

ANDHRA PRADESH STATE TRANSPORT CORPORATION



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

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

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.

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.

*De sypndy
all syllabi
in over com
28/11/14*

PROBATION TEST SYLLABUS FOR THE POST OF JR.ASST.(MAT)

DURATION: 3.00 HRS

MARKS: 100

RECEIPTS SECTION:

Types of payments, procedure of material accounts, sending supplies for lab testing, lodging of claims and reimburse from the firm, sending rejected material to the firm. Approved supplier and its importance, TRAK purchase order, Test & Trail importance.

WARDS:

Inventory Definition, Present indenting pattern of Depots, CMA & ADJ – CMAS importance and procedure, PF Batteries, Transfer issue Note (TR), FIFO, LIFO systems.

CIRT:

Sending of samples of CIRT, Preparation of pay order of testing charges, maintenance of CIRT Register, CIRT claim arrival for not approved samples, correspondence with CIRT for Non-receipt, Samples and test reports.

PURCHASE SECTION:

Purchase activities at Zonal Level, and other importance aspects of purchase activity. Record and information system purchase section. Inventory Controls.

J.WARD:

Accountal, Branding and issue of New Tyres, receipt of tyres from depots and inspection, CF Tyres, Joint Inspection and receiving awards.

DISPOSAL SECTION ACTIVITIES IN ZONAL STORES:

Aims and functions of disposal section, duties of SA/JA(Mat), Receiving and Accountal of material in DS8 ward, schedule Master in Disposal, TCA Systems & Planner, Lot Formation Committee, stock report, inspections, Tender Forms generation and issuing, Disposal of vehicles, Tyres, Batteries. e-Auctions procedure, sale orders/issue note generation. Importance of Green & costly items and disposal Activity.

Stores Manual

Review, General Points and clarification of doubts.