

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. R3/684(2)/2007-R&T

Office of the Managing Director,
Mushirabad, Hyderabad - 20

CIRCULAR NO. PD- 19/2007 - DT. 21-04-2007

Sub:- RECRUITMENT - Promotion of Routine Clerks / Telephone Operators / Comptists / Conductors as Junior Assistants - Revised syllabus for the qualifying examination - Instructions issued - Reg.

Ref:- Circular No. PD-35/95, dated 24.5.1995.

Through the Circular cited instructions were issued about imparting the training to the concerned candidates for a period of 10 days before appearing for the qualifying examination for promotion to the post of Junior Assistants from the categories of Routine Clerks, Telephone Operators, Comptists and Conductors duly prescribing the syllabus.

For various reasons, there have been no vacancies in the category of Junior Assistants for a long time. Now due to retirements and promotions etc., vacancies have arisen in the category of Junior Assistants.

In some of the Zones, Notifications were already issued inviting applications from eligible Departmental candidates from the ranks of Routine Clerks, Telephone Operators, Comptists and Conductors for promotion to the post of Junior Assistants. Since a large number of applications have been received, some of the Executive Directors of Zones have requested to conduct the qualifying test without imparting Training to them in order to save more number of man days besides cancellation of huge number of bus services. Further, the EDs of Zones have suggested to modify the syllabus as per the present requirement for the post of Junior Assistants by promotion.

The matter has been examined in detail and it is decided to conduct the examination to the Departmental candidates directly on the general subjects without conducting any training classes to the candidates. The necessary training on the Office Manual and Office procedure will be imparted to the selected candidates before they are inducted into the post of Junior Assistants.

The revised test pattern of different subjects for the qualifying written examination to be conducted for promotion to the post of Junior Assistant is furnished hereunder.

- 1) The test will be of SSC standard.
- 2) Test will be of 3 (three) hours duration.
- 3) The subjects to be covered are -
 - i) General English (50 marks) : The questions shall be on (a) Correct the spellings of words. (b) Correct the sentences. (c) Letter writing. (d) Precis writing and (e) Essay writing in general English.
 - ii) General Awareness (25 marks).
 - iii) Arithmetics (25 marks).

p.t.o.

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Those who are declared to have qualified in this test will be considered for promotion as per administrative roster points fixed for Routine Clerks, Telephone Operators, Comptists and Conductors by the Selection Committee.

The selected candidates will be fitted in the administrative roster followed by communal roster.

Keeping in view the nature of duties to be performed as Junior Assistants, necessary training at Zonal Staff Training College will be imparted for one week for the selected candidates. The training will be imparted on the following subjects.

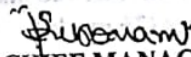
- 1) Office Manual.
- 2) Maintenance of File Register, Distribution Register, File Movement Register, Postal imprest Register, Machine Number Register and all other prescribed registers.
- 3) Opening of Files.
- 4) Dak distribution.
- 5) Maintenance of Discipline in the Office.
- 6) Periodicals and maintenance of periodical register.
- 7) APSRTC Employees' Regulations.

The above procedure of conducting qualifying examination to the Routine Clerks, Telephone Operators, Comptists and Conductors for promotion to the post of Junior Assistants will come into force with immediate effect.

Sd/- A. Nageswara Rao,
**EXECUTIVE DIRECTOR (T & C) &
SECY TO CORPORATION**

- To
All Officers of the Corporation.
- Copy to: AG, RTC Branch, Mushirabad, Hyderabad.
 - Copy to: Board Office (10 copies).
 - Copy to: Secretary to Chairman & PA to VC & MD
 - Copy to: PRO, Head Office, for translation into Telugu.
 - Copy to: PO (Trg), for inclusion in Monthly Index of Circulars. (4 copies)
 - Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vidyannagar, Hyderabad.
 - Copy to: Secretary General, APSRTC Employees' Union, Azamabad, Hyd.
 - Copy to: General Secretary, APSRTC Supervisors' Association, Hyderabad.
 - Copy to: General Secretary, APSRTC Security Welfare Association, Hyderabad.
 - Copy to: Notice Board & Incharge, Record Room.

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CHIEF MANAGER (R&T)