

USER'S GUIDE

Note:

1).The Applicant should pay the prescribed Fee as per the notification in one of the A.P Online centers on or before 16-02-2012 to 17-03-2012. and obtain Fee paid receipt with Journal Number in the first instance. Applicants can also pay the fee through ApOnline/e-Seva/Mee-Seva/CSC portal.

2. Please read the respective detailed Notification before filling the online application.

3. FEE

i) Rs. 250/-(Rupees Two hundred and Fifty Only) Towards Application Processing Fee shall be paid for application for each post.

HOW TO ACCESS ONLINE APPLICATION FORM:-

By typing the website address <http://apdsc.cgg.gov.in/> in any browser, the following screen appears then click on **CLICK HERE FOR GENERAL** Option to submit the application.

Notification for DSC - 2012	Information Bulletin	User Guide	Application Submission
Notification No: 1863/RC-3/2011 Vacancies	Download Online Procedure	Available from 15/02/2012 onwards	Click Here For General Click Here For special schools

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF SCHOOL EDUCATION
DSC-2012 RECRUITMENT FOR THE POST OF TEACHERS
Online Application Form

Note :

- Candidate should produce original certificates of SSC, Academic & Professional qualifications, Caste, PH Status, Local Candidate Status & any other as and when required and/or at the time of Provisional Selection **if selected** .
- Details furnished in the application are final. Subsequent requests for corrections will not be entertained for wrong filling of application.
- After payment of fee at any APOnline Centre/e-SEVA/Mee-Seva/CSC Center on or before **16-Mar-2012** , candidate has to visit this website(<http://apdsc.cgg.gov.in>) to submit application

Payment Details

Journal No (AP Online / e-SEVA / Mee-Seva / CSC Issued No) *		A11298915336
Date Of Payment * <input type="text" value="16/02/2012"/>	Date Of Birth * <input type="text" value="16/07/1986"/>	
Community : <input type="radio"/> OC <input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> BC-A <input type="radio"/> BC-B <input type="radio"/> BC-C <input type="radio"/> BC-D <input type="radio"/> BC-E	Is Differently Abled (PH) : <input type="radio"/> YES <input type="radio"/> NO	
Amount Paid at ApOnline/ e-SEVA/Mee-Seva/CSC Center:	<input type="radio"/> 250 /- <input checked="" type="radio"/> 500 /- <input type="radio"/> 750 /- <input type="radio"/> 1000 /- <input type="radio"/> 1250 /-	

Enroll Payment Details **Journal number, Date of payment, Date of birth** issued by **ApOnline/e-Seva/Mee-Seva/CSC Center**. Select the **Community and Physical Handicapped** details.

Select a Amount Paid at by **ApOnline/e-Seva/Mee-Seva/CSC Center**.

POST (S)DETAILS:-

Post(s) Details

1 . Select Post Applying for :	School Assistant (Language)
Select Subject :	ENGLISH
Select District :	HYDERABAD
2 . Select Post Applying for :	School Assistant (Non-Language)
Select Subject :	MATHEMATICS
Select Medium :	HINDI
Select District :	HYDERABAD

Depends on payment details post wise details will be visible. Select the post by given **list box**

while selecting the post details **Subject** and **District** details shall be displayed automatically.

APTET Examination Details:-

APTET Examination Details:

APTET-2011 HallTicket Number: <input type="text" value="310126102361"/>	APTET-2012 HallTicket Number: <input type="text"/>
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APTET Examination Hall ticket number of the year **2011** or **2012** should be provided.

Photograph with Signature

1. Paste the Photo on any white paper and Sign below(**sign in BLACK INK only**). Ensure that the signature is within the box. Scan the required size containing photograph and signature. Please do not scan the complete page.
2. The entire image consisting of the photo along with the signature is required to be scanned and stored in *.jpg format on local machine. Ensure that the size of the scanned image is not more than 50kb.If the size of the file is more than 50kb, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.
3. Applications with no photo/ unclear photo/ inadequate size photograph will not be accepted. Hall-Ticket will not be issued to such candidates. Hence, after pressing the ' **UPLOAD**' button below 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.
4. Complaints relating to mismatch of photograph and candidate details will not be accepted after submitting of application at any cost.

Example Photo :
Photo width = 3.5cm

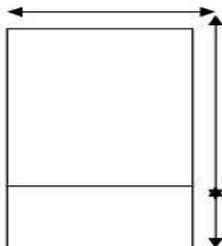


Photo Height = 4.5cm

Signature Space = 1.5 cm

Attach your latest Photograph : *
Choose File | No file chosen

The applicant has to upload his/her **Photo with Signature** in the prescribed format by Clicking on the **browse button** in the application form.

Declaration

I Declare I have read the Detailed Notification and user guide.

Enter the Verification Code as displayed in the image : 

Designed and Developed by Centre for Good Governance

Accept **Declaration** by clicking on Square box and type the Security code in the given box as displayed in image and click on **Upload** button.

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF SCHOOL EDUCATION
DSC-2012 RECRUITMENT FOR THE POST OF TEACHERS
Online Application Form

DECLARATION 1

I have read the **Detailed Notification & Information Bulletin**

APTET DETAILS

	APTET HallTicket No	Candidate Name (as per APTET)	Secured Marks in Paper-I	Secured Marks in Paper-II
APTET-2011	310126102361	KONERU JYOTHI	104	104
APTET-2012	No Data	---	0	0
Weightage Obtained for	APTET Paper-I		---	
Weightage Obtained for	APTET Paper-II		13.87	

Tick mark on the **Declaration-1** after read the **Detailed Notification & Information Bulletin**. Near by Entries of **Aptet hall ticket** marks acquisition from database and Details displayed on screen .

Basic Education Qualification details:-

Select the **Type of Study(School Education)** by given radio button

Regular:-

Candidates who have continuous 7 years of study in school and resided in AP

Private:-

Candidates who have not studied in any educational institution during the whole or part of preceding 7 years of study in which he/she appeared for the **SSC examination**.

Fill-up the Consecutive education details without Errors . It's proving which District you belong.

BASIC EDUCATION DETAILS

1. **Type of Study (School Education)** Regular Private

Regular : Candidates who have continuous 7 years of study in school and resided in AP

Private : Candidates who have not studied in any educational institution during the whole or part of preceding 7 years of study in which he/she appeared for the SSC examination

In case where visually handicapped and hearing handicapped persons studied in the special schools meant for them, the native place of the parents of such visually handicapped and hearing handicapped person will be the local area
(Please select the district (Study/Residence) respectively)

4 th Class	HYDERABAD
5 th Class	HYDERABAD
6 th Class	HYDERABAD
7 th Class	HYDERABAD
8 th Class	HYDERABAD
9 th Class	HYDERABAD
10 th Class	HYDERABAD
Local District you Belong:	HYDERABAD

Post Detail(s) Confirmation:-

POST DETAIL(S) CONFIRMATION

Post Applied	Local District	District Opted	Confirmation
School Assistant (Language)	HYDERABAD	SRIKAKULAM	<input checked="" type="radio"/> Yes, I want to Apply <input type="radio"/> No, I'll apply again
School Assistant (Non-Language)	HYDERABAD	MEDAK	<input checked="" type="radio"/> Yes, I want to Apply <input type="radio"/> No, I'll apply again

Select the **Post Details** for confirmation by using radio buttons If you want to Apply click on **“Yes”** Others wise click **“No”**.

Educational Qualifications:-

EDUCATIONAL QUALIFICATIONS

1. SSC or its Equivalent Qualification :	
Select Board :	BOARD OF SECONDARY EDUCA*
Select Medium :	ENGLISH
Select 1st Language :	TELUGU
Date of Passing :	04/06/2002

2. Intermediate or its Equivalent Qualification:	
Select Board :	Andhra Pradesh State Board of
Select Medium :	ENGLISH
Select 2nd Language :	ENGLISH
Date of Passing :	08/06/2004

3. Degree or its Equivalent Qualification:	
Type of Study(Degree) :	<input checked="" type="radio"/> Regular <input type="radio"/> Distance Education
Select Qualification :	B.Com
Select University :	Osmania University
Select Medium :	ENGLISH
Select 1st Language :	ENGLISH
Select 2nd Language :	TELUGU
Date of Passing :	02/07/2007
1st Optional Subject:	ACCOUNTANCY/FINANCIAL ACC
2nd Optional Subject:	BUSSINESS ORGANIZATION ANI
3rd Optional Subject:	ECONOMICS/BUSINESS ECONOI
4th Optional Subject:	FINANCIAL SERVICES BANKING .

4. Post Graduation or its Equivalent Qualification:	
Select Qualification :	M.Com
Select University :	Banaras Hindu University
Select Subject:	ACCOUNTANCY/FINANCIAL ACC
Date of Passing :	02/06/2010

Provide the Academic qualification details **SSC ,Intermediate Degree, Post Graduation or its Equivalent Qualification** details.

PROFESSIONAL QUALIFICATIONS:-

PROFESSIONAL QUALIFICATIONS	
School Assistant (Non-Language)	
Select Qualification :	B.Ed
Select University :	Aligarh Muslim University
Select Methodology:	POLITICS
Date of Passing :	02/07/2010

School Assistant (Language)	
Select Qualification :	B.Ed.
Select University :	Bangalore University
Select Methodology:	ENGLISH
Date of Passing :	03/07/2008

Provide the **School Assistant(Non-Language)** and **School Assistant(Language)** details Select the **Qualification University** and **Methodology** through **List boxes**. Enter the Date of Passing with help of **Calendar Icon**.

Application Details:

APPLICATION DETAILS	
1. Applicant's Name	MOHAN G
2. Father's Name	GOPAL
3. Mother's Name	MANJULA
4. Date Of Birth	Day <input type="text" value="1"/> Month <input type="text" value="1"/> Year <input type="text" value="1990"/> Age as on 01-07-2012 : <input type="text" value="22"/> Years <input type="text" value="0"/> Months <input type="text" value="0"/> Days
5. Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
6. Marital Status	<input type="radio"/> Married <input checked="" type="radio"/> Unmarried
7. Address For Communication	<input type="text" value="8235"/> <input type="text" value="LAKSHMIDEVAPALLY"/> <input type="text" value="HYDERABAD"/>
7a. District	<input type="text" value="HYDERABAD"/>
7b. Mandal	<input type="text" value="Secunderabad"/>
7c. Pincode	<input type="text" value="500061"/>
8. Community You Belong	OC
9. Do you belong to Andhra Pradesh State	A
10. Mobile	<input type="text" value="7207995393"/>
11. Identification Marks As per SSC Certificate	1) <input type="text" value="A VOLE ON THE RIGHT HAND"/> 2) <input type="text" value="A VOLE ON THE RIGHT HAND"/>
12. Are you an Ex-Service Men	Yes
13. Are you Differently Abled Person (PH)	Yes

This Photo belongs to me

G. Mahan
Your uploaded photograph will look like this in your Hallticket. If you want to edit this photo, please click **BACK**

The uploaded **photograph** appears as displayed in the application. If he/she application does not satisfy with uploaded photograph the click on the **BACK** button to upload quality photograph and Tick mark on This photo belongs to me option. The details like **Name ,Date of Birth ,Mobile** number and Selected post furnished during the payment in APONLINE which are displayed automatically. Enter **Father's Name ,Mother's Name**, while filling up **Father 's/Husband's Name** avoid dots and hyphen with your Initial .Instead of the give a space between them. **Gender** can be selected by clicked on **Male or Female** buttons. Type your full address and You can be select **District** and **Mandal** by given list boxes. Type your Mobile number, it used for any communication with department.

Only for **physically Handicapped (PH)** Candidates:-

Only for Physically Handicapped(PH) Candidates	
13a. Type Of Handicapped	<input type="checkbox"/> VISUALLY HANDICAPPED(VH) <input checked="" type="checkbox"/> HEARING HANDICAPPED(VH) HH Percentage: <input type="text" value="Above 70"/> <input type="checkbox"/> ORTHOPEDICALLY HANDICAPPED(OH)

Tick mark on Type of deformity and **Percentage of category** should be selected by list box.

DECLARATION-2:-

DECLARATION - 2

Do you possess Eligibility as per the Notification :

Yes No

I hereby declare that all information furnished by me in this application is true and correct. I undertake to produce the original documents at any moment, failing which my candidature may be cancelled. I am fully aware that furnishing false information will lead to a criminal case against me, apart from cancelling my candidature as it amounts to cheating. I am alone responsible if any wrong entries are made by me in the application form.

I accept the above declaration

PREVIEW

Read the Declaration click on it to accept the above declaration and click on preview button for further process. Click on **PREVIEW** button to go further process.

Preview Page:-

Post Graduation or its Equivalent Qualification	
Qualification :	M.A.
University :	Alagappa University
Subject :	ENGLISH
Date of Passing(dd/mm/yyyy) :	02/06/2009
Professional Qualifications - School Assistant(Non-Language)	
Qualification :	B.Ed
University :	Adikavi Nannaya University
Methodology :	BOTANAY
Date of Passing(dd/mm/yyyy):	04/06/2008
Professional Qualifications - School Assistant(Language)	
Qualification :	B.Ed.
University :	Babasaheb Bhimrao Ambedkar University
Methodology :	ENGLISH
Date of Passing(dd/mm/yyyy) :	02/02/2011
Possess Qualification	
Do You Possess Qualification :	Y

This is the prieveiw of the data provided. Please check it thoroughly and if the data is correct press 'Submit', otherwise if data is **incorrect** press 'Edit'

EDIT **Submit**

Check given details in the **“PREVIEW”** screen and click on submit button to submit the correct data. If you did any mistake click on **“EDIT”** button to go back to the previous screen for mistake correction.