

## SUB REGISTER A TO Z COMPLETE DETAILS

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### Sub Registrar Job Overview

Sub Registrar ane post Registration & Stamps Department lo untundi. Property transactions (land, house, plot, flat) jarigina appudu legal ga registration compulsory.

Aa registration process ni supervise chese officer = Sub Registrar.

Ee job Group-2 level Gazetted Officer post.

Government ki revenue (stamp duty) lo major share ee department nundi vastundi.

Kabatti ee post ki responsibility high.

Mostly office based job, field work takkuva.

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### Job Profile (Daily Work Details)

#### Property Registration Process

Sub Registrar main duty property documents verify cheyyadam.

Registration ki vachina documents:

Sale deed

Gift deed

Settlement deed

Partition deed

Agreement

Lease deed

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Officer check these points:

Ownership clear ga unda  
Seller actual owner aa  
Property disputes unnaya  
Land legal aa  
Government land aa private aa

Fraud documents identify cheyyali.

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### 💰 Stamp Duty & Registration Charges

Government ki major income source stamp duty.

Sub Registrar ensure cheyyali:

Correct property value declare chesara  
Market value correct aa  
Stamp duty complete pay chesara  
Registration fees correct aa

Under value chupinchi tax avoid cheyyadaniki try chestharu → check cheyyali.

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### 🔍 Legal Document Verification

Documents legal format lo unnaya check chestaru.

Important documents:


Sale deed draft  
Identity proof  
Address proof  
Property previous documents  
Encumbrance certificate  
Link documents

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Mistakes unte reject cheyyachu.

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 Record Maintenance & Digital Work

Modern offices lo online system untundi.

Duties:

Documents scan upload

Online registration approval


Digital records maintain

Old records verify

Data security maintain

Computer work daily untundi.

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 Public Interaction

Daily chala mandi office ki vastaru.

Deal with:

Buyers

Sellers


Advocates

Document writers

Real estate agents

Public dealing skill important.

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 Marriage Registration (some offices)

Sub Registrar office lo marriage registration kuda jaruguthundi.

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Marriage certificate issue chestaru.

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### Legal Responsibility

Illegal property registration jaragakunda check cheyyali.

Example:

Fake documents

Duplicate registration

Court dispute property

Law follow avvali.

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### Age Limit

General pattern:

18 – 42 years

Age relaxation:

BC → 5 years

SC/ST → 5 years

EWS → 5 years

Notification prakaram change avachu.

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### Salary Structure (Detailed)

Pay Scale approx:

₹37,100 – ₹91,450

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Starting in hand salary:

₹42,000 – ₹55,000 approx

Salary components:

Basic Pay

DA (Dearness Allowance)

HRA (House Rent Allowance)

TA (Travel Allowance)

Additional benefits:

Pension


Increments

Job security

Medical benefits

Future lo salary increase avuthundi.

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 Selection Process

Sub Registrar direct exam undadu.

APPSC Group-2 dwara recruitment jaruguthundi.

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 Prelims Exam

Screening test.

Marks final merit lo consider cheyyakapovachu (notification batti depend).

Subjects:

General Studies


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Mental Ability

Objective type questions (MCQs)

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 Mains Exam (Important)

Final selection mains marks base lo untundi.

Paper 1

Social History of Andhra Pradesh  
Indian Constitution

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Paper 2

Indian Economy  
Science & Technology

Difficulty moderate.

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 Certificate Verification

Documents check chestaru.

Degree certificate

Caste certificate

ID proof

Other certificates

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 Detailed Syllabus Topics

 Indian Polity

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Constitution basics  
Fundamental rights  
Fundamental duties  
Directive principles  
Parliament structure  
President powers  
Prime minister powers  
Supreme court  
High court  
Governor powers  
Chief minister powers  
Amendments  
Election commission  
Local government system

Polity high weightage subject.

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### AP History

Ancient history of AP  
Satavahana dynasty  
Kakatiya period  
Vijayanagara empire  
British rule  
Freedom struggle  
AP formation history  
Culture traditions

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Group-2 lo important.

### Indian Economy

GDP concept  
Inflation  
Banking system

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Budget  
Poverty  
Unemployment  
Agriculture economy  
Economic reforms  
Government schemes  
RBI functions  
Tax system

Basic understanding sufficient.

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### Science & Technology

Basic physics  
Basic chemistry  
Basic biology  
Environment topics  
Climate change  
Space technology  
ISRO missions  
Computers basics  
Technology developments

Basic level questions vastayi.

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### Best Books for Preparation

Polity

Indian Polity – Laxmikanth

Most recommended.

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History

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Spectrum Modern History

AP History Telugu Academy

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Economy

Indian Economy – Ramesh Singh

Basic concepts clarity kosam.

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Science

Lucent General Science

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GK

Lucent General Knowledge

Useful for prelims.

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Preparation Strategy

Daily consistency important.

Minimum 3–5 hours preparation enough.

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Suggested Study Plan

Current Affairs – daily 1 hour

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Polity / Economy – 1.5 hours

History / Science – 1 hour

Revision – 30 minutes

Weekly revision compulsory.

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### Subject Priority

Polity

Economy

AP History

Current Affairs

Science

First strong subjects complete cheyyali.

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### Promotion Opportunities

Career growth:

Sub Registrar

District Registrar

Deputy Inspector General

Inspector General level

5–10 years ki promotion chance.

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### Advantages

Good respect in society

Stable government job

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Mostly office work  
Salary good  
Promotion opportunities  
Permanent job

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### ⚠ Disadvantages

Public rush ekkuva  
Responsibility ekkuva  
Accuracy important  
Work pressure konni days ekkuva

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### 🎓 Educational Qualification

Minimum qualification:  
Any Degree

Accepted degrees:

BA  
BCom  
BSc  
BBA  
BBM  
BTech  
BCA

Recognized university undali.  
Special degree avasaram ledi.

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### 📊 Difficulty Level

Group-2 level difficulty.

Moderate competition.

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Proper preparation unte crack cheyyachu.

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### Final Summary

Post: Sub Registrar

Department: Registration

Exam: Group-2

Qualification: Degree

Salary: 40k+

Work type: Office job

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