

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

Ref :R3/684(24)/2011-HRD

Dt : 26.12.2011

**USER GUIDE & INSTRUCTION BOOKLET FOR RECRUITMENT TO THE POST OF APSRTC CONSTABLES.**

Applications are invited On-line through WEBSITE <http://apsrtc.cgg.gov.in> for recruitment to the posts of APSRTC Constables.

The desirous eligible candidates may apply ON-LINE by satisfying themselves with the terms and conditions, the details of which are as follows. Applications submitted other than on-line will not be entertained under any circumstances. Departmental candidates also shall have to apply Online only.

**I. NUMBER OF VACANCIES: 488**

The Zone-wise and Category-wise breakup of the total vacancies is indicated below:

| <b>APSRTC CONSTABLE VACANCIES – 2011</b> |              |            |           |           |           |           |           |           |           |           |           |           |           |            |            |
|--|--------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| Sl. No.                                  | CASTE        | GHZ        |           | HZ        |           | KDPZ      |           | KRMZR     |           | NLRZ      |           | VJAZ      |           | TOTAL      |            |
|  |              | G          | W         | G         | W         | G         | W         | G         | W         | G         | W         | G         | W         | G          | W          |
| 1  | OC           | 32         | 17        | 23        | 14        | 28        | 16        | 30        | 16        | 16        | 10        | 19        | 11        | 148        | 84         |
| 2  | OC (Ex.Ser)  | 2          | 0         | 2         | 0         | 1         | 0         | 2         | 0         | 1         | 0         | 1         | 0         | 9          | 0          |
| 3  | BC-A         | 5          | 2         | 4         | 1         | 5         | 2         | 4         | 2         | 3         | 1         | 3         | 1         | 24         | 9          |
| 4  | BC-B         | 6          | 5         | 6         | 3         | 5         | 4         | 6         | 4         | 3         | 3         | 4         | 3         | 30         | 22         |
| 5  | BC-C         | 1          | 0         | 1         | 0         | 1         | 0         | 1         | 0         | 1         | 0         | 1         | 0         | 6          | 0          |
| 6  | BC-D         | 5          | 2         | 3         | 2         | 3         | 2         | 5         | 2         | 3         | 1         | 2         | 1         | 21         | 10         |
| 7  | BC-E         | 3          | 1         | 2         | 1         | 3         | 1         | 3         | 1         | 2         | 1         | 1         | 1         | 14         | 6          |
| 8  | SC           | 10         | 6         | 8         | 4         | 9         | 5         | 9         | 5         | 6         | 4         | 6         | 3         | 48         | 27         |
| 9  | ST           | 4          | 2         | 4         | 1         | 4         | 2         | 3         | 2         | 2         | 1         | 4         | 1         | 21         | 9          |
|  | <b>TOTAL</b> | <b>68</b>  | <b>35</b> | <b>53</b> | <b>26</b> | <b>59</b> | <b>32</b> | <b>63</b> | <b>32</b> | <b>37</b> | <b>21</b> | <b>41</b> | <b>21</b> | <b>321</b> | <b>167</b> |
|  |              | <b>103</b> |           | <b>79</b> |           | <b>91</b> |           | <b>95</b> |           | <b>58</b> |           | <b>62</b> |           | <b>488</b> |            |

**Note 1 :** GHZ – Greater Hyderabad Zone, HZ – Hyderabad Zone, KDPZ – Kadapa Zone, KRMZR – Karminagar Zone, NLRZ – Nellore Zone, VJAZ – Vijayawada Zone.

**Note 2:** G – General, W – Women

- Note:
1. Reservation for BC-E group will be subject to adjudication of the litigation pending before the Hon'ble courts and Government orders from time to time.
  2. Number of posts mentioned above are provisional. They may vary upwards or downwards.
  3. Candidates who acquired qualification up to last date of submission of applications need only to apply.
  4. PHC candidates are not eligible for the post.

## **II. EDUCATIONAL QUALIFICATIONS & AGE:**



NOTE IN RESPECT OF DEPARTMENTAL EMPLOYEES: For Departmental (APSRTC in-service) candidates appointed on regular basis age will be reckoned as follows:

- By 5 years in upper age limit in respect of SC/ST/BC candidates.
- In addition to the above, employees belonging to SC/ST/BC categories are given age relaxation to the extent of entire service rendered in the Corporation on regular basis, for the purpose of maximum age limit prescribed for the post, subject to the condition that the present age of the employee should not exceed 45 years. That is to say that the regular service rendered in the Corporation as on 25.01.2012 (last date for submission of application) should be deducted from the age of the candidates as on 1.7.2011. After this deduction, if the age of the candidate falls within 27 years (male employee) and 30 years (for female employee) the candidate is eligible. If it exceeds Male-27 years, Female-30 years, the candidates becomes over aged and gets rejected automatically.
- Employees other than those of SC/ST/BC categories are given age relaxation upto a maximum of 10 years regular service rendered in the Corporation for the purpose of maximum age limit prescribed for the post. That is to say that the regular service rendered in the Corporation as on 25.01.2012 (Last date for submission of application) up to a maximum of 10 years should be deducted from the age of the candidate as on 1.7.2011. After this deduction, if the age of the candidate falls within 27 years for male candidates and 30 years for female candidates are eligible. If it exceeds 27(Male), 30 (Female) years, the candidates becomes overaged and gets rejected automatically.

**III.** The selection procedure involves two stages.

**1. Written Examination :**

The written examination of 200 marks will be conducted in vthe following centres in the State. The candidate should select one of the Centres. Only one Centre has to be chosen. Centre once chosen cannot be changed.

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**CODE NO.**

**EXAMINATION  
CENTRES**  
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1.

HYDERABAD

2.

MEDAK

|     |               |
|-----|---------------|
| 3.  | MAHABOORNAGAR |
| 4.  | NALGONDA      |
| 5.  | KARIMNAGAR    |
| 6.  | NIZAMABAD     |
| 7.  | ADILABAD      |
| 8.  | KHAMMAM       |
| 9.  | WARANGAL      |
| 10. | KADAPA        |
| 11. | KURNOOL       |
| 12. | ANANTAPUR     |
| 13. | NELLORE       |
| 14. | ONGOLE        |
| 15. | TIRUPATHI     |
| 16. | VIJAYAWADA    |
| 17. | GUNTUR        |
| 18. | ELURU         |
| 19. | VISAKHAPATNAM |

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The Corporation, however reserves the right to allot candidates to any centre other than the centre chosen by the applicant or abolish a centre and or to create a new centre for administrative reasons.

The Date of Written Examination will be announced later through website and news papers. Hence applicants are requested to remain alert in this regard.

**SYLLABUS FOR WRITTEN EXAMINATION  
(OBJECTIVE TYPE (200 QUESTIONS))  
MEDIUM OF EXAMINATION : TELUGU  
DURATION OF EXAMINATION: 3 hours**

|   | MARKS |
|---|-------|
| 1. English  | -25   |
| 1. Arithmetic   | -30   |
| 2. General Science  | -30   |
| 3. History of India, Indian culture, Indian National Movement | -30   |
| 4. Indian Geography, Polity and Economy                       | -30   |
| 5. Current events of national and international importance    | -30   |
| 6. Test of Reasoning/Mental Ability                           | -25   |
|   | ----- |

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**2. PHYSICAL EFFICIENCY TEST (PET)** – Based on the result of merit of the written examination the Candidates will be called for PET duly following Zone wise, Community wise and Gender wise.

**For Male candidates:**

Physical Efficiency Test (PET) - The candidates qualified in the written exam and who possess the minimum standards will be required to undergo the following tests and qualify in all the items of PET as specified below:

| Sl. No. | Item                | Qualifying Time/Distance |               |
|---------|---------------------|--------------------------|---------------|
|         |                     | General                  | Ex.Servicemen |
| 1.      | 100 metres run      | 15 seconds               | 16.5 seconds  |
| 2.      | Long jump           | 3.80 mtrs.               | 3.65 mtrs.    |
| 3.      | Shot put (7.26 kgs) | 5.60 mtrs.               | 5.60 mtrs.    |
| 4.      | High jump           | 1.20 metres              | 1.05 metres   |
| 5.      | 800 metres run      | 170 seconds              | 200 seconds   |

**For Female candidates:**

Physical Efficiency Test (PET) - The candidates qualified in the written exam and who possess the minimum standards will be required to undergo the following tests and qualify in all the items of PET as specified below:

| Sl. No. | Item             | Qualifying Time / Distance |
|---------|------------------|----------------------------|
| 1.      | 100 metres run   | 18 Seconds                 |
| 2.      | Long jump        | 2.75 mtrs                  |
| 3.      | Shot put (4 kgs) | 4.50 mtrs                  |

#### **IV. IMPORTANT INSTRUCTIONS TO THE CANDIDATES:**

- The Written Examination will be communicated through Hall Ticket and also will be notified on the web. As such candidates are advised to watch the web from time to time.
- Candidates provisionally selected in the Interview will have to submit all Original certificates before directing them for Medical Exam.
- Provisionally selected candidates who are found medically fit and whose antecedents are genuine have to execute an Indemnity Bond before their appointment as APSRTC Constable. to serve the Corporation, up to 3 years after Training.

#### **V. Medical Standards:**

The standards prescribed by APSRTC are indicated below:

|                 |  |
|-----------------|--|
| Distant Vision: | Naked eye vision Max. permissible vision in each eye provided the corrected vision is 6/12, 6/9 in each eye. |
| Near Vision :   | J1 with glasses.   |
| Colour Vision : | Should be Normal   |
| Field Vision :  | Should be normal.  |
| Fundus :        | Should be normal.  |

Note: Other Medical/Physical standards are as prescribed by APSRTC for this category of post.

#### **VI. GENERAL INSTRUCTIONS:**

- a) Reservations: Communal roster will be followed for SC / ST / BC / Women / Ex. Servicemen based on vacancies in each Zone as per rules in force.
- b) Training Period: The duration of training will be 4 (four) months covering both theoretical and practical inputs.
- c) Stipend : The Selected candidates will be put on training programme for four months, during which period he will be paid consolidated stipend at the rates prescribed by the Corporation from time to time. After successful completion of training he/she will be absorbed as APSRTC Constable and they will be placed in the Time Scale of Rs. 6260-170-7450-180-8530-200-11730-215-12590-225-13715-235-17005 plus usual Allowances. Privileges include Leave, Medicare, Privilege Bus Passes, Gratuity, PF etc.

#### **d) METHOD OF SELECTION:**

Based on objective type written test, PET and Interview. Marks will be awarded for (a) Marks secured in SSC (weighted), (b) For Physical Endurance Test (c) Achievement in NCC . Only those who rank high in the written test + marks obtained in the PET would be called for interview community wise, Zone wise and Gender wise.

- e) Selected candidates who do not know Telugu to read & write have to pass a test in Telugu Language within 2 (two) years of joining the Corporation.
- f) Candidate will be issued with Hall Ticket for written examination based on the information furnished by him/her in the application form. If it is detected at a later date that the information furnished in the application is false, the candidate is liable to be disqualified. Candidates not fulfilling eligibility criteria are advised not to apply for the post or to appear for the examination as their candidature is liable to be cancelled at any stage of the selection process, even though they may qualify in the written examination.
- g) Correspondence from candidates regarding rejection of incomplete/delayed applications, reasons for non- selection etc., will not be entertained.
- h) Canvassing in any form will be a disqualification.
- i) The Corporation reserves the right to cancel the Notification/Recruitment process at any stage, at any time, without assigning any reasons.

## VII. APPLICATION SUBMISSION & FEE STRUCTURE

| CATEGORY   | Application fee | Examination fee | Total fee to be paid |
|--|-----------------|-----------------|----------------------|
| OC   | 200             | 200             | 400                  |
| SC/ST/BC,<br>Ex.service &<br>Departmental.<br>Emp. | 200             | NIL             | 200                  |

### Mode of Submission of Applications and Payment of Fee:

The Applicants have to read the User Guide and Instructions Booklet for Online Submission of Applications and then proceed further.

Step- 1:- The candidate has to approach any **AP Online center** for payment of fee and enter his/her Basic Personal Details like Name, Father's Name, Date of Birth and Community. Immediately after making payment and on entering the above details the Applicant will get downloadable Receipt containing **Journal Number**.

**Note1:** The candidates may visit the website [www.aponline.gov.in](http://www.aponline.gov.in) to locate the AP online center nearest to them for fee payment.

**Note2:** The applicants are strictly advised to ensure their eligibility for the post before making payment at AP Online, as payment made once will not be refunded under any circumstances.

**Note 3.** The candidates are advised not to change their mobile number till the recruitment process is completed as they are likely to miss important instructions.

Step -2:- The Applicant should then visit WEBSITE and enter the Journal Number to get the format of Application. The applicant has to invariably fill all the columns in the Online Application for submission.

Step-3- Affix your recent **BLACK&WHITE** Passport Size Photograph (Size 3.5 cms width X 4.5 cms height) on a White paper and then sign below the photograph with **Black Pen**. Scan the above Photo and signature and Upload in the appropriate space provided (JPG Format) in Application form.

### Instructions for Scanning of Photograph with Signature

Photo width=3.5cm

|   |
|---|
| Black&<br>White Photo<br>Height : 4.5<br>cm |
| Signature<br>space: 1.5 cm                  |

1. Paste the photo on any white paper as per the above required dimensions. Sign in the Signature Space provided with **BLACK PEN ONLY**. Ensure that the signature is within the box.
2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
3. The entire image (of size 3.5 cm by 6.00 cm) consisting of the photo along with the signature is required to be scanned and stored in \*.jpg format on local machine.
4. Ensure that the size of the scanned image is not more than 50 KB.
5. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.
6. The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
7. The signature must be signed only by the candidate and not by any other person.
8. The signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

Note: The candidate has to upload his/her photo with signature in the prescribed format by clicking on the browse button at the time of submission of application form.

Step-4:- The applicants have to invariably fill and check all the relevant columns in the Online Application for submission.

## VIII. IMPORTANT DATES

### Fee to be paid at APOne Centre

**Starting date for payment of Fee is** - 05.01.2012  
**Starting date for filling and uploading ONLINE application is** - 06.01.2012  
**Last date for payment of Fee is** -23.01.2012 upto 5.00 P.M.  
**Last date for uploading of Application is** -25.01.2012 upto 5.00 P.M

- i. Hand Written/Typed/Photostat copies/outside printed Application Form will not be accepted and summarily rejected.
- ii. Only applicants willing to serve anywhere in the Andhra Pradesh should apply.
- iii. For any queries / complaints regarding filling and uploading of application etc., please contact No. **9246290436**.
- iv. For queries regarding eligibility for the post etc., please contact no. **9959223454** on working day (Between 11.00 AM to 5.00 PM)

### Note:

1. APSRTC is not responsible, for any discrepancy in submitting through Online. The applicants are therefore, advised to strictly follow the instructions in the User guide in their own interest.
2. The particulars furnished by the applicant in the Application Form will be taken as final, and data processed based on these particulars only by Computer. Candidates should, therefore, be very careful in Uploading/Submitting the Application form Online.
3. INCOMPLETE/INCORRECT APPLICATION FORM WILL BE SUMMARILY REJECTED. THE INFORMATION IF ANY FURNISHED BY THE CANDIDATE SUBSEQUENTLY WILL NOT BE ENTERTAINED BY THE APSRTC UNDER ANY CIRCUMSTANCES. APPLICANTS SHOULD BE CAREFUL IN FILLING-UP OF THE APPLICATION FORM AND SUBMISSION. IF ANY LAPSE IS DETECTED DURING THE SCRUTINY, THE CANDIDATURE WILL BE REJECTED EVEN THOUGH HE/SHE COMES THROUGH THE FINAL STAGE OF RECRUITMENT PROCESS OR EVEN AT A LATER STAGE.
4. Any requests at a later date for change of data in the Online application will not be entertained.

## **IX. ZONAL/LOCAL CANDIDATURE:**

The list will be drawn into two parts. The first part will comprise 30% of the posts consisting of combined merit list of local as well as non-locals and the remaining second part will comprise the balance 70% of the posts consisting of locals only and the posts will be filled duly following the rule of reservation.

### **RESERVATION TO LOCAL CANDIDATES:**

Reservation to the local candidates is applicable as provided in the Rules and as Amended form time to time in force on the date of notification. The candidates claiming reservation as Local candidates should obtain the required Study certificates (from Class IV to X) or Residence certificate in the proforma for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be got ready with authorized signature and kept with the candidates to be produced as and when required.

### **DEFINITION OF LOCAL CANDIDATE:**

- i) LOCAL CANDIDATE means a candidate for direct recruitment to any post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she appeared for SSC or its equivalent examination. If however, he/she has not studied in any Educational Institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her Local area during the above said period.
- ii) In case the candidate does not fall within the scope of the (i) above will be considered if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied for the maximum period out of the said period of seven years AND where the period of his/her study in two or more Local areas are equal such Local area where he/she has studied last (in such Local area) will be taken for determining the Local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and Local candidature determined with reference to the maximum period of residence or in the case of equal period where he/she has resided last.
- iii) If the claim of local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 7 year period. If, however, it is based on residence, a certificate should be obtained from an Officer of the Revenue Department not below the rank of a Tahsildhar in independent charge of a Mandal.

- iv) If, however, a candidate has resided in more than one Mandal during the relevant 7 years period but within the same District or Zone as the case may be separate certificates from the Tahsildhars exercising jurisdiction have to be obtained in respect of different areas.

**NOTE:**

- a) Single certificate, whether of study or Residence would suffice for enabling the candidate to apply as a “LOCAL CANDIDATE”
- b) Residence certificate will not be accepted, if a candidate has studied in any Educational Institution up to SSC or equivalent examination, such candidates have to produce study certificates invariably.
- c) Based on the results of the written exam candidates will be called for interview duly obtaining options for non-local zone.

**X.ZONES IN APSRTC:**

For administrative convenience APSRTC has carved out 7 zones. The Zones which constitute local area for recruitment are furnished hereunder. The candidates studied in the jurisdiction of the following areas will be treated as local for the respective zone.

| S. No. | Name of the APSRTC Zone | Regions/Districts covered   |
|--------|-------------------------|---|
| 1.     | Vizianagaram Zone       | i. Vizianagaram dt ii. Srikakulam dt<br>iii. East Godavari dt iv. Visakapatnam dt   |
| 2.     | Vijayawada Zone         | i. Guntur dt ii. Krishna, dt iii. West Godavari dt  |
| 3.     | Nellore Zone            | i. Nellore dt ii. Prakasam dt iii. Chittoor dt  |
| 4.     | Kadapa Zone             | i. Anantapur dt ii. Kurnool dt iii. Kadapa dt   |
| 5.     | Karimnagar              | i. Karimnagar dt ii. Adilabad dt iii. Nizamabad dt<br>iv. Warangal dt v. Khammam dt   |
| 6.     | Hyderabad Zone          | i. Mahaboobnagar dt ii. Medak dt iii. Nalgonda dt<br>iv. Rangareddy dt (excluding 8 mandals of RR district i.e Hayatnagar, Uppal, Qutbullapur, Saroornagar, Malkajgiri, Balanagar, Rajendranagar and Serilingampally) |
| 7.     | Greater Hyderabad Zone  | i. All mandals of HYD dt<br>ii. 8 mandals of RR district i.e Hayatnagar, Uppal, Qutbullapur, Saroornagar, Malkajgiri, Balanagar, Rajendranagar and Serilingampally  |

However, the Corporation reserves the right to allocate a candidate to any other Zone for administrative reasons, after first considering the candidate for the opted Zone. Change of Zone after selection will not be considered under any circumstances.

#### **XI. INSTRUCTIONS TO CANDIDATES REGARDING EXAM:**

1. The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that Hall ticket has been issued to him/her does not imply that his/her candidature has been finally cleared by the APSRTC or that the entries made by the candidate in his/her application have been accepted by the APSRTC as true and correct. The candidates have to be found suitable after verification of original certificates; and other eligibility criteria. The Applicants have to upload his/her scanned recent BLACK&WHITE colour passport photo and signature to the Application Form. Failure to produce the same photograph, if required, at the time of interview/verification, may lead to disqualification. Hence the candidates are advised not to change their appearance till the recruitment process is completed.
2. The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Hall ticket Number, Centre etc., in the Answer Sheet which will be provided to him/her in the examination hall.
3. The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs available on the Nominal Rolls.
4. The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet, the candidature will be rejected and in case of impersonation/ disorder/ rowdy behavior during written examination, necessary F.I.R for this incident will be lodged with concerned Police Station, apart from disqualifying from appointment in future.

Merit is the only criteria that decide the selections. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.

5. APSRTC would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If it is suspected that the responses have been shared and the scores obtained are not genuine /valid, the APSRTC reserves the right to cancel his/her candidature and to invalidate the Answer sheet.
6. The candidates are advised to keep ready the Original Certificates and attested copies of the following documents for submission to the Corporation soon after the declaration of the results of the written examination (Only the candidates short listed for Interview will be asked to submit them for scrutiny).
  - a) SSC Certificate for Basic Educational Qualifications.
  - b) Integrated Caste Certificate in case of SC/ST/BC candidates issued by MRO and in case of others it should not have been obtained later than 6 months.

- c) Discharge Certificate in case of Ex. Service men.
- d) Certificates of NCC, if any.
- e) Study Certificates from 4<sup>th</sup> to 10<sup>th</sup> studied for proof of Parent Zone.

Note: Original Certificates should be produced at the time of Interview, failing which they will not be allowed to appear for Interview.

## **XII SCHEME OF WRITTEN EXAMINATION:**

- i) The date of written examination will be communicated through Web, Hall Ticket and also will be notified through News Papers.
- ii) Eligible candidates will be called for written examination which is of fully objective type (multiple choice). There will be 200 questions covering different topics for the post of APSRTC Constable.
- iii) Each right answer will be awarded one mark. There is no negative marking.

## **XIII ABOUT THE HALL TICKET AND CONDUCTING THE EXAMINATION**

- i) Candidate should down load the hall ticket from the web site (**<http://apsrtc.cgg.gov.in>**). The date from which hall ticket will be available on the web will be intimated later.
- ii) Hall ticket is not transferable. Any tampering of hall ticket will lead to disqualification of the candidate.
- iii) Candidate should reach the examination Centre at 09.00 a.m. (ie., one hour before commencement of examination).
- iv) Candidates will be permitted into the Examination Hall at 09.30 a.m. to enable them to fill up the information in the OMR Answer Sheet.
- v) Hall Ticket should be produced at the entrance of the examination center and also in the exam hall failing which they will not be permitted to write the exam.
- vi) Candidates should hand over the hall ticket to the invigilator before leaving the exam hall.
- vii) Candidates will not be admitted into Examination Hall once the written examination commences (i.e., 10.00 a.m.) and will not be allowed to leave the hall till the end of the exam (i.e., 01.00 p.m.)
- viii) Candidates are permitted to carry a ball point pen, HB pencils, eraser (rubber) and sharpener into the examination hall.
- ix) Mathematical Books / Log tables /Calculators / Pagers / Cellular phones and other electronic gadgets are not allowed inside the examination hall.
- x) Adoption of any kind of unfair means like copying or receiving or giving assistance at the time of written examination or any act of impersonation will render the applicant liable for invalidation of his/her answer sheet and forfeit claim for appearing for the written examination.
- xi) No traveling expenses will be paid for the journey to appear for the Written Examination/Interview.

#### **XIV ABOUT THE QUESTION BOOKLET AND MARKING RESPONSES ON OMR ANSWER SHEET**

- a) Candidates will be given a composite test booklet consisting of the subject areas indicated above. Candidates are advised to first read fully the instruction sheet on the cover page of the Question Booklet before starting to answer the questions. You may attempt the questions in any order.
- b) The question booklet given to the candidate consists of multiple choice questions with four responses provided to each question out of which only one response is correct. Candidates shall mark the correct answer in the Optical Mark Reader (OMR) Answer sheet by shading in Dark the appropriate circle in full with **HB pencil**. They should not use under any circumstances Ball Pen for this purpose.
- c) The Optical Mark Reader (OMR) response sheet should be handled carefully by the candidates. They are advised not to fold, wrinkle, or tear the response sheet under any circumstances. Further, the candidates are advised not to scribble or make any marks on the OMR sheet except marking the answers and other relevant data at the appropriate place on the OMR sheet. Any violation of these instructions will automatically lead to disqualification of the candidate.
- d) No marks will be awarded if more than one answer is marked for one question. Please note that the circle should be dark enough and should be filled in completely.
- e) If the candidate indicates answers in any other way such as putting a tick mark or a cross mark etc., in the circles, the answer sheet will not be assessed.
- f) If the candidates wishes to change the answer, the already darkened circle should be erased completely, by using a good quality eraser and then the new circle (which is the revised answer number) should be darkened.
- g) Candidate should hand over the Question Booklet to the Invigilator before leaving the Examination Hall.

#### **XV DISQUALIFICATION / DEBARMENT:**

- a) Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of Application regarding their eligibility is correct in all respects. Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable TO BE DEBARRED FROM APPEARING FOR ANY OF THE EXAMIANTIONS CONDUCTED BY THE APSRTC, and summarily rejection of the candidature for this recruitment.

- b) APSRTC is vested with the duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the APSRTC will be sufficient cause for rendering such questionable means as ground for debarment.
- c) Any candidate is or has been found impersonating or allowing impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be debarred permanently from any examination or selection held by the APSRTC.

**XIV APSRTC DECISION TO BE FINAL:**

The decision of the APSRTC in all aspects and all respects pertaining to the Application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned.

**CHIEF MANAGER (HRD)**