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ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. P1/608(2)/87-PD.

OFFICE OF THE MANAGING DIRECTOR,
MUSHIRABAD::HYDERABAD:: 500 020.

CIRCULAR NO. PD-25/1988, DATED 31-3-1988

Sub: TESTS:- Conducting departmental qualifying examination for employees to become eligible to be considered for Supervisors posts - Guidelines for conducting examinations, consideration of qualified candidates and eligibility criteria to appear for the tests- Guidelines for preparation of panels for promotion - Revised instructions - Issued- Regarding.

- Ref: 1. Cir.No. PD-48/1980-81, dated 25-8-80.
2. Cir.No. LC1/590(16)/80, dated 31-3-80.
3. Cir.No. 21/83-84-PD, dated 4-6-83.
4. Cir.No. PD-51/1983-84, dated 8-9-83.
5. Cir.No. PD-50/1985, dated 20-5-85.
6. Cir.No. PD-109/1986, dated 12-9-1986.
7. Cir.No. R1/608(6)/87-PD, dated 12-6-87.
8. Cir.No. 4-TRC/88, dated 28-1-88.

- 1) A revised scheme of departmental qualifying examinations at two levels of Supervisors cadres of all the departments was notified through circular 1 cited under reference.
- 2) In the circular 4 cited, instructions were issued to conduct departmental qualifying examinations regularly during the months from August to November every year.
- 3) Through circular 6 cited, through which instructions issued in the circular 5 cited were cancelled, it was communicated that final instructions would be issued on regulating the procedure of conducting tests.
- 4) The qualifying examination shall enable the organisation to assess whether the employee had achieved certain proficiency level or not, in addition to make him/her eligible to be considered at appropriate time for higher posts in respective departments for which qualifying examinations have been prescribed.
- 5) After consideration of the matter in detail, the following instructions are issued for compliance with regard to conducting of qualifying examinations:
 - i) The employee(s) whose probation(s) has/have been declared as completed satisfactorily and completed two years of service as on the date of examination are eligible to appear for the qualifying examination.
 - ii) Mere passing qualifying examination will not entail the employee to be empanelled automatically.
 - iii) The qualifying examinations for eligible candidates in each department shall be conducted once in a year between August and December.

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- iv) After publication of results of qualifying examination and if there is need to prepare a panel of candidates to fill up promotional posts, the cases of eligible candidates ie passed and exempted candidates in the ratio of 1:3 as notified through circular 3 cited, shall be placed before appropriate Selection Committee for preparation of panel of selected candidates.
 - v) The life of the panel is one year from the date of notification of the panel.
 - vi) After expiry of the life period of the panel, qualifying test shall be conducted again for all eligible candidates before preparation of fresh panel by the Selection Committee.
 - vii) If all candidates empanelled have been promoted before the expiry of the life period of the panel and if there is need to prepare fresh panel in view of the vacancies, the Selection Committee shall meet again for preparation of panel to the extent required by considering all eligible candidates ie. passed and exempted candidates as per the procedure listed out above.
 - viii) An employee who passed the qualifying examination need not appear for the same examination again.
 - ix) Dare acts and calculators are permitted in the examination hall for reference by the candidates.
- 6) With regard to the preparation of panel of selected candidates based on merit and record of service with or without interview, the following guidelines are issued:
- i) The instructions communicated vide Cir.No.PD-21/83-84 dated 4-6-83 with regard to the number of candidates to be considered for selection shall be followed.
 - ii) While assessing the number of candidates to be empanelled, the existing and anticipated vacancies likely to occur during the course of next 12 months on account of retirement expansion of services etc., plus 10% as reserve should be considered. The panel shall not be unduly long. The panel prepared shall be valid for a period of one year from the date of notification.
 - iii) Once the name of an employee is included in the panel, his name shall not be deleted as long as the panel is valid, except in cases where adverse remarks are passed against him or in cases, where the employee is involved in serious mis-conduct subsequently.
 - iv) In case the empanelled employees are not promoted during the life period of the panel to higher post due to non-availability of vacancies, their cases will be considered along with other eligible candidates(ie)passed in previous and subsequent examinations and also exempted candidates, while building up the next or subsequent panel(s), after conducting test again.

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- v) Once the life period of the panel is over, a fresh panel shall be prepared by the appropriate Selection Committee by consideration of all eligible candidates, if the test has been conducted again after preparation of the panel which has been expired. If not, a test shall be conducted for all the eligible candidates even out of schedule before fresh panel is prepared by Selection Committee.
- vi) While preparing the panel for any Supervisory post for which qualifying examinations have been prescribed, the following types of candidates to be considered every time as per circular 3 cited.
- candidates qualified in the current examination held;
 - candidates exempted from appearing the examination;
 - candidates who were left behind in the last panel due to non-availability of vacancies;
 - candidates passed in the qualifying examinations held previously, either not considered by the Selection Committee, or considered but not selected;
 - candidates dropped from the previous panel(s) on account of involvement in mis-conduct.

The instructions contained in the circulars cited are deemed to have been modified to the extent indicated above.

Sd/- K. VIJAYARAMA RAO,
VICE CHAIRMAN & MANAGING DIRECTOR.

To
All Officers of the Corporation. For the examination scheduled to be conducted on 9-4-88 & 10-4-88, all employees who completed two years of service and whose probation is completed are eligible to appear for the examination by issue of above circular. If they are willing, they may be directed to sit for the examination with a covering letter.

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Copy to: SLO (10 copies), Msrd, Hyderabad.

Copy to: SO (ML), Msrd for inclusion in the monthly index.

Copy to: General Secretary, APSRTC National Mazdoor Union.

Copy to: Divisional Secretary, APSRTC Employees' Union

(Through DVM/VEM)

Copy to: General Secretary, APSRTC Supervisors Association.

Copy to: Notice Board/ Ic. Record Room.

// ATTESTED //

K. V. RAO.

CHIEF PERSONNEL MANAGER.