

USER GUIDE

INSTRUCTIONS TO CANDIDATES

Note

1. Candidate can appear for one or more of the Tests to the extent the Time-table allows.
2. Amount Fields are in Indian Rupees.
3. Fields marked with '*' are compulsory.
4. Candidate can pay total fee in a single challan.
5. The application is only compatible with 'Internet Explorer'

Please read the following instructions before filling the online application for departmental test.

How to access online application form?

The **Apply Online** link in the home page of <http://www.apspsc.gov.in> website will lead you to read instructions for filling online Application form. See fig(1).



fig(1)

By **clicking** on **Apply Online** link, candidate can see the display of instructions, after reading the instructions carefully, candidate has to **click** on the AP State Govt. Employee button if he/she working with **AP State Govt. Employee** and the candidate belongs to the other category has to **click** the **Others** button to proceed further. See fig(2) below.

Papers Appearing for

Single Test

By clicking on the **Select test and click Add** box the list of tests codes, test names along with the paper codes will be shown in the following screen.

DEPARTMENTAL TESTS APPLICATION FORM - NOVEMBER 2007 SESSION Notification No : 6/2008

Note :

- ..Candidate can appear for one or more of the Tests to the extent the Time-table allows.
- ..Amount Fields are in Indian Rupees.
- ..Fields marked with '*' are compulsory.
- ..Candidate can pay total fee in a single challan.

The screenshot shows a web application interface titled "PAPERS APPEARING FOR". It features a dropdown menu labeled "Tests *" with the text "Select Test and click Add". To the right of this menu is an "ADD" button and a "Total Fee : 0" field. Below the dropdown is a scrollable list of tests, each with a code and name, such as "Subordinate Accounts Service Examination (1,9,23,34,53)", "Deputy Inspector's Test (2,12,20)", "Excise Department Test (3,13,21,35,54,71)", "D.T. for Clerks in Police Department (4)", "Second Class Language Test (5)", "Gujarathi Language Test (6)", "Marwari Language Test (7)", "Accounts Test for Subordinate Officers Part-I (8)", "Accounts Test for Subordinate Officers Part-II (10)", "Accounts Test for Public Works Work-Shop Officers (14,29)", "Fisheries Department Test-II (15,24,56,85)", "Fire Service Department Test (16,25,39)", "D.T. for Officers of Forest Department (17,26,42,61,76,86)", "The Revenue Test (18,27,43,62)", "The Translation Test (19,28)", "Labour, Factories and Boilers Department Test (22,40,57,75)", "Divisional Test (30,63,81,113,138)", "Treasuries & Accounts Service Examination PART-I (31,64,89,114)", "Treasuries & Accounts Service Examination PART-II (46,79,100,129)", "D.T. for Employees of Sericulture Department PART-I (32,65,90,115)", "D.T. for Employees of Sericulture Department PART-II (47,80,101,130,143)", "Jail Department Test (33,48,66,82)", "Special Language Test(Lower Standard) (36,49,67)", "Special Language Test(Higher Standard) (37)", "D.T. for Chief and Deputy Chief Accountants in the A.P.Electricity Department (44,78,99,128)", "The Civil Judicial Test PART-I (45)", "D.T. for Officers of the A.P. Agricultural Service (50)", and "Animal Husbandry Department Test (51)". To the right of the list is a "Challan Details" section with fields for "Challan Fee : 0", "10 digit)", "dd/mm/yyyy)", and another "10 digit)" field. A "Total Fee : 0" field is also present at the top right.

fig(4)

By selecting on the particular test a **tooltip** is shown to the candidate to **click** on **ADD** button. See the fig (5).

DEPARTMENTAL TESTS APPLICATION FORM - NOVEMBER 2007 SESSION Notification No : 6/2008

Note :

- 1.Candidate can appear for one or more of the Tests to the extent the Time-table allows.
- 2.Amount Fields are in Indian Rupees.

The screenshot shows the same "PAPERS APPEARING FOR" application form as in fig(4). The "Tests *" dropdown menu is now set to "18 : Divisional Test (30,63,81,113,138)". The "ADD" button is highlighted, and a tooltip bubble is positioned over it, containing the text: "Click this [ADD] button to apply for the selected Test(s)". The "Total Fee : 0" field is also visible.

fig(5)

After clicking on **ADD** button the following screen appears, then **click** on the respective boxes for (Red Coloured) for selecting the Papers. The name of papers along with the codes list is displayed relevant to the test. The fee towards application and towards Udyoga Samacharam will also be displayed.

PAPERS APPEARING FOR

Tests * Total Fee :

Application Fee : 25 | Udyoga Samacharam : 20 | Examination Fee : 0

Click the respective boxes (Red coloured) for selecting the Papers

| Test | 18 : Divisional Test (30,63,81,113,138) |
|--------------------------|--|
| <input type="checkbox"/> | Divisional Test Part-I, Paper-I -- (30) |
| <input type="checkbox"/> | Divisional Test Part-I, Paper-II -- (63) |
| <input type="checkbox"/> | Divisional Test Part-II, Paper-III -- (81) |
| <input type="checkbox"/> | Divisional Test Part-II, Paper-IV -- (113) |
| <input type="checkbox"/> | Divisional Test Part-II, Paper-V -- (138) |

fig(6)

Click on the above shown **check boxes** to appear for the desired papers. By clicking the paper codes the Examination Fee will be displayed. Based on the selection of papers the relevant special conditions of tests will be enabled. Candidate has to fill the special conditions fields to proceed further.

Sample I

Select the **Divisional Test** from the list, the paper codes 30, 63, 81, 113 and 138 will be shown in the check list. To claim exemption for paper code 30 by commerce graduates, click on the paper code 63 i.e on **2nd check box**, the message **Do you want Exemption from Divisional Test Part-I, Paper-I - - (30)** will be displayed.

PAPERS APPEARING FOR

Tests * Total Fee :

Application Fee : 25 | Udyoga Samacharam : 20 | Examination Fee : 0

Click the respective boxes (Red coloured) for selecting the Papers

| Test | 18 : D |
|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | Division |
| <input checked="" type="checkbox"/> | Division |
| <input type="checkbox"/> | Division |
| <input type="checkbox"/> | Division |
| <input type="checkbox"/> | Division |

Windows Internet Explorer

Do you want Exemption from Divisional Test Part-I, Paper-I -- (30) for 'Commerce Graduates'

fig(7)

After clicking on **ok** button the following screen will be displayed. The candidate can **tick** any of the remaining papers to if he/she desires to appear for other papers. The commerce graduate has to type the **Degree** field and select the **year of passing** field from the list to claim exemption.

| PAPERS APPEARING FOR | | |
|--|--|-----------------------|
| Tests * | Select Test and click Add | ADD Total Fee : 245 |
| Application Fee : 25 | Udyoga Samacharam : 20 | Examination Fee : 200 |
| Click the respective boxes (Red coloured) for selecting the Papers | | |
| Test | 18 : Divisional Test (30,63,81,113,138) | |
| <input type="checkbox"/> | Divisional Test Part-I, Paper-I -- (30) | |
| <input checked="" type="checkbox"/> | Divisional Test Part-I, Paper-II -- (63) | |
| <input checked="" type="checkbox"/> | Divisional Test Part-II, Paper-III -- (81) | |
| <input checked="" type="checkbox"/> | Divisional Test Part-II, Paper-IV -- (113) | |
| <input checked="" type="checkbox"/> | Divisional Test Part-II, Paper-V -- (138) | |
| To claim exemption for PAPER I of PART I of Divisional Test (COMMERCE GRADUATES) | | |
| Degree | B.Com | Year of passing 1998 |
| SERVICE CERTIFICATE | | |
| Service Certificate Appearing for Divisional Test | \\10.2.0.100\appsc\5.jpg | Browse... |

fig(8)

Service Certificate Appearing for Divisional Test

The candidate desiring to appear for divisional test has to **click** on the **Downloads** in the home page and **click** on the link **Service Certificate Appearing for Divisional Test** from the application to download the following prescribed form for uploading the service certificate.

SERVICE CERTIFICATE FOR CANDIDATES APPEARING FOR DIVISIONAL TEST

This is to certify that Sri/Kum/Smt. _____ working in this department as _____ is a probationer / approved probationer and rendered service of _____ years in the category of Senior Assistant as on date.

He/She is working in the present category of Senior Asst./ Superintendent from _____ to _____ and his/her parent Department is _____ and their Service Certificate is issued as per G.O.Ms.No.308, Finance and Planning (FW.WAI) Dept., dated:07-12-1981.

Station:

Signature

Date:
Officer

Name and Designation of the Controlling

Controlling
rejected)

With Office Seal (If not signed by the
Officer, the application will be

NOTE: - The form without Signature/Seal of the Controlling Officer will be summarily rejected.

Instructions for Uploading Service Certificate

After downloading the above form candidate has to fill the form in all respects with the signature of the Controlling Officer. Scan the service certificate for required size after filling all the details mentioned in the form.

e.g. the Technical Specifications of the service certificate scanned image shown should be

- Size of the file < 20 KB
- Dpi setting = 125 dpi

The entire image is required to be scanned and stored in *.jpg format on local machine. Select the service certificate by clicking on the **browse** button from the saved location. The image path is captured in the respective fields as shown above after selecting the scanned image of service certificate. See fig(8).

Multiple Tests

In addition to the above test, the candidate can also select multiple tests from the list, and click on the **ADD** button the paper codes will be shown in the check list. By clicking on the papers in the box the papers will be selected and the corresponding fees will be displayed. The following screen appears.

Sample II

In addition to the above test, the candidate can also select **Accounts Test for Public Works Work-Shop Officers (14,29)** from the list, and **click** on the **ADD** button the paper codes 14 and 29 will be shown in the check list. By clicking the **box** the two papers will be selected and the corresponding fees will be displayed.

PAPERS APPEARING FOR

Tests * Total Fee :

Application Fee : 50 | Udyoga Samacharam : 40 | Examination Fee : 300

Click the respective boxes (Red coloured) for selecting the Papers

| Test | Description | Selected |
|------|--|-------------------------------------|
| 11 | Accounts Test for Public Works Work-Shop Officers (14,29) | <input checked="" type="checkbox"/> |
| | Accounts Test for Public Works Work-Shop Officers- I Paper -- (14) | <input checked="" type="checkbox"/> |
| | Accounts Test for Public Works Work-Shop Officers-II Paper -- (29) | <input checked="" type="checkbox"/> |
| 18 | Divisional Test (30,63,81,113,138) | <input checked="" type="checkbox"/> |
| | Divisional Test Part-I, Paper-I -- (30) | <input type="checkbox"/> |
| | Divisional Test Part-I, Paper-II -- (63) | <input checked="" type="checkbox"/> |
| | Divisional Test Part-II, Paper-III -- (81) | <input checked="" type="checkbox"/> |
| | Divisional Test Part-II, Paper-IV -- (113) | <input checked="" type="checkbox"/> |
| | Divisional Test Part-II, Paper-V -- (138) | <input checked="" type="checkbox"/> |

To claim exemption for PAPER I of PART I of Divisional Test (COMMERCE GRADUATES)

Degree Year of passing

SERVICE CERTIFICATE

Service Certificate Appearing for Divisional Test

fig(9)

NOTE

On selection of tests the candidate should ensure selection of papers otherwise the system counts the fee towards the 'Application' and 'Udyoga Samacharam' automatically.

Deletion of Papers selected

Candidate has the choice to delete the above selected papers by clicking on cross(X) button on the right side of the screen. Candidate has to deselect the divisional test by clicking on the cross(X) button shown in fig(9). After clicking on the cross(X) button the

| PAPERS APPEARING FOR | |
|--|--|
| Tests * Select Test and click Add | ADD Total Fee : 145 |
| Application Fee : 25 | Udyoga Samacharam : 20 Examination Fee : 100 |
| Click the respective boxes (Red coloured) for selecting the Papers | |
| Test 11 : 11 : Accounts Test for Public Works Work-Shop Officers (14,29) | |
| <input checked="" type="checkbox"/> Accounts Test for Public Works Work-Shop Officers- I Paper -- (14) | X |
| <input checked="" type="checkbox"/> Accounts Test for Public Works Work-Shop Officers-II Paper -- (29) | |

fig(10)

Particulars of Fee Paid

In order to fill in the online application, payment of fee has to be made through Government challan only. The **(HELP)** button in the instructions screen facilitates the candidate how to pay the fee through Government challan and how to calculate the fee for appearing tests.

The candidate has to ensure the **Head of Account** and **DDO No.** before filling the challan details. Candidate has to fill the **Challan No., Confirm Challan No, Challan Date** in DD/MM/YYYY format (e.g.17/07/2008), **Amount paid** in Indian Rupees. Select the **District where STO/DTO located** and **Name of the STO/DTO**.

Note :

- 1.The candidate has to ensure the Head of Account : and DDO Code : before filling Challan Details.
- 2.Candidate can pay total fee in a single challan.

| PARTICULARS OF FEE PAID | |
|---|-------------------------|
| Challan No * | 2456 |
| Confirm Challan No * | 2456 |
| Challan Date * | 01/08/2008 (dd/mm/yyyy) |
| Amount paid * | 145 |
| Select the District where STO/DTO located * | KHAMMAM |
| Name of the STO/DTO * | BHADRACHALAM |
| Additional Challan Details (If any) | |
| Challan No | |
| Confirm Challan No | |
| Challan Date | (dd/mm/yyyy) |
| Amount paid | |
| Select the District where STO/DTO located | Select District |
| Name of the STO/DTO | Select STO / DTO |

fig(11)

If the candidate does not get the challan for required fee he/she can get the additional challan for the balance amount and additional challan fields should be filled for the balance amount in the above screen.

Personal Details

Enter the personal details **Employee Id** in 7 digits only, **confirm Employee Id, Surname, name**, Select **Date of Birth** from three boxes and select **Gender** and enter **Father/Husband Name, e-Mail, Phone No.** Here all fields are mandatory except **Surname** field. By clicking on **browse** button in the below fig (12) candidate can upload the photograph with the following instructions.

Ex: If you give surname as vemula and Name as Rakesh Reddy, The name on Hall Ticket will be displayed as 'VEMULA RAKESH REDDY'.

| PERSONAL DETAILS | |
|---|---|
| Employee Id (assigned by the Treasury)* | 3333333 (7 digit) |
| Confirm Employee Id * | 3333333 |
| Surname | VEMULA |
| Name * | RAKESH REDDY |
| Date of birth * | Day 9 Month May Year 1984 |
| Gender * | <input checked="" type="radio"/> Male <input type="radio"/> Female |
| Father/Husband Name * | SANJEEVA REDDY |
| e-Mail | raki@yahoo.co.in |
| Mobile No | 9396956789 |
| Photograph with Signature * | \\10.2.0.100\appsc\test 125DPI <input type="button" value="Browse..."/> |

fig(12)

Scanning & Uploading Photograph and Signature

The candidate has to upload **Photo with Signature** in the prescribed format shown below for pasting good quality non-attested **colour photo** in the space provided and **sign** in the space provided for specimen signature.

Photo width= 3.5cm

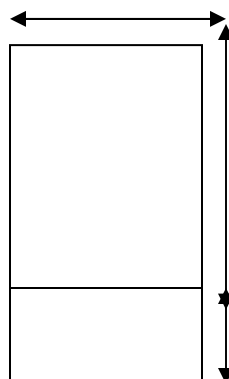
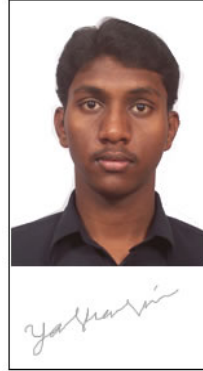


Photo Height= 4.5cm

Space = 1.5 cm

Scan the above required size form after pasting the photo with signature. Candidate has to go through the following instructions carefully before scanning the form.

SAMPLE PHOTO and SIGNATURE



fig(13)

Instructions for Uploading Photograph with Signature

1. Paste the Photo on the printed form downloaded from the homepage in the space provided. Sign in the space provided. Ensure that the signature is within the box.
2. Scan the photo along with the signature as per guidelines given bellow.
3. The entire image (of size 3.5 cm by 6.0 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 that 10KB.
5. If the size of the file is more than 10 KB, then adjust the settings of the scanner such as the no. of dpi, no. of colours etc., during the process of scanning.
6. The candidate has to sign in full using only black ball point pen 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 form 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.
9. Scan the form containing photograph and signature and upload the same by clicking on the **browse** button.

e.g. the Technical Specifications of the sample scanned image shown above are:

- Size of the file < 15 KB
- Dpi setting = 125 dpi
- True Colour

DO NOT

- **FORGET TO PASTE PHOTO ON SPACE PROVIDED**
- **FORGET TO SIGN IN THE BOX PROVIDED**
- **SCAN THE COMPLETE PAGE OF THE FORM**

Office Details

Enter the fields **Present Designation**, Office Details like **Office Name** and Office Address, **Place** (Locality details like colony, street, village etc.,) **City/Mandal/Post**, **Pin Code** and select **District**. Here all fields are mandatory except **PIN Code** field.

| OFFICE DETAILS | |
|--|-------------|
| Post held (Present Designation) * | AEE |
| Office Address where the candidate is currently working | |
| Office Name * | ENC(R&B) |
| Place * | ERRUMMANZIL |
| City / Mandal / Post * | HYDERABAD |
| Select District where presently working * | HYDERABAD |
| PIN Code | 500082 |

fig.(14)

Debarment Details

By default **NO** button is activated for the candidates for earlier debarment and select **YES** if the candidate has been debarred earlier by the APPSC. Debarred candidates have to enter the **period** of debarment in years and **Date of Debarment**.

| DEBARMENT DETAILS | |
|------------------------------------|---|
| Have you been debarred earlier? | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| If so, state the period (in years) | 3 |
| Date of debarment | 16/10/2005 (dd/mm/yyyy) |

fig.(15)

Declaration

At the candidates has to accept the declaration by **clicking** in the provided box shown below.

| DECLARATION |
|--|
| I abide by the Rules concerning the Test and applied for the Test as stated in the relevant G.Os |
| I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination/Viva-Voce, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer. |
| I also declare that I am appearing the examination in the District where I am working. |
| <input checked="" type="checkbox"/> I accept the above declaration |

fig.(16)

Security Code

Candidate has to type the security code in the given box as displayed in the form as shown in the fig.(17) before submitting the application.



Please Enter the code in the image

fig.(17)

PRINT the online application form

After submitting the online application, the candidate will be provided with acknowledgement displaying with Employee Id and he/she will be able to PRINT the generated PDF online application form with the furnished information. The candidate will be able to SAVE/PRINT the generated PDF online application form with the given ID anytime.

Your Application provisionally accepted to the tests/papers applied

Your ID : 3333333

To download your application click download button

fig.(18)