

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION
HYDERABAD**

NOTIFICATION NO. 03/2016
DEPARTMENTAL TESTS MAY, 2016 SESSION

Applications are invited ON-LINE for Departmental Tests May, 2016 Session to be held from 09.06.2016 to 14.06.2016.

Applicants primarily shall register the One Time Profile Registration (OTPR) through the Commission Website viz., www.psc.ap.gov.in. from 05.05.2016. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the Tests using the OTPR User ID through Commission's website.

The application will be available on Commission's website (www.psc.ap.gov.in) from 11.05.2016. The last date for submission of online application is 24.05.2016, upto 5PM and the payment of fees shall be accepted till 11:55 PM of 24.05.2016.

Hand written / Typed /Photostat copies/Printed Application Form will not be entertained either directly or by post Office or in person.

The terms and conditions are detailed hereunder following Departmental Tests Rules, 1965 and subsequent amendments to these Rules from time to time.

2. SCHEME OF THE EXAMINATION:

- (a) All the Tests, except Language and Survey Tests will be in **Objective Type** in terms of G.O.Ms.No.602, G.A. (Ser.C) Department, dated.01.11.2011.
- (b) The Language Test papers (P.C.Nos.5,6,7,19,28,37,49,67,36,58,74) and Survey & Settlement papers (P.C.Nos.69,87,109,110,111,112,116,117,118,,119,120,121,122,133, 134 and 135) will be of **conventional mode**.
- (c) The Commission is introducing Computer Based Test from this session. All the objective type papers will be held on **Computer system**. Instructions regarding this Computer Based Test are detailed in the **Instructions Manual** at Annexure – I.
- (d) The candidates appearing for Objective Type papers will be facilitated to appear for **MockTest** to acquaint with the Computer Based Test being introduced from this Session.
- (e) The candidates appearing for Conventional Papers (Descriptive Exams) will be supplied with OMR sheet attached Answer Books to be answered with Blue or Black Pen.

Examination Mode	Duration of the Examination	Time of the Examination	
		Fore Noon	After Noon
Objective Type Papers	2 Hours (120 Minutes)	9.00 AM - 11.00 AM	2.00 PM - 4.00 PM
Conventional Type Papers	3 Hours (180 Minutes) (Except PC.No.05, which is 2 hrs.)	9.00 AM – 12.00 Noon	2.00 PM – 5.00 PM (For P.C No. 5 2.00PM – 4.00 PM)

2 (A) TIME TABLE:

The detailed time table is appended at Annexure-II.

A candidate desirous to appear for more than one Test may apply for the Tests to the extent the Time-table at Annexure-II permits.

2(B) SYLLABUS:

The list of books allowed for each Test along with syllabus is available on Commission's Website.

3. EXAMINATION CENTRE:

- (i) The Departmental Tests, including Divisional Test and Departmental Test for A.P Works Accounts Service will be conducted at all the 13 District Head Quarters and Hyderabad, except Departmental Test for Staff of APPSC, which will be held at Hyderabad only.
- (ii) The candidates shall be admitted at the respective District Centre only, where the candidate is presently working as mentioned in the application.

CODE NO.	DISTRICT NAME
10	SRIKAKULAM
11	VIZIANAGARAM
12	VISAKHAPATNAM
13	EAST GODAVARI
14	WEST GODAVARI
15	KRISHNA
16	GUNTUR
17	PRAKASAM
18	P.S.NELLORE
19	CHITTOOR
20	KADAPA
21	ANANTHAPUR
22	KURNOOL
23	HYDERABAD

4 (a) ELIGIBILITY TO APPEAR FOR THE TEST (S):

- (i) The employees of Government of Andhra Pradesh are eligible to apply for the Tests that are prescribed in their respective Departmental Service Rules.
- (ii) The Secretariat employees are allowed to appear for the following Tests, wherever the rules permit in order to get eligibility for appointment by transfer/ promotion to other Services
- a) Commercial Taxes Department : Paper Code No: 6 & 7.
b) Treasuries and Accounts Department : Paper Code No:31,46,64,79,89,100,114 &129.
- (iii) Typists-cum-Assts. working in Finance and Planning (Finance Wing) are eligible to appear for the Treasuries & Accounts Service Examination.
- (iv) The candidates intending to apply for the following Tests should refer to the respective Service Rules for the eligibility.
- a) Sericulture Department: Paper Code No: 32, 47,65,80,90,101,115,130&143.
b) Mines & Geology Department: Paper Code No: 150 only.
c) Divisional Test: Paper Code No: 30, 63, 81,113 & 138.
d) Works Accounts Service: Paper Code No: 44, 78, 99, and 128.
e) Workshop Officers: Paper Code No: 14 & 29.
f) A.P. Public Service Commission: Paper Code No: 149.
- (v) The Paper Code bearing numbers 5, 8, 10, 18, 19, 27, 28, 36, 43, 45, 49, 62, 67, 77, 98, 108, 127, 136, 137, 141, 142, 144 to 148 and 155 are open to all, whether the applicant is in Government Service or not.

4 (b) SPECIAL CONDITIONS PRESCRIBED FOR CERTAIN TESTS:

a) **DIVISIONAL TEST (PC.Nos.30,63,81,113 &138):** - Senior Assistants working in the Offices of Director of Accounts in Projects and Accounts Branches of the Divisions of the Public Works Department, Roads & Buildings Irrigation, Public Health Engineering Department, Panchayat Raj Engineering Department and Ports Department, who have been working as such for a period of three years or more are allowed to appear for this examination. Superintendents working in the above Departments are also allowed to appear for the examination.

The Service Certificate given below shall be filled and get the signature with Seal of the Controlling Officer of parent department. The Service Certificate duly signed by the Controlling Officer should be scanned and uploaded. Otherwise their applications will be summarily rejected. Local Body Employees may also apply for this Test. But their admission is provisional, subject to their eligibility as per G.O.Ms.No.86, Finance & Planning (FW.WA-1) Department, dt. 22/05/1998. Commerce graduates who claim exemption from passing Paper-I of Part-I of

Divisional Test should furnish information in the Application Form. Failing which, their Applications are not considered for exemption of Paper-I of Part-I of the Divisional Test.

b) The applicants for the Departmental Tests for Mines & Geology (Paper Code 150), shall also upload the scanned service certificate format given below, duly signed by the controlling officer.

<u>Service Certificate for Divisional Test / Mines & Geology</u>	
This is to certify that _____ is working as _____ from _____ to _____ (Total service rendered _____) in the office of _____.	
Station:	Signature:
Date:	Name and Designation of Controlling Officer with Office seal (if not signed by the Controlling Officer, the application will be rejected.)
N.B:1) The applicants those who fulfill the eligibility conditions as at 4 (a) & employees of concerned departments are alone eligible for Divisional Test.	
2) Certification by Controlling Officer shall be with reference to the minimum service prescribed.	

c) Applicants for Fisheries Department Test-II should furnish the information regarding satisfactory completion of training from the State Fisheries Training Institute, Kakinada in the Application Form.

d) Applicants for Criminal Judicial Test with Law Qualification should furnish the information in the Application Form to seek exemption from passing Paper-I & II of the above Test, failing which their Applications will not be considered for exemption from passing Papers I & II of the Test.

e) Applicants for **Deputy Inspectors Test** have to appear for all the three papers in their first attempt. In subsequent attempts, however, they can appear for each paper separately. For Papers on "Educational Statistics" Public Instructions Report for the year 1980-81 is prescribed. The candidates who have applied previously should furnish the information in the Application Form.

f) Applicants for **Translation Test** (Paper Code No. 19 and 28) should invariably mention the language for Paper Code No. 28.

g) **Second Class Language Test** (Paper Code No.05) will be held in various Languages, i.e., Telugu, Hindi, Kannada, Marathi, Oriya, Tamil & Urdu.

h) In case of **Gujarathi (P.C.No.6) and Marwari (P.C.No.7) Language Tests**, the Application (Candidates shall download the filled in application form and upload in the Commission Website duly attested by HoD) should be forwarded by the Head of the Department as an evidence to claim his/her eligibility as per relevant Rules.

i) **Special Language Test for Officers of Education Department of Higher Standard P.C.No.37** will be conducted in Telugu/Urdu/Hindi/Tamil/Kannada/ Oriya/Marathi. P.C.No.36 Lower Standard will be conducted translation from English into a Language chosen. The Candidate should also opt the language in which he/she desires to appear in addition to English for the Translation Test in the Application Form. Otherwise the Application will be rejected.

j) **Special Language Test for Officers of Education Department (Advanced Standard)**(P.C.NOs.58 & 74) will be conducted in Telugu and Urdu only.

k) Candidates should pass all the parts of Second Class (P.C.Nos.5,6 &7)/Third Class Language Tests (P.C.No.155) at a time as per the revised scheme of examination in terms of G.O.Ms.No.190, GA (Ser. C) Department, dt: 18/04/2002. However, candidates appearing for Paper Codes 5, 6 and 7 will be admitted to the Parts B, C & D (Viva-Voce) only, if they pass the Part-A Written Examination. For Third Class Language Test, only VIVA-VOCE in A,B,C parts will be conducted without any written test. They will be informed of the date and place of the Oral Test separately at appropriate time.

l) Staff of the Survey and Land Records Department shall answer **Surveyor's Test** Higher Grade/ Lower Grade and **Survey & Settlement Surveyor's Test** Higher Grade/ Lower Grade, in one language only i.e., either in English or Telugu or Urdu.

m) Applicants for Sericulture Department Test, Part-III (Paper Code No. 154-Practical Test) must pass Part - I of the Test consisting 4 papers and that they are required to furnish the information in the Application Form.

n) The Question Papers for Departmental Tests will be in English only. However for

(i) "Surveyor's Test" (Higher Grade/ Lower Grade) (ii) "Survey and Settlement Surveyor's Test"(Higher Grade/ Lower Grade) and (iii)"Translation Tests", the question papers will be in the chosen language, besides English.

5. FEE& payment procedure:

a) The fee for each paper is Rs. 200/- (Rupees two hundred Only). However, no fee is prescribed for the Tests in Gujarathi and Marwari Languages.

b) The applicant shall pay Rs. 500/-(Rupees Five Hundred Only) towards application processing fee for each Test, besides the examination fee for each paper.

c) The Fee mentioned in the above paragraph is to be paid online through two different channels viz., (i) Online using Payment Gateway using Net Banking/Creditcard/DebitCard and (ii) AP Online Centers.. The list of Banks providing service for the purpose of online remittance of Fee will be appended separately.

d) The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee, application fee will entail total rejection of application. (Government removed all fee exemptions vide G.O.Ms.No.360, General Administration (Services -C) Department, dated:16/08/2002).

e) **IPOs / Demand Drafts are not accepted.**

6. HOW TO APPLY:

A) HOW TO UPLOAD THE APPLICATION FORM:

(i) The Applicants shall read the **Instructions Manual at Annexure-I and go through the User Guide** on Website before submission of Applications online.

I STEP: The applicant has to fill the OTPR application to obtain ID Number. While filling the same, the candidates have to ensure that there are no mistakes in it. The Commission bears no responsibility for the mistakes, if any, made by the candidates.

II STEP: The applicant has to fill and submit Application and Click on the Link with Notification Number and Name, OTPR ID Number and Date of Birth to proceed further.

Applicant has to verify the details as obtained from OTPR database displayed on the screen. If any details are to be changed, applicant should go back to the website and use the Edit OTPR link. In addition to the details obtained from OTPR database, Notification specific details such as Examination Centre opted, eligibility and accepting declarations etc. are to be filled by the applicant. Preview and Edit facility is available to make changes and submit for proceeding to Next step of making online payment of fee. Based on the Exams selected an Exam Fee ID is generated and sent through the SMS/email, which is to be used for payment of Fee.

III STEP:- Once the Exam Fee ID is generated, select the payment of Fee option for paying through either Netbanking/ Creditcard/ Debitcard or AP Online Centers

IV STEP:-After payment of fee, the PDF Application will be generated which contains the particulars furnished by the applicant. The ID No in the PDF Application form has to be quoted for future reference/correspondence.

- i) Applicant shall note that, the details available with OTPR database at the time of submitting the application will be considered for the purpose of this notification. If, any changes are made by the applicant to OTPR database at a later date will not be considered for the purpose of this Notification.
- ii) Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be accepted and liable for rejection.
- iii) For any Technical problems related to Online submission and downloading of Hall-Tickets please contact 040- 29802633 (Call Time: 10.30 A.M to 1.00 P.M & 1.30 P.M to 5.00 P.M) or mail to appschehelpdesk@gmail.com

NOTE:

1. The Commission is not responsible, for any omissions by the applicant in Bio-data particulars while submitting the application form Online. The applicants are therefore, advised to strictly follow the instructions given in the User guide before submitting the application.
2. The particulars furnished by the applicant in the Application Form will be taken as final and data is processed based on these particulars only, by Application system. Applicants 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 applicant subsequently in any form will not be entertained by the Commission under any circumstances. Applicants should be careful in filling-up the application form and submission.
4. Before Uploading/Submission of Application Form, the Applicants should carefully ensure his/her eligibility for this examination. No relevant column of the application form should be left blank; otherwise application form will not be accepted.
5. No request for change of Tests/papers will be entertained, once the application is submitted.

(B) GENERAL PROVISIONS

1. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website shall be processed through computer and the eligibility decided in terms of notification.
2. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of discrepancy.
3. Applicants must upload his/her scanned photo and signature in Jpeg format and size shall be for Photo of 3.5Cms X 4.5Cms (<50 KB) and Signature of 3.5Cms X1.5Cms (<30 KB) only.
4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

Important – The claim of the applicants with regard to the eligibility for the Test, the Tests applied for are accepted provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Commission as per the eligibility conditions. Mere admission to any test or viva-voce will not confer on the candidate any right for final result. The candidature is therefore, provisional at all stages and the Commission reserve the right to reject candidature at any stage.

7.REJECTIONS:

Application will be rejected for the following reasons:-

- i) Failure to upload the Photo/ Signature.
- ii) Failure to pay fee towards the Test and application.
- iii) If the scanned Service Certificate is not uploaded duly filled in and signed by the applicant and the Controlling Officer with seal.
- iv) If the filled in Application Form is not in terms of this notification.
- v) If the applicant is not eligible to appear for the Test in terms of Para (4) of the Notification.
- vi) If the candidate applies during debarment period.

8. PUBLICATION OF RESULTS:

- i) The results of the candidates who are provisionally declared to have passed the Tests will be displayed on the Notice Board of the Commission's Office and also hosted on the Commission's Official Website "<http://www.psc.ap.gov.in>", which would be considered as authentic publication for extending all benefits to the candidates who are provisionally declared to have passed the Tests, vide G.O.Ms.No.591, General Administration (Services A) Department, dt:20-10-2011.
- ii) No individual Pass Certificate will be issued to the candidates by the Commission.

9. MEMORANDUM OF MARKS:

- i) Marks will, however, be supplied to candidates, who are not successful at the Examination, on payment of Rs. 25/- through I.P.O./Bank Draft payable to the Additional Secretary, A.P. Public Service Commission, Hyderabad. Such requisitions along with a photo copy of Hall Ticket should be made within ONE MONTH from the date of display of results on the Commission's Office Notice Board. Requisitions without a photo copy of Hall Ticket are not entertained.
- ii) RECOUNTING OF MARKS: - Revaluation of Answer sheets will not be entertained under any circumstances. However, the recounting of marks will be considered for conventional Type (written) Tests only within 15 days from the date of publication of results on Payment of Rs.50/- for each paper through IPO/Bank Draft.

10. DEBARMENT:

- a) Candidate is liable to be debarred from appearing of any examination permanently or for such term of years as the Commission may think fit, for the following reasons.
 - i) If incorrect information is furnished in Application or elsewhere, or makes a false declaration regarding eligibility, Service etc.
 - ii) If he/she is found guilty of malpractice of any kind in the Examination hall.
 - iii) If he/she behaves improperly towards the Chief Superintendent/ Invigilators/Deputed Officials of APPSC in the Examination Hall.
 - iv) If he/she applies to a Test before the expiry of the period of debarment.
 - v) The Commission has the right to cancel the result of the candidates whose applications were rejected or who are involved in malpractice or found to be under debarment period or if the information furnished in the Application is found incorrect at any time.
- b) If the candidate was debarred earlier by the Commission, the relevant details should be furnished in the Application Form. Otherwise the application will be rejected and suitable action will be taken as deemed fit.
- c) If a debarred candidate is already in the service of the Government, he/she will be liable for disciplinary action under appropriate rules by the competent authority and an entry will be made in the S.R., to that effect by the Controlling Officer.
- d) **The penal provisions of Act No. 25/97 published in A.P. Gazette No. 35 Part-IV-B Extraordinary, dated: 21.08.1997 shall be invoked, if malpractice and unfair means are noticed at any stage of examination.**
- e) The candidates, who have already passed the Test shall not re-appear for the same. Violation is liable for disciplinary action, besides debarment.

11. Communications running in the name of Pleader or Agent, will receive no attention.

12. **COMMISSION'S DECISION TO BE FINAL:** The decision of the Commission pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commission also reserves its right to alter and modify regarding terms and conditions laid down in the notification for conducting the various stages up to publication of results in A.P. Gazette, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process.

SD/A. GIRIDHAR, IAS,
PRINCIPAL SECRETARY

OFFICE OF THE ANDHRA PRADESH
PUBLIC SERVICE COMMISSION,
HYDERABAD - 500001.

DATED:03/05/2016

ANNEXURE - I

INSTRUCTIONS MANUAL**A) INSTRUCTIONS REGARDING COMPUTER BASED TEST(OBJECTIVE TYPE)**

- 1) Candidates shall report at the venue one hour (60 minutes) before the Commencement of Examination as the candidates have to undergo certain procedural formalities required for online examination.
- 2) CBT Exam Center gates will be closed before 30 Minutes of the scheduled session time and No Candidates will be allowed as the registration process closes
- 3) The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.
- 4) 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.
- 5) Invigilator will announce the password at 08.50 AM and 01.50 PM for Fore Noon And After Noon Sessions respectively.
- 6) Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.
- 7) After logging in, your screen will display:
 - *Profile Information - Check the details & click on "I Confirm" or "I Deny".*
 - *Detailed exam instructions - Please read and understand thoroughly.*
 - *Please click on the "I am ready to Begin" button, after reading the instructions.*
- 8) You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.
- 9) To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.
- 10) On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- 11) The question numbers are colour coordinated and of different shapes based on the process of recording your response:
 - *White (Square) - For un-attempted questions.*
 - *Red (Inverted Pentagon) - For unanswered questions.*
 - *Green (Pentagon) - For attempted questions.*
 - *Violet (Circle) - Question marked by candidate for review, to be answered later.*
 - *Violet (Circle with a Tick mark) - Question answered and marked by candidate for review.*
- 12) After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- 13) Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- 14) To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- 15) A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.
- 16) In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top.
- 17) You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- 18) The SUBMIT button will be activated after 120 Minutes. For PWD Candidates the Session will continue for an additional 20 Minutes PER HOUR, who is provided with a scribe. Please keep checking the timer on your screen.
- 19) In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.
- 20) You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing ONLY the password from it.
- 21) Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.
- 22) Please inform the invigilator in case of any technical issues.
- 23) Please do not talk to or disturb other candidates.
- 24) In case you are carrying articles other than the admit card, photo identity proof, pen and authorized material (Only for With Books Exams), please leave them outside the exam room. You cannot leave exam room before submitting the session on the computer screen. Please inform the invigilator if you want to use the wash room.

B) INSTRUCTIONS REGARDING CONVENTIONAL MODE EXAMINATION (BAR CODE SHEET ATTACHED ANSWER BOOK SYSTEM)

- 1) The candidates have to report 60 minutes before to the examination venue to record their Biometric impression on Biometric system.
- 2) The candidates should go through the instructions given on the cover page of test booklet and carefully write/verify his/her Register Number, Subject / Subject Code, Booklet Series, Name of the Examination Centre, , Signature of the Candidate and Invigilator, etc., on the BAR CODE Sheet attached to Answer Book, which will be provided to him/her in the examination hall failing which the Answer sheet will be rejected and will not be valued. **Use of whitener on BAR CODE Sheet will lead to disqualification.** The candidates have to USE BALL POINT PEN (BLUE/BLACK) ONLY FOR WRITING THE ANSWERS. .
- 3) The BAR CODE Sheet is to bubble only by Ball Point Pen (Blue/Black). Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination.
- 4) The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.
- 5) No candidate should leave the examination hall till expiry of fulltime.

C) GENERAL INSTRUCTIONS TO CANDIDATES

- i) The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission as true and correct. The candidates have to be found suitable after verification of eligibility criteria. The Applicants have to upload his/her scanned recent colour passport photo and signature to the Application Form in the Commission Website.
- ii) **The candidates are not allowed to bring any Electronic devices such as mobile / cellphones, Calculators, tablets, iPad, Bluetooth, pagers, electronic watches to examination centre.** Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.
- iii) The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet of OMR based examination, the candidature will be rejected and in case of impersonation/ disorder/ rowdy behaviour during Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying his / her candidature.
- iv) Candidates trying to use unfair means shall be disqualified. No correspondence whatsoever in this regard will be entertained from the candidates.
- v) The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Examination.
- vi) (a) Wherever the candidates who are totally blind will be provided a scribe to write the examination and 20 minutes extra time is permitted to them per hour.
 (b) The applicants shall upload the certificate relating to percentage of disability for considering the appointment of scribe in the examination.
 (c) An extra time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). No scribe is allowed to such candidates.
 (d) Scribe will be provided to those candidates who do not have both the upper limbs for Orthopedically Handicapped. However, no extra time will be granted to them.
 (e) The scribe should be from an academic discipline other than that of the candidate and the academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
 (f) The candidate as well as the scribe will have to give a suitable undertaking confirming the rules applicable
- vii) The candidates should verify the name, designation, address and his photograph on the Hall Ticket. In case of any corrections, he/she may do so in the Nominal Roll, for updating the data in the Commission's records.
- viii) In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo for each paper to Chief Superintendent for affixing the same on the Nominal Rolls.
- ix) The candidate will not be admitted to the examination Hall without procedural formatives.
- x) The candidate's admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in the Notification No. 03/2016.
- xi) Future correspondence, if any, shall be made by enclosing the Hall Ticket. He/she may obtain Chief Superintendent's attestation on Hall Ticket for attendance certification.

- xii) The Conventional Type Tests, such as, Language Tests, Translation Tests and Suveyor's Tests, papers should be answered in chosen language only. Answering of any paper in bilingual, i.e., partly in English and Telugu/Urdu leads to invalidation.
- xiii) The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll and Bar Code sheet affixed on answer script.
- xiv) Instructions to be followed scrupulously in the Examination Hall

MUST Dos	MUST DONTs
<p>*CANDIDATE SHOULD WRITE THE REGISTER NUMBER AND PAPER CODE AND BUBBLE THE CIRCLES ON THE BAR CODE SHEET WITH BLUE/BLACK BALL PEN ONLY, FOR CONVENTIONAL TYPE PAPERS.</p> <p>*THE BARE ACTS ARE ALONE PERMITTED TO REFER IN THE EXAMINATION HALL, FOR WITH BOOK PAPERS.</p> <p>*CANDIDATES APPEARING FOR SURVEY TESTS SHALL BRING THEIR OWN INSTRUMENT BOX.</p> <p>*CANDIDATE SHOULD MAINTAIN STRICT DISCIPLINE IN THE EXAMINATION HALL.</p>	<p>*WRITING WITH SKETCH PENS, COLOUR PENS, MARKING ANY SYMBOLS AT ANY OTHER PLACES, USE OF WHITENER, FAILURE TO BUBBLE/WRONG BUBBLING LEADS TO INVALIDATION OF SCRIPT.</p> <p>*USE OF GUIDES, COMMENTARIES, SHORT NOTES, MADE EASY, HAND WRITTEN OR PHOTOSTAT PAPERS, DAIRIES, TRAINING INSTITUTE MATERIAL AND HAND BOOKS ARE STRICTLY NOT ALLOWED.</p> <p>*POSSESSION AND USAGE OF MOBILE PHONE, ELECTRONIC GADGETS AND PROGRAMMABLE/SCIENTIFIC CALCULATORS IN THE EXAMINATION HALL IS UNLAWFUL AND LIABLE FOR DEBARMENT.</p> <p>*THE CANDIDATE IS PROHIBITED FROM COMMUNICATING, CONSULTING OR CONVERSING WITH OTHER CANDIDATES, CAUSING DISTURBANCE AND ADOPTING AGITATION TACTICS IN THE EXAMINATION HALL.</p>

**SD/- A. GIRIDHAR, IAS,
PRINCIPAL SECRETARY**

ANNEXURE-II
NOTIFICATION NO.03/2016,
TIMETABLE & SCHEME

PAPER CODE	NAME OF THE PAPER (TEST)	SCHEME
09.06.2016 THURSDAY FORE NOON–9.00 AM TO 11.00 AM		
8. The Accounts Test for Subordinate Officers Part-I (WITH BOOKS)		
09.06.2016 THURSDAY AFTER NOON- 2.00 PM TO 4.00 PM		
<ul style="list-style-type: none"> 1. Subordinate Accounts Service Examination, Paper-I (WITH BOOKS) 2. Deputy Inspector's Test, First Paper (WITH BOOKS) 3. Excise Department Test, Test-A Civil and Criminal law (WITH BOOKS) 10. Accounts Test for Subordinate Officers, Part-II (WITH BOOKS) 26. Departmental Test for Officers of the Forest Department, Forest Law – Second Paper (WITH BOOKS) 31. Treasuries & Accounts Service Examination, Part-I, Paper-I (WITH BOOKS) 33. Jail Department Test, Paper-I (WITH BOOKS) 39. Fire Service Department Test, Part-II (WITH BOOKS) 45. The Civil Judicial Test, Part-I (WITH BOOKS) 50. Departmental Test for Officers of the Andhra Pradesh Agriculture Service (WITH BOOKS) 51. Animal Husbandry Department Test (WITH BOOKS) 55. Port Department Test, Higher Grade (WITH BOOKS) 60. Departmental Test for the Employees of Andhra Pradesh Government Life Insurance Department, First Paper (WITH BOOKS) 149. Departmental Test for the Gazetted and Non-Gazetted Staff of the A.P. Public Service Commission (WITH BOOKS) 		
10.06.2016 FRIDAY FORE NOON – 9.00 AM TO 11.00 AM		
<ul style="list-style-type: none"> 9. Subordinate Accounts Service Examination, Paper-II (WITH BOOKS) 12. Deputy Inspector's Test, Second Paper (WITH BOOKS) 13. Excise Department Test, Test-B - Acts and Rules (WITH BOOKS) 14. Accounts Test for Public Works Workshop Officers, Paper-I (WITH BOOKS) 44. Departmental Test for A.P Works Accounts Service, Part-I, Paper-I (WITH BOOKS) 46. Treasuries & Accounts Service Examination, Part-II, Paper-I (WITH BOOKS) 48. Jail Department Test, Paper-II (WITH BOOKS) 52. Registration Department Test, Group-I, Paper-I (WITH BOOKS) 61. Departmental Test for Officers of the Forest Department, Land Revenue – Second Paper (WITH BOOKS) 68. Departmental Test for Employees of the Andhra Pradesh Government Life Insurance Department, Second Paper (WITH BOOKS) 72. Port Department Test, Lower Grade (WITH BOOKS) 77. The Indian Evidence Act Test (WITH BOOKS) 106. Transport Department Test Part-I (WITH BOOKS) 131. Departmental Test for Government Press Officers (WITH BOOKS) 132. Departmental Test for Officers and Ministerial Staff of the Stationery, printing and stores Purchase Department. (WITH BOOKS) 152. Departmental Test for Technical Staff in the A.P Electrical Inspectorate Service (WITH BOOKS) 156. Juvenile Welfare Correctional Services Welfare of street Children Test Part-I Paper-I. (WITH BOOKS) 		

10.06.2016 FRIDAY AFTER NOON- 2.00 PM TO 4.00 PM

- 4. Departmental Test for Clerks in the Police Department **(WITH BOOKS)**
 - 20. Deputy Inspector's Test, Third Paper **(WITH BOOKS)**
 - 23. Subordinate Accounts Service Examination, Paper-III **(WITH BOOKS)**
 - 29. Accounts Test for Public Works Workshop Officers, Paper-II **(WITH BOOKS)**
 - 35. Excise Department Test, Test-C, Excise Manual-Second Paper **(WITH BOOKS)**
 - 64. Treasuries & Accounts Service Examination, Part-I, Paper-II **(WITH BOOKS)**
 - 66. Jail Department Test, Paper-III **(WITH BOOKS)**
 - 70. Registration Department Test, Group-I, Paper-II **(WITH BOOKS)**
 - 78. Departmental Test for A.P. Works Accounts Service, Part-I, Paper-II **(WITH BOOKS)**
 - 86. Departmental Test for the Officers of the Forest Department,
Office Procedure and Accounts - Second Paper **(WITH BOOKS)**
 - 124. Transport Department Test, Part-II **(WITH BOOKS)**
 - 140. Departmental Test for Accountants A.P. Electrical Department **(WITH BOOKS)**
 - 144. The Agriculture Department Test **(WITH BOOKS)**
 - 147. The Civil Judicial Test Part-II, Paper-II **(WITH BOOKS)**
 - 157. Juvenile Welfare Correctional Services and Welfare of Street Children Test
Part-I Paper-II. **(WITH BOOKS)**
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11.06.2016 SATURDAY FORE NOON- 9.00 AM TO 11.00 AM

- 18. The Revenue Test, Part-I First Paper **(WITH BOOKS)**
 - 34. Subordinate Accounts Service Examination, Paper-IV **(WITH BOOKS)**
 - 71. Excise Department Test, Test-D, Distillery Manual - Second Paper **(WITH BOOKS)**
 - 79. Treasuries & Accounts Service Examination, Part-II, Paper-II **(WITH BOOKS)**
 - 82. Jail Department Test, Paper-IV **(WITH BOOKS)**
 - 83. Registration Department Test, Group-II, Paper-III **(WITH BOOKS)**
 - 88. Departmental Test for Gazetted Officers of the Education Department, First Paper
(WITH BOOKS)
 - 99. Departmental Test for A.P Works Accounts Service Part-II, Paper-III **(WITH BOOKS)**
 - 107. Departmental Test for persons in Ministerial Service of the Forest Department
Part-I, Paper-I **(WITH BOOKS)**
 - 108. The Criminal Judicial Test Second Paper **(WITH BOOKS)**
 - 146. Accounts Test for the Employees of Local Bodies, Paper-I. **(WITH BOOKS)**
 - 151. Marketing Department Test **(WITH BOOKS)**
 - 158. Juvenile Welfare Correctional and welfare of Street Children Test
Part-II, Paper-III. **(WITH BOOKS)**
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11.06.2016 SATURDAY AFTER NOON - 2.00 PM TO 4.00 PM

- 27. The Revenue Test Part-I, Second Paper **(WITH BOOKS)**
- 40. Labour, Factories and Boilers Department Test, Part-B **(WITH BOOKS)**
- 84. Local Fund Audit Department Test, First Paper **(WITH BOOKS)**
- 89. Treasuries & Accounts Service Examination, Part-I, Paper-III **(WITH BOOKS)**
- 92. Departmental Test for Officers of the A.P. Commercial Taxes
Subordinate Service, First Paper **(WITH BOOKS)**
- 94. Registration Department Test, Group-III, Paper-IV **(WITH BOOKS)**
- 97. Departmental Test for Gazetted Officers of the Education Department,
Second Paper **(WITH BOOKS)**
- 128. Departmental Test for A.P. Works Accounts Service, Part-II, Paper-IV. **(WITH BOOKS)**
- 136. The Criminal Judicial Test, Fourth Paper. **(WITH BOOKS)**
- 139. Departmental Test for Persons in Ministerial Service of the Forest Department,
Part-II, Paper-III **(WITH BOOKS)**
- 148. Accounts Test for the Employees of Local Bodies Paper-II **(WITH BOOKS)**
- 159. Juvenile Welfare Correctional services and Welfare of Street Children Test
Part-III Paper-IV. **(WITH BOOKS)**

12.06.2016 SUNDAY FORE NOON - 9.00 AM TO 11.00 AM

- 43. The Revenue Test, Part-II **(WITH BOOKS)**
- 57. Labour, Factories and Boilers Department Test, Part-C **(WITH BOOKS)**
- 93. Local Fund Audit Department Test, Second Paper **(WITH BOOKS)**
- 95. Fisheries Department Test, **(WITH BOOKS)**
- 100. Treasuries & Accounts Service Examination, Part-II, Paper-III **(WITH BOOKS)**
- 137. The Accounts Test for Public Works Department Officers & Subordinates, Paper-I **(WITH BOOKS)**
- 138. Divisional Test Part-II, Paper-V **(WITH BOOKS)**
- 141. The Accounts Test for Executive Officers **(WITH BOOKS)**
- 153. Departmental Test for Non-Technical Staff in the A. P. Electrical Inspectorate Service. **(WITH BOOKS)**

12.06.2016 SUNDAY AFTER NOON - 2.00 PM TO 4.00 PM

- 62. The Revenue Test, Part-III **(WITH BOOKS)**
- 75. Labour, Factories and Boilers Department Test, Part-D **(WITH BOOKS)**
- 102. Departmental Test for Officers of the A.P. Commercial Taxes Subordinate Service, Second Paper **(WITH BOOKS)**
- 105. Local Fund Audit Department Test, Third Paper **(WITH BOOKS)**
- 114. Treasuries & Accounts Service Examination Part-I Paper-IV. **(WITH BOOKS)**
- 126. Endowments Department Test, Paper-II. **(WITH BOOKS)**
- 142. The Accounts Test for Public Works Department Officers and Subordinates Paper-II. **(WITH BOOKS)**
- 15. Fisheries Department Test-II, First Paper **(WITHOUT BOOKS)**
- 19. The Translation Test, First Paper - Translation from English into the Language chosen **(WITHOUT BOOKS)** 3 hours (2.00 PM to 5.00 PM)
- 30. Divisional Test, Part-I, Paper-I **(WITHOUT BOOKS)**
- 32. Departmental Test for Employees of Sericulture Department, Part-I, Paper-I **(WITHOUT BOOKS)**
- 37. Special Language Test for Officers of the Education Department, Higher Standard **(WITHOUT BOOKS)** 3hours (2.00 PM to 5.00 PM)
- 47. Departmental Test for Employees of Sericulture Department, Part-II Paper-I **(WITHOUT BOOKS)**

13.06.2016 MONDAY FORE NOON -9.00 AM TO 11.00AM

- 129. Treasuries & Accounts Service Examination, Part-II, Paper-IV **(WITH BOOKS)**
- 16. Fire Service Department Test, Part-I First Paper **(WITHOUT BOOKS)**
- 17. Departmental Test for Officers of the Forest Department, Forest Law – First Paper **(WITHOUT BOOKS)**
- 21. Excise Department Test, Test-C Excise Manual First Paper **(WITHOUT BOOKS)**
- 24. Fisheries Department Test-II, Second Paper **(WITHOUT BOOKS)**
- 36. Special Language Test for Officers of the Education Department, Lower Standard - Written Examination, First Paper-Translation from English into a Language Chosen **(WITHOUT BOOKS)** 3 hours (9:00 AM To 12:00 NOON)
- 63. Divisional Test Part-I, Paper-II **(WITHOUT BOOKS)**
- 65. Departmental Test for Employees of Sericulture Department, Part-I, Paper-II **(WITHOUT BOOKS)**
- 69. Revenue Draughtsman's Test, Part - I **(WITHOUT BOOKS)** 3hours (9:00 AM To 12:00 NOON)
- 80. Departmental Test for Employees of Sericulture Department, Part-II, Paper-II **(WITHOUT BOOKS)**
- 96. Departmental Test for the Staff of the National Employment Service Part-I **(WITHOUTBOOKS)**
- 98. The Criminal Judicial Test, First Paper **(WITHOUT BOOKS)**
- 109. Surveyor's Test (Higher Grade), Part-I **(WITHOUT BOOKS)** 3hours (9:00 AM To 12:00NOON)
- 110. Survey and Settlement Surveyor's Test (Higher Grade), Part-I **(WITHOUT BOOKS)** 3 hours (9:00 AM To 12:00 NOON)

111. Surveyor's Test (Lower Grade), Part-I **(WITHOUT BOOKS)** 3 hours (9:00 AM To 12:00 NOON)
 112. Survey and Settlement Surveyor's Test (Lower Grade), Part-I **(WITHOUT BOOKS)**
 3 hours (9:00 AM To 12:00 NOON)
 116. Survey Inspector's Test, Part-I **(WITHOUT BOOKS)** 3 hours (9:00 AM To 12:00 NOON)
 117. Survey and Settlement Inspector's Test, Part-I **(WITHOUT BOOKS)**
 3 hours (9:00 AM To 12:00 NOON)
 122. Computation Test, Part-I **(WITHOUT BOOKS)** 3 hours (9:00 AM To 12:00 NOON)

13.06.2016 MONDAY AFTER NOON- 2.00 PM TO 4.00 PM

25. Fire Service Department Test, Part-I Second Paper **(WITHOUT BOOKS)**
 41. Departmental Test for Chief and Deputy Chief Accountants in the Andhra Pradesh Electricity Department, Paper-I **(WITHOUT BOOKS)**
 42. Departmental Test for Officers of the Forest Department, Land Revenue – First Paper **(WITHOUT BOOKS)**
 49. Special Language Test for Officers of the Education Department, Lower Standard – Written Examination -Second Paper - Translation from the Language chosen into English **(WITHOUT BOOKS)** 3hours (2:00 PM To 5:00 PM)
 56. Fisheries Department Test-II, Third Paper **(WITHOUT BOOKS)**
 58. Special Language Test for Officers of Education Department (Advanced Standard) First Paper **(WITHOUT BOOKS)** 3hours (2:00 PM To 5:00 PM)
 81. Divisional Test, Part-II, Paper-III **(WITHOUT BOOKS)**
 90. Departmental Test for Employees OF Sericulture Department, Part-I, Paper-III **(WITHOUT BOOKS)**
 101. Departmental Test for Employees of Sericulture Department, Part-II, Paper-III **(WITHOUT BOOKS)**
 104. Departmental Test for the Staff of National Employment Service, Part-II **(WITHOUT BOOKS)**
 118. Surveyor's Test (Higher Grade), Part-II **(WITHOUT BOOKS)** 3hours (2:00 PM To 5:00 PM)
 119. Survey and Settlement Surveyor's Test, (Higher Grade), Part-II **(WITHOUT BOOKS)**
 3hours (2:00 PM To 5:00 PM)
 120. Surveyor's Test (Lower Grade), Part-II **(WITHOUT BOOKS)** 3hours (2:00 PM To 5:00 PM)
 121. Survey and Settlement Surveyor's Test (Lower Grade), Part-II **(WITHOUT BOOKS)**
 3hours (2:00 PM To 5:00 PM)
 123. Local Fund Audit Department Test Fourth Paper **(WITHOUT BOOKS)**
 127. The Criminal Judicial Test, Third Paper **(WITHOUT BOOKS)**
 133. Survey Inspector's Test, Part-II **(WITHOUT BOOKS)** 3hours (2:00 PM To 5:00 PM)
 134. Survey & Settlement Inspector's Test Part-II **(WITHOUT BOOKS)** 3 hours (2.00 P.M to 5.00 P.M)
 135. Computation Test, Part-II **(WITHOUT BOOKS)** 3hours (2:00 PM To 5:00 PM)

14.06.2016 TUESDAY FORE NOON - 9.00 AM TO 11.00 AM

22. Labour, Factories and Boilers Department Test, Part-A
 i) Dist. Office Manual **(WITHOUT BOOKS)**
 ii) Manual for Conciliation Officers **(WITH BOOKS)**
 53. Subordinate Accounts Service Examination, Paper-V **(WITHOUT BOOKS)**
 54. Excise Department Test, Test-D Distillery Manual - First Paper **(WITHOUT BOOKS)**
 59. Departmental Test for the Chief and Deputy Chief Accountants in A.P. Electricity Department, Paper-II **(WITHOUT BOOKS)**
 67. Special Language Test for Officers of the Education Department, Lower Standard – Written Examination, Third Paper - Grammar and Idiom **(WITHOUT BOOKS)** 3hours (9:00AM To 12:00 NOON)
 74. Special Language Test for Officers of the Education Department (Advanced Standard) Second Paper **(WITHOUT BOOKS)** 3hours (9:00AM To 12:00 NOON)

76. Departmental Test for Officers of the Forest Department, Office Procedure and Accounts, First Paper **(WITHOUT BOOKS)**
85. Fisheries Department Test – II, Fourth Paper **(WITHOUT BOOKS)**
87. Revenue Draughtsman's Test, Part-II **(WITHOUT BOOKS)** 3hours (9:00AM To 12:00 NOON)
103. Endowments Department Test, First Paper **(WITHOUT BOOKS)**
113. Divisional Test, part-II, paper-IV **(WITHOUT BOOKS)**
115. Department Test for Employees of Sericulture Department, Part-I, Paper-IV **(WITHOUT BOOKS)**
125. Department Test for Persons in Ministerial Service of the Forest Department Part-I, Paper -II **(WITHOUT BOOKS)**
130. Department Test for Employees of Sericulture Department, Part-II, Paper-IV **(WITHOUT BOOKS)**
145. The civil Judicial Test Part-II, Paper-I **(WITHOUT BOOKS)**
150. Departmental Test for Mines and Geology **(WITHOUT BOOKS)**

14.06.2016 TUESDAY AFTER NOON - 2.00 PM TO 4.00 PM

5. Second Class Language Test Part-A Written Examination, Translation from English into the language chosen **(WITHOUT BOOKS)**
6. Examination in Gujarathi Language, Part-A Written Examination **(WITHOUT BOOKS)**
3 hours (2:00 PM To 5:00PM)
7. Examination in Marwari Language, Part-A Written Examination **(WITHOUT BOOKS)**
3 hours (2:00 PM To 5:00PM)
28. The Translation Test, Second Paper - Translation from the Language chosen into English **(WITHOUT BOOKS)** 3 hours (2:00 PM To 5:00 PM)
143. Departmental Test for Employees of sericulture Department Part-II, Paper-V. **(WITHOUT BOOKS)**

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154. Departmental Test for Employees of Sericulture Department, Part-III (Practical Test) **(WITHOUT BOOKS)** (DATE WILL BE ANNOUNCED BY THE DIRECTOR, SERICULTURE DEPARTMENT)
155. Third Class Language Test (Viva-Voce only) (The date, time and venue of the viva-voce will be communicated to the candidates separately at the appropriate time).
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**SD/- A. GIRIDHAR, IAS,
PRINCIPAL SECRETARY**