

**Graduate Engineer Apprentice (GEA)**  
**Application Form**

Affix latest  
passport size  
photograph duly  
attested by gazetted  
officer

1	Name of the applicant (in Block letters) including Surname	
2	Father's Name	
3	Permanent address with Pin code	
4	a) Present address with Pin Code for communication	
	b) Mobile No.	
	c) Land Line No.	
	d) Email address	
5	a) Age as on 01.11.2018	
	b) Date of Birth (DD/MM/YYYY) (proof of DOB to be enclosed)	
6	Education Qualifications (Attested copies to be enclosed)	
7	Local Status (Details of study from Class IV to X with school records copies to be enclosed) or Residence Certificate for a continuous period of 7 years issued by Tahasildar if not studied regularly.	
8	Community (OC/SC/ST/BC/PH) (Details of sub caste and group shall be indicated). Attested copy to be enclosed.	

**DECLARATION**

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_ do hereby solemnly affirm that the above particulars furnished by me are true to the best of my knowledge and belief and if found not correct at any time, my candidature shall be liable for cancellation besides taking necessary action against me as deemed fit by the Department.

Place :

Date :

Signature  
(Name of the applicant)

**GOVERNMENT OF ANDHRA PRADESH**  
**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT**

**NOTIFICATION**

**Notice No.Rc.CE-106605/2015,**

**Dt.24-11-2018**

Applications are invited from the eligible engineering graduates in the prescribed proforma for selection of 18 Graduate Engineer Apprentices (GEA) under the apprentice Act, 1961 as ordered by the Government of AP in G.O.Ms.No.361 MA & UD (C) Department, Dt.12-11-2018.

The eligible candidates may apply after satisfying themselves with the eligibility criteria, terms and conditions of selection. The applicants may log on to [www.cdma.ap.gov.in](http://www.cdma.ap.gov.in) or <https://www.ourvmc.org/engg/gentenders.asp> to download proforma application. The last date for submission of filled in Application along with all necessary documents is 30-11-2018 at 05:00 PM. The filled in applications may be sent to [ourvmc@yahoo.com](mailto:ourvmc@yahoo.com) email of Vijayawada Municipal Corporation Urban Local Body apart from submitting the hard copy of the same to the undersigned by 30-11-2018 at 05:00 P.M.

Place: Vijayawada  
Date: 24-11-2018

Sd/- xxxx  
**COMMISSIONER**  
Municipal Corporation,  
Vijayawada

//t.c.f.b.o//

  
**DEPUTY EXECUTIVE ENGINEER**



"Most Important"

GOVERNMENT OF ANDHRA PRADESH  
MUNICIPAL ADMINISTRATION DEPARTMENT

Office of the Director,  
Municipal Administration,  
IV Floor, Sri Krishna Enclave,  
Gorantla, Guntur - 522 034

Roc.No.11023/7/2018-J SEC(1899185/2018-J1)

Dated.23/11/2018

CIRCULAR

Sub: Establishment - Engineering - PH&ME Department - Filling up of certain posts in the cadre of AE/ AEE/ MAE by the Graduate Engineer Apprentices (GEAs) under the Apprentice Act, 1961 - Permission accorded - Orders Issued - Regarding.

Ref: 1.G.O.Ms.No.344, MA&UD (C) Department, Dated:29.10.2018.  
2.G.O.Ms.No.361, MA&UD (C) Department, Dated:12.11.2018.

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All the Commissioners of the Urban Local Bodies concerned are invited to the references cited. In the reference 1<sup>st</sup> cited, Government have issued orders permitting the Engineer-in-Chief (PH), Tadepalli, Guntur District to appoint (162) Graduate Engineer Apprentices (GEA) in PH & ME Department against the sanctioned posts, for a period of (1) one year as per the provisions of the Apprentice Act, 1961 read with the orders issued in G.O.Ms.No.14 (Labour and Employment Department (E.P) Dept., dated.23.05.2002, duly certain Terms and Conditions mentioned therein.

2. In the reference 2<sup>nd</sup> cited, Government have informed that, the Engineer-in-Chief(PH), Tadepalli, Guntur District has requested the Government to empower the Municipal Commissioners to recruit the GEAs in the available vacancies of MAE/ MAEE/ AE(Env.,) of their respective ULBs for one year by inviting the applications locally from the eligible candidates who are secured 60% and above marks in the prescribed qualification for the said posts duly modifying the orders issued in the reference 3<sup>rd</sup> read above. Government, after careful examination of the matter and in order to accelerate the developmental works in the ULBs in the State and accorded permission to the Commissioners of ULBs concerned to appoint (162) Graduate Engineer Apprentices (GEA) in ULBs concerned against the sanctioned posts for a period of (1) one year as per the provisions of the Apprentice Act, 1961 read with the orders issued in G.O.Ms.No.14 (Labour and Employment Department (E.P) Dept., dated.23.05.2002, duly following the Terms and Conditions as follows:-

**1. Educational Qualifications:** As per Clause 3(1) read with schedule 1 of the Act, a person shall be eligible for appointment as a graduate apprentice on possessing the requisite qualification. Accordingly it is proposed to appoint Graduate Engineer Apprentices who have obtained BE/ B.Tech/ AMIE in Civil from any Government University established under the Act of Central/ State Government or from any Government Engineering College or from an Institution certified as minimum NAAC Grade 'A' subject to the condition that the applicant has obtained the Engineering Degree in the above discipline not earlier than 2016. Graduates who have obtained their engineering degrees through Distance Mode are not eligible.

**2. Basis for selection:** Selection shall be made who secured 60% and above marks in the basic engineering degree alone shall be the criteria for this purpose.



3. **Age:** The Apprentice should have completed minimum age of 21 years and as per existing Government rules.
  4. **Reservation:** Rule of Reservation as specified by Government, of A.P shall be applicable.
  5. **Payment of Stipend:** The stipend is payable as a consolidated sum of Rs.22,920/- per month as was done in the case of Contract employees vide G.O.Ms.No.95 Finance (HR.II) Department, Dated:12.06.2017. The expenditure on account of payment stipend shall be met from general funds of ULB concerned.
  6. **Period of Apprentice:** Normally the period of such apprentices shall be for a period of 1 year or as specified in the Contract of Apprenticeship for which the individual has to conclude an Agreement with the employer who herein after called as Commissioner of ULBs concerned appointed her/him or as notified by Government. But if necessary the apprenticeship period will be extended to one or more year with prior approval of Government.
  7. **Grant of Leave to Apprentices:** The apprentices are entitled for grant of Casual leaves not exceeding 12 days in a calendar year besides medical leave for 15 days and E.O.L for a period not exceeding 10 days.
  8. **Duties and responsibilities:** Every person who is engaged as Graduate Engineer Apprentices shall work in ULB independently and / or under the direct supervision of Dy.EE(PH)/ ME Grade II and she/he shall perform all duties as Section Officer MAEE/ MAE/ AE(Environmental) and record the measurements of work executed by the contractor under his jurisdiction as per codal Provisions and subject to scrutiny by DEE/ ME Grade II and / or his nominee. For any slackness in maintaining records/ registers and discharging of duties, he/ she is liable for termination without assigning any reason thereof or any notice.
  9. **Process of selection and appointment:** For the purpose of appointment of the Graduate Engineer Apprentices, Commissioner of the ULBs concerned shall invite applications from the eligible persons by giving wide publicity. The Commissioner of the ULBs concerned shall select the candidates strictly as per the merit duly following the above guidelines. The Commissioner of the ULBs concerned shall select the candidates for the post of GEA as per six point formula duly following ROR.
  10. **Transfer and postings:** The Engineer in Chief (PH) is the appropriate authority for transfers and postings of GEAs. The postings of GEAs shall be made within their respective zones only and inter changeable among ULBs.
  11. Any other conditions as stipulated by the Government from time to time.
4. Further, Government have requested the Director of Municipal Administration and Engineer-in-Chief, to take necessary action accordingly.
  5. As seen from the notification issued by the E-n-C (PH), PH & ME Dept., in Notification No.E1/74/2015, dated.04.04.2015, the following are the other conditions mentioned therein;
    1. Applicants are required to enclose all the testimonials duly attested by the Gazetted Officer in support of his/her claim of educational qualifications, caste, local status and medical certificates (in respect of PH candidates only) etc., as indicated in the application.
    2. The applicant is required to affix latest passport size photo duly attested by Gazetted Officer.



3. He/she shall fill up all the columns in the application otherwise application shall be summarily rejected and no further correspondence will be entertained in the matter.

4. Applications received after closing date will not be considered.

5. Applications without enclosures in support of their claim shall also be rejected.

6. The employer reserves the right to cancel the above selection without assigning any reasons therefor.

6. Therefore, the Commissioners of Urban Local Bodies concerned are hereby directed to follow the above instructions scrupulously in a most transparent manner possible, duly following the following schedule without fail, without giving any scope for complaints/allegations. Irregularities if any noticed, disciplinary action will be initiated against the concerned official as per APCS (CC&A) Rules, 1991.

#### SCHEDULE

SLNo.	Item of work	Date
1	2	3
1	Issue of Notification (in a wide circulates news paper as well as in Notice Board and ULB website).	24.11.2018
2	Last date of receipt of applications	30.11.2018
3	Scrutiny of Applications	01.12.2018 & 02.12.2018
4	Issue of Appointment orders	03.12.2018 & 04.12.2018.

7. Further, all the RDMA's in the State are requested to monitor the process of appointment of the Graduate Engineer Apprentices (GEA) in the ULBs of their respective region, without fail.

8. Further, the Engineer-in-Chief (PH), AP, Tadepalli is requested to take further necessary action in the matter accordingly and also requested to issue necessary instructions of the SE (PH) concerned to guide and assist the Commissioners of ULBs concerned in selection and appointment process of Graduate Engineer Apprentices (GEA).

9. Treat this is "Top Priority".

Encl: 1) Ref.1<sup>st</sup> & 2<sup>nd</sup> cited.  
2) Notification Model  
3) Application Form.

Director of Municipal Admin.

To

All the Commissioners of ULBs in the State (through the RDMA's concered)

All the RDMA's in the State.

The Engineer-in-Chief (PH), AP, Tadepalle for taking further necessary action accordingly.

Copy to all the SE (PH) concerned (through the E-n-C (PH), AP, Tadepalli

Copy submitted to the Principle Secretary to Govt., MA&UD Department, A.P. Velagapudi

Copy to the PS to Hon'ble Minister for MA&UD Department.

**Signature valid**

Digitally signed by Babu

Babu

Date: 2018.11.29 15:54:48 IST

Reason: