

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.R3/484(4)/99-HRD.

O/o the Managing Director,
Mushirabad, Hyderabad-20,

CIRCULAR NO. PD- 18 /1999, DT. 28-1-99

Sub: RECRUITMENT - Recruitment to the post of
Driver - Revised method of selection - Noti-
fied.

Refs: 1) Circular No. 18/87-TRG, Dt.4.11.1987.
2) Circular No.PD-41/1991, Dt. 27.5.1991
3) Circular No.PD-88/1995, Dt.13.10.1995

I. INTRODUCTION

1.1 The Hon'ble High Court of A.P. while allowing the W.P. No. 8102/97 and W.P.No. 15988/97 have suggested a revised scheme for selection of Drivers so that the recruitment will be more transparent which would be beneficial to the candidates as well as to the Organisation.

1.2 In pursuance of the suggestions given by the Hon'ble High Court of A.P. the following revised method of Selection of Drivers is notified.

1.3 At the time of releasing the Advertisement, it may be stated that the application forms will be on sale at the office of the Regional Manager of the recruiting Region. The cost of the application will be Rs. 25.00 for O.C. candidates and Rs. 10.00 for other than O.C. candidates.

1.4 The candidates shall enclose three self-addressed stamped envelopes duly affixing postage stamps of the value of Rs.3 on each envelope (to be revised from time to time as per P&T rates).

1.5 The selection process shall be in two stages - one at the Screening Committee level and the other at the level of Testing and Finalising Committee. The constitution and functions of these two Committees shall be as follows:

II. SCREENING COMMITTEE

2.1 The Committee shall consist of the Personnel Officer, Accounts Officer and Depot Manager of the Region in which recruitment is being conducted. One of these three Officers should be from SC or ST or BC Communities.

2.2 This Committee will scrutinise all the applications of the candidates by calling them for a screening test and decide and identify the eligible candidates as per the eligibility criteria. The Committee shall verify the Records/ Certificates of the

contd...2..

Candidates with reference to the following criteria:

- | | |
|--------------|--------------------|
| a) Age | b) Driving Licence |
| c) Community | d) Residence |
| e) Height | |

From among the eligible candidates, seniority lists have to be prepared community-wise in descending order of period of experience in HMV/HPV/HGV/TV license held by them reckoning three years of heavy licence experience in any one of the above four categories as minimum required.

2.3 Vide Circular No. PD-88/95, Dt. 13.10.95, it is indicated that the license holders with Transport Vehicle endorsement are entitled to drive Heavy goods as well as Heavy Passenger vehicles.

2.4 As per Recruitment Regulations, candidates should be in possession of HGV/HPV licence for a period of three years on the date of selection. While computing the three years heavy vehicle driving experience, it is sufficient if a candidate maintains the prescribed period of three years out of the total period of heavy vehicle licence held by him excluding periods lost due to late renewals or licence suspensions etc. if any.

2.5 Candidates should be called for Driving Test in the ratio of 1:4 community-wise as per seniority prepared at para 2.2 above.

2.6 The Community/Caste of the candidate should not be mentioned in the call letter or the blank driving test report to ensure totally unbiased and impartial evaluation of all candidates. Driving Test Report will henceforth be a type numbered document.

III. TESTING AND FINALISING COMMITTEE:

3.1 This Committee should consist of two (2) Senior Scale Officers (one of the two Senior scale Officers should be a Dy. CME, the other Officer can be a Dy. CTM). The Officers will be from outside the Zone for which the recruitment is being conducted and will be nominated by the Managing Director. The Senior among the two will act as the Chairman of the Committee.

3.2 The members of the Committee shall evaluate the driving skills of the candidates independently and there after the Chairman will summarise the marks based on the average marks obtained by the candidates. The Chairman should be the custodian of all relevant records until the finalisation of the Recruitment. It is the responsibility of the Chairman of the Committee to ensure that the marks are properly averaged and tabulated.

3.3. The qualifying marks for OC/SC candidates is fixed as 50% and for SC/ST candidates as 40% on the aggregate for the seven parameters being evaluated.

3.4 The average marks obtained by each candidate tested by the Testing and Finalising Committee has to be sent to the ED of the Zone in a name cover marked as confidential at the end of each day on which the driving test is held through a Special Messenger. A similar confidential cover shall be sent to the Director (Vigilance & Security) at the end of each day. In the sealed cover, extract of total marks obtained by each candidate as marked by the individual Committee Members should be indicated in the following proforma.

Sl. No.	Call letter No.	Name of the candidate	Father's Name	MARKS AWARDED BY			
				CHAIRMAN		Member	
				Drvg. Test Report No.	Marks	Drvg. Test Report No.	Marks

Both the Director (Vigilance & Security) and the Executive Director of the Zone shall maintain the record of the said covers. This will help in improving the transparency in selections as there will be no scope for any subsequent changes.

IV. PREPARATION OF PANELS OF SELECTED CANDIDATES:

4.1. After all the candidates are tested, all the five members should be involved in the preparation of the list of approved candidates based on merit duly following the rule of reservation.

4.2 The Regional Manager of the recruiting region shall approve the list of candidates submitted to him by the Five Member Committee only to the extent of correct implementation of the rule of reservation.

4.3 The list of approved candidates should be exhibited on the Notice Board of Regional Manager's Office of the Region of Recruitment as soon as possible immediately after the testing is completed duly signed by all the five Members involved in the recruitment process.

4.4 While estimating the number of vacancies, the Regional Manager concerned shall take into consideration the following criteria:

- i) Vacancies likely to arise during the next 24 months for meeting the needs of expansion, augmentation and retirements.
- ii) 30% towards the candidates who are likely to be rejected due to discrepancies during the verification of licences, residence/ qualification of selected candidates.

iii) 5% towards the Medically Unfit cases from among the selected candidates.

The vacancies estimated as above shall be notified through advertisement and to the Employment Exchange and selections have to be restricted to the extent of vacancies notified.

4.4 Thus if the requirement is say 100, panel will be prepared for 135 candidates. First 100 candidates will be declared as selected and the balance 35 candidates will be termed as Wait List. The selected candidates will be called for medical test to the extent of actual requirements worked out for the next 24 months. After the medical test, the licences of the medically fit candidates should be sent for verification. Simultaneously, literacy test should also be conducted in terms of Circular No. 13/87-TRG, Dt. 4.11.87. By so scheduling the literacy test, candidates lacking proficiency in literacy will have sufficient time to improve their literacy while the Driving licences are under verification. Only after verification of Driving Licences, the candidates found to be genuine driving licence holders shall be issued with appointment orders.

4.5 The wait list should be kept and notified with a condition that the list will be operated in case of vacancies caused due to candidates not reporting for medical test, medically found unfit during Medical Examination and against non-genuine Driving Licences. Candidates from the Wait list may be called for Medical Examination to the extent of number of candidates disqualified for the above reasons.

V. REMUNERATION TO THE COMMITTEE MEMBERS:

5.1 The remuneration paid to the Committee Members for conducting the Driving Test is enhanced from the present Rs. 2.00 to 4.00 per candidate taking into account the time bound revised and comprehensive nature of the Driving Test.

VI. The above instructions shall come into force with immediate effect and supersede all previous Circulars on the above subject to the extent indicated herein.

VII. These instructions will be applicable only to those recruitments, for which advertisements are released after the date of issue of this circular.

Sd/- V. APPARAO,
VICE CHAIRMAN & MANAGING DIRECTOR

To
All Executive Directors of Zones

//Attested//


CHIEF MANAGER (HRD)

1-2-99

Copy to: All RMs/Dy.CPMs/Dy.CMEs/Dy.CTMs/POs/WMs
Copy to: PRO for translation into Telugu.
Copy to: Training Officer
Copy to: General Secretary, APSRTC NML, HYD.
Secretary General, APSRTC Employees' Union, HYD
General Secretary, APSRTC B&NF, Hyderabad.
General Secretary, APSRTC Supervisors Assn. Hyd.
General Secy. APSRTC Security Staff Welfare Assn.

APPLICATION FOR THE POST OF DRIVER

'' డ్రైవరు '' ఉద్యోగమునకు అభ్యర్థన పత్రము

1. Name of the Candidate : _____
అభ్యర్థి పేరు
2. Father's name : _____
తండ్రి పేరు
3. Full address with PIN Code : _____
పూర్తి చిరునామా
పిన్ కోడ్ తో
4. Dt. of birth and age : _____
(Xerox copy of proof of age to be enclosed)
జనన తేదీ మరియు వయస్సు
దృవీకరణ పత్రము కాపీ జతచేయవలెను
5. Community / Sub-caste : _____
(Xerox copy of caste certificate to be enclosed)
కులం/తగ/అంతర కులము స్వబంధిత
దృవీకరణ పత్రము కాపీ జత చేయవలెను.
6. Educational qualifications: _____
విద్యాభ్యాసాలు

Passport size photo to be attached by a gazetted Officer

7. Driving licence particulars:

డ్రైవింగ్ లెసెన్సు వివరములు

- a) Driving Licence No _____
ఎల్ డ్రైవింగ్ లెసెన్సు నెం.
- b) Place of issue _____
బిల్డ్ జారీ చేసిన వారు
- c) Date of issue _____
బిల్డ్ జారీ చేసిన తేదీ

	Date of acquiring పొందిన తేదీ	Endorsement issued by జారీ చేసిన	Date of endorsement జారీ చేసిన తేదీ
HPV Licence హెచ్ఎఫ్వి లెసెన్సు			
HGV Licence హెచ్జివి లెసెన్సు			
TV Licence టీవి లెసెన్సు			

Dt. of latest renewal : _____ Renewed by _____
ఇటీవల రెనూవల్ చేసిన తేదీ రిన్యూవల్ చేసిన వారి వివరం

Valid upto : _____
ఆమోదిత కాలపరిమితి తేదీ

Contd.

Badge No. _____ Issued by _____
 పాస్ పోర్ట్ జారీ చేసిన వారు _____
 Date of issue: _____
 పాస్ పోర్ట్ తేదీ _____

10. No. years of Heavy Vehicle experience _____
 భారీ వాహనాల వాడక అనుభవ సంఖ్య _____

11. Cause of brakes in ... due to late renewal, suspension due to accidents, permit violations etc.

12. నవనూతి అతిక్రమణ వలన గానీ, యాక్సిడెంట్ల వలన గానీ, రెన్యూ చేయు
 కాల గరిమిటి దాటుటవలన గానీ త్వరితము రెన్యూ చేయుటలో వచ్చిన జాప్యము వివరములు

From నుండి	To వరకు	Period కాలము
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1. _____
 2. _____
 3. _____

13. Particulars of literacy -
 అక్షరాస్యత వివరములు

Able to read అక్షరంబులు	Able to write వ్రాయుగలుగుట	Able to speak పాటించుగలుగుట
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1) _____
 2) _____
 3) _____

14. Declaration:
 ప్రకటన

I solemnly affirm that the above particulars are true and correct to the best of my knowledge. If the information is found to be incorrect at a later date at any time, I am aware that I am liable to be terminated from service.

నాకు తెలిసినంతవరకు వైన తెలివిన వివరాలున్నాయు యభ్యర్థములు నిజమైనవని ధృవీకరించుచున్నాను. వైన వివరించిన విషయములు నిజమైనవి కావని తదుపరి ఎవరినైనా నిరూపణయ్యెన నడల, నేను ఉద్యోగము లోలిట్లు ఉన్న నాకు గృహింపు కలదు.

స్థానం _____
 Place: _____
 తేదీ: _____
 Date: _____
 తేదీ: _____

SIGNATURE
 సంతకం