

## User's guide

Visit a website address <http://www.apspsc.gov.in> in any browser Read the detailed notification clearly if you are eligible to a notification follow the application submission procedure.

### Get Challan process:-

Notification No.	Application	Start Date	Last Date for Payment of fees	Last date for Submitting Application	
Click Here for Detailed NOTIFICATION NO. 39/2011, Dated: 29/12/2011 GROUP-II SERVICES (GENERAL RECRUITMENT)	GROUP-II SERVICES (GENERAL RECRUITMENT) <b>Exam Date:15/07/2012</b>	27/04/2012	25/05/2012	27/05/2012	Sample User Guide <b>Get Challan</b> Submit Application

Click on the get challan option to generate the challan form After read the Notification clearly, Select the declaration 1 option as shown in below figure.

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD  
GROUP-II SERVICES  
GENERAL RECRUITMENT  
Notification no 39/2011, Dated: 29/12/2011  
Form for Obtaining Challan

Note :

- After submission of this form, challan will be generated and candidates have to pay the prescribed fee in any SBI branch /APOnline Centre and obtain applicant copy of fee paid challan with journal number details.
- After payment of fee at any SBI branch /APOnline Centre on or before 25/05/2012, candidate has to again visit this website After 2:00 P.M. on Next working day and enter the payment details to submit application

**DECLARATION 1**

I have read the **detailed notification (39/2011)** and user Guide

### Personal details:-

Enter the personal details as shown in below figure. Enter the **Name** and **Father's /husband's** name (don't give any special characters such as ., / symbols) and select the **date of birth** with the help of calendar Icon. You can be selected by selecting **Male** or **Female** box. For any communication purpose you should enter without any mistakes. Select a **district** and **Mandel** details given list box. Enter a **Mobile number** this number will be used for sending any correspondence by APPSC through SMS. Select the community by given list box (**BC community candidates should select the Creamy layer information**). Click on **yes** option If you belongs to **Andhra Pradesh** State other wise select No option. If you are **Ex-service man** (**Application who should have served in Army/Navy/Air Force**) other wise click the box "NO". select the Employment Status which status you belongs to if you are **A.P State Govt. Employee** enter the **Length of Service** based on it you will get the age relaxation. click on Are you retrenched temporary employee in **State Census Department** as Yes and enter the Length of Service or else click on No option. Select the Are you a **white card holder** option as "yes" or else click on "No".

**PERSONAL DETAILS**

1. Name \* SANDEEP

2. Father's/ Husband's Name \* RAMESH

3. Date Of Birth \* 01/07/1986  
Age as on 01-07-2011 : 25 Years 0 Months

4. Gender \*  Male  Female

5. Address for Communication \* 8 235 LAKSHMINAGAR  
KARIMNAGAR  
HYDERABAD

6. District \* KARIMNAGAR

7. Mandal \* Karimnagar

8. Pincode 505001

9. e-Mail sandeep.gade78@gmail.com

10. Mobile \* 9290929208

11. Community you Belong \* OC

12. Do you belong to Andhra Pradesh State \*  Yes  No

13. Are you an Ex-Service Man \*  Yes  No  
Length of Service : 0 Years

14. Did you work as Instructor in NCC \*  Yes  No  
Length of Service : 0 Years

15. Employment Status \*  A.P.State Govt. Employee  Other Employee  Unemployee  
Length of Service : 0 Years 0 Months

16. Are you a retrenched temporary employee in State  Yes  No

## PH CATEGORY:

19. Are you a Physically Handicapped(PH) Person \*  Yes  No

**Only for Physically Handicapped(PH) Candidates**

VISUALLY HANDICAPPED(VH) VH Percentage: 51-55

19.a Type of Handicapped \*  HEARING HANDICAPPED(HH)  
 ORTHOPEDICALLY HANDICAPPED(OH)

## Basic Educational Details for Zone Identification:

### NOTE:

### OTHER CANDIDATE:

Select OTHER THAN A.P option select **OTHER THAN A.P** option form the given district list for **4<sup>th</sup> class** to **10<sup>th</sup> class**. Candidates who have continuous 7 years of study in school and resided in AP.

### REGULAR CANDIDATE:

Type of study 4<sup>th</sup> to 10<sup>th</sup> class can be selected by given list box. Regular Candidate have to select the school studied in which District form the given list form 4<sup>th</sup> class to 10<sup>th</sup> class.

As per the selection System will display the ZONE you belong.

**BASIC EDUCATION DETAILS**20. **Type of Study \***  Regular  Private**Regular :** Candidates who have continuous 7 years of study in school and resided in AP**Private :** Candidates who have not studied in any educational institution during the whole or part of preceding 7 years of study in which he/she appeared for the SSC examination

In case where visually handicapped and hearing handicapped persons studied in the special schools meant for them, the native place of the parents of such visually handicapped and hearing handicapped person will be the local area

(Please select the district (Study/Residence) respectively)

4 <sup>th</sup> Class	KARIMNAGAR
5 <sup>th</sup> Class	KARIMNAGAR
6 <sup>th</sup> Class	KARIMNAGAR
7 <sup>th</sup> Class	KARIMNAGAR
8 <sup>th</sup> Class	KARIMNAGAR
9 <sup>th</sup> Class	KARIMNAGAR
10 <sup>th</sup> Class	KARIMNAGAR
Local Zone you belong	ZONE5

**PRIVATE CANDIDATES:**

Type of Study from 4<sup>th</sup> class to 10<sup>th</sup> class can be selected by clicking 'private' box private candidates have to select the Resided District from the given list from the preceding 7 years in which he/she appeared for the SSC examination/Degree onwards. As per the selection of Districts the system will display the 'Zone you belong'.

**Note:**

In case where visually handicapped and hearing handicapped persons studied in the special schools meant for them, the native place of the parents of such visually handicapped and hearing handicapped person will be the local area.

**BASIC EDUCATION DETAILS**19. **Type of Study \***  Regular  Private**Regular :** Candidates who have continuous 7 years of study in school and resided in AP**Private :** Candidates who have not studied in any educational institution during the whole or part of preceding 7 years of study in which he/she appeared for the SSC examination

In case where visually handicapped and hearing handicapped persons studied in the special schools meant for them, the native place of the parents of such visually handicapped and hearing handicapped person will be the local area

(Please select the district (Study/Residence) respectively)

<b>6<sup>th</sup> Preceding Year</b>	KARIMNAGAR
<b>5<sup>th</sup> Preceding Year</b>	KARIMNAGAR
<b>4<sup>th</sup> Preceding Year</b>	KARIMNAGAR
<b>3<sup>rd</sup> Preceding Year</b>	KARIMNAGAR
<b>2<sup>nd</sup> Preceding Year</b>	KARIMNAGAR
<b>1<sup>st</sup> Preceding Year</b>	KARIMNAGAR
<b>Place of appearing SSC</b>	KARIMNAGAR
<b>Zone you Belong:</b>	ZONE 5

**POST SELECTION & EDUCATIONAL QUALIFICATION :-**[click here for Notification \( 39/2011 \)](#)

- Note:-The applicants should satisfy a competent Medical Board as to their fitness,physique,Vision etc,as provided in the rules at the appropriate stage of the recruitment process

**21.POST & QUALIFICATION DETAILS**

**For P.C. No's. 01, 02, 03, 05, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 & 24 :-** A Bachelor's Degree from any recognised University or an equivalent qualification

**Do You Possess Qualification for Post Codes 01, 02, 03, 05, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 & 24 As per Notification \***  Yes  No

**PC-03 Hindu religion**

**Do You Profess Hindu religion \***  Yes  No

**For P.C. No. 04:** A Bachelor's Degree from any recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the U.G.C. or an equivalent qualification.

**(OR)**

Must possess a Diploma in Textile Technology or a Diploma in Handloom Technology issued by the A.P. State Board of Technical Education or an equivalent qualification.

**Do You Possess Qualification for Post Codes 04 As per Notification \***  Yes  No

**For P.C. No. 06:** A Bachelor's Degree with Commerce or Economics or Mathematics from any recognized University in India established or incorporated by or under Central Act, Provincial Act, a State Act or an Institution recognized by the U.G.C. or an equivalent qualification.

**Do You Possess Qualification for Post Codes 06 As per Notification \***

Yes  No

**For P.C. No. 7:** 1) Must hold a Degree in Commerce or Economics or Mathematics of any University recognized by the U.G.C.  
Provided that a person who possess any Degree of any University in India shall also be eligible for appointment by direct recruitment on and from 25th June, 1979 **AND**  
Pass in any one of the following Certificate Course Examination conducted by the Board of Technical Education and Training, A.P., Hyderabad.  
**(a)** Office Automation **(b)** PC Maintenance and Trouble Shooting **(c)** Web designing  
**OR**  
2) Must hold a Degree in B.C.A., or B.Sc.(Computers) or B.Com.(Computers) or B.A.,(Computers) or any equivalent examination or above. (Note:- B.Tech(Computer Science) and B.Tech. (IT) are considered as equivalent qualification).

**Degree in Commerce or Economics or Mathematics of any University recognized by the U.G.C.**  
Provided that a person who possess any Degree of any University in India shall also be eligible for appointment by direct recruitment on and from 25th June, 1979 \*

Yes  No

**Certificate Course Examination in**

Office Automation

**Degree in B.C.A., or B.Sc.(Computers) or B.Com.(Computers) or B.A.,(Computers) or any equivalent examination or above \***

Yes  No

## 22. ELIGIBLE POSTS

POST CODES

1. Asst. Commercial Tax Officer in A.P.Commercial Taxes Sub-Service
5. Assistant Section Officer in A.P.Secretariat Sub. Service.
9. Junior Assistants in APPSC
10. Junior Assistants in Civil Supplies
11. Junior Assistants in Commissioner of Technical Education
12. Junior Assistants in Commissioner of Transport Department
13. Junior Assistants in Commissioner of Labour
14. Junior Assistants in Fire & Emergency Service
15. Junior Assistants in PH & ME Dept.,
16. Junior Assistants in Engineer-in-Chief, RWS&S Dept.,
17. Junior Assistants in A.P. Police Academy
18. Assistant Section Officers in A.P. Legislative Secretariat Sub Service
19. Junior Assistants in Director of Government Examinations
20. Junior Assistants in Commissioner of Social Welfare
21. Junior Assistants in Commissioner of Industries
22. Junior Assistants in Engineer in Chief, Roads & Buildings
23. Junior Assistants in Chief Electrical Inspectorate
24. Junior Assistants in Forest Department

## QUALIFICATION/EDUCATION DETAILS:

### 23. DATE OF ACQUIRING QUALIFICATION/EDUCATION DETAILS

**Qualification \***

B Sc

Other Equivalent Qualification :

**University \***

Kakatiya University

Other University:

**Date of Acquiring Qualification \***

01/12/2008

**Note:**

- 1. The applicants should satisfy a competent Medical Board as to their fitness, physique, vision etc, as provided in the rules at the appropriate stage of the recruitment process
- 2. From the list given below, please select the post/s for which you want to apply

Select the Qualification, University/Board details as well as Optional Subject by given list box and can select the Date of Acquiring Qualification by click on the calendar Symbol. Select optional subject given list box.

After the study the declaration information tick on it and enter the Verification Code in text box as shows in adjacent image characters.

### Exam Center & Posses Eligibility :

**24.EXAM CENTER**

Exam center:

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**25.POSSES ELIGIBILITY**

Are you eligible as per Notification ( 39/2011 ). \*  Yes  No

Select posses eligibility and click on preview button further process.

### DECLARATION 2:

**DECLARATION 2**

I here by declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action against me as per rule in case it is detected that I have misled Andhra Pradesh Public Service Commission on any issue then I will be solely responsible for all penal consequences thereof.

I accept the above declaration

Enter the Verification Code as displayed in the image :  

Designed and Developed by Centre for Good Governance

**24.QUALIFICATION DETAILS**

Qualification :	B.Sc
Other Qualification :	
University :	Kakatiya University
Others :	
Date of Acquiring Qualification :	01/12/2008
Are you eligible as per Notification 39/2011 :	YES

**24.EXAMINATION CENTER**

Examination Center: Vizianagaram

**25.FEE DETAILS**

Fee to be Paid : Rs. 100

This is the preview of the data provided for generation of pdf. Please check it thoroughly and if the data is correct press 'Submit', otherwise press 'Edit'

If you did any mistakes in application click on EDIT option to change the details otherwise click on Submit button.

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD

GROUP-II SERVICES  
GENERAL RECRUITMENT

Notification no 39/2011, Dated: 29/12/2011

(General and Limited Recruitment)

Form for Obtaining Challan

Challan Details

REFERENCE ID : 5134000798

[Click here to Download Challan](#)

Instructions :-

- Pay Exact amount indicated on the challan, in case of less or excess payment you will not be able to submit the application
- Candidates have to pay the prescribed fee in any SBI branch / APOnline Centre on or before 25/05/2012, and obtain applicant copy of fee paid challan with journal number details
- After payment of fee at any SBI branch / APOnline Centre, candidate has to again visit this website on Next working day (After 2 P.M. ) and enter the payment details to submit application

If you are unable to view pdf document download the Adobe Reader



- After click on submit button Challan download Screen will be displayed.
- Click on the Download Challan option to download the challan
- If you are unable to view PDF document download the Adobe Reader software.
- Follow the Instructions given on screen.

**MODEL OF CHALLAN FORM:-**

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD CHALLAN FOR GROUP-II SERVICES GENERAL RECRUITMENT NOTIFICATION NO:39/2011, Dated: 29/12/2011 CHALLAN -- State Bank of India Copy		ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD CHALLAN FOR GROUP-II SERVICES GENERAL RECRUITMENT NOTIFICATION NO:39/2011, Dated: 29/12/2011 CHALLAN -- Applicant Copy	
Challan No. : 5134000798	1	Challan No. : 5134000798	
Fee collection A/C. No. : 32298950294	2	Fee collection A/C. No. : 32298950294	
Applicant name : Y SATHEESH (06/08/1988)	3	Applicant name : Y SATHEESH (06/08/1988)	
<p>NOTE 1 :To complete the Application Submission Process, please visit 'http://www.apspc.gov.in' again and enter Journal Number provided by the bank without fail after making this payment by clicking 'Submit Application' link.</p> <p>2 : Please Preserve this copy of CHALLAN, You may be required to produce at the time of Examination.</p> <p>3 : This challan is valid upto 25/05/2012.Please pay the EXACT AMOUNT indicated on the challan at any SBI Branch/APONLINE centre on or before 25/05/2012</p> <p>4 : In case of LESS or EXCESS Payments, the Applicant will not be able to submit the application.</p>		<p>NOTE 1 :To complete the Application Submission Process, please visit 'http://www.apspc.gov.in' again and enter Journal Number provided by the bank without fail after making this payment by clicking 'Submit Application' link.</p> <p>2 : Please Preserve this copy of CHALLAN, You may be required to produce at the time of Examination.</p> <p>3 : This challan is valid upto 25/05/2012.Please pay the EXACT AMOUNT indicated on the challan at any SBI Branch/APONLINE centre on or before 25/05/2012</p> <p>4 : In case of LESS or EXCESS Payments, the Applicant will not be able to submit the application.</p>	
Fee in Rs. : 100/-	4	Fee in Rs. : 100/-	
<p>Remitters Address : NO:2 BASTHI YELLANDU YELLANDU(M) KHAMMAM 507123 Mobile :- 9959105516</p> <p>Purpose : Towards payment of fee for GROUP-II SERVICES GENERAL RECRUITMENT (Notl. No. 39/2011) Date Registered : 27/04/2012</p> <p>Signature of remitter</p>		<p>Remitters Address : NO:2 BASTHI YELLANDU YELLANDU(M) KHAMMAM 507123 Mobile :- 9959105516</p> <p>Purpose : Towards payment of fee for GROUP-II SERVICES GENERAL RECRUITMENT (Notl. No. 39/2011) Date Registered : 27/04/2012</p> <p>Signature of remitter</p>	
SBI/APOnline Journal No. :	5	SBI/APOnline Journal No. :	
<p>Instructions : STATE BANK OF INDIA (a) Accept the challan upto 25/05/2012 (b) Credit the Fee to the A/c No. 32298950294 (c) Enter challan number against Registration ID/Ref.No correctly (d) Enter name of the candidate against name of the applicant correctly (e) Note down the 9 digit journal number generated by CBS on both copies of the challan legibly and in full in the space provided (f) Retain the bankers copy of the challan for future verification (g) Handover the applicant copy to the remitter duly branded with Cash/Recieved stamp and journal number (h) Accept the challan when FULL AND CORRECT AMOUNT OF FEE is tendered. Donot charge any</p>		<p>Instructions : STATE BANK OF INDIA (a) Accept the challan upto 25/05/2012 (b) Credit the Fee to the A/c No. 32298950294 (c) Enter challan number against Registration ID/Ref.No correctly (d) Enter name of the candidate against name of the applicant correctly (e) Note down the 9 digit journal number generated by CBS on both copies of the challan legibly and in full in the space provided (f) Retain the bankers copy of the challan for future verification (g) Handover the applicant copy to the remitter duly branded with Cash/Recieved stamp and journal number (h) Accept the challan when FULL AND CORRECT AMOUNT OF FEE is tendered. Donot charge any</p>	

### Challan Form Consist a following details:

- 1) Form consist a Challan Number which is generates uniquely to every application.
- 2) Fee Collection A/C number
- 3) Applicant should pay the amount of fee which mentioned on challan form( **If candidate have fee exemption, challan form displayed as RS:100/- only and If candidate does not belongs to fee exemption, challan form displayed as Rs: 220/- only**) and Incase of candidate pay less or excess amount applicant will not be able to submit the application.
- 4) SBI/APOnline Journal No: After the payment SBI/ APOnline's department will generate a unique number on challan form.
- 5) Follow the described instruction.

### Download the Generated Challan:-

<b>Andhra Pradesh Public Service Commission's website</b>	<a href="#">VISIT</a>	<b>Suggestions / Feed Back</b>
<b>Upload Certificates for Verification PRE-EXAM</b>	<a href="#">CLICK HERE</a>	
<b>Upload Certificates for INTERVIEW</b>	<a href="#">CLICK HERE</a>	mail to: <a href="mailto:appsccchair@yahoo.in">appsccchair@yahoo.in</a>
<b>Know your HallTicket Details</b>	<a href="#">CLICK HERE</a>	<b>HELP DESK</b>
<b>Check Application Status [Direct Recruitment]</b>	<a href="#">CLICK HERE</a>	For any problems in Online submission and download of hall-tickets,
<b>Download Generated Challan [Direct Recruitment]</b>	<a href="#">CLICK HERE</a>	call to +91 40-23557455 (Call Time : 10.30 A.M to 1.00 P.M & 1.30 P.M to 5 P.M on working days) (or)
<b>Download Submitted Application [Direct Recruitment]</b>	<a href="#">CLICK HERE</a>	mail to <a href="mailto:appschelpdesk@gmail.com">appschelpdesk@gmail.com</a>
<b>Request For Cancellation Of Challan [Direct Recruitment]</b>	<a href="#">CLICK HERE</a>	[Mention Reference/Hall-Ticket No, Notification No, Name, Date of Birth, Contact No]
<b>Request For Cancellation Of Challan [Departmental]</b>	<a href="#">CLICK HERE</a>	

Owing to Internet problems (or) system problems if unable to download the challan form so follow the below procedure.

- Click on the Download Generated Challan [Direct Recruitment].
- Select the Notification and enter the allotted challan number , Date of birth for display the download Option.
- A payment details and download option will be visible and click on download option to download the challan form.

### Submit Application process:-

Notification No.	Application	Start Date	Last Date for Payment of fees	Last date for Submitting Application	
Click Here for Detailed NOTIFICATION NO. 39/2011, Dated: 29/12/2011 GROUP-II SERVICES (GENERAL RECRUITMENT)	<b>GROUP-II SERVICES (GENERAL RECRUITMENT)</b>  Exam Date:15/07/2012	27/04/2012	25/05/2012	27/05/2012	<a href="#">Sample User Guide</a> <a href="#">Get Challan</a> <a href="#">Submit Application</a>

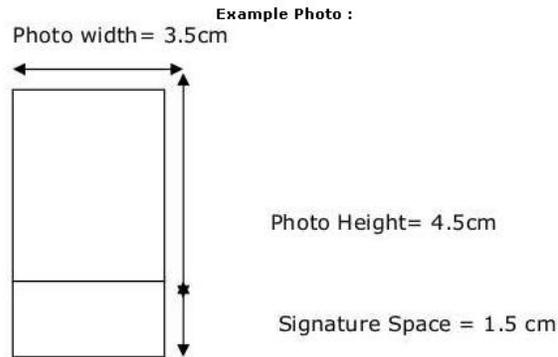
Click on **Submit Application** to submit the application.

Select the declaration of Notification No:39/2011.

Enter the **Challan Number, Journal No (issued by SBI/APOnline) Date of Birth** and **Date of Payment**.

### Photograph with Signature

1. Paste the Photo on any white paper and Sign below. Ensure that the signature is within the box. Scan the required size containing photograph and signature. Please do not scan the complete page.
2. The entire image consisting of the photo along with the signature is required to be scanned and stored in \*.jpg format on local machine. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.



Attach your Photograph : C:\Documents and Settings\Bhupa\\Desktop\anand.jpg

Browse...

Upload the photograph by click on the **Browser button** and follow the instruction before upload the photo with signature.

- A photo **height** and **width** must be **4.5 cm** and **3.5 cm** Signature Space height and width must be **3.5 cm** and **1.5 cm**.
- A photo to be scanned in **\*.jpg** format that size of scanned image is not more than **50kb**. If the size of the file is more than **50kb**, then adjust the setting of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.

Enter the Verification Code as displayed in the image : 3A7DNH

3A7DNH

UPLOAD

Enter the **Verification Code** as displayed in the **image box** and click on the **Upload button** then you can observe the challan form details with photograph. If any mistake in photograph clicks on the **Back button** follow the beginning procedure of Application submission.

