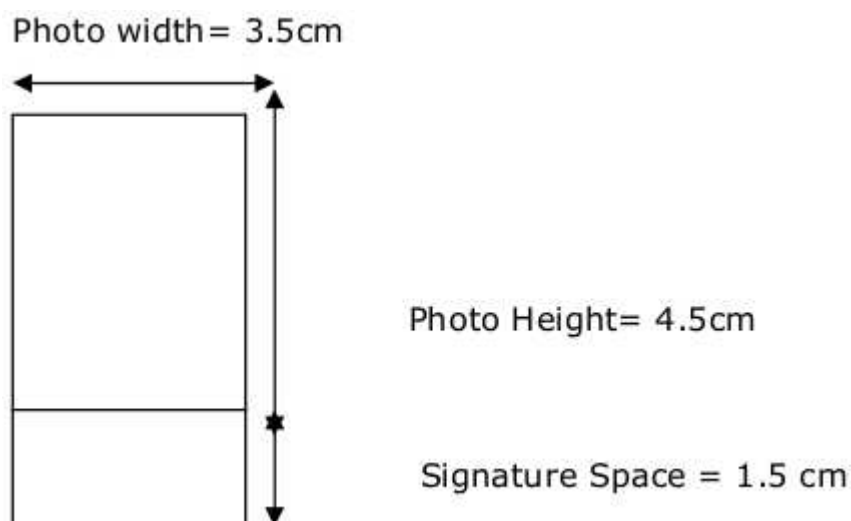
c).For example: - If a candidate is intending to apply to **TWO** Posts in Special Schools.

Sr.No	Category of the Post.	Fee to be paid
1	SA (Bio. Science)	Rs.250/-
2	LP (Telugu)	Rs.250/-
	TOTAL FEE TO BE PAID	Rs.500/-

For the above TWO posts, the candidate can apply through ONE application only On-Line, if he/she paid Rs.500/-.

- iv.** The candidate has to pay the fee by giving the required preliminary data (i.e. Name of the candidate, Date of Birth, Community, whether the candidate belongs to A.P. and mobile phone number). at APONLINE or e-Seva or Mee Seva or CSC towards submission of application online and for the conduct of examination. On receipt of fee at APONLINE or e-Seva or Mee Seva or CSC the candidate shall be issued a '**Journal Number**' with which she/he can proceed with submission of application online. Payment of fee will be accepted from 16.02.2012 to 16.03.2012 (up to 5.00 PM on 16.03.2012). The candidate shall obtain the **Journal number** immediately after payment of fee. (**Issue of Journal Number does not mean that the candidate has completed submission of application online. It is only a confirmation of the fee received.**)
- v.** The candidates shall follow the procedure of submission of online application as given here under and also as per the instructions provided online while filling up the online application form. The Candidate should be ready with photograph of size 3.5X4.5cms before filling in ONLINE application.'

- vi.** Paste the photograph on a white paper and sign below (sign in Black Ink only).
Look for the sample given below



Ensure that the signature is within the box. Scan the required size containing the photograph and signature. Please do not scan the complete page. The entire image consisting of photo along with signature is required to be scanned and stored in *.jpeg format on local machine. Ensure that the size of the scanned image is not more than 50kb. If the size of the image is more than 50 kb, then adjust the settings of the scanner such as dpi resolutions, no. of colors during the process of scanning.

- a. Applications with no photo/ un clear photo/ inadequate size photograph will not be accepted. Hall-Ticket will not be issued to such candidates. Hence, after uploading the photograph check if the photo is of required size, clear and is of the same candidate of whom the details are to be filled in the application. If the photo is smaller in size, not clear or does not belong to the candidate press 'BACK' button below the photograph on the application form and restart with scanning of the photograph.
- b. **Complaints relating to mismatch of photograph and candidate details will not be accepted after submission of application at any cost.**

- vii.** The marks of TET will be captured from the database available with the department on submission of Hall Ticket Number in the application form. Candidates need not submit marks memo of TET at the time of application.
- viii.** Candidate alone is responsible if any wrong entries are made in the application form. Submission of false information will lead to a criminal case against the candidate, apart from cancelling of her/his candidature for DSC-2012.

2. Steps to be followed in filling ONLINE application form

- (1) Go to //http:// apdsc.cgg.gov.in
 - (2) Click on Application Submission
 - (3) Click on the Category of School you intend to apply for i.e. General Schools or Special Schools.
 - (4) Click on the dialogue box(i.e., WELCOME TO ONLINE APPLICATION)
 - (5) Confirm the next dialogue box(i.e., Fields marked with '*' are compulsory)
 - (6) Enter your Journal Number, Date of Payment of fee, Date of birth, Details of Post/s applying for, Community, PH Status and TET Hall Ticket Number/s.
 - (7) At the field 'Attach your latest photograph' Click on Browse button and attach your photograph and your signature stored on the local machine.
 - (8) Tick the declaration and enter the verification code.
 - (9) Press Upload
 - (10)The application will be opened.
 - (11)When the application form is opened submit the study particulars for establishing the local/non-local status.
 - (12)Submit your Academic and Professional Qualifications
 - (13)Check on the application, if the photo is of required size, clear and is of the same candidate of whom the details are to be filled in the application. If the photo is smaller in size, not clear or does not belong to the candidate press 'BACK' button below the photograph on the application form and restart with scanning of the photograph.
 - (14)Now fill in the application form as per the instructions given in the User Guide and Information Bulletin and those offered while filling the online application form.
 - (15)After filling all the details press PREVIEW button. This will display the details submitted by you
 - (16)If you find all the details correct press SUBMIT other wise press EDIT and resubmit the information.
3. On submission of application form online the candidate shall be given **reference ID number** which should be kept carefully for any kind of future correspondence. Submission of application can be considered to have been completed only on receiving **reference ID number**.
 4. On completion of submission, the candidates shall take a printout of the application and preserve / retain it for future use. Candidates **should not submit** the printout of the application through 'post' to any Authority.
 5. Repeat the same process if you intend to apply for posts in both the category of Schools.
 6. Online applications will be accepted till midnight on 17.03.2012.
 7. In case of any clarifications before, during or after submission of application online the candidates may contact the help desk at Telephone Numbers CGG: 9701376237, 9701376238 between 10.30 a.m. and 5.00 p.m on all working days from 15-02-2012 to 19-03-2012.

8. After taking a print out of online application, the candidate shall go through the particulars furnished by him/her immediately. If any complaints/errors, the candidates can post their complaints/errors pertaining to their application at <http://apdsc.cgg.gov.in> between 18.02.2012 to 20.03.2012. However, a candidate can post her/his complaints/errors, pertaining to their applications, **twice** only. Complaints/errors relating to photograph will not be entertained.
9. In any case applications will not be received in any kind of manual form.
10. Candidates can download their Hall Tickets from the website at <http://apdsc.cgg.gov.in> from the date to be notified later. In case any candidate cannot download the Hall ticket she/he should contact the Help Desk, O/o. Commissioner & Director of School Education, DSC- 2012, between 10.30 AM to 5.00 PM on all working days from date of download to 04.05.2012 in person only giving details of the journal number of the fee paid, reference number of the application submitted, a copy of the printout of the Application form and one photograph (as pasted on the application form).
11. Request for issue of duplicate Hall Ticket will not be entertained after the examination in any case.
12. "The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the Distance Education Council, IGNOU. Unless such Degrees had been recognised by the D.E.C. they will not be accepted for the purpose of Educational Qualification. The onus in case of doubt, of Proof of recognition by the D.E.C. that their Degrees / Universities have been recognized, rests with the Candidate."
13. For latest updates, please check at DSC website <http://apdsc.cgg.gov.in/> . For any queries contact Helpdesk at **040-23231972, 23231194, 9701376246**.