

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director,
Mushirabad, Hyderabad -20.

No. P1/502(1)/86-HRD.

CIRCULAR NO. PD-41/1991 DATED 29-5-1991.

SUB: RECRUITMENT: Recruitment for the posts
of Driver and Conductor - Revised
method of selection - Instructions
issued - Reg.

- Ref
1. Cir.No.PD-54/80-81, Dt.19-9-80.
 2. Cir.No.PD-61/84-85, Dt.28-9-84.
 3. Cir.No.PD-77/84-85, Dt.29-11-84.
 4. Cir.No.PD-33/85, Dt.22-4-85.
 5. Cir.No.P1/502(5)/85, Dt.16-11-85.
 6. Cir.No.PD-141/85, Dt.12-12-85.
 7. Cir.No.PD-124/86, Dt.7-11-86.
 8. Cir.No.PD-31/87, Dt.21-3-87.
 9. Lr.No.P1/537(5)/87-PD, 25.5.88.
 10. Notification No.P1/502(30)/87-PD,
Dt.15-10-88.
 11. Notification No.P1/502(35)/88-PD,
Dt.10-2-1989.
 12. Cir.No.PD-38/90, Dt.12-03-90.
 13. Cir.No. 3/90-HRD, dt.28.7.1990.

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Instructions regulating the selection procedure for the posts of Driver and Conductor have been issued vide circulars cited from time to time after obtaining the orders of competent authority.

In terms of the circular 2nd cited, advertisements have to be issued in leading news papers circulated in the State in addition to placing requisitions on Employment Exchanges. Guidelines were issued in the same circular for adjustment of excess staff before working out actual requirement of Drivers and Conductors at each division and taking approval of Executive Director (A).

In order to regulate number of applications to be received for the post of Conductor, instructions were issued vide circular 3rd cited, prescribing minimum percentage of marks to be secured in SSC or its equivalent examination of the candidates of different categories/castes. Also instructions were issued in the same circular on calculation of percentage of marks and adding weightage marks to the examination for preparation of merit list for the post of Conductor.

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Instructions were issued vide circular 4th cited, on procedure of calculation of requirement of crew in each division and also to regulate the appointments with probationary rights.

Instructions were issued vide circulars 5th & 6th cited, to delete the marks secured in Hindi subject in SSC, SSLC, HSC, HSC(MP) or equivalent examination for calculation of percentage of marks.

Instructions were issued vide circular 8th cited, for computation of marks and weightage marks in case of candidates passing the SSC or its equivalent examination in compartment.

Instructions were issued vide confidential letter 9th cited to send selected list of Drivers and Conductors to the Regional Manager of the region concerned before displaying on the notice board.

Instructions were issued vide circular 12th cited, to send particulars of requirement of Drivers and Conductors by every division, to Head Office in order to issue centralised advertisement from Head Office.

The experience in the past 7 years in conducting recruitment for the posts of Driver and Conductor has revealed that unmanageable number of applications were received for very few posts of Drivers and Conductors in each division. This has increased the lead time considerably in season in some divisions, resulting in not keeping panels ready before peak adversely affected the operations. The delay in some cases has Employment & Training has advised the Corporation to place requisitions for the posts of Driver and Conductor on Employment Exchanges only.

Keeping in view the letter of Director of Employment & Training and the practical difficulty experienced in handling large number of applications, the following revised instructions are issued in supersession of the instructions in the circulars referred to above, for recruitment to the posts of Driver and Conductor.

CALCULATION OF REQUIREMENT OF CREW:

Before contemplating to ~~employ~~ direct recruitment for the posts of Driver and Conductor, the Divisional Manager shall review the existing crew links and if there is any slackness, the duty charts shall be modified to obtain the following reasonable productivity from the crew.

- i) Driver utilised on express service - 240 KMs per day's duty.
- ii) Driver utilised on district service - 175 KMs per day's duty.
- iii) Driver utilised on City service - 100 KMs per day's duty.

The total requirement of crew for the next peak season shall be properly assessed ensuring productivity as indicated above and then shortfall likely to arise shall be calculated taking into account the following factors.

- i) No. of Drivers and Conductors required for existing schedules ensuring minimum productivity indicated above and calculated at approved norms of 2.6 per schedule.
- ii) No. of Drivers and Conductors required for ensuing peak season on account of increase in schedules, i.e., Jan, to December of next year.
- iii) No. of Conductors required for contingency of suspensions and sudden absenteeism.
- iv) 10% on item i, ii & iii to meet any unforeseen expansion or nationalisation etc.
- v) The possible number of drop outs in the medical examination on account of medical unfitness (this should be assessed based on experience of previous recruitment).

After calculating the requirement of Drivers and Conductors as above, the Divisional Manager shall attempt to adjust the surplus men available in other depots within his jurisdiction. He shall also verify with the Regional Manager on the possibility of adjusting excess staff of other divisions in these two categories. After adjustment of surplus Drivers and Conductors in his own division, and other divisions of the Region, the Divisional Manager shall first report to the promotion of departmental candidates for the post of Driver and Conductor wherever it is provided under recruitment regulations.

Only after exhausting the above exercise as mentioned above, the net requirement of Drivers and Conductors for the next one year shall be calculated and proposals for direct recruitment be sent to ED(A) through RM for approval for the posts of Driver and Conductor. He shall send the proposals in the proforma indicated at ANNEXURE-A.

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After receipt of approval from ED(A), the Divisional Manager shall place requisitions on Employment Exchanges within his jurisdiction with a request to sponsor the candidates who fulfill the qualifications mentioned in the Recruitment Regulations for the posts of Driver and Conductor in the ratio of 1:7. While placing the requisitions, the Divisional Manager shall also send the proforma of application to the Employment Officers with a request to supply the same to the candidates who are being directed by Employment Exchanges for the post. At the same time, the Divisional Manager shall also issue a circular calling applications from eligible departmental candidates within his division against direct recruitment for the posts of Driver and Conductor. While placing the requisitions on Employment Exchanges and calling the applications from eligible departmental candidates, the qualifications as mentioned in the recruitment regulations for the posts of Driver and Conductor only shall be mentioned and no other conditions be mentioned. No insistence on minimum percentage of marks to be secured by the candidates in SSC or its equivalent examination will be made. The Recruitment Regulations for the posts of Driver and Conductor which are in force now are shown in ANNEXURE-B for ready reference. No advertisement shall be issued for the posts of driver and conductor here after.

After receipt of lists of candidates from Employment Exchanges, the Divisional Managers shall arrange for scrutiny of particulars furnished in the lists with reference to the qualifications and standards prescribed for the posts of Driver and Conductor and send call letters to the eligible candidates in the proforma shown at ANNEXURE-C. Call letters shall be sent by "CERTIFICATE OF POSTING" well in advance asking them to produce original certificates alongwith one set of photostat copies of certificates to be attached to application form (duly filled in) and DD or Postal order for Rs.10 (Rupees Ten only) payable to Sr. Manager (Finance) A.P.S.R.T.C., of the Region concerned in case of OC candidates in person on the dates fixed for interview. In case of candidates for the post of drivers they shall be asked to attend for driving test. Nativity or local candidate certificate need not be insisted as candidates sponsored by local Employment Exchanges are only being considered. However, the Divisional Manager shall issue an advertisement in one Telugu daily widely circulated within his area, indicating the date of interview and asking the candidates sponsored by Employment Exchanges to appear before the Selection Committee irrespective of the fact whether they have received the call letter or not.

After call letters are sent to the candidates, the Divisional Manager shall send a requisition to the Regional Manager for constitution of Selection Committee. The Regional Manager in turn shall send proposals to Vice-Chairman & Managing Director through ED(A) for constitution of Selection Committee.

Before the selections are commenced, a statement of the candidates sponsored by Employment Exchange/s shall be prepared with particulars such as name of the candidate, father's name, date of birth/age (which will correspond with the list sent by Employment Exchanges), educational qualifications, percentage of marks obtained in SSC, Caste, Height, experience, Driving Licence particulars, Conductor Licence particulars, experience if any etc. based on the list. These lists shall be placed before the Selection Committee. The Selection Committee shall scrutinise these lists with reference to the original certificates produced by the candidates for their correctness and proper remarks be passed whenever they do not tally with the particulars available in the original certificates. A set of photostat copies brought by the candidates be collected and attached to the application for reference. After scrutiny of bio-data and other particulars of the candidates in the statement by the Selection Committee with reference to the original certificates, the selection of candidates should be taken up according to the procedure as laid down below.

SELECTION PROCEDURE FOR THE POST OF DRIVER:

After the scrutiny of certificates, the eligible candidates who fulfill the age, height, driving licence period in Heavy Passenger Motor vehicle and Heavy Goods vehicle shall be tested in literacy in terms of Circular NO. PD-18/1987-TRG, dated 4-11-1987. A copy of this circular is enclosed at ANNEXURE-D for ready reference. After literacy test these candidates shall also be tested in driving by Committee of Officers nominated by VC & MD for this purpose. The selection of candidate shall be based on marks secured in driving test by eligible candidates duly following the rule of reservation. Panel of selected candidates to be prepared to the extent required.

SELECTION PROCEDURE FOR THE POST OF CONDUCTOR:

The percentage of marks obtained by the candidate who fulfill the age, height, qualifications as per recruitment regulations, shall be calculated by the Selection Committee as follows.

The marks secured by the eligible candidate in SSC, or SSLC or HSC or HSC(MP) or Andhra Matric or Osmania Matric or equivalent shall be taken as percentage of marks without taking into account the marks secured in 2nd language. In majority of the cases the 2nd language of the candidates is Hindi. But in some cases, the candidates take Hindi as 1st language and Telugu or Sanskrit as 2nd language. In order to have uniformity, the marks in 2nd language irrespective of the fact whether 2nd language is Hindi, Telugu or Sanskrit shall not be added for calculation of percentage of marks. However, Telugu should be one of the subject of study for all the candidates either as 1st language or 2nd language or 3rd language in SSC or its equivalent examination irrespective of the fact whether marks in Telugu are taken into account for calculation of percentage of marks or not. As regards Osmania Matric and Andhra Matric where only 5 subjects are taught, the marks shall be calculated for all 5 subjects, irrespective of the fact whether Hindi is included in 5 subjects or 2nd language is included in 5 subjects.

Marks in 2nd language shall not be counted.

After calculation of percentage of marks, weightage marks shall be given at the rate one mark for each completed year from the date of passing SSC or its equivalent examination or after completion of 21 years of age whichever is later, subject to a maximum of 14 marks. The weightage marks be calculated, as on 1st July of the year in which recruitment is made. For additional qualifications like Intermediate, Diploma, Graduation or Post-graduation possessed by the candidates, no weightage marks will be given. The candidates who have passed SSC or its equivalent examination on compartmental basis shall be considered only after considering the candidates who have passed the examination on regular basis in one attempt. An illustration to calculate the percentage of marks for different qualifications like SSC, HSC, HSC(MP) and calculation of weightage marks is shown in ANNEXURE-E.

The percentage of marks and weightage marks shall be calculated by one of the Selection Committee Members and endorsement be made to that effect in the guide sheets by the Selection Committee members.

After calculation of percentage of marks secured by each candidate duly adding weightage marks, a merit list shall be prepared by the Selection Committee and panel of selected candidates be prepared to the extent of requirement based on merit duly following the rule of reservation.

Considering the time consumed for initiating recruitment which includes calling candidates, interview, driving test, preparation of panels, it has been decided to revise the life period of the panel from earlier 12 months to 18 months, only to the posts of Driver and Conductor.

panel life increased to 18 months

After preparation of selected lists based on merit and following rule of reservation, the lists of selected candidates shall be displayed on the notice board by the Chairman of the Selection Committee on the same day on which selections/panels and rosters are finalised/prepared. In very exceptional cases, where roster preparation is completed very late in the night, the selection list shall be displayed on the next day morning.

Before appointment of the candidates empanelled for the posts of Driver and Conductor, their antecedents shall be verified in terms of Cir.No.PD-79/1985, Dt.11-7-85. The existing system of verifying original certificates and driving licence with issuing authorities shall be continued.

Antecedents

After selections are finalised, regular appointments with probationary rights should be made against 90% of the slack season requirements of vacancies (scheduled for the month of 1st August of that year). For the remaining 10%, appointments should be made on temporary basis under regulation-17 of APSRTC Employees' (Recruitment) Regulations. For peak season, requirement over and above slack season requirement, the candidates from the selected panel shall be engaged on casual basis (daily wage basis) to ensure operations without cancellations during the absence period of Drivers and Conductors.

To meet the contingency of suspensions and sudden absenteeism, candidates be engaged on casual basis (daily wage basis) in respect of category of Conductors alone; but however the total compliment of employees with wages including casual engagement should not exceed the crew requirement at the rate of 2.6 per schedule. No sooner the regular staff i.e. 2.6 Driver and 2.6 Conductors report for duty, the casual Drivers and Conductors shall be discontinued. At no point of time, the bus staff ratio should exceed 2.6. While dis-continuing the crew, the divisional seniority shall be followed and the juniormost Driver or Conductor shall be dis-continued.

There shall not be any other nature of appointments except as enumerated above.

The candidates terminated or dis-engaged during slack season must be given first preference in re-appointment/re-engagement during succeeding peak season, duly keeping their addresses in a register for the purpose of

communication. While re-engaging the candidates for the posts of Driver and Conductor, the divisional seniority shall be followed.

The following calendar is prescribed for conducting recruitment to the posts of Driver & Conductor every year. (For example for the requirement of Drivers and Conductors for the peak season of 1993, the recruitment process shall be initiated on 15th ~~January~~, 1992).

Sl. No.	Particulars	Date
1.	Furnishing requirement particulars of Drivers and Conductors along with scheduled K.Ms and total No. of duty hours of crew to C.M(HRD) Office (Proforma at Annexure-A).	.. 15th April, every year.
2.	Examination of requirement of all divisions and taking approval of competent authority by C.M(HRD) to initiate recruitment and communicating to the RMs concerned.	.. 30th April every year.
3.	Placing requisitions on employment exchanges concerned by the DVMS.	.. 10th May, of every year.
4.	Last date for submission of applications by the candidates to respective division.	.. 30th June every year.
5.	Finalisation of selections by all divisions.	.. Between 15th July to 30th Aug. of every year.
6.	Completion of medical examination to the selected candidates.	.. Before 15th Sept, every year.
7.	Directing the candidates to the Principals, RSTC for training.	.. 30th Sept, every year.
8.	Completing training to Conductor candidates.	.. By 15th or 30th Nov, every year (depending upon size of batch).

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9. Completing training to Driver candidates.

By end of December every year (depending upon size of batch).

However for the year 1991 proposals for recruitment of Drivers and Conductors may be sent after receipt of this circular, as recruitment for this year is delayed on account of various factors.

These instructions shall come into force with immediate effect and should be followed scrupulously by all the Officers concerned without any deviation.

Sd/- H.J. DORA,
MANAGING DIRECTOR.

To
Secretary to VC & MD/Secy to Chairman/All EDS/All HODs.

All Regional Managers/Divisional Managers.
Copy to : All S.Ms (P)/All Officers of the Corporation.
Copy to : The General Secretary, NMU.
Copy to : The Secretary General, EU.
Copy to : RAO, A.G./R.T.C.
Copy to : Sr. Manager (Training) for inclusion in the monthly index of circulars.

-/ATTESTED/-

[Signature]
EXECUTIVE DIRECTOR (ADMN).

Scheduled Kms. Exp. Ord. City		No. of Drivers/ Conductors required for Exp. Ord. City Total				Productivity obtained per Driver/Conductor per day in Kms. Exp. Ord. City	Total requirement of Drivers/ Conductors	Actual No. of Drivers/ Conductors on rolls	Excess or Shortage	
a.	b.	c.	a.	b.	c.	d.	(4)	(5)	(6)	(7)
	(2)		(3)							
deceased employees recruited under Winner Scheme.										
Net shortage proposed to be recruited from the open market										
(8)			(9)				(10)		(11)	

N.B: Separate statement shall be submitted for Drivers and Conductors.

CONDUCTOR: FOR DIRECT RECRUITMENT

- a) The candidate must have passed S.S.C. or its equivalent examination.
- b) Must have had a height of not less than 153 Cms. and
- c) Must be above 21 years of age and below 35 years of age as on 1st July of the year in which the recruitment is made.

NOTE:

- a) 5 years age relaxation is applicable to SC/ST/BC candidates.
- b) Ex-serviceman will be given age relaxation to the extent of actual service + 3 years and those worked in Indian Union Defence Service are also given this concession subject to maximum of not crossing 40 years.
- c) PHC candidates are not eligible for the post of Conductor.

The above recruitment regulations are approved by the Board vide Resolution No.58/91 dated 2.4.1991. The proposal is sent to Government for approval. Chairman has accorded sanction for the implementation of the above regulations pending approval by the Government.

DRIVER: FOR DIRECT RECRUITMENT

- a) The candidate must be able to read and write a Regional language i.e., Telugu or Urdu.
- b) Must not be less than 163 Cms. in height.
- c) Must have been holding a driving licence valid for driving HPMV and HGV continuously for a period of not less than 3 years on the date of selection.
- d) Must not be below 21 years on the date of appointment or have attained 35 years of age on 1st July of the year in which the recruitment is made.

NOTE:

- a) 5 years upper age relaxation is given to SC/ST/BC candidates.
- b) PHC candidates are not eligible for the post of Driver.
- c) The persons who are former members of Defence Service of India may be permitted to count the period for which they have held a Military Heavy Duty Vehicle Licence towards the period also that for such persons the maximum age limit prescribed shall be relaxable upto 40 years.

If sufficient and suitable candidates from SC/ST communities are not available as per the above qualifications, the SC and ST candidates with the above qualification be considered under limited recruitment or under any special recruitment or for any training programme to fill up backlog of SC and ST vacancies.

- i) Candidates must not be less than 157.5 Cms. in height.

- ii) Candidates must have been holding a driving licence valid for driving Heavy Passenger Motor Vehicles and Heavy Goods Vehicles continuously for a period of not less than 2 years on the date of selection (as communicated in Notfn. No.R2/331(7)/89-PD, dt.16.11.89)
- iii) Must ~~not~~ be below 20 years on the date of appointment or have attained 45 years of age on 1st July of the year in which the recruitment is made.

NOTE: The Vice-Chairman & Managing Director has agreed to consider the applications of the candidates if they have 3 years continuous licence either in Heavy Motor Vehicle or Heavy Goods Vehicle or Heavy Passenger Vehicles. However they should get endorsement of authorisation to drive HGV and HPV as the case may be at the time of interview. (As communicated via notification No.R2/331(7)89-PD, dated 16.11.1989.

ANNEXURE - 'C'

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
Office of the Divisional Manager,
Division: _____

No.
To
Sri _____

Date: _____

/UNDER CERTIFICATE OF POSTING /

Call Letter No.: _____

Sub:- RECRUITMENT - Recruitment _____
for the post of Conductor/Driver in _____ Division
APSRTC - Regarding.

Ref:- Employment Officer Lr.No. _____ dt. _____
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Your name has been sponsored by the Employment Officer,
Employment Exchange _____ for the post of Conductor/
Driver in _____ Division vide reference cited.

You are hereby advised to report at this Office on _____
at _____ hours for an interview alongwith all Original
certificates provided you fulfill the following qualifications
prescribed for the post of Conductor/Driver. If you do not
fulfill the qualifications, you need not attend this Office.

FOR CONDUCTORS:

- a) The candidate must have passed S.S.C. or its equivalent examination.
- b) Must have had a height of not less than 153 Cms. and
- c) Must be above 21 years of age and below 35 years of age as on 1st July, of _____.

NOTE: 1) 5 years age relaxation is applicable to BC/SC/ST candidates.

- 2) Ex-Serviceman will be given age relaxation to the extent of actual service + 3 years and those who worked in Indian Union Defence Service are also given this concession subject to maximum of not crossing 40 years;

DRIVERS:

- a) The candidate must be able to read and write a Regional Language i.e., Telugu or Urdu.
- b) Must not be less than 163 Cms. in height.
- c) Must have been holding a driving licence valid for driving HPMV and HGV continuously for a period of not less than 3 years on the date of selection.
- d) Must not be below 21 years of age on the date of appointment or have attained 35 years of age on 1st July _____.

(Annexure - 'C')

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NOTE: 1) 5 years upper age relaxation is given to BC/SC/ST candidates.

2) The persons who are former members of Defence Service of India may be permitted to count the period for which they held a Military Heavy Duty Vehicle Licence towards the period also that for such persons, the maximum age limit prescribed shall be relaxable upto 40 years.

While reporting at this Office you are also advised to bring the application enclosed to this call letter duly filled in alongwith marks secured in SSC/HSC/HSC(MP)/Osmania Matric/Andhra Matric Original Certificates and one set photo copies of certificates in respect of your date of birth, qualifications, Caste, valid Employment Registration Card, 3 latest passt-port size photographs, Driving Licence in case of Driver post. The O.C. candidates have to enclose a Demand Draft of Rs.10/- (Rupees Ten only) drawn in favour of Senior Manager (Finance), _____ Region, A.P.S.R.T.O. to the application.

DIVISIONAL MANAGER.