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RM'S PESHU
No. 301, 1/11
Dt. 30/1/06

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. R2/255(1)/2006-HRD

Office of the Managing Director,
Mushirabad, Hyderabad - 20.

CIRCULAR NO. PD-03/2006, Dt.23.01.2006

Sub: ESTABLISHMENT - Engagement of Drivers and Conductors on CONTRACT BASIS - Procedure for Identification and preparation of list of candidates - Detailed guidelines issued - Reg.

- Ref: 1) Lr.No. 2475/Tr.II(2)/2005-1, Dt. 5.3.2005 of Secretary to Govt., TR&B Department.
- 2) Lr.No. OS3/684(1)/2005-PO-III, Dt.12.4.2005 addressed to all EDs/RMs.
- 3) Lr.No. OS3/684(1)/2005-PO-III, Dt.12.4.2005 addressed to RMs of WG, VJA, NLR, OGL, CTR, EG and VSP
- 4) Lr.No. OS3/684(1)/2005-PO-III, Dt. 25.4.2005, addressed to ED (H&K) and copy circulated to other EDs of Zones.
- 5) Lr.No.OS3/684(1)/2005-PO-III, Dt.25.4.2005, addressed to ED (C&N).
- 6) Circular No. PD-20/2005, Dt. 23.4.2005
- 7) Circular No. PD-23/2005, Dt. 9.5.2005
- 8) Circular No. PD-26/2005, Dt. 17.5.2005
- 9) Circular No. PD-27/2005, Dt. 25.5.2005
- 10) Notification No. OS3/684(1)/2005-PO-III, Dt.7.6.05
- 11) Notification No. OS3/684(1)/2005-PO-III, dated 13.12.2005
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Based on the instructions issued by the Government of A.P. vide the reference 1st cited, Corporation started appointing Drivers and Conductors on Contract basis. In this process, guidelines were issued to all EDs/RMs vide the reference 2nd cited, with regard to the modalities to be followed for identifying the crew to be engaged on contract basis for the peak season of the year 2005.

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As the panels were already built up for recruitment of crew in certain Regions, instructions have been issued to the Regional Managers concerned vide the reference 3rd cited, on the procedure to be followed with regard to engaging the empanelled candidates on Contract basis, with the approval of VC & MD.

In the normal course of Contract Appointments the Organization should look for engaging suitable Contract Crew through a Contractor / a Man Power supply Agency. As the candidates who apply for these posts of Driver and Conductor are required to meet certain standards as specified by the Corporation and as there is a dearth of Agencies / Contractors who can readily supply the man power of requisite quality and in view of lack of technical know-how in these Agencies / Contractors to test the skills of man power and train them to suit the requirements of a Public Transport System, the Corporation has decided to go for engaging the Contract Crew, without the intervention of any intermediary.

Further, in order to systematize Contract Appointments of crew in APSRTC, the following guidelines are issued for strict compliance, uniformly across all Regions.

The method of selection is as follows:

- 1) In case of Drivers, licence seniority i.e., date of obtaining licence will be taken as criteria and the candidates holding the licence with continuity will be given preference and they will be called at a ratio of 1:2 against the number of posts for physical and driving tests.
- 2) In case of Conductors the selection of candidates depends upon the marks secured in SSC or an equivalent examination plus bonus marks @ 1 mark for each year from the date of completion of 21 years of age or the date of passing SSC whichever is later up to the age of 30 years and thereafter 2 marks for each year from the date of completion of 31 years to 35 years subject to a maximum of 20 marks. The candidates (both Male and Female) securing the highest marks will be called for physical test at the ratio of 1:2 against the total number of vacancies available.
- 3) The Executive Directors (Zones) are authorized to constitute Committees and nominate members to verify the candidature and select the suitable candidates for preparing the lists.
- 4) The qualifications for engagement of Contract Crew (Drivers and Conductors) will be the same as those that are prescribed in respect of Direct Recruitment of candidates into the categories of Drivers and Conductors as laid down in the APSRTC Employees' Recruitment Regulations, 1966, and the various circulars and clarifications that have been issued from time to time, governing the subject of Direct Recruitment of candidates for the posts of Drivers and Conductors.
- 5) However, the tenure of these candidates selected for their engagement as Contract Driver / Contract Conductor would be for a specific / particular period, which shall be stipulated clearly in the Notification as well as in the Agreement to be executed by the contract employee at the time of his engagement. However, before issuing the Notification permission from Head Office must be invariably obtained, so as to specify the period of Contract in the Notification.
- 6) The Contract Appointment does not confer the Contract Crew with any right / lien on their job. Further, there would be no guarantee for their continuation in their post or for reengagement into the post. This clause should also be clearly mentioned in both the Notification as well as the Contract Agreement.

- 7) As the appointments are being made on Contract basis for a limited period to meet the exigencies and to operate the services, it is necessary to ensure that required number of candidates are appointed for operating the services. In that process, as far as possible, the rule of reservation shall be followed to the extent possible and they shall be fitted against the fresh roster points.
- 8) Once the Contract Appointments of crew are taken up, the roster points that are running in Direct Recruitment by way of Casual or Regular appointments in the categories of Drivers and Conductors come to a stand still and a fresh and new communal Roster starting from Roster point No. 1 shall be operated exclusively for the Contract Appointment, in each Region by opening a separate Register.
- 9) All the Contract Drivers and Contract Conductors who were engaged subsequent to 01.04.2005 (irrespective of their subsequent disengagement) shall be fitted against their respective communal roster, starting from Roster Point No. 1 in a cycle of 100 Roster Points.
- 10) Whenever recruitment for Contract Appointments of Crew is taken up, as far as possible, the backlog vacancies, if any, shall be filled up in the first instance, before filling the existing vacancies.
- 11) At the time of initial engagement of any candidate as Contract Driver / Conductor, an agreement has to be executed duly specifying the period of Contract on a Rs.100/- Non Judicial Stamp Paper. For the subsequent engagement of the same candidate for any subsequent period of contract, the Agreements shall be executed as per the instructions issued vide the reference 11th cited.
- 12) The Contract Driver / Conductor shall be eligible for a monthly consolidated pay as notified by the Corporation from time to time. They shall not be entitled to any pay for the days on which they are not engaged for duty or for the days on which they absent themselves from duty.
- 13) In the ideal circumstances, all Contract Appointments shall be subjected to prior verification of antecedents and certificates. In case of exigencies, Contract Appointments can be made pending such verification, which shall be started immediately after appointment and completed as expeditiously as possible. If the verification results in any adverse findings, the Contract Appointment shall be terminated, duly giving a notice for deletion of name from the Contract Panel. A suitable clause to this effect shall be incorporated in the Contract Agreement, invariably.

- 14) All the Contract Crew shall be subjected to Medical Examination and Training only before their initial engagement on Contract Basis. Training may not be required for the subsequent engagements unless there is a specific requirement / shortcoming in the candidates. However, if the training period is required to be curtailed in case of emergency, individual cases may be processed through proper channel to Head Office for obtaining sanction of Competent Authority.
- 15) The Contract Drivers / Conductors are liable to work not only in the Region in which they are engaged but also in other Regions based on the need of the Corporation. To this effect, the following clause shall be added in the Contract Agreement.

“He shall be liable to work not only in the Region in which he is engaged but also in other Regions based on the need of the Corporation”.

The remaining guidelines given on this subject from time to time, except those given vide the letter at the reference 4th cited, hold good.

The proforma of the Notification to be issued in connection with the process of engagement of Crew on Contract Basis is enclosed herewith for guidance.

Sd/- M.V.KRISHNA RAO,
VICE-CHAIRMAN & MANAGING DIRECTOR

To
All Officers of the Corporation.

// ATTESTED//


CHIEF MANAGER(HRD)

- Copy to: AG.RTC Branch, Mushirabad, Hyderabad.
Copy to: Secretary to Corporation, Board Office(10 copies).
Copy to: Secretary to Chairman
Copy to: PA to VC & MD.
Copy to: PRO/HO for translation into Telugu.
Copy to: Training Officer/HO, for inclusion in monthly index of Circulars (4 copies).
Copy to: Notice Board & Incharge Record Room.

NOTIFICATION
NO _____

ENGAGEMENT OF CONDUCTORS ON CONTRACT BASIS ON A MONTHLY
CONSOLIDATED REMUNERATION IN APSRTC.

Applications are invited for engagement on contract basis to the post of Conductors for a maximum period of 4 months initially on a monthly consolidated remuneration of Rs.3020/- in _____ Region.

The No .of posts, qualification, age, posts reserved to different communities are as follows:

1. No .of posts : _____

Note: The No. of posts mentioned above are only provisional and they are likely to be increased or decreased.

2) Reservation of Posts:

- a) In all these posts 33 1/3% of posts are reserved for Woman candidates.
- b) 25% reservation for BCs (7% BC-A , 10% BC-B, 1% BC-C and 7% BC-D), 15% reservation for SCs, 6% reservation for STs and 2% reservation for Ex-Servicemen.

3. **Qualifications and other eligibility criteria**

The candidate must have been:

- a) passed SSC or an equivalent examination.
- b) Must not be less than 153 CMs in height
- c) Must be above 21 years of age and below 35 years of age as on 1st July of 2006.
- d) Upper age limit relaxable by 5 years for SC/ST/BC candidates.
- e) Ex-servicemen candidate will be given an age relaxation to the extent of actual service plus 3 years. Those who worked in the Defence services in the Indian Union are also given this concession subject to maximum of not crossing 45 years.

4. **Sale of Applications:**

- a) Prescribed Application Forms will be on sale from _____ at all the Depot Managers Offices in _____ Region on all working days from 10.30 hrs. to 17.00 hrs.
- b) All the candidates have to purchase the prescribed application forms at the specified counters on payment of Rs25/- (Rs. Twenty five only).
- c) Application forms sold by outside agencies or Xerox copies of the applications will not be accepted.

5. Applications by the candidates sponsored by the Employment Exchanges

The candidate who have registered their names with the employment exchange and have been sponsored to these posts, and the ex-servicemen who are sponsored by the Dist. Sainik welfare Board shall also purchase application form from the specified counters on payment of Rs,25/- and submit the same along with all required enclosures within the stipulated time. No further information will be given to these candidates in regard to submission of applications. IT MAY BE NOTED THAT ONE CANDIDATE SHOULD NOT SUBMIT MORE THAN ONE APPLICATION FOR A POST.

6. Registration of Application & Fee:

The candidate other than those belonging to SC/ST/BC/Ex-Servicemen who have rendered War service have to pay Rs 50/- (Rupees fifty only) at the time of submission of completed application forms. The application fee has to be paid in cash at the sale counters where the applications were purchased. The application fee once paid will not be refunded

7. PHC Candidates are not eligible to apply for the post of Conductor.

8. Selection Procedure

The Selection will be done by calling the candidates for physical test who secured highest marks in SSC or an equivalent examination plus Bonus Marks at @ 1 Mark per each year from the date of completion of 21 years of age or the date of passing SSC whichever is later up to the age of 30 years and thereafter 2 marks from the date of completion of 31 years to 35 years subject to a maximum of 20 marks. The candidate (both Male and Female) securing the highest marks will be called for physical test at a ratio of 1:2 against the total number of vacancies available.

9. GENERAL:

- a) Possession of Conductor's Certificate is not a qualification for selection and selected candidates shall be required to obtain a Conductor's certificate issued by RTA before appointment.
- b) The Contract appointment does not confer the contract Conductor with any right/ lien on their job. Further, there would be no guarantee for their continuation in their posts nor re-engagement into the post.
- c) The selected candidates must accept all the terms and conditions and shall enter into an agreement on Rs.100/- non-judicial stamp paper at the time of engagement with the Depot Manager concerned.

- d) The selected candidate is subject to medical fitness as per the standards fixed by APSRTC.
- e) The selected candidates will be given training as per APSRTC procedure and they shall incur the expenditure at their own for attending training.
- f) The engagement on contract basis in the same Region is not final, in case of exigency they may be engaged in the adjacent Regions

10. Submission of Applications:

The completed applications will have to be submitted at the Depot Manager's Office, where the applications are purchased. The requisite fee for registration of application shall also be paid in cash at Depot Managers' Offices. Demand Drafts/Bank Pay Orders and Cheques will not be accepted.

11. Last date for submission of application: _____

12. The Corporation reserves the right to cancel the recruitment process at any stage/any time without assigning any reasons.

13. ENCLOSURES TO THE APPLICATION:

The copies of the following documents have to be enclosed invariably to the application.

- a) Date of birth certificate(SSC)
- b) Educational qualification
- c) Community Certificate in respect of candidates belonging to SC/ST/BC. The certificate should have been obtained from a competent revenue authority within 6 months.
- d) Discharge certificate in respect of Ex-Servicemen.
- e) Money Receipt application fee i.e., Rs.50/- for candidates other than those belonging to SC/ST/BC/Ex-Servicemen categories.
- f) 2 Passport size photographs.
- g) 2 self addressed envelopes of size 20 cms X 10 cms.

Sd/- EXECUTIVE DIRECTOR of ZONES

A.P.S.R.T.C.

**NOTIFICATION
NO. _____**

**ENGAGEMENT OF DRIVERS ON CONTRACT BASIS ON A MONTHLY
CONSOLIDATED REMUNERATION IN APSRTC.**

Applications are invited for engagement on contract basis to the post of Driver for a maximum period of 4 months initially on a monthly consolidated remuneration of Rs.3654/- in _____ Region.

The No.of posts, qualification, age, posts reserved to different communities are as follows:

1. No.of posts _____

Note: The No.of posts mentioned above are only provisional and they are likely to be increased or decreased.

2) Reservation of Posts:

- c) In all these posts 33 1/3% of posts are reserved for Woman candidates.
- d) 25% reservation for BCs (7% BC-A , 10% BC-B, 1% BC-C and 7% BC-D), 15% reservation for SCs, 6% reservation for STs and 2% reservation for Ex-Servicemen.

3. **Qualifications and other eligibility criteria**

The candidate must have been:

- a) Holding valid Licence for driving HPMV and HGV or TRANSPORT VEHICLE continuously for a period of not less than 5 years on the last date of application.
- b) Must be able to read and write a Regional language i.e., Telugu or Urdu.
- c) Must not be less than 165 CMs in height
- d) Must be above 25 years of age and below 35 years of age as on 1st July of 2006.
- e) Upper age limit relaxable by 5 years for SC/ST/BC candidates.
- f) Ex-servicemen candidate who are former members of defence 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. Also for such persons the age limit prescribed shall be relaxable upto 45 years.

4. Sale of Applications:

- a) Prescribed Application Forms will be on sale from _____ at all the Depot Managers Offices in _____ Region on all working days from 10.30 hrs. to 17.00 hrs.
- b) All the candidates have to purchase the prescribed application forms at the specified counters on payment of Rs.25/- (Rs. Twenty five only).
- c) Application forms sold by outside agencies or Xerox copies of the applications will not be accepted.

5. Applications by the candidates sponsored by the Employment Exchanges

The candidate who have registered their names with the employment exchange and have been sponsored to these posts, and the ex-servicemen who are sponsored by the Dist.Sainik welfare Board shall also purchase application form from the specified counters on payment of Rs.25/- and submit the same along with all required enclosures within the stipulated time. No further information will be given to these candidates in regard to submission of applications. IT MAY BE NOTED THAT ONE CANDIDATE SHOULD NOT SUBMIT MORE THAN ONE APPLICATION FOR A POST.

6. Registration of Application & Fee:

The candidate other than those belonging to SC/ST/BC/Ex-Servicemen who have rendered War service have to pay of Rs.50/- (Rupees fifty only) at the time of submission of completed application forms. The application fee has to be paid in cash at the sale counters where the applications were purchased. The application fee once paid will not be refunded

7. PHC Candidates are not eligible to apply for the post of Driver.

8. Selection Procedure

The Selection will be done by conducting Driving Test from among the applications received keeping the Licence Seniority as criteria, and call for candidates in a ratio of 1:2 against the number of posts notified.

9. GENERAL

- a) The Contract appointment does not confer the contract Driver with any right/ lien on their job. Further, there would be no guarantee for their continuation in their posts nor re-engagement into the post.
- b) The selected candidates shall enter into an agreement on Rs.100/- non-judicial stamp paper at the time of engagement with the Depot Manager concerned.

- c) The selected candidate is subject to medical fitness as per the standards fixed by APSRTC.
- d) The selected candidates will be given training as per APSRTC procedure and they shall incur the expenditure at their own for attending training.
- e) The engagement on contract basis in the same Region is not final, in case of exigency they may be engaged in the adjacent Regions.

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11. Last date for submission of application: _____

12. The Corporation reserves the right to cancel the recruitment process at any stage/any time without assigning any reasons.

13. ENCLOSURES TO THE APPLICATION:

The copies of the following documents have to be enclosed invariably to the application.

- a. Date of birth certificate(SSC)
- b. Educational qualification
- c. Driving Licence – Certified Xerox copy.
- d. Community Certificate in respect of candidates belonging to SC/ST/BC. The certificate should have been obtained from a competent revenue authority within 6 months.
- e. Discharge certificate in respect of Ex-Servicemen.
- f. Money Receipt application fee i.e., Rs.50/- for candidates other than those belonging to SC/ST/BC/Ex-Servicemen categories.
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