

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD,
Musheerabad, Hyderabad,

No. R3/684(10)/2014-HRD

CIRCULAR NO. PD- 10/2015, Dt. 26.03.2015

Sub: RECRUITMENT - Verification of Driving Licences, certificates and antecedents of the candidates selected by Direct Recruitment - Instructions issued - Reg.

- Ref: 1. Circular no. PD-96/1986, dt. 07.08.1986.
2. Circular no. PD-95/1991, dt. 28.10.1991.
3. Circular no. PD-77/1999, dt. 12.08.1999.
4. Circular no. PD-57/2000, dt. 03.10.2000.
5. Circular no. PD-03/2006, dt. 23.01.2006.

Instructions were issued vide circulars 1st to 4th cited on the procedure to be followed with regard to verification of antecedents, Educational qualification certificates etc., in respect of candidates selected by Direct Recruitment.

Further, vide circular 5th cited instructions were issued regarding recruitment to the post of Drivers and Conductors on contract basis. With regard to antecedents and certificates verification, it was stated that 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.

As such, in majority of the Regions, the candidates selected as conductors are issued with office orders engaging them on contract basis pending verification of antecedents and certificates. Subsequently, the SSC marks memos are being sent for verification and necessary action is taken to delete them from panel/service whenever non-genuinity of certificate is reported. The process of verification of certificates genuineness is getting delayed abnormally and the procedure is often inviting criticism in the press wherever non-genuine certificates are reported which is denting the image of the Corporation.

While this being so a news item has appeared in one of the newsdailies where in it is reported that in some of the Regions candidates got selected by producing fake SSC memos and working as conductors. The Vigilance Department have conducted an enquiry into the matter and submitted a report. The gist of the report is furnished below:-

- i. Submission of non-genuine certificates in conductors recruitment is prevalent in majority of the Regions of the Corporation. While in some of the Regions it is just one or two non-genuine certificates, in some other Regions the figures are as high as 109 in Warangal Region.

- ii. In majority of the Regions the SSC certificate verification is incomplete. While major portion of the certificates are verified some remain un-verified.
- iii. It is reported that without verifying the genuineness of the SSC certificates, the services of the conductors were regularized.
- iv. It is also reported that in some of the Regions certificates are not sent for verification though recruitment was completed long back.

Allowing candidates to work in the Corporation with fake marks memos or certificates is a matter of serious concern. Therefore, the matter is reviewed and the following instructions are issued with regard to verification of Driving Licences and certificates.

1. **Drivers:-** The Driving licence is the basic document in respect of drivers. As such action shall be taken to appoint Drivers only after the Driving Licences are verified and found to be genuine.
However, in case of administrative exigencies the candidates may be appointed pending verification of Driving Licence, after obtaining permission of the Executive Director of the Zone. The ED of the zone shall accord permission based on the recommendation of the Vigilance Authority and only if there is sufficient justification for the delay in verification. The Driving Licence verification shall be completed within 2 months of permission of ED without fail.
2. **Conductors:-** The SSC memo is the basic document in respect of Conductors. As such action shall be taken to appoint conductors only after the SSC memos are verified and found to be genuine.
3. **Mechanics/Artisans/Shramiks:-** The ITI/CoE (Center of Excellence) certificates is the basic document in respect of these posts. As such action shall be taken to appoint them only after the ITI/CoE certificate are verified and found to be genuine.
4. It is also hereby ordered that wherever certificate verification is incomplete such certificates shall be sent for verification by the RMs immediately and the process of verification be completed at the earliest.

All other certificates and antecedents shall be verified as per the instructions issued in previous circulars. The process of verification is time taking. Therefore, the RMs who propose to conduct recruitment shall plan well in advance so that the process of verification can be completed well before issue of appointment orders.

All recruiting authorities are advised to take note of the instructions and act accordingly.


 VICE CHAIRMAN &
 MANAGING DIRECTOR

Copy to: All Officers of the Corporation.