

**ANDHRA PRADEH STATE ROAD TRANSPORT CORPORATION**

Office of the Managing Director,  
RTC House, P.N.Bus Station,  
Vijayawada.

No.P2/255(194)/2019-PO-III

**CIRCULAR No. PD-24/2019 DATED 09.10.2019**

**Sub: ESTABLISHMENT:** Filling up vacancies of LH by promotion from the rank of Vulcanisers of Tyre Retreading Shops – Comprehensive Guidelines issued for conducting qualifying examination – Reg.

**Ref:** 1. Circular No.PD-74/1989 dated 21.06.1989.  
2. Circular No.PD-70/2010 dated 29.12.2010.

\*\*\*

As per the APSRTC Employees' (Recruitment) Regulations 1966 ( Class-III Vulcanizing Branch (MED) ) the procedure to fill up the Leading Hand vacancies by promotion from the rank of Vulcanisers in Tyre Retreading Shops is :

1. The Vulcaniser should pass a Departmental Test in that particular Trade (i.e., Vulcanising) and
2. Have worked for not less than 5 Years in that capacity.

One of the Units has sought guidelines from Head Office regarding Syllabus to be adapted to the Vulcanisers for qualifying test for promotion to the post of Leading Hand from the rank of Vulcanisers in Tyre Retreading Shops.

It is observed that, the syllabus for the Departmental Test for promotion to the posts of Leading Hand from the rank of Vulcanisers in Tyre Retreading Shops and working guidelines thereon were not communicated so far. In view of above, the matter has been examined in detail.

As such, the following comprehensive guidelines are now issued for conducting Departmental qualifying Test to the post of Leading Hand from the rank of Vulcanisers in Tyre Retreading Shops.

**I) SYLLABUS FOR WRITTEN TEST:**

1. Duties and responsibilities of Shift In-charge at TRS
2. Classification of Tyres received from depots
3. Receipt of Tyres by TRS from Stores
4. Detailed inspection of tyres prior to processing
5. Inspection standards for selection of Tyre for process
6. Detailed procedure of procured recapping process.
7. Criteria for selection of RC tyres for front fitment
8. Detailed procedure of recapping of Tyres
9. Fire fighting equipment at TRS
10. Quality controls during process in TRS
11. Reasons for process/service failures
12. Maintenance of Registers
13. Periodical reports to be submitted by AME (Tyres)
14. Retreading of tyres
15. Repair of tyres including Radial Tyre Repair and uniseal patch repair
16. Valve base repair of tubes
17. Working knowledge of raw material quality

Contd..2..

**II) TRAINING :**

The Departmental Qualifying Test will be conducted based on the day-to-day works being carried out by Leading Hands in the Tyre Retreading Shops. Hence, there is a need to give training to the eligible Vulcanisers for appearing the Departmental Qualifying Test for the post of Leading Hand in Tyre Retreading Shops.

**III) QUESTION PAPER :**

The Question Paper must be set in Telugu and English. The candidates are at liberty to write the answers either in English or Telugu. The duration of the question paper is 2 Hours. Maximum marks of the Question Paper are 100.

**IV) QUALIFYING MARKS:**

The minimum marks to declare candidates to have passed the Departmental Qualifying Test/Examination are 40 for all (irrespective of SC/ST/BC).

**V) SETTING THE QUESTION PAPER:**

The Executive Director (Zone) is competent to nominate an Officer for setting the Departmental Qualifying Test/Examination Question Paper. An Officer not below the rank of SSO (Mechanical) shall be nominated for setting the Question Paper.

The Dy.CPM of the Zone shall communicate the orders of the ED (Zone) to the Officer concerned through a confidential letter along with a copy of the Exam Syllabus.

**VI) EXEMPTION :**

All the employees who are required to pass Departmental qualifying Test to the post of Leading Hand from the rank of Vulcanisers in Tyre Refreading Shops are exempted from the Departmental qualifying Test if they attain 50 years as on the date of conducting test.

**VII) ATTEMPTS:**

A candidate who fails in the Departmental Qualifying Examination may be permitted to appear for the exam once again as per the existing system. A candidate may appear for the Departmental Qualifying Examination any number of times till he passes the exam or attain the age of 50 years.

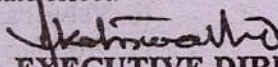
**VIII) VALIDITY PERIOD OF DEPARTMENTAL QUALIFYING TEST:**

Once a Vulcaniser qualified in the Departmental Test for the post of LH, need not appear for the Test again.

The payment of remuneration for paper setting, evaluation etc., may be regulated as per Circular No.PD-44/2001 dated 01.06.2001.

The exam is to be conducted in the ZSTCs by the Principal of ZSTC and necessary action be taken by the Principal to notify the results of the examination soon after evaluation of the answer scripts by the concerned.

These instructions shall come into force with immediate effect.

  
**EXECUTIVE DIRECTOR (A)**

To  
All Officers of the Corporation

Contd..3..

- Copy to: OSD to VC & MD.  
Copy to: Sr.RAO/AG: RTC Branch, RTC House, Vijayawada.  
Copy to: General Secretary, APSRTC Employees' Union.  
Copy to: General Secretary, APSRTC National Mazdoor Union.  
Copy to: General Secretary, APSRTC Karmika Parishat.  
Copy to: General Secretary, APSRTC Staff & Workers' Federation.  
Copy to: General Secretaries of : APSRTC Bahujana Workers' Union/ APSRTC Karmik Sangh/  
APSRTC Workers' Union/President, APSRTC YSR RTC Mazdoor Union/ APSRTC  
Abyudaya Karmika Seva Samakhya  
Copy to: General Secretary, APSRTC Officers' Association.  
Copy to: General Secretary, APSRTC Class II Supervisors' Association.  
Copy to: General Secretary, APSRTC Security Staff Welfare Association.  
Copy to: General Secretary, APSRTC Office Staff Welfare Association.  
Copy to: Notice Board & I/c Record Room.