



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

**LAST DATE:
19.10.2012**

**RECRUITMENT FOR THE POST OF
PARA MEDICAL STAFF -2012**

INSTRUCTIONS BOOK-LET

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:R4/684(2)/2012-HRD.

Dated:25.09.2012..

RECRUITMENT FOR THE POSTS OF PARA MEDICAL STAFF-2012

INSTRUCTIONS BOOKLET

D) INTRODUCTION

APSRTC invites applications from eligible candidates for the following posts. The Application forms should be in the prescribed format which is available at the end of this "Instructions Booklet" after page No.6, **Application format in any other format will not be accepted.**

The No. of posts Zone wise, Community wise is mentioned below:

i. ECG TECHNICIAN GR.II - Vacancies - 1 (Open)

| Sl. No. | Caste | GHZ | |
|---------|-------|-----|---|
| | | G | W |
| 1 | OC | 1 | 0 |
| TOTAL | | 1 | 0 |

PHC ELIGIBILITY : From among the Physically Handicapped Candidates (PHC), only Orthopaedically Handicapped Candidates (OPH) & Deaf & Dumb Candidates are eligible for the post of ECG Technician Grade.II. Blind candidates are not eligible.

ii. LAB ASSISTANT - Vacancies - 05 (01-OC-Open & remain 04 Local)

| Sl. No: | Caste | GHZ | |
|---------|-------|-----|---|
| | | G | W |
| 1. | OC | 2 | 1 |
| 2. | SC | 0 | 1 |
| 3. | BC(A) | 0 | 1 |
| TOTAL | | 2 | 3 |

PHC ELIGIBILITY: From among the Physically Handicapped Candidates (PHC), only rthopaedically Handicapped Candidates (OPH) & Partial Deaf with aid Candidates are eligible for the post of Lab Assistant. Blind Candidates are not Eligible.

Note:-1) GHZ → Greater Hyderabad Zone. The Jurisdiction of GHZ includes All the Mandals of Hyderabad District and 8 Mandals (Balanagar, Hayathnagar, Rajendranagar, Saroornagar, Serilingampally, Malkajgiri, Uppal, Quthpullapur) of Rangareddy District.

NOTE:-2) The Corporation reserves the right to reject applications for reasons such as incomplete Applications, Applications where correct fee is not paid etc.,

NOTE:-3) a. No. of posts shown above is provisional and may vary upwards or downwards.

b. The reservations are applicable as per the instructions issued by the Government made applicable to the Corporation from time to time.

II. The basic pay scale of above posts are furnished here under.

1. ECG Tech.Gr.II Scale Rs.9280-290-12760-320-15320-340-19400-365-23780.
2. Lab Assistant Scale Rs.6260-170-7450-180-8530-200-11730-215-12590-225-13715-235-17005.

III. FEE:

| Community | Fee to be paid |
|---|-----------------------|
| OC | Rs.200=00 |
| SC/ST/BC/Ex.Ser./PHC/Departmental candidates | Rs.100=00 |

- * Enclose the Demand Draft for Rs.200/(for OC candidates)/Rs.100/-(for SC/ST/BC/ Ex.Ser/ PHC/Departmental candidates) drawn in favour of “Financial Adviser, APSRTC, Hyd”
- * On the reverse of the DD please mention your name, father name & Date of birth.
- * **Fee once paid is not refundable under any Circumstances. As such the Candidates are Advised to ensure thoroughly their eligibility before applying for the post.**

IV. IMPORTANT INSTRUCTIONS TO THE CANDIDATES:

- **Download the Application format which is available at the end of this ‘Instructions Booklet’ after page No.6. Application format in any other format will not be accepted.**
- **Fill up the Application form with full details without any mistakes.**
- **Last date for downloading the application from the Website 15.10.2012 and Last Date for RECEIPT of completed Applications is 05.00 p.m. on 19.10.2012.**
- An applicant intending to apply for more than one post shall submit the Separate applications.
- Affix (paste with gum) your photo on the Application Form (do not staple the photo).
- Application form should be filled with **BLUE /BLACK BALL POINT** pen only.
- Send the filled in application form by Registered Post/Speed Post only.
- The date of WRITTEN EXAMINATION will be communicated through Hall Ticket and also will be notified through News papers.
- Candidates provisionally selected in the interview will have to submit all Original Certificates before directing them for Medical Examination.
- **Only the following documents are to be enclosed along with the Application.**
 - a) **Proof of Caste Certificate for SC/ST/BC Candidates.**
 - b) **Proof of PHC for Physically handicapped Candidates.**
 - c) **Proof of Ex.Ser discharge Certificate for Ex.Ser men.**
 - d) **Enclose Two (2) latest Pass Port Size Photos with self Attestation.**
 - e) **Two (2) self Addressed stamped envelopes with worth Rs.5/-..**

V. ELIGIBILITY CRITERIA:

1. ECG TECHNICIAN Gr. II

- a. Must have passed Intermediate examination
- b. Preference will be given to B.Sc. candidates.
- c. Must have undergone successful training of 6 months in ECG in any Government Hospital or Institution of repute;

2. LAB ASSISTANT

- a. Must have passed SSC examination.
- b. Must have obtained certificate after prescribed training course in Lab Attendant from a Recognized Institution.
- c. Must have rendered service as Lab Assistant for not less than 2 years in any Institution of repute or Government / Public Sector Undertaking.

VI .AGE: Must not below 18 years and above 30 years of age as on 01.07.2012 for the above posts.

AGE RELAXATION: In respect of SC/ST/BC candidates, the upper age limit is relaxable by 5 years. In respect of Physically Handicapped candidates, the upper age limit is relaxable by 10 years. In respect of Ex.Servicemen, relaxation by 3 years in addition to the Length of service rendered in Defence services subject to Maximum 45 years.

For Departmental (APSRTC in-service) candidates appointed on regular basis;

- a) By 5 years in respect of SC/ST/BC candidates. In addition to the above, employees belonging to SC/ST/BC categories are given age relaxation to the extent of entire service rendered in the Corporation on regular basis, for the purpose of maximum age limit prescribed for the post, subject to the condition that after allowing these concessions the age of the employee should not exceed 45 years.

Example:- (i) Employees whose age is above 45 years as on 1.7.2012 are ineligible.
(ii) Employees whose age is not above 45 years, after deducting the concessions i.e., the total regular service rendered in the Corporation as on the last date of submission of application, the age of the candidate should not exceed 35 years. If the age of the candidate falls within 35 years the candidate is eligible. If it exceeds 35 years, the candidates becomes over aged and gets rejected automatically.

- b) OC CATEGORY: Employees other than those of SC/ST/BC categories are given age relaxation up to a maximum of 10 years regular service rendered in the Corporation for the purpose of maximum age limit prescribed for the post

Example: The regular service rendered in the Corporation as on the last date of submission of application up to a maximum of 10 years should be deducted from the age of the candidate as on 1.7.2012. After this deduction, if the age of the candidate falls within 30 years the candidate is eligible. If it exceeds 30 years, the candidates becomes over aged and rejected automatically.

VII. MODE OF SELECTION: By written test and Interview.

1. Only those who rank high in the written examination would be called for interview in the ratio of 1:2 duly following communal rosters.

2. The apportionment of marks is as follows:

| | |
|---|-----------|
| a). Basic qualification marks weighed down to | 25 Marks. |
| b). Written examination marks weighed down to | 50 Marks. |
| c). Additional qualifications | 05 Marks. |
| d). Experience: (| 05 Marks. |
| e). NCC/SPORTS: | 05 Marks. |
| f). Interview | 10 Marks. |
| | ----- |
| TOTAL... | 100 Marks |
| | ----- |

VIII) ZONAL/LOCAL CANDIDATURE:

The selection list will be drawn into two parts. The first part will comprise 30% of the posts consisting of combined merit list of local as well as non-locals and the remaining second part will comprise the balance 70% of the posts consisting of locals only and the posts will be filled duly following the rule of reservation.

RESERVATION TO LOCAL CANDIDATES:

Reservation to the local candidates is applicable as provided in the Rules and as Amended form time to time in force on the date of Notification. The candidates claiming reservation as Local candidates should obtain the required Study certificates (from Class IV to X) or Residence certificate in the proforma for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be got ready with authorized signature and kept with the candidates and produced as and when required

NOTE:

- A. Single certificate, whether of study or Residence would suffice for enabling the candidate to apply as a “LOCAL CANDIDATE”
- B. Residence certificate will not be accepted, if a candidate has studied in any Educational Institution up to SSC or equivalent examination, such candidates have to produce study certificates invariably.
- C. Based on the results of the written exam, candidates will be called for interview.

IX) EXAMINATION CENTRE FOR WRITTEN EXAMINATION :

The written examination will be conducted at **HYDERABAD and VIJAYAWADA..** The Corporation, however, reserves the right to add / change centers in the Administrative Interest.

X) MODE OF APPLICATION SUBMISSION:

Application complete in all respects should be sent to **“The Chief Manager(HRD), VC & MD’s Office, Bus Bhavan, Musheerabad, Hyderabad – 500020** by Register Post/Speed Post only.

Applicants shall supercribe on the envelope “Application for for the post of _____”.

Applicants are advised to send their applications well in advance to avoid postal delays.

Candidates may note that the Corporation is no way responsible for non-receipt of application either due to postal delays or for any other reasons.

XI) GENERAL INSTRUCTIONS

- a) Candidate will be issued with Hall Ticket for written examination based on the Information furnished by him/her in the application form. If it is detected at a later date that the information furnished in the application is false, the candidate is liable to be disqualified.
- b) Correspondence from candidates regarding rejection of incomplete/delayed applications, reasons for non-selection etc., will not be entertained.
- c) Canvassing in any form will be a disqualification.
- d) The Corporation reserves the right to cancel the Notification/Recruitment process at any stage, at any time, without assigning any reasons.
- e) Candidates are advised to keep ready the Original Certificates and attested copies of the following documents for submission to the Corporation soon after the declaration of the results of the written examination (only the candidates short listed for Interview will be asked to submit them for scrutiny).
 - i) SSC Certificate for proof of Date of Birth.
 - ii) Certificate of Basic Educational Qualifications for the post(s) applied for.
 - iii) Marks Certificates of all the years pertaining to Basic Educational Qualifications.
Consolidated marks memo.
 - iv) Integrated Caste Certificate in case of SC/ST/BC candidates issued by MRO. In case of others, Caste certificate should not have been obtained later than 6 months.
 - v) Certificates of Additional/Higher qualifications, if any.
 - vi) Certificates of NCC and Sports, if any.
 - vii) School Study Certificate from 4Th to 10Th studied in Format ‘A’. This certificate is **COMPULSORY**.
 - viii) Certificate of Experience.
- f) The Date of written examination will be posted on the Web. Candidates are advised to remain alert in this regard and visit the Web from time to time.
- g) No personal Correspondence will be made with the Candidates. All Correspondence will be through the Web.

NOTE: Original Certificates should be produced at the time of Interview, failing which they will not be allowed to appear for Interview.

XII) SCHEME OF WRITTEN EXAMINATION:

- 1) The duration of Written Examination is TWO(2) hours.
- 2) The Question Paper will be set both in English and Telugu.
- 3) Questions will be of 'Objective Type' (Multiple Choice).

XIII) ABOUT THE HALL TICKET AND CONDUCTING THE EXAMINATION

- 1) Hall Tickets will be dispatched to the candidates well in advance of the examination. Simultaneously, intimation will also be given through Press/Media. In the unlikely event of any candidate not receiving the Hall Ticket, even 3 to 4 days before the examination date, he/she should approach the Recruitment Wing, VC & MD's Office, Bus Bhavan, Mushirabad, Hyderabad – 20.
- 2) Hall Ticket issued to the candidate is an important document. Please take Xerox copy of Hall Ticket and preserve it for reference and record.
- 3) Hall Ticket is not transferable. Any tampering of Hall Ticket will automatically lead to disqualification of the candidate.
- 4) Hall Ticket shall be produced at the entrance of Examination Centre and also in the examination hall, failing which the candidate will not be allowed to write the written examination. Candidate should hand over the Hall Ticket to the Invigilator before leaving the Examination Hall.
- 5) Candidate should reach the Examination Centre at 09.00 a.m. (ie., one hour before commencement of examination).
- 6) Adoption of any kind of unfair means like copying or receiving or giving assistance at the time of written examination or any act of impersonation will render the applicant liable for invalidation of his/her answer sheet and forfeit claim for appearing for the written examination.
- 7) No traveling expenses will be paid for the journey to appear for the Written Examination/Interview.
- 8) The Candidates will be informed through website from time to time regarding the progress of various stages of the recruitment. It is the responsibility of the candidate to visit the web from time to time.

CHIEF MANAGER (HRD)

Encl: Format A & B

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

APPLICATION FOR THE POST OF _____

NOTIFICATION REFERENCE NO:R4/684(2)/2012-HRD, Dt.25.09.2012.

1. Name (in Capitals) : _____
: _____ :
2. Father's Name : : Paste your :
3. Date of Birth : : latest passport :
4. Age as on 01.07.2012 : : size Photo here :
: _____ :
5. Nationality :
6. Caste & Sub Caste :
7. Ex. Servicemen : Yes / No :
(If yes, Date of Entry –
Date of Discharge) :
8. Basic Educational Qualifications : SSC ☐ Intermediate ☐
(Tick in appropriate box)

Note: If applying for ECG Tech.
Specify Inter. 1st yr/2nd yr marks
below .
If applying for Lab Asst.
Specify SSC marks below.

- a) Maximum Marks in
Basic Qualification :
b) Marks secured :
c) % of marks secured :
9. Additional Qualifications(If any) :
10. NCC Certificates if any :
11. Sports Participation at :
University level & above :
If any. :
12.Details of Experience :

Cont..2...

13. Place of Study (From IV to X) :

| CLASS | SCHOOL NAME | YEAR OF PASSING | MANDAL | DISTRICT |
|-------------|-------------|-----------------|--------|----------|
| IVth Std. | | | | |
| Vth Std. | | | | |
| VIth Std. | | | | |
| VIIth Std. | | | | |
| VIIIth Std. | | | | |
| IXth Std. | | | | |
| Xth Std. | | | | |

14. Do you possess the requisite qualification for the post Yes ☐ No ☐
(Tick in the appropriate box)

15. Do you possess the requisite experience for the post Yes ☐ No ☐
(Tick in the appropriate box)

16. Address for communication :

17. Contact Number(Land/Mobile) :

18. Details of fee paid: Amount :
D.D. No: & Date :
Name of the Bank :

NOTE: 1. The Candidate need not enclose copy of any of their Certificates. However, candidates who belongs to SC/ST/BC/PHC/Ex.Ser., claiming fee Concession have to enclose their Caste/PHC/Ex.Ser Discharge Certificate. APSRTC Departmental Candidates have to enclose copy of their Identity Cards.

2. Application complete in all respects should be sent to “The Chief Manager(HRD)”, APSRTC, VC & MD’s Office, Bus Bhavan, Mushirabad, Hyderabad-500 020, by RPAD/Speed Post to reach this office by 20.10.2012 at 5.00 P.M.

3. Candidate should superscribe on the envelope the post applied for .

Cont.3...

ENCLOSURES CHECKLIST:-

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| 1. DD (Fee) (Tick in the appropriate box) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. CASTE Certificates (Tick in the appropriate box) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Physically Handicapped Certificate (Tick in the appropriate box) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Ex.Service Man Certificate (Tick in the appropriate box) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Two(2) latest Passport size Photos - With self attestation (Tick in the appropriate box). | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Two(2) self Addressed Stamped envelopes with worth Rs.5/- (Tick in the appropriate box). | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

WRITTEN EXAMINATION CENTRE:-

The Candidate choose any One centre and Tick in the appropriate Box.

- | | | |
|--|-----|--------------------------|
| 1. HYDERABAD (Tick in the appropriate box) | Yes | <input type="checkbox"/> |
| 2. VIJAYAWADA (Tick in the appropriate box) | Yes | <input type="checkbox"/> |

Note:- The Corporation, however, reserves the right to Add/Change Centers in the Administrative Interest.

DECLARATION:-

1. I possess the requisite qualification and experience for the post as prescribed in the Notification.
2. I declare, that the information furnished above is true to the best of my knowledge. I also understand that my candidature is liable for disqualification at any stage of the recruitment process if any of the details furnished by me above are found incorrect.
3. I read and understood all the conditions of the Recruitment.
4. I also understand that the progress and various stages of the Recruitment will be notified through the website only.

Date: _____

SIGNATURE OF THE APPLICANT

