

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Ref :R3/684(1)/2010-HRD

Dt : 26.11.2012.

**USER GUIDE & INSTRUCTION BOOKLET FOR RECRUITMENT TO THE
POST OF DRIVER (WOMEN)**

Applications are invited for filling up Driver women backlog vacancies in APSRTC on contract basis on a monthly consolidated remuneration of Rs.7180/-

The desirous eligible women candidates may apply by satisfying themselves with the terms and conditions, the details of which are as follows.

I. NUMBER OF VACANCIES: 11280

The Region-wise and Category-wise breakup of the total vacancies is indicated below:

S.No.	Region	DRIVERS WOMEN BACKLOG VACANCIES								TOTAL
		OC(W)	BC-A(W)	BC-B(W)	BC-C(W)	BC-D(W)	BC-E(W)	SC(W)	ST(W)	
1	Greater Hyderabad Zone (Hyderabad & Secunderabad Regions)	466	55	109	27	55	27	137	55	931
2	RANGA REDDY	217	26	50	0	26	13	64	26	422
3	MEDAK	172	21	38	2	19	4	48	19	323
4	MAHABOBNAGAR	121	14	28	4	15	7	36	14	239
5	NALGONDA	342	42	77	4	39	5	100	39	648
6	KARIMNAGAR	237	28	52	3	26	6	67	28	447
7	NIZAMABAD	201	24	44	4	24	9	58	24	388
8	ADILABAD	89	10	21	0	10	0	25	10	165
9	KHAMMAM	286	30	63	6	30	13	77	31	536
10	WARANGAL	219	23	54	5	29	11	67	16	424
11	KADAPA	69	9	18	1	9	4	23	13	146
12	KURNOOL	64	7	15	0	8	4	19	8	125
13	ANANTAPUR	297	33	67	2	33	5	83	33	553
14	NELLORE	306	33	64	5	32	4	81	32	557
15	ONGOLE	34	4	8	0	4	2	10	10	72
16	TIRUPATHI	116	15	30	2	15	7	37	15	237
17	KRISHNA	802	93	184	14	92	28	231	92	1536
18	GUNTUR	450	52	103	7	51	13	129	52	857

19	WEST GODAVARI	317	35	68	5	34	8	86	34	587
20	NEC REGION									
	VIZIANAGARAM	82	11	19	1	10	1	29	14	167
	SRIKAKULAM	122	15	28	3	14	2	38	19	241
21	VISAKHAPATNAM	488	57	109	9	58	13	140	57	931
22	EAST GODAVARI	385	46	93	8	46	11	113	46	748
		5882	683	1342	112	679	197	1698	687	11280

- Note: 1.Reservation for BC-E group will be subject to adjudication of the litigation pending before the Hon'ble courts and Government orders from time to time.
2. Number of posts mentioned above are provisional. They may vary upwards or downwards.
3. PHC candidates are not eligible for the post.

II. EDUCATIONAL QUALIFICATIONS & AGE:

- Must be able to read and write a regional language i.e., Telugu or Urdu.
- Must not be less than 160 CMs in height
- Must be holding a Driving Licence valid for driving HPMV and HGV or "TRANSPORT VEHICLE" continuously for a period of not less than 18 months on the date of selection.
- Must be above 22 years of age and below 35 years of age as on 1.7.2012.
- Upper age limit is relaxable by 5 years for SC/ST/BC candidates.
- Ex-servicemen candidates who are former members of Deference services of Indian Union will be permitted to count the period for which they have held a Military heavy duty vehicle licence towards the period.

Further, Ex-servicemen candidates will be given age relaxation to the extent of actual service plus 3 years subject to maximum age not crossing 45 years.

- ### III. Selection Procedure-
- The Selection will be done by conducting Driving Test to all the eligible candidates.

IV.HOW TO APPLY:

The candidates shall apply strictly in the format AVAILABLE AT THE END OF THIS Instructions Booklet.. Applications in any other form will be rejected.

V. **FEE:**

OC candidates (i.e., other than SC/ST/BC communities and Ex-Servicemen) should enclose a Demand Draft for Rs.200/- (Rupees One hundred only) drawn on any scheduled Bank in favour of APSRTC. In case of SC/ST/BC communities and Ex-servicemen should enclose a Demand Draft for Rs.100/-.

The Officer in whose favour DD is to be drawn is shown against each region is as follows:

S.No.	Region in which applying	To whom the application has to be sent	DD to be drawn in favour of
1	Greater Hyderabad Zone (Hyderabad & Secunderabad Regions)	Dy.CPM/JBS complex, Picket/Secunderabad	Dy.Chief Accounts Officer, Greater Hyderabad Zone
2	RANGA REDDY	Regional Manager/ MGBS/HYDERABAD	Dy. CAO, Ranga Reddy Region
3	MEDAK	Regional Manager/ Medak, post Sangareddy	Accounts Officer/MDK
4	MAHABOORNAGAR	Regional Manager/Mahaboornagar	AO/MBNR
5	NALGONDA	Regional Manager/ Nalgonda	AO/NLG
6	KARIMNAGAR	Regional Manager/ Karimnagar	AO/KRMR
7	NIZAMABAD	Regional Manager/ Nizamabad	AO/NZB
8	ADILABAD	Regional Manager/ Adilabad	AO/ADB
9	KHAMMAM	Regional Manager/ Khammam	AO/Khammam
10	WARANGAL	Regional Manager/ Warangal	AO/WL
11	KADAPA	Regional Manager/ Kadapa	AO/KDP
12	KURNOOL	Regional Manager/ Kurnool	AO/KRNL
13	ANANTAPUR	Regional Manager/ Anantapur	AO/ATP
14	NELLORE	Regional Manager/ Nellore	AO/NLR
15	PRAKASAM	Regional Manager/ Ongole	AO/Ongole
16	CHITTOOR	Regional Manager/ Chittoor, post. Tirupathi	AO/TPT
17	KRISHNA	Regional Manager/ Krishna, post.Vijayawada	AO/VJA
18	GUNTUR	Regional Manager/ Guntur	AO/Guntur
19	WEST GODAVARI	Regional Manager, W.G post. Eluru	AO/Eluru
20	NEC REGION		
	VIZIANAGARAM	Regional Manager/NEC, post. Vizianagaram	AO/VZM

	SRIKAKULAM	Regional Manager/ NEC, post.Vizianagaram	AO/VZM
21	VISAKHAPATNAM	Regional Manager/ Visakhapatnam	AO/VSP
22	EAST GODAVARI	Regional Manager/ EG, post. Rajahmundry	AO/RJY

An applicant intending to apply for more than one region shall submit the application form separately.

Note: Candidates may note that fee once paid is not refundable under any circumstances. As such the candidates are advised to doubly ensure their eligibility for the said post and then only apply for the same.

VI. Submission of application – The candidates applying for the post have to submit their applications on or before 18.12.2012 at the respective Regional Manager’s offices either in person or through Registered post/Speed post.

VII. LOCAL CANDIDATURE:

The list will be drawn into two parts. The first part will comprise 20% of the posts consisting of combined merit list of local as well as non-locals and the remaining second part will comprise the balance 80% 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 from 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 to be produced as and when required.

DEFINITION OF LOCAL CANDIDATE:

- i) LOCAL CANDIDATE means a candidate for direct recruitment to any post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for SSC or its equivalent examination. If however, he/she has not studied in any Educational Institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her Local area during the above said period.
- ii) In case the candidate does not fall within the scope of the (i) above will be considered if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied for the maximum period out of the said period of seven years AND where the period of his/her study in two or more Local areas are equal such Local

area where he/she has studied last (in such Local area) will be taken for determining the Local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and Local candidature determined with reference to the maximum period of residence or in the case of equal period where he/she has resided last.

- iii) If the claim of local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 7 year period. If, however, it is based on residence, a certificate should be obtained from an Officer of the Revenue Department not below the rank of a Tahsildhar in independent charge of a Mandal.
- iv) If, however, a candidate has resided in more than one Mandal during the relevant 7 years period but within the same District or Zone as the case may be separate certificates from the Tahsildhars exercising jurisdiction have to be obtained in respect of different areas.
- v) If the candidate has not studied in any Educational Institution he has to submit a 'Residence Certificate' for the last 7 years preceding the date of Notification dated 26-11-2012 in the prescribed format.

Format-A

SCHOOL STUDY CERTIFICATE

(TO BE PRODUCED BY CANDIDATES WHO HAVE STUDIED SSC ON REGULAR BASIS)

NOTE: Should be obtained from the Head of Educational Institution(s).

1. Name of the Candidate :

2. Father's Name :

3. Date of Birth & Age :

Class	Name and place of School	District	Mandal	Duration of Study giving month and year
IV				
V				
VI				
VII				
VIII				
IX				
X or SSC				

Station:

Date:

Signature of the Head of the Educational Institute(s)

CERTIFICATE OF RESIDENCE

To be produced by such candidates who have not studied in any educational Institution during the whole or any part* of the relevant 4/7 years period but claim to be local candidates by virtue of residence.

It is hereby certified.

(a) that

Sri/Smt./Kum _____

___ S/o. W/o. D/o . _____ appeared for the first time for the Matriculation (S.S.C.) Examination in _____ (Month) _____ (Year).

(b) That he/she has not studied in any educational institution during the whole/or part of the 4/7 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination.

(c) that in the 4/7 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/places namely;

Sl. No	Village	Mandal	District	Period
1				
2				
3				
4				
5				
6				
7				

OFFICE SEAL:

STATION:

**Officer of Revenue Department
not below the rank of Mandal**

DATED:

**Revenue Officer holding
independent Charge of a Mandal.**

*** STRIKE OFF "WHOLE"/PART AS THE CASE MAY BE.**

(TO BE SUBMITTED BY CANDIDATES WHO HAVE NOT STUDIED IN ANY SCHOOL AND HAVE NO EDUCATION QUALIFICATION)

S.No	Village	Mandal	District	Period of residence
1)				
2)				
3)				
4)				
5)				
6)				
7)				

OFFICE SEAL:

STATION:

**Officer of Revenue Department
not below the rank of Mandal**

DATED:

**Revenue Officer holding
independent Charge of a Mandal.**

NOTE:

- Single certificate, whether of study or Residence would suffice for enabling the candidate to apply as a "LOCAL CANDIDATE"
- 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.

Jurisdiction of the Region for the purpose of determining Local/Non-local.

S.No.	Region in which applying	Jurisdiction
1	Greater Hyderabad Zone (Consisting of Hyderabad & Secunderabad Regions)	i. Hyderabad Dist. ii. Rangareddy Dist. iii. Mahaboobnagar Dist. iv. Medak Dist. v. Nalgonda Dist.
2	RANGA REDDY	Rangareddy Dist. (excluding 8 mandals of Ranga Reddy District i.e., Hayatnagar, Uppal, Qutbullapur, Saroornagar, Malkajgiri, Balangar, Rajendranagar and Serilingampally)
3	MEDAK	Medak District
4	MAHABOORNAGAR	Mahaboobnagar District
5	NALGONDA	Nalgonda District

6	KARIMNAGAR	Karimnagar District
7	NIZAMABAD	Nizamabad District
8	ADILABAD	Adilabad District
9	KHAMMAM	Kammam District
10	WARANGAL	Warangal District
11	KADAPA	Y.S.R Kadapa District
12	KURNOOL	Kurnool District
13	ANANTAPUR	Anantapur District
14	NELLORE	Nellore District
15	PRAKASAM	PRAKASAM District
16	CHITTOOR	Chittor District
17	KRISHNA	Krishna District
18	GUNTUR	Guntur District
19	WEST GODAVARI	West Godavari District
20	NEC REGION	
	VIZIANAGARAM	Vizianagaram District
	SRIKAKULAM	Srikakulam District
21	VISAKHAPATNAM	Visakhapatnam District
22	EAST GODAVARI	East Godavari District

VIII. For any doubts/clarifications in this regard the candidates may contact the respective Regional Manager's Office.

IX . APSRTC DECISION TO BE FINAL:

The decision of the APSRTC in all aspects and all respects pertaining to the Application and its acceptance or rejection as the case may be and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned.

Date: 29-11-2012.

CHIEF MANAGER (HRD)

**APPLICATION FOR THE POST OF WOMEN DRIVERS IN _____
REGION**

Affix your latest
passport size
photograph
attested by a
Gazetted Officer

- a) Name :
b) Father's name :
c) Date of Birth :
d) Caste & sub caste :
d) Educational qualification :
e) Driving licence particulars :

HPMV & HGV Licence No. :
Licence issued on :
Validity :

f) DD No, Bank & Amount :
i) Whether Ex-Servicemen :
(Indicate Yes/No)
If Ex-servicemen specify
Date of Entry :
Date of Discharge :

h) Particulars of study :

Class studied	Name of the school	Village/Mandal/District
4 th std		
5 th		
6 th		
7 th		
8 th		
9 th		
10 th		

Signature of the candidate

Enclosures:(Only Xerox copies to be closed)

- i. Proof of Date of birth.**
- ii. Integrated caste & sub-caste certificate.**
- iii. Proof of study.**
- iv. Proof of residence, if not studied continuously for a period of 4 years in any Educational Institution.**
- v. Demand Draft.**
- vi. Ex-servicemen discharge certificate copy if applicable**