

ANDHRA PRADESH STATE TRANSPORT CORPORATION

O/o the VC & MD  
Mushirabad, Hyd'bad-20  
Date: 11.02.2014

No. T1/800(4)/2013-TRG

To  
The Principals  
Transport Academy  
STCs, HZ/HPT, GVRM,  
VL, KRNL, VZM & NLR


Sub:- PROBATION TEST:- Conducting of Probation test for  
declaration of probation for the posts of Dy. Supdt (Traffic)  
& Dy. Supdt. (Mech) - syllabus-Communicated-Reg.

Ref:-1. CM(HRD) Lr. No R2/684(11)/2013-HRD, dt. 26.08.2013  
2. This office Lr No. even dt. 31.12.2013  
3. Case No, ATM-I/(M-IT)/TRG(1)/14-IT dt. 22.01.2014.

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In continuation to this office letter cited under reference, the competent authority has accorded approval to add DCP Modules syllabus to the existing syllabus as per I.T. Department vide reference 3<sup>rd</sup> cited. Hence, the DCP module OLTAs, OPRS and Bus pass for the post of Dy. Supdt. (T) and DCP module Vemas and DCP Module Stoins for the post of Dy. Supdt. (Mech) is added to existing syllabus for conducting of probation test for the post of Dy. Supdt. (Traffic) and Dy. Supdt. (Mech) duly covering the syllabus & questions.

The added syllabus for the posts are enclosed herewith for necessary action.

  
CHIEF MANAGER (EE)

Encl: as above

Copy to All EDs, for favour of information please.  
Copy to All HODs & RMs for information please.  
Copy to All Dy. CPMS for information and n/a.

(1)

**PROBATION TEST FOR THE POST OF Dy Supdt. (Mech)**  
**(SYLLABUS)**

(Answer any Five Questions out of 8 questions only)  
20 marks. each question.

**PAPER - I Maintenance :** Duration : 3 hours Marks 100

- Definition & objectives of Automobile. Major Components of Vehicle
- Working Principle of Diesel Engines.
- Basic System of an engine. types of engines. latest engines. environmental standards
- Lubricating Systems – HSD & LUB.
- Exhaust & Air brake Systems.
- Fleet – Maintain in APSRTC importance of maintenance. types of maintenance. Preventive Maintenance/ Schedule I, Schedule II, Schedule III, Schedule IV Maintenance, CO & Body sundry repairs/ break down analysis. measures decrease break downs & break Down maintenance
- Units: Front axle, Rear axle. gear box. Radiator. Cranck & PP shaft.
- Strategies to improve key parameters in MLD.
- Local repairs, local purchase & imprest.
- Damages repairs to bus body and DS 8 procedures
- HSD Kmpl & Lub Kmpl and Measures to be taken to increase kmpl
- Tyre Preparation & Maintenance procedure at Depots& different types of Tyre damages: S1,S2,S3 etc. and precautions to minimize.
- Different Computer reports and its uses in up keep of vehicles & improving kmpl (HSD, LUB) and Tyre Life.
- Alternate fuels, (CNG, Natural gas, bio diesel. solar etc
- Fitness of Vehicles, Renewals of Driving License
- Enquiries .

**PAPER - II Duration : 3 Hours 100 Marks**

Four (4) questions from each section a,b,c,d & e and candidate should answer two (2) from each section.(100 marks. (each question. 10marks 10 questions) 3 Hours.

**A) Traffic:**

- Ticketing system in APSRTC.
- Classification of Accidents. Causes & Remedies
- Various Marketing schemes.
- Special Hire Terms & conditions.
- Crew and Bus scheduling and link.
- Increase of EPK Punctuality & up keeping of Buses.
- Strategies to improve O.R and other key result areas and improvement of productivity.
- Areas of co-ordination with other departments.
- Bus Passes,
- D L procedure

  
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B) **PERSONNEL:-Office Manual**, various registers to be maintain in office and its general function ,opening of New files: delegation of powers etc.

Stock File, "T" File, Disposal of Files. A.B.C.D. Disposal and Retention period  
Economy in the use of stationery, furniture, telephone etc.

Disciplinary procedures, Regulations. Procedure of disciplinary action

C) **ACCOUNTS DEPT:** Account system at Depot  
Various Accounts Registers:  
Traffic Revenue Register TRR - MTA -51A  
Cash Book Main C.B. NTA -51B  
Cheque Issue Register CIR - 51C  
Journal Register MTA - 51D  
Ledger Register MTA - 51E  
Bank Reconciliation reports & Scrutiny of records. Debit Advise.  
Credit Advise, Form A Large- Suspension Account. Subsistence.  
Allowance. - L.P.C.

D) **MATERIAL MGMT:** Objectives of material management  
Inventory control - ABC analysis. VED analysis FSN Analyses  
Material management activity at Depot Level  
Management of Tyres. Disposal of  
Scrap (U/S). (Items) cost control items - Local Purchase  
Receipt and Accountal. Entries of Receipt particulars  
Units handover Procedure of scrapping of material and vehicles.  
Disposal of unserviceable material and dispatch to Store.

E) **ACTS:**  
**Motor Vehicle Act. 1988:**  
Definitions: Permit. Stage Carriage. Contract carriage.  
Sections - 70, 83 & 87  
**MTW Act**  
Hours of work, Rest interval. spread over. split of duty and  
Day of Rest.  
**I.D. Act 1947:**  
Industry. Industrial Disputes retrenchment. Recognized unions.  
joint meetings.  
**FACTORIES ACT:**  
Working hours of day, week, weekly off. Compensatory Holiday.  
interval of Rest spread over, night shift, duty hours as per Factories  
Act.  
**GRATUITY:**  
Eligibility of General condition of payment for Gratuity etc.



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**PROBATION TEST FOR THE POST OF DY.SUPDT.(Mech)**  
**DCP MODULE:VEMAS**

1. Scope
2. VEMAS data entry register
3. Main menu and various sub-menus
4. Data entry and report generation procedure
5. Master file operations
6. Report file names and its formats
7. Flexi reports
8. MED-web based reports
9. Codes in VEMAS
10. .dat files
11. Tyres fitment & Removal concepts
12. Group incentive scheme
13. Control file records
14. Problems and rectification procedure
15. Important validations.

**DCP MODULE: STOINS**

1. Scope
2. Basic inputs for STOINS
3. Data required
4. Main Menu and various sub-menus
5. Data entry and report generation procedure
6. Master file operations
7. Report file names and its format
8. Codes in STOINS
9. .dat files
10. Major & Non-major units
11. Control file records
12. Problems and rectification procedure
13. Important validations.