

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.R1/684(24)/2000-HRD

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

CIRCULAR NO. PD-34/2000, DT. 26.05.2000

Sub: RECRUITMENT - Recruitment to all direct recruitment posts in Class-I, Class-II and Class-III posts - Selection procedure - Guidelines - Issued.

- Ref:1) Circular No. PD-103/1985, Dt. 17.08.1985  
2) Circular No. PD-110/1989, Dt. 02.09.1989  
3) Board Resolution No. 17/2000, Dt.5.2.2000

Through Circular 1st cited instructions were issued on the mode of selection for various posts to be filled by direct recruitment.

In partial modification of the Circular 1st cited in regard to apportionment of marks for various criteria, instructions were issued through Circular 2nd cited for apportionment of 100 marks for various criterion like written examination, basic qualification, additional qualification, Sports/NCC and experience. However, the minimum qualifying marks in the written examination conducted by the Corporation for calling candidates for interview as per communal roster were not prescribed.

Through Resolution 3rd cited the Board has approved criteria for apportionment of marks for selection of candidates for the posts of Accounts Officer and other Class-I Officers (other than Medical Department) by direct recruitment.

In supersession of Circular 2nd cited and in accordance with the Resolution 3rd cited, the apportionment of marks for all posts in Class-I, II and III services (except Medical Officers/Asst. Medical Officers and Para Medical Staff of Medical Department) shall henceforth be as detailed in the Annexure to this Circular.

The minimum qualifying marks in the written examination conducted by APSRTC for shortlisting candidates for interview shall be as follows:

- i) 40% marks in the written examination for all candidates in general recruitments.
- ii) 30% marks in the written examination for SC, ST, BC and PHC candidates in limited recruitments.
- iii) Candidates shall be short listed for Interview in the ratio of 1:2 (1 post : 2 candidates) in the descending order of merit obtained in written examination, as per communal roster. Candidates securing equal marks with the candidates called against roster points in 1:2 ratio, should also be called for interview.

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The final selections after interview shall be made based on descending order of merit of total marks computed by adding marks for written exam, basic qualification prescribed for the post, additional qualifications, NCC/Sports and interview duly following rule of reservation.

As far as recruitment of Drivers and Conductors is concerned, Circular instructions in force for those posts shall continue to be followed.

These instructions shall come into force with immediate effect.

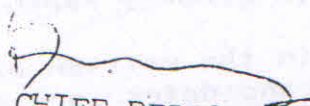
Encl: (Appendix-A  
and B)  
To

V. APPARAO,  
VICE-CHAIRMAN & MANAGING DIRECTOR

All Officers of the Corporation.

- Copy to: Secretary to VC & MD, for information.
- Copy to: AG, RTC (Audit Branch), Mushirabad, Hyd.
- Copy to: Training Officer (for inclusion in monthly index of Circulars).
- Copy to: General Secretary, APSRTC NMU, Hyderabad.
- Copy to: Secretary General, APSRTC Employees' Union, HYD.
- Copy to: General Secretary, APSRTC Supervisors' Association, Hyderabad.
- Copy to: General General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.
- Copy to: General Secretary, APSRTC SWF, Hyderabad.
- Copy to: Incharge, Record Room (5 copies).

// Attested //

  
DY. CHIEF PERSONNEL MANGER  
(RECRUITMENT)

## APPORTIONMENT OF MARKS FOR THE POSTS OTHER THAN MEDICAL DEPARTMENT

Sl. No.	Criteria	MARKS FOR			
		AOs	Other Officers	Class II & III Posts	
1)	Marks obtained in the written competitive examination conducted by the Corporation weighted down to:	50	50	50	If more than one written examination is conducted by the Corporation for any post, the marks in the 1st examination be weighted down to 20 and the marks in the 2nd examination be weighted down to 30.
2)	Marks obtained by the candidate in the prescribed basic educational qualifications for the post will be weighted down to:	35	30	30	Marks may be apportioned to a candidate on the basis of his/her performance in basic PG/ Degree/Diploma which is the minimum Educational qualification prescribed for the post.
3)	Additional qualifications.	-	5	5	If the candidate is in possession of a Higher qualification relevant to the Corporation working, over and above the minimum basic qualification prescribed for the post, marks be given for such additional qualifications as per the guidelines indicated in Appendix-B
4)	Proficiency in Sports/Games, NCC etc.  (Should have represented University/State/National level either in Sports or Games and in respect of NCC - should possess A, B or C certificate)	5	5	5	(The maximum marks for both Sports/Games and NCC put together should not exceed 5 marks)  Guidelines for awarding marks:  A) Sports/Games:  Level of Representation:  a) National 5 marks b) State 3 marks c) University 1 mark  B) N.C.C. Certificate -  a) 'C' 5 marks b) 'B' 3 marks c) 'A' 1 mark
5)	Interview	10	10	10	
	Total	100	100	100	

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The minimum qualifying marks in the written examination conducted by APD-RTC for shortlisting candidates for Interview shall be as follows:

- i) 40% marks in the written examination for all candidates in regular recruitments.
- ii) 30% marks in the written examination for SC, ST, BC and PHC /∴ candidates in limited recruitments.
- iii) Candidates shall be short listed for Interview in the ratio of 1:2 (1 post : 2 candidates) in the descending order of merit obtained in written examination, as per communal roster. Candidates securing equal marks with the candidates called against roster points should also be called for Interview.

CRITERIA FOR AWARDING MARKS FOR ADDITIONAL QUALIFICATIONS

1) Officers-Under-Training (Technical)

The basic educational qualification prescribed for Officer-Under-Training (Technical) is a Batchelor's Degree in Mechanical or Automobile Engineering or its equivalent.

The marks to be awarded for additional qualifications are as follows:

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|--|----------|
| a) Candidates possessing Post Graduate Diploma in Management. .. | 02 marks |
| b) Candidates possessing M.Tech <u>or</u> M.B.A. ..              | 03 marks |
| c) Candidates possessing M.Tech <u>as well as</u> M.B.A. ..      | 05 marks |
| d) Candidates possessing Doctorate qualification. ..             | 05 marks |

(Maximum marks allotted for additional qualifications shall not exceed ~~to~~ 5 marks).

2) Officers-Under-Training (General)

A) The basic educational qualification for Officer-Under-Training (General) is a Second Class Post Graduate Degree or a Second Class Batchelor's Degree in Law or an Engineering Degree in any discipline.

The marks to be awarded for additional qualifications are as follows:

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|--|----------|
| i) Post Graduate candidates possessing L.L.B. ....   | 02 marks |
| ii) Post Graduate candidates possessing Diploma in Management. ....                                      | 02 marks |
| iii) Post Graduate candidates possessing another PG Degree in any discipline other than Management. .... | 02 marks |
| iv) Post Graduate candidates possessing LLM .....  | 03 marks |
| v) Post Graduate candidates possessing MBA .....   | 03 marks |
| vi) Candidates possessing Doctorate qualification. ....  | 05 marks |
| B) i) LLB Graduates possessing PG Degree other than Management or Diploma in Management .....            | 02 marks |
| ii) Candidates possessing M.Phil. ....   | 02 marks |
| iii) LLB Graduates possessing MBA .....  | 03 marks |

PG Diploma in Management	02 marks
ii) Engineering Graduates possessing M.Tech. or MBA	03 marks
iii) Engineering Graduates possessing M.Tech and MBA	05 marks
iv) Engineering Graduates possessing Doctorate qualification.	05 marks

(Maximum marks allotted for additional qualifications shall not exceed 5 marks).

### 3) Traffic Supervisor (Trainee) and Ministerial Cadres

The marks to be awarded for additional qualifications are as follows:

a) Candidates possessing any Degree (for posts for which the minimum basic qualification is SSC/Intermediate ..	01 mark
b) Candidates possessing another Bachelor Degree .. .. .	02 marks
c) Candidates possessing Post Graduate Diploma .. .. .	03 marks
d) Candidates possessing PG Degree ..	04 marks
e) Candidates possessing Doctorate qualification .. .. .	05 marks

(Maximum marks allotted for additional qualifications shall not exceed 5 marks).

### 4) Mechanical Supervisor (Trainee)

The basic qualifications prescribed for the post of Mechanical Supervisor (Trainee) is LME/LEE/LAE or equivalent.

The marks to be awarded for additional qualifications are as follows:

a) Candidates possessing another related Diploma in Engineering ..	02 marks
b) Candidates possessing related Bachelor Degree in Engineering ..	03 marks
c) Candidates possessing related PG Degree in Engineering ..	04 marks
d) Candidates possessing related Doctorate qualification ..	05 marks

(Maximum marks allotted for additional qualifications shall not exceed 5 marks).