



Applications are invited for Appointment to the post of Managers, Deputy Managers and Assistant Managers – 2012 in Andhra Pradesh State Financial Corporation, Hyderabad.

Opening date for ON-LINE Registration of Application	05.09.2012
Closing date for ON-LINE Registration of Application	20.09.2012
Payment of Application Fee (Non-Refundable)	OC / BC – Rs. 200/- [applicable fee + bank charges]
	SC/ST/PC – Nil

01. Vacancies:

Sl.No.	Category	No. of Vacancies		
		Managers	Deputy Managers	Assistant Managers
1	OC	3	--	7
2	OC-Women	1	--	5
3	SC	1	1	4
4	SC Women	1	1	2
5	ST	-	--	2
6	ST-Women	-	1	2
7	BC-A	-	--	2
8	BC-A Women	1	--	2
9	BC-B	-	--	1
10	BC-B Women	1	--	1
11	BC-C	-	--	--
12	BC-C Women	-	--	1
13	BC-D	-	--	2
14	BC-D Women	-	--	2
15	BC-E	1	--	1
16	PC	1	--	1
	Total	10	3	35

Abbreviations stand for: OC-Open Competition, SC-Scheduled Castes, ST-Scheduled Tribe, BC-Backward Classes, PC-Physically Challenged (Orthopedically handicapped, i.e. persons suffering from locomotor disability).

Note:

The Corporation reserves the right to modify the number of vacancies as also the number of reserved vacancies and other terms and conditions in tune with the requirement of the Organization.

02. Eligibility (As on 01.08.2012)

a) Qualifications & Experience:

Sl. No.	Name of the post	Qualifications	No. of posts	Experience
1	Manager-Finance	ACA or ACMA [formerly AICWA] or B.Tech. 1 st Class with MBA 1 st Class with min. 60% marks.	10	3 years experience on full time basis in Banks/ Financial institutions / Industry.
2	Deputy Manager – Finance	ACA or ACMA [formerly AICWA] or B.Tech. 1 st Class with MBA 1 st Class with min. 60% marks from a recognized University.	3	Candidates with experience in Banks/ Financial Institutions/Industry will be preferred.
3	Assistant Manager – Finance	CA - Inter or CMA – Inter [formerly ICWA – Inter] or MBA 1 st Class from a recognized university with min. 60% marks.	18	Candidates with experience will be preferred.
4	Assistant Manager – Technical	B.Tech. 1 st Class with min. 60% marks in the discipline “ Mechanical ” only from a recognized university.	12	Candidates with experience will be preferred.
5	Assistant Manager – Law	1 st Class Bachelor or Post Graduate Degree in Law from a recognized university with min. 60% marks	5	Minimum 3 years Bar experience.

- i) All the Educational qualifications, Graduation / Post Graduation etc. shall be from a University recognized by Government of India. Technical Qualification (B.E., B.Tech, MBA etc.) shall be from an Institution accredited by AICTE / recognized by UGC wherever applicable.
- ii) Any Degree / Engineering Degree viz. B.E., B.Tech. etc. wherever mentioned shall be FULL TIME course only.
- iii) For posts where experience is essential / desirable, the experience should be post qualifications experience on FULL TIME BASIS.

b) Age:

Cadre	Maximum Age reckoned as on 01.08.2012
Manager, Deputy Manager & Assistant Manager	34
In-service candidates of APSFC	45

c) Relaxation in Upper Age limit:

Sl. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled tribe Candidates	5 years
2	Backward Class Candidates	3 years
3	Physically Challenged Candidates	10 years

d) Knowledge of Languages:

Speaking, Reading and Writing knowledge of English and Telugu are essential.

03. Scale of Pay for each post:

Cadre	Scale of Pay
Manager	Rs.34050-54360 with approximate gross emoluments of Rs.55667/- with other allowances & perquisites admissible as per rules of the Corporation.
Deputy Manager	Rs.25600-50560 with approximate gross emoluments of Rs.41983/- with other allowances & perquisites admissible as per rules of the Corporation.
Assistant Manager	Rs.18030-43630 with approximate gross emoluments of Rs.29549/- with other allowances & perquisites admissible as per rules of the Corporation.

04. How to Apply:

- i. Candidates are required to apply Online at APSFC's web-site at www.apsfc.com
- ii. Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
- iii. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
- iv. Applicants are first required to go to the web-site www.apsfc.com and open the link 'Recruitment'. Thereafter, follow the procedure as detailed below :

STEP-1 :

DOWNLOAD THE RECRUITMENT NOTIFICATION OF MANAGERS, DEPUTY MANAGERS AND ASSISTANT MANAGERS – 2012

(Take a print of the Recruitment Notification and read carefully)

STEP-2 :

DOWNLOAD THE FEE PAYMENT CHALLAN

(Take a print of the FEE PAYMENT CHALLAN and pay the fee as detailed below)

Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS. Go to the nearest Branch of **Andhra Bank** with the Fee Payment Challan duly filled in and pay the appropriate Application Fee. Applicants are required to pay Rs. 200/- including Bank's service charges towards non-refundable application processing charge in the form of a bank challan as mentioned above.

No fees is required to be paid by candidates belonging to SC / ST / PC categories, hence the steps for payment of fees will not be applicable to the candidates belongs to these categories.

Obtain the counterfoil (Applicant's Copy & APSFC's Copy) of the Fee Payment Challan duly received by the Bank with (a) Branch Name & Code Number (b) Transaction ID/Journal No. (c) Date of Deposit & Amount filled by the Branch Official.

STEP-3 :

Candidates are now ready to apply Online by re-visiting Website www.apsfc.com. Go to Recruitment tab and open the sublink 'FILL THE ONLINE APPLICATION'. Click on this for opening the appropriate Online Application Format. Candidate must select the appropriate **post in the** application form for which he/she is applying.

- v. Carefully fill in the complete details in online application form indicating the necessary details from the Fee Payment Challan, scan and upload your recent photograph and signatures at the appropriate places as per instructions contained in enclosed Annexure-I, and submit the same Online.
- vi. The registration number and Password generated after applying online must be carefully retained by the candidate for his/her record.
- vii. Original counterfoil of the fee payment challan (APSFC's Copy) will have to be submitted with the Call Letter at the time of written test by the candidates, as mentioned above. Without counterfoil of the fee payment challan, the candidates will not be allowed to appear in the written test. Candidates are, therefore, advised to keep 3 photocopies of the fee payment challan for future use. (Not applicable for SC / ST / PC Candidates)
- viii. The candidates should take a printout of the online application, affix a recent passport size photograph and preserve it with them for their record. The application printout with photograph affixed will also have to be submitted during document verification at the time of interview alongwith the attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non Creamy Layer, as applicable.
- ix. The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change / alteration found may disqualify the candidature.
- x. Candidates will be required to download the call letter from APSFC's website i.e. www.apsfc.com . Candidates will be intimated about the same by e-mail & SMS.

05. IMPORTANT DATES:-

Website Link Open	05.09.2012 to 20.09.2012
Payment of fees at Bank Branches	05.09.2012 to 20.09.2012
Date of Written Examination	21.10.2012

06. SELECTION PROCEDURE:

The selection of the candidates shall be made on the basis of written test and interview. The written test will be conducted in English. All the eligible candidates who apply with the

requisite fee and whose applications are received in time will be called for a written test, which will comprise the following:

- (a) Written test marks: 200 marks
- (b) There shall be Negative Marking for wrong answers;
- (c) Marking the answers with Black ink Ball Pen only;
- (d) Exam question contents would be as under:

For Managers [Financial] :

- i) Professional knowledge
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness (with Emphasis on MSMEs, etc.)

For Deputy Managers [Financial]***

- i) Professional knowledge
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness (with Emphasis on MSMEs, etc.)

For Assistant Manager (Financial)***

- i) Professional knowledge
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness (with Emphasis on MSMEs, etc.)

*** Although the nomenclature of the tests will remain the same for the above mentioned posts, the level of difficulty of the tests will vary basing on the level of the post.

For Assistant Manager (Technical)

- i) Professional knowledge
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness (with Emphasis on MSMEs, etc.)

For Assistant Manager (Law)

- i) Professional knowledge Test on Law
- ii) Reasoning
- iii) Quantitative Aptitude
- iv) English
- v) General & Financial Awareness

There will be 50 objective type questions in Professional knowledge with 2 marks for each question and 25 objective type questions with 1 mark each for others. The Time allotted for attempting the questions will be 120 minutes composite.

Depending upon the number of vacancies only those candidates who rank sufficiently high in the written test will be called in the ratio of 1:3 for interview for all the posts of Assistant Managers. For the posts of Managers and Deputy Managers, the candidates who are short-listed will have to appear for Case Study at the time of interview.

Mere eligibility/pass in the test shall not vest any right for being called for Case Study &/or interview. The detailed information regarding the written test will be given in the "Acquaint yourself" booklet which will be available on the Corporation's website, <http://www.apsfc.com> which can be downloaded by the candidates.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the written test, Case study [wherever applicable] and interview.

07. Written Test:

- i) The written test will be held on **21.10.2012**
- ii) The date of examination is tentative. The exact date will be communicated to the candidates through call letter for the examination. The Corporation, however, reserves the right to cancel or make any change in the date of examination, as per need.
- iii) Candidates are advised to keep visiting Corporation's website for updates on the recruitment process. Phone calls are not solicited from candidates in the matters relating to recruitment.
- iv) The written test will be held at **Hyderabad**. The venue for the written test will be indicated in the Call Letter.

v) Request for change of Venue of written test will not be entertained.

08. Appointment:

Candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement.

09. Service Bond:

The selected candidates will have to execute a service bond undertaking to service the Corporation for a minimum period of 3 years from the date of joining. If he/she leaves the Corporation before completion of three years period he/she will have to pay liquidated damages as per rules of the Corporation.

10. General instructions:

- a) If the applicant is eligible for all the three posts, he/she has to choose to apply for only one post of his/her choice as the written test will be conducted for all the three posts at the same time.
- b) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.

- c) Before applying, the candidate should ensure that he/she fulfills the eligibility and other terms mentioned in this notification. Corporation would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Corporation shall be final on qualification and other eligibility norms.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates already in employment should produce 'no objection certificate' from their employer, at the time of interview, in the absence of which their candidature will not be considered.
- f) Only candidate willing to serve anywhere in Andhra Pradesh State should apply.
- g) Decision of the Corporation in all matters regarding eligibility of the candidate the stages at which such scrutiny of eligibility is to be undertaken, the document to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.
- h) Corporation may at its discretion hold re-examination wherever necessary in respect of any specific post or a candidate(s).
- i) The Corporation shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.
- j) Any request for change of address will NOT be entertained.
- k) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated in Hyderabad and Rangareddy Districts.
- l) Corporation takes no responsibility for any certificate/remittance sent separately by candidate.
- m) No Candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the written examination at the allotted center at their expenses and risks and the Corporations will not be responsible for any injury/loss etc. of any nature.
- n) Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
- o) Appointment of selected candidates is subjected to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Corporation. Such appointments will be subject to the Service & Conduct Rules of the Corporation.
- p) Competent Authority for issue of Certificate to SC/ST/BC/PC is as under (to be produced at the time of interview)
 - For SC/ST/BC – District Magistrate/Addl. Dist. Magistrate/Collector/Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - For Physically Challenged – the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/cerebral/visual/hearing disability as the case may be.

11. Action Against Candidates Found Guilty of Misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling

up the application form. At the time of written examination/interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :

- i) To be disqualified from the examination for which he/she is a candidate.
- ii) To be debarred either permanently or for a specified period from any examination or recruitment conducted by the Corporation.
- iii) For termination of service, if he/she has already joined the Corporation.

The Corporation would be analyzing the responses of a candidate with other candidates to detect patterns of similarity. If, as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/valid, the Corporation reserves the right to cancel his/her candidature.

Hyderabad
Date: 05.09.2012

CHIEF GENERAL MANAGER [HRD]

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below

50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

(iv) If the file size and format are not as prescribed, an error message will be displayed.

(v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(vi) Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (i) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

(vii) Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (b) Candidates are advised to take a printout of their system generated online application forms after registering.
- (c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
