

S.R.T.C

5/471(1)/95-HRD.

CIRCULAR NO. PI. 35/95 . . . DATED: 24.5. 1995

O/O the Managing Director,  
Mushirabad, Hyderabad-500 020

Sub:- RECRUITMENT - Promotion of Routine Clerks/  
Telephone Operators/ Conductors as Junior  
Clerks - Imparting training before appearing  
for the qualifying examination - Instructions  
issued.

In the periodical meetings held with the representatives of Employees Union on the Charter of Demands, it was represented that the routine clerks be promoted as Junior Assistants without insisting on passing the qualifying test.

The matter has been examined in detail with reference to the promotion policy of the Corporation. With a view to developing higher skills and knowledge for promotion to various supervisory categories Head Clerks/ Office Superintendents in Personnel Department and vacant posts in other departments qualifying tests for promotion various posts in supervisory categories in all the departments as prescribed.

On creation of avenues of promotion to the rank of Junior Assistant for the departmental candidates from the ranks of Routine Clerks, Punch Operators, Telephone Operators, Comptists, Conductors during the year 1984, departmental qualifying examination was prescribed with the condition that the employees working in the categories of Punch Operators, Comptist, Telephone Operators and Conductors have to pass the qualifying examination prescribed for the purpose.

Keeping in view the nature of duties to be performed by the employees working in the ranks of Routine Clerks/ Telephone Operators/ Comptists/ Conductors on promotion as Junior Assistants, the following syllabus is prescribed for imparting necessary training as well as for qualifying test.

- i. Office Manual
- ii. Maintenance of File Register, Distribution Register, Movement Register, Postal imprest Register, Machine Register and all other prescribed registers.
- iii. Opening of Files
- iv. Dak distribution
- v. Maintenance of Discipline in the Office
- vi. Periodicals and maintenance of periodical register.

5. The following instructions are issued with regard to the vacancies and conducting qualifying tests for promotion to Junior Clerks in respect of Routine Clerks, Telephone Operators and Conductors under promotion quota.

a. As per the existing method of recruitment prescribed for post of Junior Assistant, in a unit of 30 vacancies (the 1st, 11th, 21st and 27th) have to be filled in by promotion by selection from the ranks of Routine Clerks, 6 vacancies (4th, 6th, 9th, 14th, 23rd and 24th) filled in by promotion from the ranks of Conductors, 2 vacancies (8th and 17th) be filled in by selection from ranks of Telephone Operators/ Punch Operators/ Comptist. posts of punch operator and comptist are not in operation now. Thereby the 8th and 17th vacancies have to be therefore to be filled in by selection of telephone operator only, at the present.

b. Every year in the month of August, the staff positions of Junior Assistants of each zone has to be reviewed by Dy.Chief Personnel Manager of the Zone concerned based on the schedules as on 31 July of the year (Slack season schedule) and No. of vacancies to be filled in by promotion and as direct recruitment has to be assessed.

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sister machine  
to  
Director (A)  
After obtaining the sanction of VC & MD to fill in vacancies, the  
eligible employees viz., i) the routine clerks, who have  
rendered 5 years of service and ii) the Conductors/Telephone  
Operators who have rendered 7 years of service have to be  
drafted for training at Zonal Staff Training Colleges of  
Zones concerned.  
The Principals of the Zonal Staff Training Colleges have to  
impart training to them for a period of 10 days as per the  
syllabus detailed at para 4.  
B. At the end of training, a qualifying examination has to be  
conducted by the Principals of Zonal Staff Training College and  
declare the results. Those who are declared to have passed  
be considered for promotion as Junior Assistants as per the  
administrative roster points fixed for Routine Clerks and  
telephone operators and conductors as mentioned at point  
o.(a) of para 5 above by the Selection Committee.  
The above process should be completed by the end of December,  
every year.  
As the examination is a qualifying examination, it is  
enough, if the candidates pass the examination once and  
do not pass the examination subsequently.  
The above procedure of conducting training and test for  
the clerks/ telephone operators/ conductors shall be adopted  
with immediate effect.

If there are any vacancies, sanction of VC & MD has to be  
obtained for filling in the posts duly processing the case  
through Executive Director of the Zone concerned and Executive  
Director (A).

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7. There is, however, no change in Syllabus in respect of conductors to be considered for appointment to the post of Assistant by direct recruitment, communicated vide circular 103/85, dated 17.8.1985.

Sd/- P.N.RANGAN  
EXECUTIVE DIRECTOR

TO  
All Officers of the Corporation.

// ATTESTED //

I/c DY.CHIEF PERSONNEL MANAGER (RECTT.)

- Copy to: AG RTC Audit Branch, Mushirabad.. Hyderabad.
- Copy to: Secy. to Corporation, Board Office.
- Copy to: Secy. to Chairman & Managing Director.
- Copy to: Personnel Officer (Trg.), Msrd., for inclusion in the monthly index.
- Copy to: Secy.General, APSRTC Employees' Union, Satyanarayanareddy Marg, Hyderabad.
- Copy to: General Secy., APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, Hyderabad.
- Copy to: Gen.Secy., APSRTC Staff & Workers Federation, H.No.1-1-60/2, Msrd., Hyderabad.
- Copy to: Gen.Secy., APSRTC Supervisors' Association (through Principal, RSTC, GR, Hakimpet).
- Copy to: Gen.Secy., APSRTC Security Staff Welfare Association through S.O (BR), JBS, Picket.
- Copy to: Sr.PublicRelations Manager for translation into Telugu.
- Copy to: Notice Board, Incharge Record Room.

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