ANDHRA PRADESH STATETRANSPORT CORPORATION

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

No.T1/800(4)/2013-TRG   Date:11.02.2014

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. 31.12.2103
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 3rd cited. Hence, the DCP
Module OLTAs, OPRS and Bus pass for the post of Dy.Sudt.(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)

Incl: 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.

PROBATION TEST FOR THE POST OF DY.SUPERINTENDENT (T)

(SYLLABUS)

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

PAPER – I "OPD"   Duration: 3 hours   Marks : 100

- Objectives & Philosophy of corporation.
- Ticketing System, basic fares and fare structure of different types of Services.
- Crew & Bus Schedules in APSRTC.
- Measures to increase crew and vehicle productivity.
- Duty booking, chart preparation and MTD 281 etc.
- Different Types of Bus Passes.
- Classification of Accidents – Causes & Remedies to Curb the accidents.
- Preliminary enquiry & Domestic enquiry Procedure.
- Various Marketing Schemes.
- Special Hire Procedure Terms & Conditions.
- Route profitability improvement Mechanism.
- Strategies to increase ticket and non ticket revenues and other key result areas
- Measures to increase O.R.
- Important circulars on key result areas.
- Co-ordination with other departments.
- Permits, Periodical Medical Examinations.

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)   Maintenance:-   Main Components of Vehicles
Maintenance systems: :Preventive & Break down.
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.

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

PROBATION TEST FOR THE POST OF DY.SUPDT.(T)

DCP MODULE:OLTAS

1. Scope
2. List of outputs Day/Mid-month/monthly
3. Critical outputs for Managerial/supervisory control
4. Data required for OLTAS modules
5. Main menu and various sub-menus
6. Data entry and report generation procedure
7. Master file operations.
8. Procedure for computerization of Data booking and generation of outgoing chart.
9. Report file name
10. TIMS-Procedure for creation of Master Files(Route, service etc.)
11. TIMs- Procedure for TIMs upload and download data ✓
12. TIMs – Procedure for checking with TIMs ✓
13. TIMs- Generation of various TIMs buses reports
14. TIMs – Procedure for accountal of on line failure of TIM ✓
15. TIMs – Hardware and software problems and procedure for cal escalation.
16. Various codes (Leave, Earnings, service type codes etc) required in OLTAS.
17. Generation of Crew Musters ✓
18. Data files of transaction/Masters
19. Control file records
20. General COBOL error messages and action to be taken.
21. Report formats
22. Generation of crew allowance ✓
23. Procedure for line payment of double duty to crew ✓
24. Various re-organization procedures
25. WEB BASED REPORTS: Procedure for data uploading and generation of various reports.
26. Manual procedure for in case of computer system failure.
27. Maintenance of various type history cards for all related computers and TIMs.

OPRS:

1. Introduction to OPRS
2. Objectives of OPRS
3. Operator module.
4. ATB Agent prepaid system
5. Masters module
6. Ticketing module
7. Supervisory module
8. Reports module
9. E-ticketing/on line system and reports
10. B2B Agent system
11. Cancellation/preponement/postponement module

BUS PASS:

1. Overview of computerized Bus pass system.
2. Supervisory module
3. Operator module
4. Masters module
5. Reports module.
6. Franchisee system