

ACCOUNTS DEPARTMENT

SYLLABUS FOR

LOWER ACCOUNTS MANAGEMENT EXAMINATION

PAPER No. I: GENERAL RULES & PROCEDURE INCLUDING DRAFTING

ONE compulsory question in drafting (this draft is confined to Office work only) and questions on Acts & Regulations.

1. The RTC Act and Rules
2. The APSRTC Employees' (Conduct Regulations 1963
3. The APSRTC Employees' (Classification, Control and Appeals) Regulations 1967
4. The APSRTC Employees' (Depreciation Fund) Regulations 1967
5. The APSRTC Employees' (Medical Attendance) Regulations 1963
6. The APSRTC Employees' (Bus Pass) Regulations 1964
7. The APSRTC Employees' (Recruitment) Regulations 1966

NB: Reference Books such as Regulations/Circular instructions are allowed. Candidates are requested to bring in their own Regulations/Executive instructions.

PAPER NO. II: BRANCH PAPER:

One subject as selected by the candidate.

a) PROVIDENT FUND INCLUDING FPS & EDLIF:

- i) The APSRTC Employees' (Provident Fund) Regulations
- ii) Circular instructions on FPS and EDLIF
- iii) Payment of Gratuity Act 1972
- iv) Chapters - IX, X, XV of Accounts & Audit Manual

b) FINANCE & STORES: OR

- i) Indian Railway General Code Chapters-VII & VIII
- ii) A.P. Budget Manual Chapters-I, III, V, VII & VIII.
- iii) Chapters-III, IV, V, VI, VII, XIV/ XVIII, VIII of Accounts & Audit Manual. /XVI

c) PAY & ALLOWANCES: OR

- i) The APSRTC Employees' (Leave) Regulations 1963
- ii) The APSRTC Employees' (Service) Regulations 1964
- iii) The APSRTC Employees' (Pay & Allowances) Regulations 1964
- iv) The Payment of Gratuity Act 1972
- v) Chapters from Ex-NS Railway Establishment Code (Chapters-V, Division-A, Section-III, V, VI & IX)
- vi) Ex-NSR Service and Leave Rules
- vii) Chapters-I, IX, X, XI, XII, XIII, XV, XVIII of Accounts and Audit Manual. /XVI

d) AUDIT & INSPECTION: OR

- i) All chapters of Accounts & Audit Manual
- ii) Civil Engineering Manual.

INTERNAL AUDIT

V, VII and VIII  
s-VII & VIII

II, XIV, XVI,

Manual.

SECTORS  
(DEPARTMENT)

breakdown rate

...3

MECHANICAL ENGINEERING DEPARTMENT

SYLLABUS FOR

LOWER MAINTENANCE MANAGEMENT EXAMINATION

DURATION : 3 HOURS

MARKS : 100

SECTION : A

MARKS : 80

1. Knowledge of Daily, Weekly, Monthly, Quarterly and other periodical maintenance schedules.
2. Common failures and their rectification.
3. Knowledge of methods of control
  - a) HSD Oil consumption
  - b) LUB Oil consumption
  - c) Expenditure on Tyres
  - d) Expenditure on Spares.
4. Forms, Registers and Periodicals commonly used on maintenance side.
5. Depot Incentive scheme
6. Float Units
7. Permissible repair schedules
8. Key indicators of maintenance and their importance
9. Maintenance of Plant & Machinery

SECTION : B

MARKS : 20

1. CC & A Regulations
2. Leave Regulations

MECHANICAL ENGINEERING DEPARTMENT

SYLLABUS FOR

LOWER MAINTENANCE MANAGEMENT (BODY BUILDING UNIT) EXAMINATION

DURATION : 3 HOURS

MARKS : 100

SECTION : A

MARKS : 80

1. Knowledge of New Bus Body Building Unit, Production Schedule, Planning for production and materials.
2. New Bus Body Building Unit production Incentive Scheme
3. Maintenance of Plant & Machinery Machine log books

- b) Maintenance parameters-KMPL Break-down rate
- c) Analysis of failures
- d) Analysis of cancellations of KMs

MATERIAL MANAGEMENT

- a) ABC Analysis, Inventory Control
- b) Local Purchase procedures

Marks : 12

Marks : 20

FINANCE MANAGEMENT

- a) Principles of financial proprietary
- b) Budgeting
- c) Profit & Loss

Marks : 12

Marks : 60

PERSONNEL DEPARTMENT

- a) Man Power Planning
- b) Training & Induction
- c) Industrial Relations & Labour Welfare
- d) Public & Human Relations

Marks : 12

use analysis

GENERAL MANAGEMENT

- a) Principles of management
- b) Qualities of Leadership
- c) Communication and its barriers
- d) Grievance procedure

Marks : 12

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OPERATIONAL MANAGEMENT

SYLLABUS FOR

LOWER OPERATIONAL MANAGEMENT EXAMINATION

DURATION : 3 Hours

SECTION : A

Marks : 100

Marks : 40

I. ACTs

- a) M.V. Act 1939
- b) Taxation Act
- c) M.T.W. Act 1961

II. REGULATIONS

- a) C.C.A. Regulations
- b) Leave Regulations

Marks : 20

SECTION : B

Marks : 60

I. OPERATIONAL MATTER

1. Principles of Scheduling & Sector-wise Analysis
2. Bus Links
3. Crew Links
4. Accidents
5. Surveys
6. Grievance procedure
7. Maintenance of records & registers at depots
8. Bus Station management
9. Jathras management
10. Checking
11. Incentive schemes
12. Domestic enquiries
13. VLT & Cargo Services
14. City operations.

MINATION

Marks : 10

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Marks :

Marks :

....22

- e) I.D. Act, 1947
- f) Workmen's Compensation Act, 1923
- g) Payment of wages Act, 1936
- h) Trade Union Act, 1926
- i) M.V. Act, 1939 (Chapter-IV-A (and Section 109 & 110))
- j) E.P.F. Act, 1952 & Rules thereunder
- k) Payment of Gratuity Act, 1972

GENERAL MANAGEMENT (OTHER DEPARTMENTS)

SECTION : B

- 1. OPERATIONAL MANAGEMENT Marks : 60
  - a) Principles of Scheduling Marks : 15
  - b) Bus links
  - c) Crew links
  - d) Advertisements
  - e) Payment of Taxes
- 2. MAINTENANCE MANAGEMENT Marks : 15
  - a) Schedules of maintenance
  - b) Analysis of failures
  - c) Maintenance, parameters - KMPL - Breakdown rate
  - d) Analysis of cancellation KMs
- 3. MATERIAL MANAGEMENT Marks : 15
  - a) ABC Analysis, inventory control
  - b) Local Purchase Procedure.
- 4. FINANCIAL MANAGEMENT Marks : 15
  - a) Principles of Financial Proprietary
  - b) Profit and Loss
  - c) Budgeting

PERSONNEL DEPARTMENT

SYLLABUS FOR

LOWER PERSONNEL MANAGEMENT EXAMINATION

DURATION : 3 Hours

(OFFICE MANUAL & REGULATIONS)

Marks : 100

SECTION : A

Marks : 40

- a) Office Manual
- b) Regulations of the Corporation with emphasis on Service, Conduct, Recruitment, Leave, Pay & Allowances, Bus Pass, C.C.A. Regulations, P.F., & Gratuity Regulations including Acts.

(LABOUR LEGISLATIONS & OTHER ACTS)

SECTION : B

Marks : 40

- a) Family Pension Scheme
- b) EDLI Scheme
- c) Workmen's Compensation Act, 1923
- d) Employment Exchanges (Compulsory Notification of Vacancies) Act 1959.

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Marks : 100  
Marks : 40  
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Marks : 30  
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Marks : 30

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Marks : 100  
ULES  
Marks : 40

✓ : 25 :

- e) Industrial Disputes Act, 1947.
- f) Code of Discipline and criteria for the recognition/
- g) Staff Benefit-cum-Thrift Scheme /of Trade Unions
- h) Grievance Procedure
- i) Factories Act, 1948 (Salient features, regulating Licences, Health, Welfare, Working hours & Returns)
- j) Payment of Wages Act 1936
- k) R.T.C. Act, 1950 and Rules made there-under (Salient features) M.T.W. ACT 1961
- l) M.V. Act, 1939 (Chapter IV(A) and Accidents, Sections 109 & 110, and definitions, Permits, Registration and their applicability).

HIGH

DURATION : 3

SECTION : A

- 1. Principles of Management (Principles of Management, Defensive and (bad) and I
- 2. Procedure of Management materials :
- 3. Procedure of Management cles into ing of un

(GENERAL MANAGEMENT - OTHER DEPARTMENTS)

Marks : 20

SECTION : C

- a) Preparation of notes to the Corporation, General Manager/Head Of the Department
- b) Correspondence with other Organisations
- c) Preparation of Circulars, Administrative Instructions, etc.

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SECURITY DEPARTMENT

SYLLABUS FOR

HIGHER SECURITY MANAGEMENT EXAMINATION

PAPER 1

DURATION : 3 Hours

Marks : 100

SECTION : A

Marks : 40

- 1. Duties of Security Personnel as per norms
- 2. Administration of Security Department
- 3. Knowledge of independent management of Security posts in Workshops/Depots and other units.

SECTION : B

Marks : 30

- 1. Inspection - Submission of inspection reports
- 2. Submission of periodical diaries/reports by Security Supervisors/Staff/Investigation reports
- 3. Collection of information on vigilance and submission of reports to CV & SO/V & SO.

SECTION : C

Marks : 30

- 1. Knowledge of domestic enquiry procedure
- 2. Enquiries - All types of complaints - Method of conducting preliminary enquiry - Reporting of.

SECTION : B

1. PERSONNEL

- a) APSR
- b) APSR
- c) APSR
- d) APSR
- e) APSR
- f) APSR
- g) APSR

2. SECURITY

a) Indi

- b) Crim
- cedure
- c) Evid

3. MATERIAL

- a) Loca
- (Rec
- b) Disp
- c) HSD

4. OPERATI

- a) Tick
- b) Che
- c) Fai
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✓ STORES & PURCHASE DEPARTMENT  
SYLLABUS FOR

LOWER MATERIAL MANAGEMENT EXAMINATION

DURATION : 3 Hours

Marks : 100

SECTION : A

Marks : 70

I. PURCHASE

Marks : 35

- a) Forms Registers Periodicals commonly used in Stores & Purchase Department.
- b) Key indicators of Materials Management and their importance.
- c) Local Purchase Procedures.
- d) Legal aspects of purchasing.
- e) Procurement procedures for capital equipment items.
- f) Rate contract and proprietary items.
- g) Follow up action for supplies against order and their procedures for effective delivery

II. STORES

Marks : 25

- a) Internal Audit procedure
- b) Delegation of Powers
- c) Claims section procedure and precautions to be followed.
- d) Stock verification and reconciliation.
- e) Accountal and rejection procedure of R & I and Stock materials of the Corporation

III. DISPOSALS

Marks : 10

- a) Procedure of Tender-cum -Auction of Scrap vehicles and Scrap Materials
- b) Auction Committee and their function and responsibilities.

SECTION : B

Marks : 30

- a) Preparation of Note to HOD/CCS/PO/SO
- b) Correspondence with suppliers/Bankers/Accounts/Mechanical/Engineering Department.

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SYLLAB

PAPER - I

- a) Fact
- b) Work
- c) I.D.
- d) Code
- e) Prov
- Link

PAPER - II

- a) Paym
- b) ESI
- c) Tra
- d) Gra
- e) M T

PAPER- III

- Aud
- Acc
- Gen

PAPER - IV

- RTC
- Reg
- Mot
- A F
- and

PAPER - V

Of

PART - I

To

PART - II

Of

SYLLABU

PAPER

Offic

Ksd/-