

ANDHRA PRADESH STATE TRANSPORT CORPORATION

No.T1/800(1)/2014-TRG



O/o.the VC & MD  
Mushirabad, Hyd'bad-20  
Date:15.11.2014

To  
The Principals  
Transport Academy  
ZSTCs, HZ/HPT, GVRM,  
WL, KRNL, VZM & NLR

Sub:- PROBATION TEST:- Conducting of Probation test for  
declaration of probation for the posts of Dy.Suptd (Mtls)  
& Jr.Asst.(Mtls) - syllabus-Communicated-Reg.

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The approved syllabus for the posts of Dy.Suptd.(Mtls) and  
Jr.Asst.(Mtls) are enclosed herewith for conducting the probation test  
for the above post as per syllabus.

CHIEF MANAGER(EE)

Encl: as above

Copy to All Dy.CPMS for information and n/a.

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28/11/14

PROBATION TEST FOR THE POST OF Dy.Supt. (Mtls)  
(SYLLABUS)

**PAPER- I STORES MANAGEMENT :** Duration : 3 hours Marks: 100  
(Answer any Five Questions out of 8 questions only)  
20 marks. each question.

- Introduction of Material Management:- Inventory Management, ABC, VED analysis, Cost Control Items, Stock of items.
- Introduction of depot stores, indenting. Receipts, issued and accountal of items/HSD oil, Preparation of MTD 27R, STOINS- Data Entry, Report generation and importance of various reports, stores manual and functioning of stores etc..
- Local purchase Procedure, floating enquiries, Delegation iof Powers, processing of cases.
- T&P Items – Maintenance of log books & History cards for T&P, standard life of T&P, procedure for replacement of T&P, Test Audit, AG Audit at depots, Recording of performance of trial purchase order items.
- Overview of purchase activity – Payment & Accountal.
- Bulk procurement – Role of Contract Cell.
- Receipt of materials and inspections, inventory reconciliation.
- OLIMS- Data entry, report generation & importance of various reports.
- Procedure of tender-cum-auction of scrap material and vehicles etc – Important circular instructions and (e-auction procedure)
- Test & AG Audit at Zonal Stores, Inventory Management with optimum service level, reporting performance of trial purchase orders to contract cell LFC procedure, procedure for sending samples to CIRT/other testing labs through OLIMS.
- J Ward Activities:- Tyre branding, procedure for CF/PF claims, allotment of tyres for RC at TRS/Outside firms, disposal of scrap tyres, two bin system and its advantages, disposal of obsolete items.  
Version:
- Performance parameters of Stores Department: Average monthly inventory, service level, claims pending etc.

**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.10 marks 10 questions)3 hrs.

**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



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

- a) Preparation of Note to HOD/CCOS/PO/SO
- b) Correspondence with suppliers/bankers/Accounts/Mech.Engg.Department

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. MTA -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) **Maintenance:-** Main Components of Vehicles  
Maintenance systems: :Preventive & Break down system of  
maintenance  
Names of the items to be attended in Sch. I, II, II, IV,  
Maintenance system.  
HSD, LUB, KMPL improvement techniques  
Tyre preparation and different tyre damages S1, S2, S3 etc.  
Areas of Co-ordination with other departments .  
Important circulars on key result areas.  
Types of vehicle failure.

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.